**Checklist and Instructions**

**State Responsibilities**

1. Participate in **State Steering Team (SST)** meetings.
2. Designate a **representative for the Technical Support Team** (TST). Participate in project activities including participation in virtual or in-person TST meetings, workgroups, and product development.
3. Ongoing participation in project activities, including use of instructional materials and staff training.
4. Provide evaluation data to the lead state.
5. New states and new directors are invited to attend regular onboarding discussions.

This list and all forms can be accessed at [www.osymigrant.org/data-collection](http://www.osymigrant.org/data-collection)

1. Work with your authorized representative to complete required Federal forms.

**Use of iSOSY Products**

1. Assist migratory youth in completing instructional materials. Report number of students assessed and number gaining 5% on Form 1: Director/Coordinator Report.
2. Identify the needs of OSY and at-risk secondary students and provide instruction aligned to needs/goals.
3. Provide training to staff and/or ensure staff attend online professional development. Report results on Form2: Staff Training Survey.
4. Track progress along pathways including enrollment in HSED/GED programs, enrollment and attainment of credentials, reenrollment in regular high school, etc. Report results on Form 1: Director/Coordinator Report.

**State Level Required Forms List**

|  |  |  |
| --- | --- | --- |
| **Data Collection Form/Instrument** | **Person****Completing** | **Notes** |
| Form 1: Director/Coordinator Report | MEP State Director or Designee | **Due 9/29/2023**. States may use optional forms to collect data needed to complete this form. |
| Form 2: Staff Training Survey<https://www.surveymonkey.com/r/iSOSY3>  | Staff receiving PD | **Due 9/29/2023.** Complete following each training or webinar. |
| OSY Profile State Summary | MEP State Director or Designee | This form is **due to Tracie Kalic** by **9/29/23.** The reporting form is available as a Word or Excel document. |

**Electronic submission:** **marty@metaassociates.com**

**Or mail: Marty Jacobson, 420 Montclaire Dr SE, Albuquerque, NM 87108**

**Optional Provider Level Tracking Forms**

|  |  |  |
| --- | --- | --- |
| **Data Collection Form/Instrument** | **Person Completing** | **Notes** |
| Form 3: Pilot Product Review Form | Staff piloting materials | Use if piloting materials new to the state or new iSOSY products. |
| Local data collection worksheet | Local programs | Use this worksheet to collect data for Form 1 from local projects.  |
| OSY Profile | MEP staff or recruiters | This form is used to fill out the OSY Profile State Summary. States may use the Word or PDF file to collect data, or use any other data collection method that has the same data elements. |
| At-risk Secondary Student Profile | MEP staff | This form is a tool for providers to use to identify the needs of secondary students and select lessons or materials appropriate to the needs. This is an instructional tool, and data are not collected from it. |
| Provider and OSY Learning Plans | Teacher | Use the provider version of the learning plans to track progress and summarize on Form 1. States have the option of using their own learning plans. |

**States may choose to send completed optional forms to the evaluators.**