**State Responsibilities**

1. Participate in State Steering Team (SST) meetings. There will be an iSOSY **kick-off meeting** and an **SST meeting** virtually in the coming months.
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 beginning in 2021 and continuing throughout the grant
5. Schedule and/or review virtual technical assistance from iSOSY Mentors
6. Work with your authorized representative to complete required Federal forms

**Use of iSOSY Products**

1. Assist migratory youth in completing instructional materials aligned to their iSOSY learning plan, needs, interests, and career/education goals. Report number of students assessed and number earning 80% or more on Form 1: Director/Coordinator Report.
2. Complete the OSY and secondary youth profiles.
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.
5. Report other activities provided to OSY and at-risk secondary youth including post-secondary or career awareness activities on Form 1: Director/Coordinator Report. This is not a required activity.

**State Level Required Forms List**

|  |  |  |
| --- | --- | --- |
| **Data Collection Form/Instrument** | **Person****Completing** | **Notes** |
| Form 1: Director/Coordinator Report | MEP State Director or Designee | **Due 9/17/2021**. States may use optional forms to collect data needed to complete this form. |
| Form 2: Staff Training Survey<https://www.surveymonkey.com/r/Q59YYPK>  | Staff receiving PD | **Due 9/17/2021.** Complete following each training or webinar. |
| OSY Profile State Summary | MEP State Director or Designee | This form is **due to Tracie Kalic** by **10/1/2021.** 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** |
| 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. |
| 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.**