IDRC TST Meeting Notes

Virtual Meeting December 7 and 8, 2020

Assessment Training Workgroup Notes

Members Present:

Alejandro Cabero (KS)
Kelly Dolan (VT)
Maria Dominguez (IL)
Bernardo Lopez (NM)
Ray Melecio (MO)
Emily Williams (SC)
Yeny Vasquez (MO)

Identification & Recruitment Consortium

Tasks for Workgroup Meeting

- Work on COVID-19 Safety protocols
- Work on interactive evaluation tools that can be added to the IDRC website.
- Determine how scenarios should be used to provide more interaction on the website and how those can be promoted and used.
- Work on adding additional questions to the national assessment so that the question bank is much larger to make the test more relevant for recruiters to take multiple times.
- Review current assessments and assign questions to basic or advanced assessments and give categories to each question.

Questions for discussion

1. What are some interactive evaluation tools we can create on the IDRC website?
    - Choose your own adventure for recruiting - How to find a student. Through a PowerPoint or website.
        - Going through an interview?
        - What do you ask or say next? - Completing the interview
        - Safety
        - Working with Agribusinesses
        - Working with referrals
        - Training on 4b, recent history of moves, more complicated moves
    - Make the choose your own adventure not so black and white make it more of a learning process
    - **Create a basic prototype of choose your own adventure tool to test it out - Basic interviewing techniques**

- Alejandro's Jeopardy game
- COE with Dropbox options - Have google form tell you whether they are correct or wrong
- Interactive tool to help train on a COE
    - Assessments on Classmarker on filling out COEs/identifying mistakes
        1. **Create a basic prototype to test it out with one scenario**
    - Find the differences between the two COEs

2. How can we promote and advertise the evaluation tools so they will be used more?
    - Make things customizable - For example making the qualifying work more relevant to the states that could use them
        - They can pick or choose the questions that are most relevant to their state
        - Maybe have preset number of questions that are fixed and then choose to do more questions from certain topics
    - Trying to do the quizzes and every time you want to do a quiz you have to login, enter a password, and it is a long process and cumbersome to try to take a quiz. They must be easier to use. Making a quiz 8-10 questions at most.
    - Making the tools easier to use
    - Adding reminders at the end of webinars about what is available
    - Recommendations on the website - If you like this tool then check this one out. If you completed this quiz check out this quiz
        - "⅝ recruiters who complete this become the world's best recruiters" - include messages of positivity about improvement or good results from the tools
    - "If you like this try this..." Recommend similar trainings/tools on the results/end pages of assessments
3. How can we promote safety protocols for states wanting to recruit in the field?
    - We will email by December 18th to Justyn the state's COVID-19 protocols. In January during the workgroup check in we will choose and set out recommended protocols for states wanting to return to the field.
4. What are your thoughts on the new categories created for the assessment?
    - We reviewed the new categories, looked at what categories are, and approved the categories.
    - The workgroup chose what categories they would like to work on
5. Are any topics/themes missing?
    - We did not see any topics for categories that are missing.
6. How can we create a wider variety of questions?
    - Everyone will create 5 new questions for the topics they have been assigned.

7. How do we assign questions to be basic or advanced?

- We reviewed the existing Recruiter Competency and Skills assessment and divided the assessment into Basic and Advanced questions.
- There are currently 22 basic and 8 advanced questions.
- Advanced questions involve concepts frequently found confusing, multiple coes, multiple dates.
- An advanced situation or scenario is a scenario where you need to get out a piece of paper to begin tracking the dates and moves.

Tasks to accomplish/assignments

- Create a workgroup Google Drive Folder for materials sharing
- Email state COVID-19 protocols to Justyn by December 18th
- During January's Assessment Workgroup Check in we will formulate recommended safety procedures
- Create 5 new questions per category (10 questions per workgroup member) by next TST. Category Assignments:
  - Alejandro - Eligibility and Temporary Work
  - Bernardo - Migratory Agricultural Worker/Fisher and Qualifying Work
  - Emily - COE and "To Join" Move categories
  - Kelly - Qualifying Move and Temporary Work
  - Maria - Guardian and Q.A.D.
  - Ray - Migratory Child and Residency Date
  - Comments - Justyn
- Create two pilot tools:
  - An interactive "choose your own adventure tool" for teaching how to conduct a recruiting interview
  - An interactive assessment about how to fill out the COE on Classmarker

<u>Timeline</u>

- December 18th - Justyn email workgroup reminder about Category assignments, category explanations, and example questions
- December 18th - Create workgroup Google Drive folder for materials to be shared
  - Ensure all workgroup members can upload and view files
- December 18th - Email to Justyn your state's COVID-19 safety protocols
- January 11th - Create interactive COE prototype for review
- January 11th - Create interactive "Choose your own adventure" prototype for review
- **January 11th 1:00 p.m. Eastern, 12:00 p.m. Central, 11:00 a.m. Mountain time** - Assessment Training Workgroup Check in: Review how new questions for assessment are going, Review COVID-19 safety protocols and make official recommendations

- February 8th - Turn in 5 new questions per category (10 per workgroup member) for inclusion in the Assessment question bank.

Coordinator Training Workgroup Notes

Members Present:

Merced Flores (OR)
Cris Young (MN)
Sara Stowell (VT)
Tena Torgerson (WI)
Genoveva Winkler (ID)
Emily Callaghan (NY)

Tasks for Workgroup Meeting

- Review the topics listed for the Coordinators Manual the group will be creating.
- Review topic research that has been compiled for each of the areas (Duties of an IDR Coordinator, Hiring and Training of Recruiters, Quality Control Procedures, Motivating Staff and Providing Team Building Training)
- Develop a timeline for when each section will be completed.
- Determine responsibilities of the work and how it will be completed.
- Develop a plan for how trainings can be created/ what format they will use and how they will be provided to coordinators.
- Begin working on the first section.
- Determine a timeline to complete the manual by end of year 1

Questions for discussion

1. Check in to discuss how research in each topic is going.
    - What has been done and what needs to be done?
        - Workgroup members expressed struggles to upload items to folders. Some can do it others cannot.
        - Some members said they had more questions than answers. Some members were confused about what they were trying to accomplish because so many people had so many different models.
        - There was some confusion about what everyone was being asked to contribute and what categories meant. Workgroup members had different ideas about what each topic/folder meant.
        - There was some confusion about whether we were working towards training for new state directors about ID&R or new ID&R coordinators

    - How do you accommodate multiple models under the current project?
    - Lengthy discussion on how we can find what is universal
    - A couple workgroup members uploaded morning of TST new documents

  - How do we find what is universal to everyone?
    - Discussed the importance of everyone's own perspective. Write about your own processes/techniques for your state's model and then when we gather drafts together, we can see what is missing
    -
  - Universal list/calendar of qualifying activities
  - Whatever we create must include an introduction to MEP and why ID&R is important
  - Discussed the difficulties of working through scenarios and lack of a place where coordinators and MEP directors can discuss difficult scenarios or promptly have questions answered
    - Discussed the value of creating place where questions can be submitted
    - Creating time in TST meetings to discuss questions/difficult scenarios submitted
  - Discussed that the topic of non-traditional/uncommon qualifying activities is not needed in the manual but is important for ID&R.
    - Use the topic of non-traditional/uncommon qualifying activities for a consortium training
    - The topic should cover the process a recruiter or coordinator goes through in determining if the qualifying activity is still considered part of initial processing
    - Get list of qualifying activities from states to identify what could be uncommon

2. Estimation of when each section can be completed.
   - To complete each section there needs to be a little more clarity on the purpose of each section
3. What training is needed?
   - Training needed to help new coordinators know where to look for resources

Tasks to accomplish/assignments

- Make sure everyone can upload and download files to Google Drive folder

- Create collaboration Document to brainstorm what are essentials that new Coordinators must know, what resources already exist, what materials must new Coordinators be familiar with
- Continue collecting resources that already exist for training coordinators
- Upload and share examples of universal tools used by states (e.g., occupational surveys/home language surveys)

Timeline

- December 11th - Troubleshoot Google Drive folder to ensure everyone can upload files to the folder
- December 11th - Create collaborative brainstorm document about what new Coordinators must know and what resources already exist
- December 18th - Submit form to submit scenarios/questions for review
- January 15th - Have contributed to Collaborative Document and uploaded resources materials
- **January 20th - 11:00 a.m. Eastern, 10:00 a.m. Central, 9:00 a.m. Mountain Time, 8:00 a.m. Pacific - Coordinator Training Workgroup Check in:** Discuss organization of Manual/Resource Library, organize materials gathered
- February 8th - Have first draft of Manual/Resource Library

Recruiter Training Workgroup Notes

Members Present:
Christina Alvarez (ID)
Jamie Cunningham (AR)
Michelle Mattson (MI)
Ita Mendoza (NE)
Billie Thomas (NJ)
Yeni Vasquez (MO)

Tasks for Workgroup Meeting:

- Finalize training plan/ training proposal for the year
- Begin working on training modules in order of when they need to be presented (Developing an action plan and creating recruiting goals, safety course for recruiters, recruiter 101 Module, training on sources of information available to recruiters.)
- Determine assignments of each module and timeline for various tasks and completion.
- Review Scenarios submitted by states and determine how they will be used.

Questions for discussion

1. Review Training plan created so far.
    a. What needs to be added?
        - Recruiting during the slow periods - What can we do?
        - Make actions plans two separate trainings: First training on daily action plans before the summer and second training on yearlong/big picture action plans in September.
        - Recruiting Pre-K
2. How can we present these training sessions to make them used more?
    - Developed in a way that they can be used as videos?
    - When sending out announcements on what is available give examples of how it can be incorporated/used
    - Include PowerPoint slides that are left open for you to include your own state's information
    - Need a guide for how to provide the training - what will be in it, estimated time, potential time for each topic, handouts ahead of time - a lesson plan/guide
    - Post training assessment to gauge effectiveness
    - Make sure all trainings have a handout/something to takeaway
        - For training on action plans Nebraska has good action plans
        - For recruiting during the slow months, a checklist on what needs to be done

3. How can we make them more interactive?
    - Include breakout rooms/discussion groups
    - Inclusion of videos/video clips/scenarios - mix the medium up to not make it so monotonous
    - Add slides with questions for discussion (2-3).
        - This is especially helpful for states implementing these materials on their own

4. How can we distribute them to states for use?
    - See answers for discussion Questions 2 and 6
5. Assigning modules
    - Modules assigned:
        - Essentials for ID&R - Michelle
        - Developing a daily Recruiting Plan and Smart Goals - Ita
        - Using Data for Recruiting - Jamie

- Recruiter Training 101 - What must a new recruiter know? - Yeni
- Safety Course for Recruiters - Billie

6. How can we use the scenarios submitted?
    - Use them in Recruiter training 101
    - In Michigan they have monthly webinars that start off with 1-3 scenarios based on common errors that they are seeing
    - **System where recruiters can sign up to receive a scenario a week or every two weeks. Scenario and completed COE to check their work - Email mailing list?**
    - Interactive platform
    - More assessments with scenarios
    - Include NRG references in scenario
    - Make sure the assessments have something that says what people must work on and that the supervisor is aware of the score and that they did it.
    - Great confidence builder
7.
    a. What makes a Basic/Intermediate/Advanced scenario?
        - Advanced are ones where you must pay close attention to dates
        - Involve ideas that are easily overlooked/forgotten
        - Multiple COEs
        - Looking at multiple moves in the past
        - Previous moves in other states
        - Eligibility still exists but no longer MAW
    b. How can we get more scenarios?
        - Scenario submission form - create form and submit it for review
            1. On submission form identify topics, type of scenario, and level, answer
            2. Include multiple types of scenarios (eligibility, safety, types of errors)
        - Submitting 1 or 2 scenarios a month

Tasks to accomplish/assignments

- Create Google Form to receive new scenarios during the month from the consortium
- Create mailing list with new scenarios for recruiters to practice with
- Work with Justyn to complete assigned trainings by March 1st (earlier if the trainings are happening before March 1st)
- Turn in

- Complete Brainstorm/Collaboration form about ideas for Recruiter 101 modules
- **January 27th - 11:00 a.m. Eastern 10:00 a.m. Central - Recruiter Training Workgroup check in**

Timeline

- December 11th - Email Michelle Collaboration Document for Essentials of ID&R Training
- December 11th - Email workgroup Scenario Sharing Form for review
- December 15th - Post Scenario Sharing Form to IDRC website
- December 16th - Email Ita Creating a Daily Action Plan collaboration form
- December 16th - Create Recruiting Scenario Newsletter
- December 16th - Email workgroup Collaboration/Brainstorming form for Recruiter Training 101 Module
- December 31st - Turn in 2 new scenarios
- January 1st - Send out 1st Recruiting Scenario Newsletter (New scenarios sent out at the beginning of each month/answers to be sent out the 15th of the month)
- January 15th - Send out 1st Recruiting Scenario Newsletter Answers
- January 16th - Email collaboration forms for remaining workgroup members
- January 27th - 11:00 a.m. **Eastern 10:00 a.m. Central - Recruiter Training Workgroup check in** - Review Brainstorming Ideas for Recruiter 101 module, how are trainings going, review scenarios received
- January 31st - Turn in 2 new scenarios
- February 1st - Have completed Developing Action Plan training
- March 1st - Have remaining trainings for 1st half of the year complete

Mapping Tool Workgroup Notes

Members Present

- Gloria Altamiro (OH)
- Robert Gomez (ID)
- Starsha Jamerson (MS)
- Bruce Lack (MI)
- Claudia Mladek (MN)
- Laura Puente (KY)
- Laurie Stewart (LA)
- Maggie Villaroel (MS)
- Blanca Campos (IA)- Alex Johnson attended for Blanca

The group spent most of the time reviewing ease of use and functionality of the BatchGeo resource. Accounts were given to each member to use and determine if they felt the tool would be a good resource.

The group determined that it was like Google Maps with some additional functionality with filters that are not available in Google Maps as well as the option to provide more secure maps. We all tried making maps and setting up various functionality in the maps.

The group thought it was a cost-effective resource and discussion was held on how it would be managed by IDRC. It was determined that IDRC could provide training and pay for the accounts but that states would then manage their maps the best way possible for each state.

The group members agreed to pilot the tool as a small group by creating several maps that would be helpful in their own state as they continued to test the functionality of the tool. The group viewed a map of all H2a and ag related H2b orders in all IDRC states. Discussion was held on the types of training that could be provided about how to make sure your addresses were correct and would work in the map, how to effectively set up spreadsheets, the best way to update your map etc.

They discussed a timeline of testing out the BatchGeo tool first with the group by creating their own maps and being able to share those maps on January 20th with the idea of sharing some of those to the TST in February as well as developing more of the pilot for the full TST and SST.

Timeline:

- All members continue to use the BatchGeo tool.
- All members create 3 maps or more that they are using in their state as examples of how BatchGeo can be used with farms and ag data as well as other mapping data.
- All members will meet on January 20th to share their maps and discuss any issues, concerns, discoveries they have. The group will prepare for the TST meeting at this meeting.
- Jessica will look at costs adding more users for all IDRC states and have that ready by the meeting in January.

BatchGeo Pro: Map Faster

Get the most from Google Maps – with faster geocoding, password protection, 10 users, PDF support, and more.

$99.00 *per month*

- Signing up is easy and super fast
- No-risk 30-day refund guarantee

Get Started!

BatchGeo Pro Features:

Enhanced Security

Password protect your maps and enforce encrypted access (SSL). Your map data is kept secure and only accessible to users you specify.

10x Faster Geocoding

Make new maps ten times faster: a large map containing 500 markers will take only one minute, versus 10 minutes for the free version.

Export to PDF

Enable easier portability, sharing and printing of your maps by outputting to Adobe's Portable Document Format.

10 Users Included

Our Pro plan comes with 10 users with full access to create maps (and unlimited read-only access.) For even more map creating accounts, contact enterprise sales.

Heat Map Layer

Visualize location density in this thematic style. Advanced Mode allows you to toggle a graphical heat map layer, so you can view the "hot spots" in your data.

Street View Integration

Preview property frontage photos using Google Maps Street View, clicking on a marker gives you an instant view.

Route Optimization

Find optimal route for up to 23 locations, select, click, get driving directions.

More Data & Groups

Support for mapping up to 20,000 data points at a time, and 3 additional color groups for your data.

No Ads

We will not display ads on your map page, or ever share your information with advertisers.

Notes Data Reconciliation Group

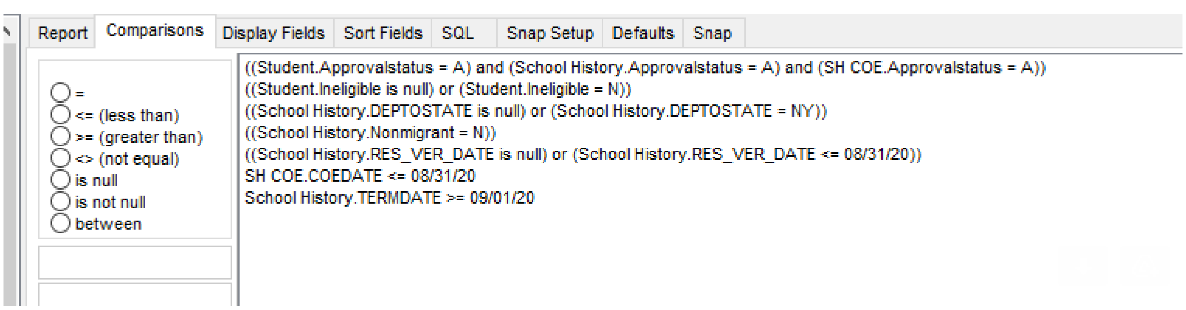
Members Present

- Will Messier (NY)
- Eric Stancell (DE)
- Danielle Waite (NE)
- Linda Fournier (MN)
- Barbie Patch (NH)
- Colette Stotts (IA)

The group first reviewed the survey data provided by the states. This was reviewed to determine how best to help states. Through this discussion was held that many states are struggling with the data process. The discussion of residency verifications was brought forward as many states do not seem to have a process for this and it causes a lot of errors in MSIX and can be the cause that students are excluded from counts.

The group discussed how all members conduct this in their state. Several members mentioned that hearing how everyone was addressing this would be helpful and having a process that we could share with the states would be helpful. The group them discussed what would be the best practices in this process and worked on defining that together.

Discussion was also held that it might be helpful for MIS2000 states or even any states to see the types of comparisons that states use when they create reports to determine who they need to determine is still present in their state that has remaining eligibility for residency vertifications.



It was suggested also that states think about how they record when students leave their state as sometimes those students will again show up on a report to check to see if they are still

around and you can lose time as you search down students you know previously left but your system does not have a place to record this.
The group worked on the basic process.

Step 1-
Work with your state level people to ensure they back you up with the verification process. For example, a letter from them explaining why you need the information is often helpful (the group agreed to share any forms they use in the process such as a letter)

Step 2- Think about who you need to do the vertifications. For example, sometimes it is the school, other times it is a recruiter or service provider for PreK or OSY. Get processes in place for when you will notify them of the need for these verifications (for example are you setting it up in August, so you are ready to start immediately Sept 1 when the new program year starts).

Step 3-
Develop your report. Make sure this report contains the right criteria and is comprehensive but also excludes any students who have previously moved unless you suspect they came back.

Step 4- Determine how you will distribute your report securely following your states rules for data security.

Step 5- This will on going as people report back enter the results and update the lists of who has been verified and who has not yet.

Other items discussed was how states notify districts when students are enrolled. Do they provide a list of all newly enrolled, do they send COEs, how they notify about free lunch, etc.

In addition, discussion was held about using the Homeless Liaisons to also be Migrant Liaisons and training them about the program. Training should be provided about how they can help all year long with Required Data Elements, free lunch, helping with verifications, etc.

Discussion was also held about challenges with MSIX in lag of reports on students being entered into the system and showing up in MSIX but not showing up in the reports for several days or sometimes weeks.

The group them discussed the upcoming EXCEL trainings and what would be presented and who would present. Danielle Waite from Nebraska Agreed to do the Beginning Excel training and Jessica will do the Advanced Excel Training.

Dates are December 15th for the beginning and January 12th for the advanced

Topics discussed on the Beginning Excel Training are

- Filtering
- Counting
- Sorting
- Freezing more than one pane
- Conditional formatting
- Formulas
- Number of days between two dates
- Res Date compared to COE date

Danielle will also take a report- then give a reason, hints of quality control measures and how the various functions will used with that report. We will also ask for any questions on excel before the training to see if they can be incorporated on.

For the Advanced Excel Training we will look at VLOOKUP functions and Pivot tables and any other topics we add before the date.

The group also discussed the possibility for people to send any questions they have about CSPR to the group and we could see if we could help via email if that was needed.

Timeline

- Jessica will send out invite to Excel training to all IDRC states- they can determine who would like to attend the beginning training.
- Ask states if they have any beginning/advanced suggestions they think should be included in the trainings.
- Jessica will write up the full process for Residency Verifications (week of December 7th) and the members will send any sample documents or resources they use for each step. The group will send those by December 21st.
- Jessica will then create a resource from those documents and the steps that will be shared to the group and then we will meet January 15th to review that and finalize it to be shared with the whole TST in February.
- We will conduct the Beginning Excel Training on December 15th and then the advanced- on January 12th.

IDR Tracking Tool Work Group Meeting Notes

Tracking Tool Members Present

- Matt Flaherty (MO)
- Malena Gutierrez (OH)
- Alex Johnson (IA)
- Merriam Massey (AZ)
- Maria Mendoza (DE)
- Josmary Pearson (IN)
- Jenny Diaz (NY)

The group reviewed the survey results from the states but spent most of the time during the meeting to review the Connect Team Resources. A demo was provided by ConnectTeam during the meeting where each member could view capabilities and ask questions. Most of the group's questions were answered and the app seems to provide what we are looking for with the capability for each state to be able to adapt it for their needs.

Several members of the group had already tried many things in the app and created some trackable reports.

- Concerns were using it offline- this feature is not available until June of next year, but any reports filled out when they are online are saved immediately and not lost if they lose internet.
- For mileage you can use the location GPS for the location or write in the place if you did not have cell service.
- Currently reports are all filled out on the app. This will change for administrators in the spring of next year.

The group discussed what they liked, and all felt it would be a good fit to try. Then the pilot was discussed. It was decided that the tool would be piloted first by the workgroup and then brought out to the whole TST and SST. First steps would be to gather documents of all the forms that would be good to automate and put in Connect Team. The group has a deadline of Dec 21st to turn that in.

Then a doodle poll will be set up the week of 12-8 to determine when the group can meet in January to share any automated forms, they create on Connect Team and then determine how best to share it with the TST in the meeting in February. All members will automate several of their forms before the meeting in January.

Timeline

- All will continue to use the tool and access its different features.
- Jessica will buy access to 200 plus users for cost of $5,500. This will give everyone access to begin to use it.
- Everyone will send their forms they want to put into Connect Team by December 21st.
- All will meet in January to plan how to share it with the TST and to share their created forms and processes.
- The presentation for TST will be created in January for February TST.

A Full TST Membership meeting was held on the 8th and all members were updated on what each workgroup is working on.