



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

DEPUTY COMMISSIONER
Office of Performance Improvement and Management Services
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August 24, 2015

The Honorable Thomas P. DiNapoli
Comptroller
Office of the State Comptroller
110 State St. 15th Flr
Albany, NY 12236

Dear Comptroller Dinapoli:

In accordance with the provisions of Section 170 of the Executive Law, the following are actions that the State Education Department (Department) has taken, or will be taking, to implement the recommendations contained in the Office of the State Comptroller's (OSC) Final Audit Report (2014-S-48) entitled *Selected Aspects of the Migrant Education Program*.

Recommendation 1:

Take steps to expedite the Service Delivery Plan update, and complete future programmatic updates in a timely fashion.

The Department has taken and will be taking steps, as outlined below, to revise and update the Service Delivery Plan (SDP) in consultation with key stakeholders, including students, parents, and Migrant Educators. The SDP will reflect changes in the State's strategies and programs based on the completed Comprehensive Needs Assessment. The key activities leading to full implementation are:

Activity	Target Completion Date
• Develop strategies, State Performance Targets (SPTs), Measurable Performance Objectives (MPOs), and related questions	July 2015
• Finalize SPTs and MPOs, with Performance Index (PI) baselines • Draft Evaluation Plan (EP) for discussion	August 2015
• Collect data for baseline determination • Review data for baseline determination	September 2015
• Finalize SPTs, MPOs, PI baseline measures, data collection protocols and timeline, and EP for proposed SDP • Draft SDP	October 2015
• Submit proposed SDP for review and approval at United States Department of Education (USDOE) Office of Migrant Education (OME)	January 2016

Activity	Target Completion Date
<ul style="list-style-type: none"> Revise proposed SDP, as needed 	
<ul style="list-style-type: none"> Upon approval by USDOE-OME, rollout SDP 	February-June 2016
<ul style="list-style-type: none"> Implement SDP 	September 2016

Recommendation 2:

Develop methods to periodically provide evaluation results at both the METS level and Program-wide to monitor performance against established goals.

The Department has taken and will be taking steps, as outlined below, to develop strategies, protocols, and instruments to measure the effectiveness of programs and services implemented by the nine regional Migrant Education Tutorial and Support Services Programs (METS) and the three Migrant Statewide Support Services Programs based on established State Performance Targets (SPTs), Measurable Performance Objectives (MPOs), and Performance Indicators (PIs). The key activities leading to full implementation are:

Activity	Target Completion Date
<ul style="list-style-type: none"> Finalize baseline SPTs, MPOs, and PIs 	October 2015
<ul style="list-style-type: none"> Develop strategies, protocols, and instruments to monitor and evaluate the METS and Statewide Programs based on approved SPTs, MPOs, and PI baselines 	November 2015
<ul style="list-style-type: none"> Field test strategies, protocols, and instruments for monitoring and evaluation at one METS and one Statewide Program 	January 2016
<ul style="list-style-type: none"> Review data to determine the validity, reliability, and effectiveness of strategies, protocols, and instruments for monitoring and evaluation of METS and Statewide Programs Finalize strategies, protocols, and instruments for monitoring and evaluation of METS and Statewide Programs Develop schedule for monitoring and evaluation of METS and Statewide Programs 	February 2016
<ul style="list-style-type: none"> Conduct formal onsite monitoring visits of METS and Statewide Programs 	March-June 2016
<ul style="list-style-type: none"> Conduct formal evaluation of METS and Statewide Programs based on the Annual Performance Report, the Annual Work Plan, and the monitoring reports (where applicable) 	July-August 2016

Recommendation 3:

Establish a method to facilitate the timely exchange of information between METS and school districts.

The Department has taken and will be taking steps, as outlined below, to build instructional data systems that measure student success, provide information to educators of migrant students, and ensure the timely exchange of information among the nine regional Migrant Education Tutorial and Support Services Programs (METS), three Migrant Statewide

Support Services Programs, Department, and school districts. The key activities leading to full implementation are:

Activity	Target Completion Date
• Develop a communications plan and protocols to elicit support from school districts in providing student-level data to the individual METS, to the extent practicable	September 2015
• Submit an internal data request to the Office of Information and Reporting Services (IRS)	August 2015
• Develop addenda, in consultation with IRS and the Office of Counsel, to existing contracts with the METS and new three-year Memoranda of Understanding with the Statewide Programs beginning program year 2016-17	September 2015
• Align current data collected to the finalized State Performance Targets, Measurable Performance Objectives, Performance Index baseline measures, data collection protocols and timeline, and the Evaluation Plan for the proposed Service Delivery Plan	October 2015
• Develop internal controls to ensure student-level data is only available to Migrant Educators who require it, and that students receiving services are migrant-eligible	July 2016

If you have any questions regarding this response, please contact Maxine Meadows-Shuford, Director of Title I School and Community Services, at 518-473-0295

Sincerely,



Sharon Cates-Williams
Deputy Commissioner