TOOL 2-1 NEBRASKA MIGRANT EDUCATION PROGRAM CNA DATA CHECKLIST
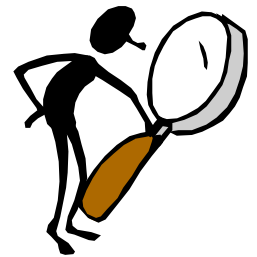
	✓	Data	Comments
1		Staff needs assessment survey results	
2		Parent needs assessment survey results	
3		Youth/student needs assessment survey results	
4		Staff interview/focus group results (Optional)	
5		Parent interview/focus group results (Optional)	
6		Migrant student **language proficiency** summary, by grade, by PFS	Compared to non-migrant
7		Migrant student State **ELA** achievement summary, by grade, by PFS	Compared to non-migrant
8		Migrant student informal **ELA** achievement summary, by grade, by PFS	
9		Migrant student State **math** achievement summary, by grade, by PFS	Compared to non-migrant
10		Migrant student informal **math** achievement summary, by grade, by PFS	
11		Migrant student **graduation** and **dropout** numbers/rate, by PFS	Compared to non-migrant
12		Migrant pre-K child language skills summary	
13		Migrant pre-K child developmental skills summary	
14		OSY Profile summary	
15		Other:	
16		Other:	
17		Other:	
18		Other:	

Checklist of Essential Needs Assessment Steps*

For your needs assessment, have you:

___**Determined WHAT DATA you need to collect?**
   • What are the questions you need to answer regarding student needs?
   • What is the purpose of the needs assessment?
   • What information must you get?
   • Who can help you determine where to find the information you need?
   • What human and fiscal resources do you need to conduct the needs assessment?

___**Decided on your data collection METHODS?**
   • What collection methods will you use?
   • Are you collecting assessment, outcome, and perception data?
   • Who will you need to talk to regarding needs? Who will be your data sources?
   • How often will you need to collect data to get a representative picture?

___**Decided how you will ORGANIZE your data?**
   • Can your collected data address questions about migrant students' with the greatest needs?
   • Is there any missing data? If so, is it critical to providing a complete picture of student needs?

___**Decided how you will ANALYZE your data?**
   • Can you define the services that are needed?
   • Have you planned to break out data by Migrant with PFS, all Migrant, and non-Migrant?
   • Can the information help you develop reasonable and appropriate MEP programs and services?