

Time Line for MNCCC Bilingual Adaptation

The preliminary plan for the Bilingual Pilot (translation and adaptation) of the MNCCC will be done by three bilingual trainers. The work will be done in compliance with the contract between the DHS and MNCPD. This work will begin in January 2011 and must be completed by June 30, 2011.

Major Tasks and Completion Dates	Documented Outcomes
January and February - Invoice due March 1, 2011	Include date and document
<ul style="list-style-type: none"> Identify the scope of the work and develop a timeline for completion of the work that aligns w/availability of funds to help transition to a fully funded adaptation plan. Adjust timeline and activities as needed. 	Done This is the timeline
<ul style="list-style-type: none"> Identify and prioritize materials that need to be translated/adapted to Hmong, Somali, and Spanish 	Done
<ul style="list-style-type: none"> Identify and prioritize instructional strategies needing to be adapted 	Done
<ul style="list-style-type: none"> Attend bi-weekly meetings with the project team 	Done - see meeting notes
<ul style="list-style-type: none"> Identify at least two bilingual trainers and/or interested stakeholders to invite to focus groups to be held in March or April. 	Done Focus group met
March and April - Invoice due May 1, 2011	
<ul style="list-style-type: none"> Prioritized adaptation of MNCCC materials for bilingual training and continued identification of additional resources. 	Done See Matrix of Translations, Changes and Adaptations by Class
<ul style="list-style-type: none"> Adapt selected instructional strategies, with a focus on year one. 	Done See classes and change list
<ul style="list-style-type: none"> Attend bi-weekly meetings with the project team 	Done - see meeting notes
<ul style="list-style-type: none"> Plan and facilitate focus group meeting with bilingual trainers and/or community stakeholders. 	Done - group met
May and June - Invoice due June 30, 2011	
<ul style="list-style-type: none"> Complete work on prioritized translations and adaptations. 	In progress - see list of changes

<ul style="list-style-type: none"> Attend bi-weekly meetings with the project team; contribute to updating of MNCCC Advisory on the project. 	<p>Done Update to Advisory at the end of June</p>
<ul style="list-style-type: none"> Contribute to a report on the findings and results of this project. 	<p>In process - see delivered materials</p>
June 30, 2011	
<ul style="list-style-type: none"> All materials due to DHS 	<p>Done</p>