

Attachment II: Draft Agenda

Monitor Advocate National Training  
 June 25-28, 2019  
 Agenda  
 Denver Federal Center  
 One Denver Federal Center  
 Building 41  
 Denver, Colorado

**Tuesday June 25: Training Day 1**

Time	Presentation/Activity	Details	Presenter(s)	Location
8:00am-8:30am	Check in			Main Conference Room
8:30am-8:45am	Opening Remarks		<b>Laura Ibañez</b> , Chief Specialty National Programs; <b>Juan Regalado</b> , National Monitor Advocate	Main Conference Room
8:45am-9:15am	Networking Activity		<b>Lianna Shannon</b> , Workforce Analyst	Main Conference Room
9:15am-10:45am	SMA 101	The Basics-Finding resources and citations, knowing the requirements.	<b>Lianna Shannon</b>	Main Conference Room
9:15am-10:45am	SMA Advanced Qs and As	Q and A session	<b>Juan Regalado</b>	Breakout Room
10:45am-11:00am	Break			
11:00am - 12:30pm	SMA Best Practices	Connections, outreach, partnerships, monitoring	<b>Michelle Abraham</b> , SMA Virginia	Main Conference Room
12:30pm-2:00pm	Lunch			
2:00pm-3:30pm	What are We Talking About?	Definitions at 651.10-including	<b>Lianna Shannon</b> and <b>Juan</b>	Main Conference

		addressing challenging areas (i.e. identifying MSFWs, reportable individual vs. participant)	<b>Regalado</b>	Room
3:30-3:40pm	Break			
3:40-4:40pm	Outreach Part I	Requirements (staffing, publicizing ES services, logs, AOP) + Best Practices	<b>Belen Ledesma, NY SMA</b>	Main Conference Room
4:40pm-5:30pm	Outreach Part II	Best practices, useful tips, innovative ways to reach MSFWs and ELLs, tools for frontline staff.	<b>Olga Ruiz, CO. SMA</b>	Main Conference Room

**Wednesday June 26: Training Day 2**

Time	Presentation/Activity	Details	Presenter(s)	Location
8:30am-9:00am	Opening Activity		<b>Lianna Shannon</b>	Main Conference Room
9:00am-9:30am	Covering our Ground	Finishing up any outstanding content from Day 1	<b>Juan Regalado, and Lianna Shannon</b>	Main Conference Room
9:30am-11:00am	Reporting	653.109, 653.110, 653.111 and general reporting, including PIRL Data element 413 versus 808	<b>Laura Tramontana, R2 RMA</b>	Main Conference Room
11:00am-11:10am	Break	N/A	N/A	N/A
11:10am-12:30pm	Combating Human Trafficking in your State	Human Trafficking Taskforces, connections between SWA, SMAs, and	<b>Bernie Cutter, R4 RMA</b>	Main Conference Room

		NFJP grantees		
12:30pm-2:00pm	Lunch			
2:00-3:30pm	Agricultural Recruitment System for U.S. Workers (ARS) 653 Subpart F	Understanding ARS, logging intrastate and interstate clearance orders, publicizing ARS, Dos and Don'ts, and Best Practices	<b>Juan Regalado</b>	Main Conference Room
3:30-3:40pm	Break			
3:40pm-5:00pm	Complaint System	Understanding the process, logging, and monitoring, partners assisting	<b>Rene Maldonado,</b> SMA Washington	
5:00pm	Closing Activity		<b>Lianna Shannon</b>	

**Thursday June 27: Training Day 3**

Time	Presentation/Activity	Details	Presenter(s)	Location
8:30am-9:00am	Opening Activity		<b>Lianna Shannon</b>	Main Conference Room
9:00am-9:30am	Covering our Ground	Finishing up any outstanding content from Day 2	<b>Juan Regalado</b> and <b>Lianna Shannon</b>	Main Conference Room
9:30am-10:30am	Connecting with MSFW Youth	Outreach, services, referrals	<b>Trevor Capon,</b> NFJP FPO	
10:30am-10:40	Break	N/A	N/A	N/A
10:40am-11:40am	Monitoring Part I	Core Monitoring Guide (CMG) Supplement	<b>Laura Tramontana,</b> Region 2 Regional Monitor Advocate and <b>Juan Regalado</b>	Main Conference Room

11:40am-12:30pm	Monitoring Part II	Best Practices: Conducting Monitoring Reviews, Field Checks, Field Visits	<b>Carlos Rodriguez, CA</b> State Monitor Advocate	
12:30pm-2:00pm	Lunch			
2:00pm-3:30pm	Partnerships	MOUs, best practices, examples, and remaining challenges	Dunnia Aplicano, SMA Idaho; Fernando Gutierrez, SMA Oregon; and Ray Garcia, NFJP FPO and Regional Monitor Advocate	Main Conference Room
3:30pm-3:40pm	Break			
3:40pm-5:00pm	Open Q&A	Answer questions	National Monitor Advocate Team, Regional Monitor Advocates, and NFJP FPOs	
4:50pm-5:00pm	Closing Activity		<b>Lianna Shannon</b>	

**Friday June 28: Regional Breakouts**

Time	Presentation/Activity	Details	Presenter(s)	Location
9:00am-9:30am	Covering our Ground	Finishing up any outstanding content from Day 2	<b>Juan Regalado</b> and <b>Lianna Shannon</b>	Main Conference Room
9:30am-11:30am	Covering our regions	RMAs meet with their respective SMAs to discuss regional activities	All RMAs	Main Conference Room
11:30 am	End training session	Final words	<b>Laura Ibañez,</b> <b>Juan Regalado,</b> <b>Lianna Shannon</b>	Main Conference Room