

RENEW Process Checklist

I. Student Engagement: Introductory Meeting (~20 to 30 min)		
Task	Steps/evidence	Check if Completed
Orientation <ul style="list-style-type: none"> • Discuss RENEW goals & purpose & how they may be related to the students interests & needs (refer to youth & families brochure) • Futures' planning process & how it works 	Student agrees to proceed	
Explain Facilitator & student roles	Student completes Roles and Responsibilities Agreement	
Identify key people, school support contact, probation contact person etc.	Individuals Identified	
Complete releases or letters of support	Release completed	
Establish schedule of next meetings	Student given appointment schedule	
II. Post-Orientation		
Task	Step/evidence	Check if Completed
Obtain and Review at risk checklist or screening	Obtained	
Contact and orient special education case manager, counselor, when indicated	Notification received	
Request school information	School information obtained: <ul style="list-style-type: none"> • FBA • Discipline data • Attendance • transcripts 	
Create Student Progress Tracker form for student	Student record entered	
Enter student in facilitator Track and Outcome forms	Student entered on Tracker and outcome forms	
III. MAPPING (Refer to Facilitator Skills Checklist)		
Task	Step/evidence	Check if Completed
Begin mapping within 3 weeks: <ul style="list-style-type: none"> • History Map • Who you are today • Strengths & Accomplishments • Relationship & Resource Map • Preferences: What Works/Doesn't Work • Dreams • Fears/Concerns/Barriers to Dreams • Goals (Target: complete the maps within 30 days)	All items completed	

Update Student Progress Tracker with goals (when maps are done)	Entered	
List Next Steps and create an Action Plan (when maps are done)	Action Plan completed and copy given to youth, and key team members	
IV. Form Core Team (within 30 days)		
Task	Step/Evidence	Check if Completed
Ensure involvement of: <ul style="list-style-type: none"> • Parent/guardian • Key individuals in school and community 		
Work with youth to: <ul style="list-style-type: none"> • Identify team members. • Identify MAPS to be shared • Create a list of ground rules • Decide who will invite each person to the first meeting • Agenda for first team meeting 	List of people, ground rules, and agenda. People are invited	
Schedule first team meeting (within 30 days after Essential Next Steps and Action Plan are completed)	Meeting schedules, location confirmed	
Conduct first meeting: <ol style="list-style-type: none"> 1. Groundrules and purpose of meeting are shared 2. Team explores options the youth can take to achieve goals 3. Student decides which avenue to take 4. Team members commit to activities that will assist the youth 5. Youth/Team Plan is written 	Youth/Team plan completed and copies are given to every team member	
Team follows up regularly (weekly at first) to assess the success of the plan implementation	<ul style="list-style-type: none"> • Updated Student Progress Tracker • Relevant data (school attendance, course progress reports, self-reports, etc.) 	
Follow-along, monitoring	Action plans, data collected and shared	
Plan revision, when indicated	Revised action plan	
V. Monitoring		
Task	Step/Evidence	Check if Completed
Facilitator and student check ins, mentoring, networking		
Ongoing data collection and data based decision making	<ul style="list-style-type: none"> • Student tracker is updated • Team meeting action plan notes progress 	