|  |  |  |
| --- | --- | --- |
| **I. Student Engagement: Introductory Meeting (~20 to 30 min)** | |  |
| **Task** | **Steps/evidence** | **Date Completed** |
| Orientation   * Discuss RENEW goals, purpose, and how they may be related to the student’s interests and needs (refer to youth & families brochure) * Give overview of Futures Planning | Student asks questions - seems engaged |  |
| Explain facilitator & student roles, ask the youth how they want their mapping (aka futures planning) meetings to be conducted | Student completes Roles and  Responsibilities Agreement |  |
| Identify key people the student wants involved in mapping meetings (mental health, probation, school contact, etc.) | Individuals identified & release of information signed |  |
| Establish schedule of mapping meetings | Student agrees on appointment schedule. First meeting takes place within 1 week |  |
| **II. Post-Orientation** | | |
| **Task** | **Steps/evidence** | **Date Completed** |
| Contact and orient special education case manager, counselor, key people identified when indicated | Notification/ Notes |  |
| Request relevant data | School information obtained such as FBA, Discipline Data, Attendance, Transcripts/GPA |  |
| **III. MAPPING (Refer to Facilitator Skills Checklist)** | | |
| **Task** | **Steps/evidence** | **Date Completed** |
| Begin mapping within 3 weeks of execution of Roles and Responsibilities agreement. Complete mapping in 30 days (45 maximum):   History/My Story Map   Who Am I Today? Map   Strengths & Accomplishments Map   People & Resources Map   What Works/What Doesn’t Work Map   Dreams Map   Fears/Concerns/Barriers Map   * Goals Map * Next Steps Map | All items completed |  |

|  |  |  |
| --- | --- | --- |
| **IV. Form Youth RENEW Team (within 30 days)** | | |
| **Task** | **Step/Evidence** | **Date Completed** |
| Use “RENEW Team Meeting Preparation Form” with youth to:   Identify team members.   Identify maps to be shared.   Create a list of ground rules.   Decide who will invite each person to first meeting.   * Agenda for first team meeting. | Preparing for a RENEW Team Meeting Preparation Form  List of people, ground rules, and  agenda completed.  People are invited. |  |
| Schedule first team meeting within 15 school/work days after Next Steps, initial action plan completed. | Meeting schedules, location confirmed |  |
| Conduct first meeting:   1. Ground rules and purpose of meeting are shared 2. Youth presents maps and priority goals focus. 3. Team explores options the youth can take to achieve goals 4. Student chooses course of action. 5. Team members commit to activities that will assist the youth. 6. Youth/Team Plan is written and distributed to all team members. | Youth/Team Plan completed and copies  are given to every team member |  |
| **V. Monitoring** | | |
| **Task** | **Step/Evidence** | **Date Completed** |
| 1. Regular Team meetings and check-ins to assess the success of the plan implementation, as needed | * Youth/Team Plan updated * Student Progress Tracker updated * Relevant data (school attendance, course progress reports, self-reports, etc.) |  |
| New people are invited as needed based on changing goals and focus | Youth/Team Plan updated |  |
| Follow-along, monitoring | Youth/Team Plan updated  Action plans, data collected and shared |  |
| Plan revision, when indicated | Youth/Team Plan updated  Student Progress Tracker updated |  |
| **VI. Transitioning out of RENEW** | | |
| **Task** | **Step/Evidence** | **Date Completed** |
| 1. Assess for readiness to transition using data 2. Team meeting to address transition 3. Identify a point person and alternative plans | Youth/Team Plan updated for post-RENEW supports and activities |  |
| Celebrate!!!!! |  |  |