

## **SHOW UP, STAND OUT PROCESS STANDARDS: YOUTH PROGRAM**

The following are the project protocols established with the Community Based grantees and Youth Service Providers of the Office of Victim Services and Justice Grants Show Up, Stand Out Truancy Prevention Project through youth engagement with truant students in middle school.

### **Program Standards CBO Youth Service Worker**

1. Provide each Middle School student at each participating Middle School the permission slip to pre-enroll the student.
2. The Youth Service Worker will use Efforts-to-Outcomes (ETO) to track all referred youth from referral to case closure. All data must be entered within **48** hours of occurrence.
3. The Youth Service Worker will attempt contact with youth for participation in youth engagement activities with 100% of youth referred within **48** hours of the receipt date of referral form.
4. The Youth Service Worker will attempt contact non-engaged youth for **21** days<sup>1</sup> before closing referral.
5. Youth will be enrolled into clubs through the Youth Program Tab on ETO within **14** days of the date of first completed contact with the youth.
6. CBOs will follow the attempted contact steps (not limited to and in no particular order) to reach the family to obtain parental consent: 1) Attempt to Contact at School; 2.) Phone Call to Parent/Guardian 3) Send Letter to home; if returned by post office; 3a) Deliver letter to school and notify school office.
7. Youth may attend up to **2** club sessions prior to receiving parental consent. Thereafter, **100%** of youth who have been enrolled into clubs will have a signed parental consent letter within **7** days of the enrollment or from their attendance at their second informational club session. If consent is not provided, the Youth Service Worker will:
  - a. Reach out to the family through a phone call and/or reach out to the youth in the school if the youth is present in school; then
    - a. Disenroll the youth from that club if there has been no successful contact with the family or youth after **7** days.
  - b. If the youth has been disenrolled from all clubs and is not engaged into Family Engagement Services, the Youth Service Worker will close the case within **48** hours of disenrollment.
  - c. If disenrollment is recommended by the Youth Service Provider for reasons other than the youth not having consent to participate (i.e., the youth has not attended sessions), the Youth Service Worker will determine case closure on a case by case basis.
8. The Youth Service Worker will have at least one (1) face-to-face contact with the parent of the engaged youth within **30** days of the date of referral.
9. **Engaged youth** will participate in youth engagement activities at least **2** times per week.
  - a. If student's schedule does not permit **2** times per week, adjust accordingly

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<sup>1</sup> Refers to business days.

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10. If the Youth Service Provider identifies a need for the Family Engagement model, a referral will be made to the Youth Service Worker within **48** hours of identifying that need. Youth who are referred for family engagement to the Youth Service Worker for services may have more than 5 to 9 absences and remain eligible for family engagement services, provided CFSA is not yet working with the youth.
11. Within **48** hours of referral to the Youth Service Worker, youth identified as having a need for the Family Engagement model will be engaged by the Youth Service Worker's CBO.
12. For 100% of youth engaged in the program, the CBO Youth Service Worker will track (and enter into ETO) all unexcused absences every **3** weeks.
13. For 100% of clients engaged into the program, Youth Service Worker will complete Show Up, Stand Out Assessment within the first 30 days of consent to participate and referral in the program and every 90 days thereafter, until case closure

### **Data Collection Standards for Youth Service Workers and Youth Service Providers (where applicable)**

1. 100% of youth enrolled into a club will be logged into ETO by the CBO Youth Service Worker and on to the club roster within **24** hours of engagement into the club. These youth are to be added to the correct Collection (i.e., club roster) on ETO. As the status of youth participation changes during their enrollment, the club roster must be updated.
2. For each meeting/activity that the youth attends, the Youth Service Provider<sup>2</sup> is responsible for entering the attendance and session information into ETO within **24** hours for 100% of youth attending their club.
3. For 100% of **engaged** youth who fail to attend the club for **15** days (see 7c and 9a of Program and Data Collection Protocol for CBO Youth Service Worker), the Youth Service Provider will provide the CBO Youth Service Worker with a disenrollment form within 48 hours of the last missed session.
4. If the Youth Service Provider identifies a need for the Family Engagement model, a referral will be made to the CBO Youth Service Worker within **48** hours of identifying that need. Youth who are referred for family engagement from the Youth Service Worker for services may have more than 5 to 9 absences and remain eligible for family engagement services, provided CFSA is not yet working with the youth.

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<sup>2</sup> Data entry for the youth clubs will be agreed upon between the CBO and YSP prior to program commencement. This will determine which party will be responsible for entering attendance in ETO.