

YOUTH OPPORTUNITY PROGRAM PROGRAM FLOW

STEP	DESCRIPTION	ACTION	FORM	RESULT
1. Recruit Youth	Recruiting	Describe YO program and services Answer Youth's questions		Youth interested to participate in program
2. Enroll Youth in program	Start process of enrollment of Youth	Complete enrollment forms	Parental Permission/Contact Form Youth Agreement Form Release of Information Form	Youth legally enrolled
3. Enroll Youth in eTEAMS	Start process of enrollment of Youth in eTEAMS	Complete intake enrollment information form	Customer Intake Enrollment Form	Youth entered in database
4. Complete Assessment and Individual Service Strategy	Process of assessing needed services and setting goals	Complete Assessment and Individual Service Strategy form	Individual Services Strategy Plan (4 pages)	ISS completed
5. Create Activities/Placements	Identifying Youth's placement type and activity towards achieving his/her goals	Complete Activity /Placement forms based on an individual youth's ISS	Services: Activity / Placement Form	Youth's activities/placement created, identified and entered in eTEAMS
6. Track re-occurring Youth Development Activity hours monthly	Tracking the progress of the Youth in attaining the goals	Use Event / Activity Participant Sign-In Sheet to collect monthly hours for all your youth.	Monthly Event / Activity Participant Sign-In Sheet	Youth's monthly activity and hours recorded and entered in eTEAMS
7. Track Youth's information, activity, needs	Process of updating Youth's needs, information and activity	Track information, daily activities, needs	To Do List	Youth's information recorded and updated in eTEAMS
8. Track Youth's accomplishment(s)/Info.	Process of recording Youth's achievements, inactivation, and follow-up information	Complete Achievements/Inactivation/Follow-Up form	Achievements/Inactivation/Follow-up	Youth's achievements, inactivation and follow-up are updated and entered in eTEAMS