

TO: Youth Council

DATE: 05/09/07

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: YOP/EMPOWER Internal Monitoring Reports

PROPOSED MOTION(S): For Information Only

DISCUSSION: The youth contracts require internal monitoring of all subcontractors by MCOE. Five subcontractors were monitored with no findings.

ATTACHMENT(S): YOP/EMPOWER Internal Monitoring Reports

**Dos Palos Oro Loma Union School District
In-School Youth Opportunity Program
Contract Year 0607**

Rebecca Lincoln, Career educator and program internal monitor met with YOP Coordinator, Isabel Nash on March 6, 2007 to review the MOU- Sub- Agreement for Workforce Investment Act (WIA) In-School Youth Opportunity Program between Merced County Office of Education and Dos Palos Oro Loma Unified School District. The following components of the sub- agreement were reviewed and results are documented accordingly.

- 1) Reviewed the Provision of Services/ General Services Sections:

No recommendations for changes or adjustments at this time;

- 2) Review of Work Statement:

There are not any recommendations for amendments at this time;

- 3) Program Budget Narrative/ Price Payment Provision:

No recommendations for changes or amendments at the present time.

The Dos Palos Unified School District was monitored for compliance to meet specified requirements in the Memorandum of Understanding Sub-agreement for Workforce Investment Act (WIA) with the Merced County Office of Education Youth Opportunity program to provide services to WIA eligible 14-18 years old youth.

The attached Work Statement Checklist documents the specific results of the review:

WORK STATEMENT CHECKLIST
Dos Palos Oro Loma Union School District
Youth Opportunity Program
Contract year 06-07

Questions	Response	Remarks	Compliance
1. Serve currently enrolled youth between the ages of 14-18 years for the period of July 1, 2006 through July 30, 2007.	Yes	Dos Palos Oro Loma Union School District served 31 participants.	MET
2. Provide intake for any new enrollments; including working with participants on completing all paper work for enrollment.	Yes	Intake process is completed individually with all incoming participants; to include completion of all WIA paperwork.	MET
3. Provide orientation for any new participants as described above, including program expectations & services available. Participants' parents will attend the orientation when possible.	Yes	Orientation is provided for all incoming participants and their parents. A contract is signed by all parties on the expectations and outcomes of the program.	MET
4. Provide assessment of currently enrolled participants as described above, to include measurement of participant's basic skill levels, interests, career options.	Yes	Dos Palos provides updated and follow-up assessments when goals are met and when new ones are set.	MET
5. Assess service needs for currently enrolled participants as listed above. Assessment to include primary and vocational needs and services provided.	Yes	Determination on selected careers is conducted early on with participants. Students are then invited to the <i>Career Industry Day</i> that best suits their career needs and interests.	MET
6. Provide information, referral and resources for those participants not eligible?	Yes	Older youth not eligible for the younger youth program are referred to EMPOWER. The Youth Council Resource directory is provided for participants to refer to other community service providers and given information on transportation.	MET
7. Develop and/or maintain Individual Services Strategies for all participants on the active enrollments lists.	Yes	On-going evaluation of the Individual Services Strategies (ISS) is conducted; to include updates on the participant's action plan, goal setting and discussion with the participant to lay a pathway for continued success.	MET

8. Provide a mentor to assist each participant to achieve his or her potential	Yes	Program Coordinator and her instructional assistant are available during, after school hours and on week-ends.	MET
9. Provide ongoing review of the progress of each participant and record progress in diaries at least once per month	Yes	Review of case files are in depth, students meet with the mentor throughout the month.	MET
10. Participate in intervention activities when a participant is not progressing satisfactorily?	Yes	The mentor is provided with progress reports from the high schools the participants attend. If a participant is not progressing satisfactorily, the mentor meets w/ the participant to set an intervention plan in place.	MET
11. Provide opportunities for each participant to engage in meaningful work in a well-supervised context through ROP, Workability I, Summer Youth, private employment, or a combination of the above.	Yes	Meaningful opportunities for work are provided for each participant; in a well supervised environment through ROP; Summer Youth, workability, private employment or combination of the all the above.	MET
12. Assure that each participant is enrolled in an academic program covering basic skills leading to a high school diploma or equivalent to prepare for employment or post secondary education.	Yes	Students who may be in danger of not meeting yearly high school credits are encourage to attend the PLATO Lab available at the Dos Palos Adult School weekly. After- school tutoring is available in the Dos Palos school library, as well as the Saturday academy at the Dos Palos High School for those youth who are not meeting their quarterly expected benchmarks. Students are also enrolled into summer school if needed.	MET
13. Provide all participants an opportunity to enroll in a vocational or technical program.	Yes	All participants in the Dos Palos Youth Opportunity program are encouraged to attend an ROP class in their career field of interest.	MET

14. Assure that each participant has the opportunity to be involved in a student leadership organization that develops leadership skills.	Yes	<p>Students are encouraged to join a leadership club at the D.P.H.S. i.e. MECHA, ClubED; DECA; FFA.</p> <p>If students do not enroll in any of the campus clubs they are encouraged to tutor youth on a regular basis at the Dos Palos Community Center after -school programs.</p>	MET
15. Provide Public/Private sector connections provided to each participant	Yes	<p>Dos Palos is a small community with limited resources. Private businesses are not always available for worksites; therefore worksite for the participants are established with schools, non-profit organizations etc.</p>	MET
16. Assure that each participant has an opportunity to play a public leadership role.	Yes	<p>This year, DP/YOP participants played an active public leadership role in the “Merced County Youth to Youth Conference” held on March 17th, 2007.</p>	MET
17. Provide opportunities to participate in a community service project?	Yes	<p>DP/YOP always host several community events where the youth can actively take part: 1) Dos Palos Coat Drive; 2) Tutor youth in the after schools program at the community center; 3) Food Distribution for families affected by the California Citrus Freeze.</p> <p>Dos Palos /YOP participants are encouraged to participate on fund raising efforts throughout the year.</p>	MET
18. Assure that each student completes a career search and self-assessment project?	Yes	<p>Computer lab at the Career Center on campus offers students the opportunity to use “Eureka” via the internet and every ROP class provides a youth with self-assessment project. A copy is provided for their file.</p>	MET
19. Assure that each participant completes an employment portfolio including a sample application, letter of introduction, resume and letters of recommendations.	Yes	<p>All ROP classes provide participants with the opportunity to complete an Employment Portfolio and have an opportunity to present it along with practicing interviewing skills on Portfolio Days held each year at the Dos Palos High School</p>	MET

		If a participant did not take an ROP class, then the mentor will work one- on- one to develop a portfolio with the student.	
20. Provide follow-up services for one year after completion for each participant.	Yes	Dos Palos YOP complete all phase II WIA paper work up to 12 months after participants are exited from the program	MET
21. Assist each participant to set and attain a minimum of one to a maximum of three (3) primary goal(s) per year.	Yes	The Dos Palos YOP mentor continuously assesses participant's progress in order to meet goal attainment.	MET
22. Strive to attain the following performance measures: Younger Youth Skill Attainment rate 84.7% Youth Diploma or Equivalent Rate of 66% Youth Retention Rate of 63.8 %.	Yes	Dos Palos YOP strives to meet all performance measures : <u>100%</u> YOP participants are on track to earn a High School Diploma.	MET

Employment Development Department
EMPOWER/ Youth Opportunity Programs (ages 14-21)
Contract Year 06-07

Rebecca Lincoln, Career Educator and internal monitor met with Mayra Vega Ramirez, an Employment Program Representative; Martha Duenas, an Employment Program Supervisor; and E.D.D. Regional Manager, Bob Bittner on March 15th, 2007 at the Employment Development Department office for a compliance reviewed of the Memorandum of Understanding (MOU) Sub-Agreement for WIA -Youth (14-21) Programs between the Merced County Office of Education and The Employment Development Department of Merced County. The following components of the sub-agreement was reviewed and results are documented accordingly:

- 1) Provision of Services/ General Services Sections:
No recommendations for change or adjustments;

- 2) Employment Development Department Work Statement:
Monitor reviewed the Work Statement with EDD/YOP Program; all provisions were met

- 3) Program Budget Narrative/ Price Payment Provision:
No recommendations for changes or amendments at the present time.

The Employment Development Department EMPOWER Program was monitored for compliance to meet specified requirements in the Memorandum of Understanding Sub –Agreement for Workforce Investment Act (WIA) with the Merced County Office of Education EMPOWER/YOP programs to provide services to WIA eligible 14- 21 year old youth.

The attached Work Statement Checklist documents the results of the review.

WORK STATEMENT CHECKLIST
Employment Development Department (EDD)
EMPOWER and Youth Opportunity Program (ages 14-21)
Contract Year 06-07

Employment Development Department will:	Response	Remarks	Compliance
1. Provide case management services to currently enrolled Workforce Investment Act (WIA) eligible youth between the ages of 14-21 years of age for the period of July 1, 2006 to June 30, 2007.	Yes	A total of fifty-three (53) active participants in E.D.D.'s EMPOWER and YOP programs were served in the program year 06-07.	Met
2. Provide outreach & recruitment to enroll additional participants when enrollments slots are available	Yes	E.D.D. provides ongoing outreach to the community by making presentations to community partners, agencies, private sector and to city and county schools.	Met
3. Determine eligibility for WIA services for 14-21 year old youth and complete required WIA paperwork for any new enrollments.	Yes	E.D.D. meets individually with all incoming youth that may be eligible for the program. When eligibility is established, then all WIA paperwork is completed.	Met
4. Provide information, referral and resources to those participants who are not WIA eligible.	Yes	Older youth not eligible for the EMPOWER program are referred to the Work Net One-Stop; E.D.D.'s YEOP; & / or Merced College for assistance. The Merced County Youth Council Resource Directory is provided to all ineligible participants for referral to other community service providers and given information on transportation.	Met
5. Assist in the development, implementation, & facilitation of workshops if needed in program workshops, including orientation, EMPOWER Workshop I; Workshop II and Workshop III.	Yes	E.D.D. advisor assisted with the development, implementation & facilitation of EMPOWER Workshops.	Met
6. Provide objective assessment of caseload participants to include measurement of participants' basic skills; occupational skills, prior work experience, employability interests, aptitudes, supportive services needs, and developmental needs.	Yes	E.D.D. uses TABE, SAGE and Casey Life Skills to assess student's basic skills levels, interests, career options, primary needs and services, to include information from participant's ISS.	Met

7. Develop and maintain Individual Service Strategy (ISS) for each caseload participant.	Yes	The Individual Service Strategy (ISS) is developed by the EMPOWER advisor and participant at the time of enrollment. The participant's I.S.S. is updated on an on-going basis in order to direct the appropriate next steps that are needed.	Met
8. Submit final page of each participant's ISS to the contractor, showing the recommended activities and sequence of services for each participant.	Yes	E.D.D. provides the final page of the EMPOWER participant's I.S.S. only on a monthly basis to M.C.O.E. as participants are enrolled. To include amendments and/ or recommendation, as appropriate.	Met
9. Provide or refer the program components, as described in the <i>program narrative</i> , as needed and as appropriate to each caseload participant.	Yes	All participants receive program components based on individual assessed needs, not in any particular order. All program components are individualized.	Met
10. Provide individual case management services for each caseload participant, including the appropriate contact at least once each month, as determined by the advisor and participant, with the appropriate diary entry.	Yes	E.D.D. uses a statewide case management system called <i>PASS</i> , via the internet that is easily accessible to the advisor and supporting staff to enter information on their participants daily. E.D.D.'s case notes are entered upon every contact with participants; at time, it can be more than once a day.	Met
11. Assist each participant to set or maintain a minimum of one and a maximum of three primary goals per year.	Yes	The E.D.D. mentor, advisor and support staff continually assess participant's progress and achievements to meet goal attainment.	Met
12. Provide intervention when any participant is not progressing satisfactorily.	Yes	The advisor may be provided with progress reports from Merced College, Merced Adult School, vocational training &/or worksite on the participant's progress. If participants are not progressing satisfactorily, the advisor will meet with the participants to set an intervention plan in place.	Met
13. Arrange for supportive services, through the contractor, when needed to ensure completion of training or attainment &/or retention of employment.	Yes	When participants are in training and/ or employment; supportive services are provided as needed to ensure successful completion of the activity.	Met
14. Provide opportunities for each participant for meaningful work in a well-supervised context through ROP, private employment, or a combination of the above.	Yes	Meaningful opportunities for work are provided for each participant; in a well supervised environment through ROP, Summer Youth, workability, private employment or combination of the all the above.	Met

15. Provide each participant an orientation to the worksite, worksite supervisors, educational &/or training program & instructor/s, including participants responsibilities & disciplinary procedures prior to placement in a work, educational or training component.	Yes	Each participant and work site supervisor receives an orientation by the advisor outlining each party's responsibilities, to include a training agreement and training plan.	Met
16. Provide a monthly caseload report on participants to MCOE by the 5 th of each month.	Yes	Every month the EMPOWER advisor submits a report to the coordinator outlining current activities for each participant.	Met
17. Maintain time records for staff assigned to the contract on a percentage basis and submit time records.	Yes	Time sheets/records are submitted monthly to the contractor.	Met
18. Attend staff trainings and meetings, to include quarterly meetings conducted by the contractor.	Yes	The E.D.D. advisor and / or YOP mentor attend all scheduled trainings and monthly staff meetings. If quarterly meetings are scheduled, they are attended by management staff.	Met
19. Provide follow-up services to all participants up to the 12 months after program exit.	Yes	E.D.D. provides follow-up services twelve months when EMPOWER & YOP participants enter phase II of the program.	Met
<p>20. Strive to attain the following performance measures:</p> <p>For Youth ages 14-18 :</p> <p>a) 14-18: Skill Attainment Rate: 84.7%</p> <p>b) Diploma or Equivalent Rate: 66.0 %</p> <p>c) Retention Rate : 63.8 %</p> <p>For Youth ages 19-21:</p> <p>a) Entered Employment Rate: 63.8%</p> <p>b) Employment Retention Rate: 73.0%</p> <p>c) Earnings Change: \$3,384.00</p> <p>d) Credential rate*: 38%</p> <p>* Credential/ Diploma equates to High School Diploma Diploma, AA, BS, BA, ROP Market Working Professional, Vocational Education or Technical Credential.</p>	Yes	<p>E.D.D. strives to attain all performance measures:</p> <p><u>100%</u> YOP participants are on track to earn a High School diploma.</p> <p>Empower participant's are continually assessed to meet maximum performance measures for the appropriate transition to Phase II.</p>	Met
21. Assure each participant has an opportunity to play a public leadership role.	Yes	YOP & EMPOWER Workshops are developed in such a way that students take turns as group leaders and spokespersons. Team building problem-solving and decision-making activities are incorporated that further develops leadership skills.	Met

22. Assure that each participant is enrolled in an academic program covering basic skills leading to a high school or equivalent to prepare for employment or post-secondary education.	Yes	YOP Students who may be in danger of not meeting yearly high school credits are encouraged to attend after school tutoring held in the school library. Students are also enrolled into summer school if they fall behind in credits.	Met
23. Provide each participant with the opportunity to enroll in a vocational or technical program in preparation for employment.	Yes	All participants in the E.D.D. Youth Opportunity program are encouraged to attend as ROP class in their career field of interests; as well as E.D.D. EMPOWER participants are encouraged to attend a vocational or technical program through MCOE Adult ROP, Merced College, or Merced Adult School.	Met
24. Assure that each participant has the opportunity to be involved in a student leadership organization that develops leadership skills.	Yes	At the beginning of each school/ program year a questionnaire is given to YOP participants to ask: 1) what clubs they would like to join; 2) what community service activities that they would be interested in participating; 3) and/or leadership activities; several options are provided for them to choose.	Met
25. Provided opportunities to participate in a community service project?	Yes	E.D.D. YOP and EMPOWER programs host several community events where the youth can actively take part. This program year events included: 1) gathered food for Thanksgiving baskets and distributed them to families in need. 2) Gift wrapping for the "Toys for Tots" drive in December.	Met
26. Assure each participant completed an employment portfolio, application, letter of introduction, resume and letter of recommendation.	Yes	<p>YOP participants attend all ROP classes that provide students with the opportunity to complete an employment portfolio and have an opportunity to present it along with practicing interviewing skills during ROP Portfolio Days held at Golden Valley High School. If a participant did not take an ROP class, then the mentor will work one- on- one to develop a portfolio with the student.</p> <p>EMPOWER participants complete an Employability Workshop that include a completed employment portfolio. Participants will receive on-going assistance to update their portfolios to reflect current job objectives.</p>	Met

**MERCED ADULT SCHOOL
EMPOWER YOUTH PROGRAM
Contract Program Year 06-07**

Rebecca Lincoln, Career Educator and internal program monitor met with Ms. Debbie Glass, the Adult School, Vice Principal on Tuesday March 13, 2007 for a compliance review for the Memorandum of Understanding (MOU) Sub-Agreement for Workforce Investment Act (WIA), EMPOWER program between Merced County Office of Education and the Merced Adult School. The following components of the sub-agreement were reviewed and the results are documented accordingly:

1) Reviewed the Provision of Services/ General Services Sections:

No recommendations for change or adjustments;

2) Review of Work Statement:

Reviewed the Work Statement with the Merced Adult School; all provisions were met and there are no recommendations for amendments or change to the Works Statement;

3) Program Budget Narrative/ Price Payment Provision:

No recommendations for changes, or amendments at the present time

The Merced Adult School was monitored for compliance to meet specific requirements in the Memorandum Of Understanding (MOU) Sub-Agreement for Workforce Investment Act (WIA) Out-of-School EMPOWER program with the Merced County Office of Education to provide services to WIA eligible out-of-school youth, ages 17- 21 years of age .

The following attached Work Statement Checklist documents the specified results of the review.

WORK STATEMENT CHECKLIST
Merced Adult School
EMPOWER Youth Program
Contract Year: 06-07

Merced Adult School will:	Response	Remarks	Compliance
1. Accept referrals for participant enrollment into current approved classes.	Yes	The Adult School accepts all EMPOWER referrals.	Met
2. Promote the EMPOWER program in the bi-annual adult school catalog with information printed in English, Spanish and Hmong.	Yes	Adult School provides bi-lingual (Spanish /English) outreach and assistance to agencies and/ or sites that may be able to identify and refer eligible youth for program services.	Met
3. Conduct an initial intake interview with referred participants.	Yes	Initial intake interview is provided to all referred participants.	Met
4. Provide an orientation to referred participants prior to program enrollment.	Yes	All participants are orientated on program expectations prior to enrollment.	Met
5. Provide a liaison for services to participants enrolled in Merced Adult School programs.	Yes	Adult School provides a liaison for services to participants referred from the EMPOWER program.	Met
6. Provide a liaison for the sharing of information between EMPOWER staff and the Adult School	Yes	Adult School provides a liaison for sharing of information with the EMPOWER staff.	Met
7. Provide an academic teacher to staff the MCOE Plato Lab and to assist participants With GED preparation and Literacy / Numeracy improvement, to include the administration of pre-tests and post-tests.	Yes	Due to funding limitations, a PLATO instructor was not provided for in Bldg K Lab in the PY 0607. This was agreed upon by the EMPOWER Program Coordinator and Merced Adult School Principal.	Met
8. Report participant Time and Attendance bi-weekly according to the "Time and Attendance Reporting Schedule."	Yes	The Adult School provides bi-weekly "time and attendance" to the EMPOWER advisors; at the advisor/ student requests.	Met
9. Communicate with program Advisors regarding participant's progress, including recommendation for intervention if problems arise that may affect participant progress and / or completion.	Yes	Progress reports are provided to advisors, at their requests. The Adult School can provide recommendations to student and advisor for intervention activities.	Met

10. Provide copies of participants' Certificates of Completion for Merced Adult School programs to the Contractor.	Yes	Merced Adult school can provide the <i>Certificates of Completion</i> to the EMPOWER advisor.	Met
11. Attend partner meetings conducted by the Contractor	Yes	All partner meetings are attended by a representative from the Adult School.	Met
12. Ensure that all instructors are fully qualified	Yes	This is a requirement from the California Department of Education that all teachers have the proper certification to teach at the adult school.	Met

Merced College
EMPOWER Out-of-School Youth Program
Contract Year 06-07

Rebecca Lincoln, Career Educator and internal monitor met with Natalie Culver-Dockins, Program Director and Ms. Stacey Jorgenson, Program Assistant, on April 10th, 2007 for a compliance review of the Memorandum of Understanding (MOU) Sub-Agreement for the Workforce Investment Act (WIA) Out-of -School EMPOWER Program between Merced County Office of Education and Merced College. The following components of the sub-agreement was reviewed and the results are documented accordingly:

1) Reviewed the Provision of Services/ General Services Sections:

No recommendations for change or adjustments;

2) Review of Work Statement:

Monitor reviewed the Work Statement with Merced College; all components of the Work statement were met.

3) Budget Narrative/ Price Payment Provision:

No recommendations for amendments at the present time.

The Merced College was monitored for compliance to meet specified requirements in the Memorandum of Understanding Sub-Agreement for the Workforce Investment Act (WIA) with the Merced County Office of Education EMPOWER program to provide services to WIA eligible out -of -school youth, ages seventeen to twenty-one.

The attached Work Statement Checklist documents the specific results of the review.

WORK STATEMENT CHECKLIST
Merced College
EMPOWER Youth Program
Contract Year 06-07

Merced College will:	Response	Remarks	Compliance
1. Accept referrals for participants' enrollment into current approved classes.	Yes	Referrals forms are completed by the advisors and forward to Merced College for processing.	Met
2. Provide a liaison for the sharing of information between EMPOWER staff and Merced College, to include students' progress reports, students' schedules, students' grades, students' educational plans, students' financial aid status, and bi-weekly Time and Attendance for Ashby Students	Yes	Liaison conducts an intake interview with participant. The liaison will provide the sharing of information with EMPOWER staff to include the following: <ul style="list-style-type: none"> • Provide documentation-and monitoring of student's progress to the advisors on attendance, progress reports etc. • Provide supportive services, tutoring, financial aid, leadership opportunities; counseling etc. • Participants can meet with a Merced College counselor to develop their Education Plan • Provide assistance with retention • Provide mentorship for EMPOWER participants 	Met
3. Communicate with program advisors regarding participant progress; including recommendations for intervention if problems arise that may affect participant progress and/or completion.	Yes	A report of student's progress is provided to the advisors periodically. Therefore an intervention plan can be set in place to help the participants achieve their planned goals.	Met
4. Provide a liaison for services to participants enrolled in Merced College programs, including an orientation when needed	Yes	Liaison will meet with participants at the EMPOWER advisor's request.	Met
5. Ensure that all instructors are fully qualified.	Yes	This is a requirement from California State Department of Education that all teachers have the proper credentials to teach at Merced College.	Met

6. Attend quarterly partner meeting conducted by MCOE.	Yes	All quarterly partner meetings are attended by a representative from Merced College.	Met
7. Provide copies of participants' Certificate of Completion to the Contractor.	Yes	A copy of the certificate will be provided to the Advisors upon request; otherwise Advisors can obtain a copy from the participant.	Met

**Merced Union High School District
In-School Youth Opportunity Program
Contract year 06-07**

Rebecca Lincoln, Career Educator and program monitor met with Merced Union High School District Program Specialist, Cristi Schumacher on March 19th, 2007 at Yosemite High School, Room 205 for a compliance review of the Memorandum of Understanding Sub-Agreement for Workforce Investment Act (WIA) In-School Youth Opportunity Program between Merced County Office of Education and Merced Union High School District. The following components of the sub-agreement was reviewed and results are documented accordingly:

1) Provision of Services/ General Services Sections:

No recommendations for change or adjustments;

2) MUHSD Work Statement:

Monitor reviewed the work statement with MUHSD/ YOP Program; all provisions were met, and there are no recommendations for amendments to the Work Statement at this time;

3) Program Budget Narrative/ Price Payment Provision:

No recommendations for changes or amendments at the present time.

Merced Union High School Youth Opportunity Program was monitored for compliance to meet specified requirements in the Memorandum of Understanding Sub-agreement for the Workforce Investment Act (WIA) with the Merced County Office of Education to provide services to WIA-eligible in-school youth, 14-18 years of age.

The attached Work Statement Checklist documents specific results of the review.

WORK STATEMENT CHECKLIST
Merced Union High School District
Youth Opportunity In-School Youth Program
Contract Year 06-07

MUHSD will:	Response	Remarks	Compliance
1. Serve currently enrolled youth between the ages of 14-18 years for the period of July 1, 2006 through June 30, 2007. These students will all be identified as having learning disabilities.	Yes	Total caseload for Merced Union High School District is 42 participants. Each participant is identified by a series of tests; an Individual Education Plan (IEP) is developed by school counselor with the student and parents.	Met
2. Provide intake for any new enrollments, which will include working with participants to complete all WIA paperwork for participation.	Yes	Total of 13 new participants joined the program this year.	Met
3. Provide orientation for any new participants; to include program expectations and services available.	Yes	Mentors meet with students and their parents one-on-one to orientate them on program expectations and services available.	Met
4. Provide assessments of participants as described above, to include measurement of participant's basic skill levels (reported on page 2 of IEP), interests and career options (indicated on the ITP).	Yes	All testing is provided by the Merced Union High School- Special Education Dept. MUHSD/YOP program uses alternative assessment tools; i.e. IDEAS, Casey Life Skills or use WIAT II for academic testing.	Met
5. Assess service needs of the participants as listed above. Assessment to include primary vocational needs and services to be provided (indicated on the ITP).	Yes	At orientation, mentors meet with participants to discuss what their work interests are and where they would like to work.	Met
6. Provide information, referral and resources for those participants who are not eligible?	Yes	Students who are not eligible for the WIA/YOP program are referred to the career center.	Met
7. Develop and/or maintain an Individual Education Plan (in lieu of the Individual Service Strategies) for all other participants as listed above.	Yes	A completed IEP; is developed with the Merced Union High School Case Manager, and student. The IEP is developed for each participant prior to enrollment.	Met

8. Provide a paraprofessional or mentor to assist each participant, provide ongoing review of the progress of each participant, and record progress in diaries at least once every month.	Yes	Presently MUHSD/YOP has three mentors providing services to 42 YOP participants. Case notes / diaries on student's progress are documented monthly or more if needed.	Met
9. Participate in intervention activities when participant is not progressing satisfactorily.	Yes	Mentors are advised to make referrals and recommendations to the student's case manager or school counselor if students are not progressing satisfactorily; therefore a plan for intervention will be set in place.	Met
10. Provide opportunities for each participant for meaningful work in a well supervised context through ROP, Workability I, Summer Youth, Private employment, or a combination of all the above.	Yes	Opportunity for paid work experience is provided to MUHSD/YOP; participants work during the school year, they do not participate in summer employment.	Met
11. Assure each participant is enrolled in an academic program covering basic skills leading to a HS diploma or equivalent to prepare for employment or post-secondary education (described in IEP).	Yes	Students are referred to before and after school tutoring if they are not meeting or falling behind in credits. They may need to attend summer school to complete credits. Opportunity to extend their school day is available to provide an extra hour for math or reading class time.	Met
12. Enroll each participant in a vocational or technical program in preparation for employment.	Yes	All students are enrolled in an ROP class. In addition, all students participate in a 4- year vocational plan in their resource classroom. This includes participation in job surveys, vocational interest, aptitude and learning styles inventory. Students demonstrate knowledge of personal and job setting responsibilities. They demonstrate oral, written, and telephone / communication skills. Students prepare for and practice the job interview process. All students complete a career portfolio which includes a letter of application, resume, job application, and letters of references.	Met
13. Assure that each participant has the opportunity to be involved in a student leadership organizational that develops leadership skills.	Yes	All students are encouraged to join school clubs; i.e. DECA, Skills USA FFA; 4-H etc	Met

14. Provide connections to the private sector for each participant?	Yes	Mentors develop job-sites with local private business owners for participants.	Met
15. Provide opportunities to participate in a community service project?	Yes	All students are encouraged to join local opportunities to participate in community service or volunteer in local non-profits. This program year, students participated in the MCOE Coat Drive and Valentine Balloon Bouquets: Adopt- a- Soldier fundraiser.	Met
16. Assure each participant completes a career search and a self-assessment project.	Yes	All senior participants have completed this task in their ROP Classes.	Met
17. Assure each participant completes an employment portfolio, to include a sample application, letter of introduction, resume and letter of recommendations	Yes	All senior participants have a portfolio in their Special Education class; to include a sample application, letter of introduction, resume and letter of recommendations	Met
18. Refer all exited participants to MCOE for follow-up services for one year after completion.	Yes	All exited participants are referred to MCOE, along with a completed file for follow-up services.	Met
19. Assist each participant to set one and attain a minimum of one and maximum of 3 primary goal(s).	Yes	All participants have at least one to three attainable basic skills goals set per year.	Met
20. Strive to attain the following performance Measures: <u>For Youth ages 14-18 :</u> a) 14-18: Skill Attainment Rate: 84.7% b) Diploma or Equivalent Rate: 66.0 % c) Retention Rate : 63.8 %	Yes	MUHSD strives to meet all performance measures. <u>100%</u> YOP participants are on track to earn a High School Diploma	Met