

# Monthly 1:1 Supervision/file Review

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This template was developed to accompany  
*THIS is Housing First for Youth*  
*Part 2 – Operations Manual.*



# MONTHLY 1:1 SUPERVISION/FILE REVIEW

*(1:1 should be done with file review at the same time to show case notes/goal setting is reflective of their work)*

Staff	
Supervisor	
Date	

**Which youth has family and natural supports attached to them and in what capacity? Here are some questions to think about:**

Describe ways you have directly assisted youth to develop a social safety net to support them in the future and to help them as they move forward beyond the program?

How did you engage youth this month to ensure they remained connected to their family, friends, and all important individuals identified by youth?

What opportunities were provided to youth to strengthen those relationships?

What types of training and support for parenting were offered or explored?

**What are the practices I am engaged in this month?**

**Current goals for each youth and what step they are on in each of those goals.**

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|----|-----|
| 1) | 6)  |
| 2) | 7)  |
| 3) | 8)  |
| 4) | 9)  |
| 5) | 10) |

**How are young people being supported in moving towards financial independence and self sufficiency (goals towards stabilizing and securing income so that they will eventually not need the rent supplement)?**

<p>Youth:</p> <p>Successes:</p> <p>Barriers:</p>
<p><b>Are case notes up-to-date and reflective of the work that is being done with the youth? Can you see a link between case notes and youth goal setting?</b></p>
<p>Youth:</p> <p>Successes:</p> <p>Barriers:</p>
<p><b>Are home visits being completed and documented? (Even the visits that staff just go to knock on the door, leave a sticky note)?</b></p>
<p><b>Are progress plans completed and signed by youth and staff?</b></p>
<p><b>Are goal planning sheets completed and signed by the youth and staff?</b></p>
<p><b>School Engagement</b></p> <p>How are we supporting each youth towards completion of high school?</p>
<p><b>Employment</b></p> <p>What types of opportunities/activities were youth presented with that would enhance their employment skills?</p> <p>What types of employment goals did youth set this month? And what support is being provided to help them achieve these goals towards self-sufficiency?</p>
<p><b>Improved Health and Well Being</b></p>

What opportunities were provided this month that enhanced the physical and mental well being of youth AND their families?

Indicate how your program is culturally appropriate to various groups, and how this is embedded in your practices for social engagement.

What connections have been provided to youth to specialized services (e.g., mental health, addictions, family counseling)?

Youth have shared with us that spending time during the month being a “kid” and not focusing on goals, paperwork is important. How was this space created and what tools were provided to the youth to engage in their defined “me time”?

How were youth given an opportunity to gain a stronger sense of self/identify and personal goals that contribute to building healthier self esteem?