

Youth Progress Plan

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



Completed every 90 days

Staff and Youth to Complete

HOUSING FIRST FOR YOUTH PROGRAM



Youth Progress Plan

Instructions

Each section should be written in paragraph form and not in point form. It is too hard to see the steps, growth, and accomplishments of the young person when it is written in point form.

All of these sections should be updated each reporting period. There can be a continuation of work since the last report, but it shouldn't be a cut and paste from the previous report. For example, you can identify areas that the young person is working on, including what the next steps are, what supports and resources are in place, and what is still needed.

Each section should have 4-7 sentences minimum. This information should show the depth of the work being completed and give an overall picture of the youth's life. If a case manager goes on holidays or leaves a position, you have a solid overview of where the youth is at and what they are working on.

Always have the program coordinator/manager sign off and review the progress plan. This is a "check and balance" to see how the youth is moving forward and if the case manager is supporting the youth in the right ways and providing the proper supports. It is also a bird's eye view to see if the HF4Y core principles are being worked on and connected to the youth. If there are areas missing, go back to the case manager and ask questions to see if other work should be done or started.

A youth should always sign off on their paperwork – we do not do work for the youth without them. This is about them, so it is important that we get it right.

The Progress Plan should be completed every 90 days or 3 months from the youth's intake date.

Demographic information:

Youth's Name:	
DOB (MM-DD-YEAR):	Age:
Program Intake Date:	Case Manager:
Reporting Date:	Reporting Period:
Next Reporting Period:	

In the areas below, please provide a general synopsis of how the youth has been doing since the last reporting period. In your summaries, include such things as what changes have been made and what goals have been completed since the last reporting period, and what successes and setbacks have happened since the last reporting period.

<p>Education: Have they created any goals? Are they going to school? What does attendance look like? How are they doing with marks? Are they enjoying it? Any supports they need with school (textbooks, fees covered, tutor?)</p>

Housing Stability: Have they been paying their rent for the last 3 months? Have they been maintaining their home? Are they connecting with their landlord and neighbors? Are they familiar with their community and where all services are?

Employment: Do they have a job? How has it been going? What is their wage? How often are they working? If they don't have a job, have they been looking? Need help looking? Resume writing skills? Are they accessing job employment boards, etc.?

Medical: Do they have an Ontario health care card? Have they seen a doctor during this reporting period? Who did they see? Did they access emergency services (emergency at the hospital, walk in)? Do they have a family doctor or are you looking for one? Are they on medication? If so, for what and what is it? Do they need a dentist or have they accessed one? Any other physical health needs that need to be met?

Community: Who are they connected to in the community? Who are they spending time with? Are they accessing any community resources and if so for what? Have you introduced them to any of their local community boards/activities to pique interest?

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Family and Natural Supports: Who are the important people in their life and did they see them during this reporting period? How are their relationships going? What contact did the Case Manager have with the family and what was that contact about? Does the family/support people need any supports, and if so what are they and what are we offering them? How are you supporting not just the youth but the family/natural supports as well?

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Social Inclusion: How is the youth connected to friends? What do those relationships look like? Are they involved in any extracurricular activities? Do they want to be? What have we offered or are taking them to, what have we explored with them?

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Connection to Culture: This can be anything the young person defines as culture (Indigenous, religion/spirituality, LGBTQ2S+ community). What has been offered? What do they have a desire to explore?

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Peer Support Network: Are they engaging in peer support? What does that look like? How often? Do they enjoy it?

Referrals and Supports provided: Were any community referrals made during this reporting period (food bank, treatment, counseling, low-income services, etc.)? What was it for? Are they still engaged?

Legal: Any legal issues that may have arisen during this reporting period. Do they have probation? Are they following through? When is it over? Court dates that happened or are coming up? Any conditions that they currently have?

Rent: How is their rent being paid? Who is in contact with the landlord? Is the youth contributing to any of their rent? If not, is there a plan in place and has a conversation started with the youth about this? If they are paying, what are they contributing?

Goals: What are they for this reporting period? Who is involved in supporting that the goals are going to be met? What supports are in place?

Recognizing Youth Success! You've come a great distance! Let's celebrate that!

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For the youth to complete

<p>Youth Comments/Feedback: Please write down any comments you have about the Progress Plan and what changes if any should be made.</p>

<p>Youth signature:</p>	<p>Date:</p>
<p>Case Manager signature:</p>	<p>Date:</p>
<p>Program Lead signature:</p>	<p>Date:</p>