



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: April 4, 2023

* = Mandatory, information must be provided

or Procurement Director Award:

***Contractor/Vendor Name/Grantor (DBA):**

Tucson Youth Development Inc

***Project Title/Description:**

Summer Youth Short-Term Work Experience and Basic Education

***Purpose:**

Contractor was competitively selected to provide Short-term Work Experience with employers offering jobs that may lead to future self-sufficiency. This amendment will exercise the first of four extension options and provide additional funding for the period of May 15, 2023 to May 14, 2024.

Attachment: Contract Number CT-CR-22-339 (Amendment 1)

***Procurement Method:**

This contract is a non-Procurement contract and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

Contractor will serve up to 50 total youth and young adults in the Short-Term Work Experience Program.

Participants will:

- Successfully complete at least 90% of scheduled work hours.
- Attain at least 80% proficiency in work readiness skills.

***Public Benefit:**

The benefit of the program is it supports Pima County's economic development by helping to develop a trained and productive labor force that meets employers' needs.

***Metrics Available to Measure Performance:**

Reports on the number of youth and young adults participating in the program, outcome of pre- and post-testing, and completion results.

***Retroactive:**

No.

TO: COB, 3-16-23 (1)
Vers.: 4
Pgs.: 18

MAR 16 '23 AM 10:06 PD

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
Expense Amount \$ _____ * Revenue Amount: \$ _____

*Funding Source(s) required: _____
Funding from General Fund? Yes No If Yes \$ _____ % _____
Contract is fully or partially funded with Federal Funds? Yes No
If Yes, is the Contract to a vendor or subrecipient? _____
Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.
Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: CT Department Code: CR Contract Number (i.e., 15-123): 22-339
Amendment No.: 1 AMS Version No.: 4
Commencement Date: 5/15/23 New Termination Date: 5/14/24
Prior Contract No. (Synergen/CMS): N/A
Expense Revenue Increase Decrease
Amount This Amendment: \$ 127,251.08

Is there revenue included? Yes No If Yes \$ _____

*Funding Source(s) required: Pima County General Funds

Funding from General Fund? Yes No If Yes \$ 127,251.08 % 100

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Amendment Number: _____
Match Amount: \$ _____ Revenue Amount: \$ _____

*All Funding Source(s) required: _____
*Match funding from General Fund? Yes No If Yes \$ _____ % _____
*Match funding from other sources? Yes No If Yes \$ _____ % _____
*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Rise Hart
Department: Community & Workforce Development Telephone: 724-5723

Department Director Signature: Dan P. ... Date: 3/10/23
Deputy County Administrator Signature: ... Date: 15 Mar 2023
County Administrator Signature: ... Date: 3/15/23

Pima County Department of Community & Workforce Development

Project: Summer Youth Short-Term Work Experience and Basic Education

Contractor: Tucson Youth Development Inc
 1901 N. Stone Avenue
 Tucson, AZ 85705

Contract No.: CT-CR-22-339

Contract Amendment No.: 01

Original Contract Term:	05/15/22 – 05/14/23	Orig. Contract Amount:	\$163,721.64
Termination Date Prior Amendment:	N/A	Prior Amendments Amount:	N/A
Termination Date This Amendment:	5/14/24	This Amendment Amount:	\$127,251.08
		Revised Total Amount:	\$290,972.72

PROFESSIONAL SERVICES CONTRACT AMENDMENT ONE

The parties agree to amend the above-referenced contract as follows:

1. Background and Purpose.

- 1.1 Background. Pima County ("County") and Tucson Youth Development Inc ("Contractor") entered into the above-referenced Contract to provide workforce development services to Pima County youth.
- 1.2 Purpose. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop).
 - 1.2.1. County finds that extending this Contract will improve employment opportunities for Pima County youth and is in the best interests of the Pima County residents.
 - 1.2.2. County has reviewed the Contractor's performance of the services and finds it satisfactory.

2. Term, Section 2 is amended as follows:

County exercises the first available extension option. The commencement date for this Amendment No. 1 is May 15, 2023. This Agreement will terminate on May 14, 2024.

3. Compensation and Payment, Section 5. Paragraph 5.2 is amended to increase "the Maximum Payment Amount" from \$163,721.64 to \$290,972.72.

4. Forced Labor of Ethnic Uyghurs. Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

5. EXHIBIT A - SCOPE OF WORK is deleted in its entirety and replaced with Exhibit A-1 following the Signature Page.

SIGNATURE PAGE TO FOLLOW

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY

CONTRACTOR



Authorized Officer Signature

Dr. Michael Olguín, Executive Director

Printed Name and Title

03/08/2023

Date

Adelita Grijalva
Chair, Board of Supervisors

Date

ATTEST

Clerk of the Board Date

APPROVED AS TO CONTENT



Daniel Sullivan, Director or designee
Community & Workforce Development

APPROVED AS TO FORM



Kyle Johnson, Deputy County Attorney

3/7/2023

Date

EXHIBIT A-1 - SCOPE OF WORK

1.0 Program Overview.

Youth and young adults will participate in Short-term Work Experience ("STWX") with employers offering jobs that may lead to future self-sufficiency.

2.0 Target Population. Eligible individuals ages 14 to 21 in Pima County.

- 2.1 Equitable inclusion of eligible In-school youth ("ISY") ages 14 to 21 in Pima County who are at risk of dropping out of school.
- 2.2 County will review employment demographics bi-annually to assess the utilization level of protected classes to ensure non-discrimination in all aspects of employment including recruitment, compensation, selection, training, promotion, benefits, and layoffs.

3.0 Program Goals.

- 3.1 Enhance the ability of participants in STWX summer employment to successfully enter into and participate in the workforce.
- 3.2 Improve prospects for future employability for all individuals receiving services under this Contract.
- 3.3 Assist in the economic development of Pima County by helping to develop a trained and productive labor force to meet the needs of employers.

4.0 Workforce Development Services – General.

- 4.1 Contractor must ensure that staff involved in job placement activities do not place a participant for employment:
 - 4.1.1 On the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship; or
 - 4.1.2 In activities that are not covered under the Occupational Safety and Health Act of 1970, participants are not required or permitted to work, be trained, or receive services in buildings or surroundings under which working conditions are unsanitary, hazardous or dangerous to the participants' health or safety.
- 4.2 If Contractor's staff has relative(s) eligible for the services provided under this Contract, Contractor must ensure that the relative(s) apply for the services with another contracted agency.
- 4.3 Contractor will provide title(s), name(s), phone number(s), and email address(es) of the supervisors of personnel providing services pursuant to this Contract.
- 4.4 Grievances: Contractor will:
 - 4.4.1 Have and follow a written grievance process to provide all applicants and participants with the opportunity for a fair hearing to redress grievances arising from the delivery of contracted services, including, but not limited to:
 - 4.4.1.1 Ineligibility determination;
 - 4.4.1.2 Reduction in services;
 - 4.4.1.3 Suspension or termination from program participation; or
 - 4.4.1.4 Quality of service.
 - 4.4.2 Ensure that all applicants and participants are advised of their right to present any grievances to County or to the State.

- 4.5 Contractor will ensure that staff:
 - 4.5.1 Receive training to successfully perform the obligations set forth in this Contract. Training is available through federal, state and local sources.
 - 4.5.2 Have written job descriptions consistent with Contractor's proposal for funding. Each job description must be acknowledged and signed by the individual and retained in that individual's personnel file.
 - 4.5.3 Are familiar with Pima County ARIZONA@WORK policies, procedures and programs; and
 - 4.5.4 Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity.

5.0 Program Activities – Contractor.

5.1 **Level of Service.** Contractor will place individuals referred or approved by County in workplace or training opportunities as follows:

Date of Activity	Activity	Hours of Service Provided per Participant	Projected Number of Youth Served
May 15 through August 31	STWX	120	40
	STWX Healthcare	140	10
TOTAL			50

5.2 **Staffing.** Contractor will:

5.2.1 Provide staff at the following levels:

FTE	Title/Responsibility	Number Served	Location
One (1)	Workforce Coordinator ("WC")	STWX participants	Contractor's facility
One (1)	WC	STWX Healthcare participants	Contractor's facility

5.2.2 Provide all assigned staff set forth above with the support and guidance required to successfully perform the obligations set forth in this Contract.

5.2.3 Provide County with:

- 5.2.3.1 The names of all assigned staff;
- 5.2.3.2 A valid fingerprint clearance card for each staff person; and
- 5.2.3.3 Proof that each person's name was submitted to the Central Registry.

NOTE: If a current fingerprint clearance card and Central Registration proof is on file with County, additional documentation is not required.

5.3 STWX Program.

5.3.1 Worksite recruitment and development. WC(s) assigned by Contractor will:

- 5.3.1.1 Recruit businesses to provide appropriate, positive and meaningful work experience to participants.
- 5.3.1.2 For each business that agrees to participate ("worksite"):
 - 5.3.1.2.1 Obtain a **written job description** for each position to be filled by a Participant. Ensure the description complies with child labor

laws and any other laws, policies and safety guidelines applicable to the participant's age.

- 5.3.1.2.2 Execute a **Worksite Agreement** that commits the employer to:
- 5.3.1.2.3 Supervise each Participant placed at the worksite at all times;
- 5.3.1.2.4 Provide no less than one (1) supervisor for every four (4) Participants;
- 5.3.1.2.5 Only assign tasks to a participant that are consistent with the job description provided;
- 5.3.1.2.6 Adhere to child labor laws and any other laws, policies and safety guidelines applicable to the participant's age and the funding source requirements;
- 5.3.1.2.7 Assume liability for any participant's injury or damage to participant's property that occurs at the worksite; and
- 5.3.1.2.8 Ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.
- 5.3.1.2.9 Provide orientation for worksite supervisors that includes, at a minimum:
 - 5.3.1.2.10 A review of the Worksite Agreement;
 - 5.3.1.2.11 Job and worksite safety issues; and
 - 5.3.1.2.12 Child labor laws.
 - 5.3.1.2.13 Monitor worksites to ensure compliance with child labor laws, safety regulations and applicable employment policies.

5.3.2 Participant placement, training and performance – STWX. For each Participant in STWX, Contractor will:

- 5.3.2.1 Review participant's interests and abilities and determine appropriate job and worksite placement.
- 5.3.2.2 Review file and prepare an Individual Service Strategy ("ISS") (**Exhibit B-1**) and Assessment Tool (**Exhibit B-2**).
- 5.3.2.3 Provide orientation that covers, at a minimum:
 - 5.3.2.3.1 Attendance requirements;
 - 5.3.2.3.2 Timekeeping procedures;
 - 5.3.2.3.3 Work and training schedules;
 - 5.3.2.3.4 Payroll schedules;
 - 5.3.2.3.5 Program and performance expectations; and
 - 5.3.2.3.6 Completion of necessary paperwork.
- 5.3.2.4 Ensure that Participant has had, or receives, training on, at a minimum, the following topics:
 - 5.3.2.4.1 Opportunities in the labor market;
 - 5.3.2.4.2 Completing a job application;

- 5.3.2.4.3 Writing a résumé;
- 5.3.2.4.4 Interview techniques;
- 5.3.2.4.5 Making appropriate career decisions;
- 5.3.2.4.6 Skills to keep a job; and
- 5.3.2.4.7 Survival skills for successful daily living.
- 5.3.2.5 Visit each worksite and monitor performance at least weekly to ensure Participant is performing the duties outlined in the applicable job description.
- 5.3.2.6 Every other week, obtain evaluations from worksite supervisor of Participant's work-readiness and abilities to perform the duties and tasks set forth in the job description.
- 5.3.2.7 When a problem arises:
 - 5.3.2.7.1 Intervene and work with Participant and the worksite supervisors to help Participant maintain the job; and
 - 5.3.2.7.2 Take other appropriate action, including referring Participant to additional services.
- 5.3.2.8 If a Workforce Development Specialist ("WDS") referred the Participant:
 - 5.3.2.8.1 Notify WDS of milestone completions;
 - 5.3.2.8.2 Notify WDS if supportive services are needed for the Participant;
 - 5.3.2.8.3 Notify WDS of other problems, not associated with the worksite, arise;
 - 5.3.2.8.4 Discuss any disciplinary issues with WDS; and
 - 5.3.2.8.5 Refer back to WDS upon completion of, or dropping out from, the Program.

5.3.3 Participant remuneration. Contractor will pay each Participant for actual work experience at least the prevailing minimum wage plus required fringe benefits for each hour worked at the assigned worksite.

6.0 Program Activities – County. County will:

- 6.1 Recruit and determine eligibility of youth to participate in STWX;
- 6.2 Assess each Participant's education level; and
- 6.3 Refer Participants to available supportive services.

7.0 Outcomes.

7.1 Contractor will achieve the following outcomes:

Program	Youth Participants	
	Served	Completed
STWX	40	36
STWX Healthcare	10	9
TOTAL	50	45

7.2 STWX Participant is "completed" when the following levels of participation are met:

- 7.2.1 Work at least 90% of scheduled work hours; and

7.2.2 Attain at least 80% proficiency in work readiness skills set forth in **Exhibit B-3**.

8.0 Reporting. No later than the 15th of each month, Contractor will provide the following reports to County's Youth Program Manager:

8.1 Individual Participant reports:

- 8.1.1 Completion results and completion certificates;
- 8.1.2 Outcome of pre- and post-testing for work readiness and basic skills; and
- 8.1.3 Participant's worksite agreement.

8.2 Summary Report. Report must include, but is not limited to:

- 8.2.1 Number of Participants enrolled in Work Experience ("WEX") including demographic breakdown as set forth in **Exhibit B-4** (attachment);
- 8.2.2 Number of students that completed STWX;
- 8.2.3 Worksites where STWX Participants were placed;
- 8.2.4 Types of work performed by STWX participants;
- 8.2.5 Highlights of STWX program; and
- 8.2.6 Recommendations for program and service delivery improvement.

9.0 Budget.

9.1 Contractor will be paid on a cost reimbursement basis, will be as follows:

Program budget for May 15, 2023 through August 31, 2023

Budget Line Item	Amount allocated
Salary and Fringe (No overtime)	\$8,037.12
Travel	\$750.00
Equipment	-0-
Supplies	\$750.00
Space	-0-
Communication	\$300.00
Contractual	-0-
Other Operating	\$10,780.16
Subtotal	\$20,617.28
STWX participant payments (\$15.75/hour plus 9.2% fringe)	\$106,633.80
TOTAL	\$127,251.08

9.2 In the event that an end of year budget modification is necessary, the request to modify must be submitted forty-five (45) days prior the termination date of the Contract and approved prior to implementation.

9.3 Staff overtime is not authorized under this Contract and will not be reimbursed.

END OF EXHIBIT A-1

**PIMA COUNTY ONE-STOP CAREER CENTER
YOUTH SERVICES
INDIVIDUAL SERVICE STRATEGY (ISS)**

Youth's Name: _____ Date Registered/Enrolled: _____

Home Phone: _____ Cell Phone: _____ Msg. Phone: _____

SSN: _____ E-mail: _____

ISV OSY 16-18 19-21 Date of Birth: _____

Enrollment Address: _____
(Street) (City) (State) (Zip Code)

Date of Birth _____ Last Grade Completed: _____ School: _____

Age: _____ Selective Service - Registration Date: _____ Registration #: _____

Valid AZ Driver's License? Yes No

Purpose

This ISS is to use as a tool to develop an individual strategy for the purpose of obtaining the services necessary to achieve the goals of the youth. Contact between the youth and the Workforce Development Specialist (WDS) will occur every month and they will work together to assess the strengths and the needs of the youth, so that a plan can be made for successfully obtaining placements into WIA Outcomes.

THE INTERVIEW and ASSESSMENT

OCCUPATIONAL GOALS SUMMARY

Vocational Interest(s): _____ Assessment Type: SDS Other _____
(specify)

SDS Results* _____ R _____ I _____ A _____ S _____ E _____ C _____ Other Results: _____

Summary of Education: _____

Employment Goal: _____

EDUCATION/TRAINING GOALS SUMMARY

Current TABE Scores: Grade Equivalency Score: _____ (Reading _____ Total Math _____ Language _____ Spelling _____)
(optional)

Immediate: _____

Long Term: _____

CURRENT EDUCATION/WORK EXPERIENCE

Education/Training, Skills and Certifications: _____

Work Experience/Training, Skills and Certifications: _____

*Refer to www.nycarcerzone.org

PERSONAL INFORMATION

Special Interests, Hobbies and Abilities: _____

Family Living Situation: _____

Health Information (Physical and Mental): _____

ADDITIONAL INFORMATION, NOTES, AND COMMENTS

ACTION PLAN

Resolving BARRIERS to Education and Employment

<u>Barrier (I)</u>	<u>Explain Barrier Issue</u>	<u>Supportive Service Needed</u>	<u>Date Referred</u>	<u>Service Provider Information</u>	<u>Date Barrier Issue Resolved</u>

SERVICE AND PARTICIPATION AGREEMENT

I, in partnership with my Workforce Development Specialist, agree to participate in the Pima County Youth Services Program for the purpose of achieving my education and employment goals. I will participate to the best of my ability and I hereby authorize the release of information regarding employment, education and legal issues for the purpose of assisting in the development and success of my Individual Service Strategy. I agree to maintain contact with my Workforce Development Specialist at least once a month and to notify him/her of any changes in my situation. I have read, understand and agree to this Service and Participation Agreement.

Signature of Youth Participant _____ Printed Name _____ Date _____

Signature of Workforce Development Specialist _____ Printed Name _____ Date _____



WIA Youth Program
Assessment Tool

YOUTH PARTICIPANT INTERIM ASSESSMENT TOOL

	1	2	3	4	5	Recommended Services / Interventions
	Less self-sufficient → more self-sufficient					
Basic Skills (one or more TABIE or total battery scores)	≤ 3.9 <input type="checkbox"/>	4.0 - 6.9 <input type="checkbox"/>	7.0 - 8.9 <input type="checkbox"/>	9.0 - 11.9 <input type="checkbox"/>	≥ 12.0 <input type="checkbox"/>	<ul style="list-style-type: none"> - Lindsay Center - Basic education: PPEP, SER, TUL, TYD, COPD* - Pima Prevention Partnership (PPP) school counseling for OSY - Literacy partners - Literacy Volunteers - ESL - SER - Libraries - Tutoring: METRO M-F 10am to 6pm with academic volunteers
Work Experience / Occupational Skills	None <input type="checkbox"/>	Family/friends (e.g. paid babysitting) <input type="checkbox"/>	Part-time or WEX only <input type="checkbox"/>	Full-time employment <input type="checkbox"/>	Full-time employment ≥ 1 year <input type="checkbox"/>	<ul style="list-style-type: none"> - WEX partner: COPD*, Goodwill, PPEP, SER, TUL, TYD - PAJ - Internship - Job development/job search - OJT: PPEP - Job Connection Centers at Goodwill sites - WDS resume services for youth - Mock Interview workshops at METRO/WDS
Employability	E.S. workshop not attended <input type="checkbox"/>	<input type="checkbox"/>	E.S. workshop: post-score does not exceed pre-score <input type="checkbox"/>	<input type="checkbox"/>	E.S. post-test score higher than pre-test score <input type="checkbox"/>	<ul style="list-style-type: none"> - E.S. workshop - WEX partner: _____ - OJT: PPEP - PPP Life Skills class

	No identified interests <input type="checkbox"/>	Few identified interests <input type="checkbox"/>	Several identified interests <input type="checkbox"/>	Many identified interests <input type="checkbox"/>	Interests identified; career goal narrowed to one <input type="checkbox"/>	Youth ES (COPD*, TUL, SER, PPEP, GW, TYD)
Occupational Interests (may administer SDS)						<ul style="list-style-type: none"> - SDS - Career Exploration - PESCO - Workshop - PPP career interest profile & portfolio - "My Next Move" screening tool at Metro/Goodwill - COPD* - Career Fairs - Vendor Fair - Internships at various work experience programs
Occupational Aptitudes (may administer SDS)	No identified aptitudes <input type="checkbox"/>	Few identified aptitudes <input type="checkbox"/>	Several aptitudes identified <input type="checkbox"/>	All aptitudes identified <input type="checkbox"/>	Capitalizing on aptitudes <input type="checkbox"/>	<ul style="list-style-type: none"> - SDS - Career Exploration - Workshop - COPD* - My Next Move screening tool for ongoing career awareness
Child care - pregnant / parenting factors	Lacks child care and/or lacks parenting skills <input type="checkbox"/>	<input type="checkbox"/>	Intermittent child care <input type="checkbox"/>	<input type="checkbox"/>	Reliable child care / not applicable <input type="checkbox"/>	<ul style="list-style-type: none"> - DES/WIC - Child & Family Resources - Head Start - Teenage Parent Prgm - Parent Aid - Casa de los Ninos - TOPS - The Parent Connection - COPD*
Role Models	None <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strong, positive role model / Frequent interaction <input type="checkbox"/>	<ul style="list-style-type: none"> - Mentoring - Internship - Case management staff COPD* TYD, Goodwill, TUL, SER, PPEP. - Speaker:

* for deaf and hard of hearing individuals only

Career Awareness	None; very little <input type="checkbox"/>	<input type="checkbox"/>	Understands KSAs of many careers/occupations <input type="checkbox"/>	<input type="checkbox"/>	Has researched and selected a career path <input type="checkbox"/>	<ul style="list-style-type: none"> - ES workshop - Career Exploration <ul style="list-style-type: none"> - SDS - Youth career expos <ul style="list-style-type: none"> - PESCO - My Next Move - Goodwill - Other: _____ COPD*
Leadership (Experience)	None <input type="checkbox"/>	<input type="checkbox"/>	Some experience (e.g. volunteer, public speaker, trainer) <input type="checkbox"/>	<input type="checkbox"/>	Significant experience e.g. w/ high degree of initiative or Responsibility <input type="checkbox"/>	<ul style="list-style-type: none"> - Toastmasters - Other _____ - Speaker/Community Events with key note speakers who can influence youth <ul style="list-style-type: none"> - COPD*
Health/Fitness	Requires substantial assistance with health care, fitness, insurance, etc. <input type="checkbox"/>	<input type="checkbox"/>	Needs support in developing long-term prevention or fitness program <input type="checkbox"/>	<input type="checkbox"/>	Reports satisfaction with health & fitness levels <input type="checkbox"/>	<ul style="list-style-type: none"> - YMCA - AHCCCS/ACA/Public Program - Fitness/Wellbeing mentor - Other _____ - COPD*
Housing	Homeless <input type="checkbox"/>	Housing instability (e.g. staying with friends) <input type="checkbox"/>	Risk of housing loss (missed rent/mortgage payments) <input type="checkbox"/>	Adequate housing <input type="checkbox"/>	Stable/long-term / appropriate / safe housing <input type="checkbox"/>	<ul style="list-style-type: none"> - Sullivan Jackson Employment Center - Youth on Their Own <ul style="list-style-type: none"> - DES - City/Section 8 <ul style="list-style-type: none"> - Our Family - Open Inn - CCS - Merilac Lodge - COPD*
Legal	Past offenses have led to difficulty in obtaining employment <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No legal issues <input type="checkbox"/>	<ul style="list-style-type: none"> - Job search/job development - OJT/ PPEP - Tax credits - Other _____ - Good Futures, METRO Goodwill - Rights Restoration - Southern AZ Legal Aid - COPD*

* For deaf and hard of hearing individuals only

Self-management	Requests assistance with time management, motivation, decision-making, etc. <input type="checkbox"/>	<input type="checkbox"/>	Demonstrates some self-management skills <input type="checkbox"/>	<input type="checkbox"/>	Manages time, attitudes, motivation & behavior well <input type="checkbox"/>	<ul style="list-style-type: none"> - E.S. - Mentor - Work with WDS - Practice goal-setting exercise - Time management budget - Other
Confidence/Esteem	Reports low confidence <input type="checkbox"/>	<input type="checkbox"/>	Begins to appropriately value self and others <input type="checkbox"/>	<input type="checkbox"/>	Demonstrates appropriate value of self <input type="checkbox"/>	<ul style="list-style-type: none"> - Toastmasters - Mentor - Leadership program - Volunteer program - COPD*
Goal-setting	Has not practiced goal-setting <input type="checkbox"/>	<input type="checkbox"/>	Understands how to set and achieve goals <input type="checkbox"/>	<input type="checkbox"/>	Has identified and achieved one or more short/long-term goals <input type="checkbox"/>	<ul style="list-style-type: none"> - E.S. - Practice goal-setting - Work with WDS/COPD* - Other
Supportive Network	Reports lack of emotional support among family/friends <input type="checkbox"/>	<input type="checkbox"/>	Some family members / friends / others are supportive <input type="checkbox"/>	<input type="checkbox"/>	2 or more close relationships provide consistent, caring support <input type="checkbox"/>	<ul style="list-style-type: none"> - Mentor - WDS/ COPD* - Other - Volunteer opportunities
Transportation	Lacks transportation <input type="checkbox"/>	<input type="checkbox"/>	Transportation somewhat reliable <input type="checkbox"/>	<input type="checkbox"/>	Has reliable daily transportation to school/work <input type="checkbox"/>	<ul style="list-style-type: none"> - COPD* - Bus pass - Set savings goal to improve transportation situation
Financial	No bank account <input type="checkbox"/>	<input type="checkbox"/>	Some financial skills and habits <input type="checkbox"/>	<input type="checkbox"/>	Banked, budgeting & saving skills and habits <input type="checkbox"/>	<ul style="list-style-type: none"> - Teen checking/savings accounts - Intensive budget with WDS/ COPD* - E.S. - Other

* For deaf and hard of hearing individuals only

Disability / Limitation	Needs significant supports/ accommodations <input type="checkbox"/>	<input type="checkbox"/>	Needs some accommodations; Necessary supports have been identified <input type="checkbox"/>	<input type="checkbox"/>	Has secured supports/ accommodations <input type="checkbox"/>	<ul style="list-style-type: none"> - Vocational Rehabilitation - COPDP - DKA - Linkages - TABE accommodations - Interpreter - ASDB - Other _____
High School Graduation	>2 classes behind to graduate <input type="checkbox"/>	<input type="checkbox"/>	1 or 2 classes behind on-time graduation <input type="checkbox"/>	<input type="checkbox"/>	On track to graduate; has earned diploma/GED; not an issue <input type="checkbox"/>	<ul style="list-style-type: none"> - Tutoring - Study skills - Pima County Public Libraries - Summer Youth Basic Ed partner - School-Year Basic Ed partner - ACE Charter HS - Las Artes - PVHS - COPDP
College/University Preparedness	Unsure re: post-secondary goals <input type="checkbox"/>	Goal = college; Unaware of next steps <input type="checkbox"/>	Goal = college; Has begun research on next steps <input type="checkbox"/>	Goal = college; Has applied and/or taken SAT/ACT/entrance exam if applicable <input type="checkbox"/>	Goal = college; Has completed all steps (applications, exams, FAFSA, etc.) OR chooses path other than college <input type="checkbox"/>	<ul style="list-style-type: none"> - Meet with WDS - Visit admissions offices - Research online - Meet with mentor - Visit Metropolitan Education Commission - Attend Youth Council Youth Career Expos - PCC non-credit 6 week college readiness course with Goodwill - COPDP - Other _____

NOTES / FOLLOW-UP

Youth Participant Name

Staff Name

Date ____/____/____

EXHIBIT B-3

PARTICIPANT'S NAME:		SOC. SEC. NO.		REGISTRATION DATE:							
TRAINING SITE		TRAINING SITE (Skills 6-11)		POINT OF DETERMINATION (Skills 6-11)							
POINT OF DETERMINATION (Skills 1-5)		POINT OF DETERMINATION (Skills 6-11)		POINT OF DETERMINATION (Skills 6-11)							
SKILL	Name of Assessment	(2) Proficiency Requirement	Pre-Test Score	Date Goal Set in ISS	IN NEED OF TRAINING		(3) Training Provided	Post-Test Score	Date Goal Achieved	(4) Skill Attained	
					Yes	No				Yes	No
1. Making Career Decisions	EST	80%	%				IN CLASSROOM E.S.T.	%			
2. Using Labor Market Information	EST	80%	%				IN CLASSROOM E.S.T.	%			
3. Preparing Resumes	EST	80%	%				IN CLASSROOM E.S.T.	%			
4. Completing Application	EST	80%	%				IN CLASSROOM E.S.T.	%			
5. Interview/Writing Follow-Up Letters	EST	80%	%				IN CLASSROOM E.S.T.	%			
6. Maintaining Regular Attendance	EST	90%	P/N				WEX	%			
7. Being Consistently Punctual	EST	90%	P/N				WEX	%			
8. Exhibiting Appropriate Attitude/Behaviors	EST	80%	P/N				WEX	%			
9. Presenting Appropriate Appearance	EST	80%	P/N				WEX	%			
10. Demonstrating Good Interpersonal Relations	EST	80%	P/N				WEX	%			
11. Completing Tasks Effectively	EST	80%	P/N				WEX	%			
TRAINING		TOTAL IN NEED OF		TOTAL SKILLS		ATTAINED		TOTAL SKILLS		TOTAL SKILLS	

(Minimum 5 of 11 Core Skills needed for attainment of Youth Work Readiness Skill)

(1) Enter the stage in the process where the pre-assessment was made (intake, assessment, orientation, etc.)

(2) Enter L.W.I.A.-approved level of achievement (benchmark) for each skill.

(3) Enter the program activity(ies) where training occurred

(4) Participant must demonstrate proficiency at the required benchmark in all Work Readiness Skills



EXHIBIT: B-4

	Name	WEX or BE	Start Date	Age	End Date	Gender	Current Grade	Race Ethnicity	Low Income (Y/N)	High School Graduate/GED (Y/N)	Pregnant or Parenting Youth (Y/N)	Felony (Y/N)	Basic Skills Deficiency (Y/N)	Homeless (Y/N)	Disability (Y/N)	Foster care/aged out of foster care (Y/N)	Other
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