**Embedded and Expansion Sites Workplan**

**August 2, 2016**

***Begins as of first day of hire (if new) and/or first day at school site***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Proposed Date** | **Activity** | **Staff Involved** | **Notes/Date Scheduled** | **Status** |
|  | **30 Days** | | | |
|  | Onboarding with CISNC | ALL | HR Policies, IT, & Risk Management |  |
|  | Onboarding with CISNC | SSS | School Site Policies |  |
|  | Completion of [Recognizing and Responding to Suspicions of Child Maltreatment (R&R)](http://pcanc.articulate-online.com/ContentRegistration.aspx?DocumentID=28d94027-b7f1-428a-9853-8b4070e50c27&Cust=75956&ReturnUrl=/p/7595624430) by Prevent Child Abuse NC | SSS |  |  |
|  | Completion of Site Coordinator Learning Pathway (National) | SSS |  |  |
|  | Completion of Student Support Specialist Learning Pathway (Online Pre-work) | SSS |  |  |
|  | Meeting with Superintendent(s) to secure Memorandum of Understanding   * **SIGNED MOU WITH SCHOOL DISTRICT** | DEO or PD  SSS  RSC |  |  |
|  | Completion of Student Support Specialist Learning Pathway (Day 1) | SSS |  |  |
|  | Meeting with the Principal   * Roles and Responsibilities * Access to Students * Access Data * Technology Needs * School Support Team Creation & Designation * Review ABC+P * **SIGNED SCHOOL SUPPORT AGREEMENT** | SSS  PD  ADEO or SSC | All School Support drafts should run through SSC and Director of Regional Support (Expansion) or ADEO and DEO (Embedded) before signatures are obtained. Nevin will be the signature for CISNC, but Heather or Nevin needs to review all before principal signs. |  |
|  | Letter from SSS to School Staff | SSS |  |  |
|  | Orientation to School Staff and Student Referral Form Process in Place, Communicated to staff, and Distributed. | SSS  ADEO or SSC |  |  |
|  | Establish School Support Team   * Guidance Counselor * Social Worker * Assistant Principal * Principal   Hold First Meeting with Team | SSS  ADEO or SSC |  |  |
|  | Schools Needs Assessment Completed | SSS  ADEO or SSC |  |  |
|  | School Support Plan Draft | SSS  PD (if applicable)  SSC  or  ADEO | Email to SSC and Heather Wallace (Expansion) or Nevin Daryani and ADEO (Embedded) to review. To also be reviewed and worked on in depth Day 2 of SSSLP. |  |
|  | School Demographics and  School Strategy (Support Plan) are completed in CISDM | SSS |  |  |
|  | Weekly CISDM Data entry for all supports provided (By close of business each Friday) | SSS |  |  |
|  | Monthly Embedded or Expansion Call | SSS  PD (if applicable)  RSC and SSC  Or ADEO |  |  |
|  | **60 Days** | | | |
|  | Completion of Motivational Interviewing Training | SSS |  |  |
|  | Completion of Student Support Specialist Learning Pathway (Day 2) | SSS |  |  |
|  | Check & Connect Training | SSS |  |  |
|  | Parent Consent Forms for at least 50% of caseload (Identified Saturation) | SSS |  |  |
|  | School Support Team Meeting | SSS |  |  |
|  | Attend School Leadership meeting, if applicable | SSS |  |  |
|  | Meet with Principal | SSS  PD  SSC  Or ADEO |  |  |
|  | Meetings with students referred for caseload and completed Individualized Needs Assessment and Student Support Plan for enrolled students | SSS |  |  |
|  | Case Managed Students entered into CISDM with plans (By close of business each Friday) | SSS |  |  |
|  | At least one Tier 1 Intervention/Support (these may be covered in the next item) | SSS |  |  |
|  | Weekly CISDM Data entry (By close of business each Friday) | SSS |  |  |
|  | **90 Days** | | | |
|  | Final School Support Plan in Place by October 1st | SSS  PD  SSC  Or  ADEO | Email to SSC and Heather Wallace (Expansion) or Nevin Daryani and ADEO (Embedded) to review and finalize before final signatures. When signed, email to SSC and Heather Wallace (Expansion) or DEO and ADEO (Embedded) |  |
|  | Parent Consent Forms for 100% of case load | SSS |  |  |
|  | Case Managed Students entered into CISDM with plans (By close of business each Friday) | SSS |  |  |
|  | Tier 2 and Tier 3 interventions and supports weekly with documented check-ins in support plans and on CISDM (By close of business each Friday) |  |  |  |
|  | School Support Team Meeting | SSS |  |  |
|  | First Quarterly Report Submitted to School Support Team and School Leadership, Affiliate Leadership | SSS | Email to SSC and Heather Wallace (Expansion) or Nevin Daryani and ADEO (Embedded) to review. |  |
|  | Weekly CISDM Data entry (By close of business each Friday) | SSS |  |  |
|  | Attend School Leadership meeting, if applicable | SSS |  |  |
|  | First Quarterly Report due by 15th of following month. | SSS sends to PD and SSC or ADEO | Email to SSC and Heather Wallace (Expansion) or Nevin Daryani and ADEO (Embededded). |  |

**Quarterly Reports Due:**

**(August 1st -October 1st) October 15th**

**(November 1st -January st) January 15th**

**(February 1st -March 1st ) March 15th**

**(April 1st - End of School) June 30 th**