At Risk Youth Action Plan

GOALS, STRATEGIES AND OUTCOMES

GOAL #1:   By August 1, 2015, increase student attendance by 3% at Waianae and Dole middle schools.

STRATEGY #1:   By August 1, 2013, determine primary causes (contributing factors) to the high absenteeism of Dole Middle School students.

IMPLEMENTATION INDICATORS/MEASURES	BASELINE MEASURE 2010/11	PROGRESS MEASURE		PROGRESS MEASURE		PROGRESS MEASURE	
		PROJECTED OUTCOME 2011/12	ACTUAL RESULTS 2011/12	PROJECTED OUTCOME 2012/13	ACTUAL RESULTS 2012/13	PROJECTED OUTCOME 2013/14	ACTUAL RESULTS 2013/14
% of students chronically absent at Dole Middle School	2010/11 10%	**TBD**	**TBD**	**BASELINE -1%**		**BASELINE -1%**	
# and % of school partners participating in projects							
# and % of students served by participating partners							

SHORT TERM OUTCOMES (QUARTERLY / AS NEEDED)	PROGRESS MEASURE 1ST QUARTER		PROGRESS MEASURE 2ND QUARTER		PROGRESS MEASURE 3RD QUARTER		PROGRESS MEASURE 4TH QUARTER	
IMPLEMENTATION INDICATORS/MEASURES	PROJECTED OUTCOME 8/1/12-10/1/12	ACTUAL RESULTS 8/1/12-10/1/12	PROJECTED OUTCOME 11/1/12-1/31/13	ACTUAL RESULTS 11/1/12-1/31/13	PROJECTED OUTCOME 2/1/13-4/30/13	ACTUAL RESULTS 2/1/13-4/30/13	PROJECTED OUTCOME 5/1/13-7/31/13	ACTUAL RESULTS 5/1/13-7/31/13
(This is where the Team will need to identify any short term outcomes, e.g. "% and # of students served whose attendance increases or stays the same".)								

ACTION STEPS	Monitoring Evidence/Data Sources	Person(s) Responsible/ Group(s)	Implementation Timeline		Completion Date	Resources Needed
			Start	Stop		
A. Recruit missing Dole middle school partners						
1. Identify potential Dole middle school staff who could be invited to join team	List of potential partners	Debbie/Team	7/1/12	7/14/12	7/5/12	

ACTION STEPS	Monitoring Evidence/Data Sources	Person(s) Responsible/ Group(s)	Implementation Timeline		Completion Date	Resources Needed
			Start	Stop		
2. Invite school personnel to join team		Debbie	7/1/12	7/14/12	7/14/12	
3. Obtain list of other possible partners located/serving Dole middle school students	List of potential partners	Wendy & other School Partner(s) /Jaque	7/15/12	8/15/12 New date 9/12/12	9/12/12	
4. Invite other school partners to join team (		Wendy & other school partner(s) /Jaque	8/16/12	9/16/12 New Date 9/12/12	9/12/12	
5. Schedule and hold a team meeting with all new members/partners to review the draft Team Charter and Action Plan		Team	9/17/12	9/30/12 New Date 9/25/12		
6. Determine if any changes/improvements are needed to Team Charter and/or Action Plan		Team	9/17/12	9/30/12		
7. Finalize Team Charter and Action Plan, begin development of Partnership Agreement, Team Guidelines and Communication Plan	Finalized Team Charter and Action Plan	Jacque/Team	9/30/12	10/15/12 New Date 10/23/12		
8. Development of Partnership Agreement, Team Guidelines and Communication Plan (optional)						
B. Disaggregate Student Data & Identify Trends						
1. Brainstorm list of preliminary data elements that need to be disaggregated (2011/12 school year data)	Final list of data needs	Team	7/1/12	7/15/12	7/14/12	
2. Provide list to school partner(s)		Team/Wendy (Dole)	7/1/12	7/30/12	7/14/12	
3. Disaggregated is shared with team	Data	School Partner (TBD)	7/30/12	9/30/12		
4. Analyze data and determine if there are any obvious trends and/or if additional/other data is needed		Scott/Team	7/30/12	9/30/12		
C. Develop Asset Map of services available to students within Dole middle school						
1. Develop a list of existing school partner services within the school, and create a tool/method that can be used/completed by partners	List/tool	Team	10/1/12	10/31/12		
2. All school partners utilize tool (conduct an asset inventory) and identify the number of students currently receiving each of the available services	Completed inventory of services / students served	Wendy/School Partners (TBD)	10/1/12	10/31/12		

ACTION STEPS	Monitoring Evidence/Data Sources	Person(s) Responsible/ Group(s)	Implementation Timeline		Completion Date	Resources Needed
			Start	**Stop**		
3. Review partner inventory (asset map) of existing services and determine if gaps exist based on data analysis trends		Team	11/1/12	11/30/12		
4. Brainstorm a methods/ways to address gaps (if any)		Team	12/1/12	12/31/12		
5. Develop a plan to address any gaps (if applicable)		Team	1/1/13	1/31/13		
D. Identify and quantify students needs and possible reasons for chronic absenteeism						
1. Review disaggregated data and trends (see B.4. above)		Team	11/1/12	11/30/12		
2. Design possible tools/methods to solicit feedback to determine possible root causes for high absenteeism of students	Tool(s)	Scott/Dave Team	12/1/12	12/31/12		
3. Determine actual sample size needed, selection process, etc. in order to obtain needed feedback		Scott/Dave Team	12/1/12	12/31/12		
4. Begin to obtain needed feedback utilizing tools/methods developed		Team	1/5/13	2/15/13		
5. Summarize all feedback obtained	Summary Report	Scott/Dave	2/15/13	3/1/13		
6. Analyze results of feedback obtained		Team	3/1/13	3/31/13		
7. Determine if changes, improvements, recruitment, etc is needed and/or if any gaps exist in services available to students		Team	4/1/13	4/30/13		
8. Develop a plan to address any changes, improvements, etc. needed		Team	5/1/13	5/30/13		

ACTION STEPS	Monitoring Evidence/Data Sources	Person(s) Responsible/ Group(s)	Implementation Timeline		Completion Date	Resources Needed
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STRATEGY #2: By August 1, 2013, determine primary causes (contributing factors) to the high absenteeism of Waianae Middle School students.

IMPLEMENTATION INDICATORS/MEASURES	BASELINE MEASURE 2010/11	PROGRESS MEASURE		PROGRESS MEASURE		PROGRESS MEASURE	
		PROJECTED OUTCOME 2011/12	ACTUAL RESULTS 2011/12	PROJECTED OUTCOME 2012/13	ACTUAL RESULTS 2012/13	PROJECTED OUTCOME 2013/14	ACTUAL RESULTS 2013/14
% of students chronically absent at Waianae Middle School	2010/11 18.9%	**TBD**	**TBD**	**BASELINE -1%**		**BASELINE -1%**	
# and % of school partners participating in projects							
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SHORT TERM OUTCOMES (QUARTERLY / As Needed)	PROGRESS MEASURE 1ST QUARTER		PROGRESS MEASURE 2ND QUARTER		PROGRESS MEASURE 3RD QUARTER		PROGRESS MEASURE 4TH QUARTER	
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2. Invite school personnel to join team		Debbie	1/16/13	1/30/13		
3. Obtain list of other possible partners located/serving Waianae middle school students	List of potential partners	School Partner(s) /TBD				
4. Invite other school partners to join team (		School Partner(s) /TBD				
5. Schedule and hold a team meeting with all new members/partners to review the draft Team Charter and Action Plan		Team				
6. Determine if any changes/improvements are needed to Team Charter and/or Action Plan		Team				
7. Finalize Team Charter and Action Plan, begin development of Partnership Agreement, Team Guidelines and Communication Plan	Finalized Team Charter and Action Plan	Jacque/Team				
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3. Disaggregated is shared with team	Data	School Partner (TBD)				
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3. Determine actual sample size needed, selection process, etc. in order to obtain needed feedback		Scott/Dave Team				
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5. Summarize all feedback obtained	Summary Report	Scott/Dave				
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