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802.257.0361 ■ [youthservicesinc.org](http://youthservicesinc.org) ■ A United Way Agency ■ *Transforming Lives, Inspiring Futures*

## **School Success Program** (a service offered by the BARJ program) **Protocol**

1. **Eligibility:** a student is eligible for referral if the student has had 15+ absences (not tardies), AND is 13 years of age or older. A “pre-referral” meeting may be scheduled at 12-13 days absent.
2. A referral is made to the Youth Services School Success Program/BARJ Program Coordinator via referral form (see attached).
3. The Coordinator will contact the referral source/school for any necessary clarifying information. The referral source and BARJ coordinator will schedule a team meeting for BARJ coordinator to meet the family and develop collaborative draft service plan. As services are voluntary, they must be accepted prior to moving forward with the program.
4. Should services be declined by the family, it will be documented in writing. The referral source will be notified and the case will not be opened.
5. If services are accepted a case will be opened. The Coordinator will inform the referral source and family by sending a letter with information outlining services, collaboration requirements for the program and contact information (See attached).
6. The Coordinator will arrange a meeting with the youth and family for an intake to inform a course of work with the family, school and other identified partners.
7. A plan of care will be developed with the youth and family outlining goals and objectives, with input from other providers.
8. The Coordinator will determine level of need with the family and may deliver services from approximately 1-5 hours per week for a duration of 3-12 months depending on the plan, progress and program capacity.
9. The referral source or school will provide information such as weekly attendance reports to the Coordinator to assist in ongoing assessment of services and collaboration. The Coordinator will contact schools promptly if reports are not received.
10. The plan of care will be reviewed monthly to determine progress, need for change in the plan and to determine continuation of services.
11. The School Success Program team (to be established by the BARJ Coordinator, family, referral source, and other identified partners) will meet as needed to discuss ongoing needs and progress.
12. Termination of services occurs when plan of care goals are achieved, the family chooses to end services or another course of action is chosen by the School Success Program team.

13. Capacity: There is limited capacity for School Success Program referrals. The program also provides services for youth in DCF custody and on probation and caseloads fluctuate. Generally, students should be age 13 or older.