



RENEW Process Checklist

Phase 1: Personal Futures Planning

A. Student Engagement: Introductory Meeting

Task	Steps/Evidence	Date Completed
Orientation <ul style="list-style-type: none"> • Discuss RENEW goals and purpose, and futures planning process with student and parent. • Use passive parental consent to inform and engage parent; there should be direct contact with parent (phone or in person). 	Student verbal agreement to proceed Passive consent given to parent	
Explain facilitator and student roles; complete Roles and Responsibilities Agreement .	Roles and Responsibilities Agreement completed; RtI Contact Note created in Infinite Campus to document intervention	
Meet with building administrator(s) to inform of referral and intervention.	Meeting scheduled and completed	
Establish schedule of next meetings.	Student given appointment schedule	
Determine if any of the following <i>optional</i> documents will be utilized: <i>Risks, Strengths, Needs Checklist</i> <i>Student Disposition Checklist</i> <i>Credit Gap Analysis</i> <i>What's on My Transcript</i> <i>5-Year-Plan Template</i> <i>Youth Portfolio</i> <i>Motivational Interviewing</i>	Helpful forms identified, completed, and reviewed if necessary	

Transition Protocol: If you become aware that a student transfers to a different school in MPS for any reason, follow the Transition Protocol that can be found on the Teams page for PBIS on mConnect.

B. Post-Orientation

Task	Steps/Evidence	Date Completed
Contact and orient special education case manager, school staff when needed. <ul style="list-style-type: none"> For students with disabilities who have behavior goals in their IEP, the IEP team must hold a review/revise, develop or update the FBA/BIP, and include RENEW under prevention strategies for setting event on the BIP. 	Notification received	
Review records.	Records reviewed: <ul style="list-style-type: none"> IEP/FBA if applicable Discipline data Attendance Transcripts Tier 2 intervention data 	
Create a RENEW plan in Infinite Campus. Determine progress monitoring tool that will be utilized.	Plan created in Infinite Campus Start of progress monitoring	

C. Mapping

Task	Steps/Evidence	Date Completed
Begin mapping within 3 weeks: <ul style="list-style-type: none"> History Map Who You Are Today Map Strengths & Accomplishments Map Relationship & Resource Map Preferences: What Works/Doesn't Work Map Dreams Maps Fears/Concerns/Barriers Map Goals Map 	All items completed	
Complete Next Steps Map (brainstorming around selected goals). Complete Essential Next Steps Map (action plan regarding specific strategies student selects from Next Steps Map).	Maps completed	

Phase 2: Initial Team Development

Task	Steps/Evidence	Date Completed
Ensure involvement of: <ul style="list-style-type: none"> • Parent/guardian • Key individuals in school and community 	Key individuals involved	
Work with youth to: <ul style="list-style-type: none"> • Identify team members • Identify MAPS to be shared • Create a list of ground rules • Decide who will invite each person to the first meeting • Create an agenda for first team meeting 	List of people, ground rules, and agenda created People invited <i>Optional resource: First Team Meeting Example Agenda</i>	
Schedule first team meeting (preferably within 30 days after Essential Next Steps Map is completed).	Meeting scheduled, location confirmed	
Conduct first meeting: <ol style="list-style-type: none"> 1. Ground rules and purposes of meeting are shared. 2. Team brainstorms/explores options the youth can take to achieve goals. 3. Student decides which avenue to take. 4. Team members commit to activities that will assist the youth. 5. RENEW Youth/Action Group Plan is written. 	RENEW Youth/Action Group Plan completed Copies given to every team member	

Phase 3: Implementation

Task	Steps/Evidence	Date Completed
Facilitator or designated team member follows up regularly (weekly at first) to assess the success of the plan and implementation.	Relevant data reviewed (Dashboard, Infinite Campus, and other reports/evidence)	
Team monitors progress in Infinite Campus.	Data collected and shared	
At each meeting, the team should complete the RENEW Youth/Action Group Plan .	RENEW Youth/Action Group Plan completed and distributed	
Determine if any of the following <i>optional</i> documents will be utilized: <i>Career Research Worksheet</i> <i>Informational Interview Tool</i> <i>What Is a Resume Tool</i> <i>Guide to Community Resources</i>	Tools utilized	
Monitor success via facilitator and student check-ins, mentoring, networking.	Continued facilitator and student check-ins	
Complete ongoing data collection and data-based decision making.	Progress monitored in Infinite Campus RENEW Youth/Action Group Plans completed and demonstrate progress	

Phase 4: Preparation for Exit from RENEW

Task	Steps/Evidence	Date Completed
Review student data, determine that student has met goals and has sufficient resources to transfer to less-intensive services.	Data reviewed	
Student and team set goals for the student going forward.	RENEW Youth/Action Group Plan completed	
Designated person continues to monitor progress at regular intervals.	Point person identified	
Plan is in place for team to reconvene if necessary.	Plan in place	