

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; Rtl 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	

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
Create a RENEW plan in Infinite Campus.	Plan created in Infinite Campus	
Determine progress monitoring tool.	Start progress monitoring	

C. Mapping (Begin within 3 weeks)

Maps	Date Completed
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	
Complete Next Steps Map or Brainstorming Wheel	
Complete Essential Next Steps Map or Brainstorming Wheel	

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 <i>Helpful resource: Planning the First Team Meeting</i>	
Schedule first team meeting (preferably within two weeks after Essential Next Steps map or Brainstorming Wheel is completed).	Meeting scheduled, location confirmed, people invited	
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 actions 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 written by team Copies of the RENEW Youth/Action Group Plan given to every team member	

Phase 3: Implementation

Task	Step/Evidence	Date Completed
Facilitator 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 update the RENEW Youth/Action Group Plan .	RENEW Youth/Action Group Plan updated and distributed	
Monitor success via facilitator and student check-ins.	Continued regular facilitator and student check-ins	
Complete ongoing data collection and data-based decision making.	Progress is monitored in Infinite Campus RENEW Youth/Action Group Plan completed	

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	