In the first 90* days of implementation, Coaches should focus on building trusting relationships with young people and connecting with key adults in their life. If Coaches cannot build relationships with youth, they cannot help them make progress with their goals! Coaches should not give up, no matter how long it takes.

During this period, the Coach should also visit the young person's school/program, start to collect key data, and try to engage the young person in any peer group/agency activities.

*Note: this does not have to be exactly 90 days – it is just a general best practice guideline!

**FIRST 90* DAYS OF COACHING CHECKLIST**

COACHES SHOULD ENGAGE IN THE FOLLOWING ACTIVITIES WITH ALL ~15 YOUNG PEOPLE THEY WORK WITH IN THE FIRST 90 DAYS OF COACHING.

- **ENGAGE THE YOUTH AND START BUILDING A TRUSTING RELATIONSHIP; PARTICIPATE IN RELATIONSHIP-BUILDING ACTIVITIES ON A REGULAR BASIS**
  - Coaches make communication comfortable and meet youth where they prefer.
    - Coaches travel to meet young people wherever they feel most comfortable — in the community, their home, a pizza joint, etc. This facilitates a more casual conversation and allows the young person to begin the process of building trust.
    - Coaches should also use whatever form of communication that young person is most comfortable with, including texting and various forms of social media.
      - **Tip:** The best conversations tend to happen over food!
      - **Tip:** Texts/messages should be casual and engaging, not transactional!
  - Coaches get to know the youth's interests, listen carefully, and are always strength-based.
    - Don’t ask the young person about their academic performance or career goals on their first conversation! Get to know who they are as an individual, what they like to do in their free time, etc. Find a common bond, or create one!
  - Coaches are consistent and don’t give up!
    - Many young people in foster care have suffered from inconsistent and/or disrupted adult supports, which can make it challenging to form trusting, long-term relationships. If a Coach says they are going to do something, they keep their word, and if they are unable to for some reason, they communicate why. **Coaches show up consistently, even if the youth doesn’t!**
    - For youth who do not engage after multiple attempts, Coaches should continue to reach out and visit them. Some youth take time to trust that the adult is truly interested in their well-being, and they will seek assistance once they know the intentions are coming from a genuine, caring place.
      - **Tip:** Coaches should use “out of the box” approaches to engaging that young person – a credible messenger, a trip, etc. New experiences can serve as conversation-starters and can help facilitate relationship-building.
  - Coaches always bring their best, authentic selves.
    - If we want young people to open up to us and allow us to assist them, we have to be genuine and open with them, too!
BUILD RELATIONSHIPS WITH KEY ADULTS IN THE YOUNG PERSON'S LIFE, INCLUDING:

✔ The Case Planner.
   The Coach should build a positive rapport with the Case Planner and Case Planning Team. In the first interaction(s), the Coach should:
   - Discuss the goals of the program and establish role clarity. Case Planners may not know much about Fair Futures, so it is helpful for the Coach to provide an overview and discuss how they can work together to support the young person. The Coach should also mention that they will provide the Case Planner with a monthly report (or as needed) that will be helpful for their Court dates.
     ⭐ TIP: The monthly report can be automatically generated from the Online Platform – it will include all progress notes, contact dates, and a summary of the young person's academic situation, goal, and goal progress.
   - Discuss any helpful background information, including that young person's home situation, permanency goal, and any school-related information they have.
   - Ask for copies of the young person's documentation, including copies of their birth certificate, social security card, state ID/license, working papers, etc.

✔ Parents/family.
   The Coach should speak with or visit the young person's parents and/or other significant adult figures to begin building positive relationships and share information about the Fair Futures program and how it specifically supports young people.

GATHER KEY DOCUMENTS & DATA AND START FILLING OUT YOUTH PROFILE IN THE PLATFORM!

✔ The Coach should collect vital documents and keep them on file (see above); and help the youth obtain working papers, if needed.

✔ The Coach should try to obtain the most recent copies of relevant academic documents (listed below) and review them, ideally prior to the first school visit, if possible.
   - High school transcript (whether the youth is currently enrolled or not)
   - Attendance records
   - IEP/504 Plan
   - If the youth is/was enrolled in college, they should try to obtain their most recent transcript.
   - The Coach can then start to enter key data into the Academic section of the Youth Profile on the platform (once available).

✔ If the youth is engaging with the Coach, they can create (or update) their resume together (or with the Career Development Specialist), which is also a great way to gather information.

VISIT THE YOUNG PERSON'S SCHOOL/PROGRAM TO BUILD A RELATIONSHIP AND SHOW SUPPORT

✔ The Coach should make a visit with the young person to their high school, HSE program, and/or any other program they are enrolled in.
   The purpose of the first visit is to show support, build a relationship with the school/program staff, and discuss performance and any youth needs. The Coach should create a supportive, strength-based, positive environment during this meeting, especially if the youth is present!

ENCOURAGE THE YOUNG PERSON TO ATTEND ANY PEER GROUPS/AGENCY ACTIVITIES

This will help the youth learn more about the program and build relationships with other staff/youth.

BE READY TO START THE GOAL-SETTING PROCESS ONCE ENGAGED!

This could happen after the first meeting with the youth, or the young person may need time to build trust with their Coach.