This PPT reviews how to use the 3 reports in Care4 to prepare for your Supervision sessions and support Coaches with data entry/goal tracking:

1) **Agency report** (it's the ACS report plus a tab with Goal Progress broken down by Coach)

2) **Contact report (called "Member Session Activity Report")** – allows you to see any contacts, notes, and tutoring sessions that were entered in a specific timeframe

3) **Coached Youth report** – shows all middle school students and Coached youth, including their Coach, their current goals, closed goals, and other key info

1) How to Use the Agency Level Report to Supervise Coaches

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Run the Agency-level Report. *This is the same as the ACS report, but it allows you to see Goal Progress broken down by Coach. [See instructions on how to run it here.](#) Download it to Excel. Some tips:*

1) **Go to the Coached and Non-Coached Tab to monitor Coach/Youth contacts:**

- ✓ ***Look at "Number of young people who were contacted by their Coach on a weekly basis/4 times a month (regardless of whether they responded)."*** *Compare this to indicator #3, the number of coached youth – it should ideally be the same. If not, it means Coaches aren't reaching out to the youth weekly/4x a month (or they are not entering contacts weekly). You can dig into who these Coaches and youth are by running the Member Session Activity report (see Slide 4).*
- ✓ ***Look at "Number of youth with at least one reciprocal contact with Coach"*** *and compare it to #3. The difference shows the number of youth who have not engaged at all – in any way – with the Coach that month. The Member Session Activity report will provide youth-specific detail (see Slide 4).*

2) **Go to the "90+ Days Coached" tab**, which shows all the youth coached 90+ days during this fiscal year.

- ✓ ***Look at the number of youth with goals selected – it should match indicator #1, the denominator***
- ✓ ***Look at "Coached youth engaged in an academic and/or career setting"*** *and compare it to indicator #1*
  - *Does this look low/off? If so, it means the Coach hasn't opened up that Goal Worksheet(s) to mark down what high school/HSE program/college/career setting that young person is currently in. Encourage them to do so!*
- ✓ ***Look at "Coached youth with 1+ academic and/or career goal(s) completed successfully YTD."*** *If it's zero, remind the Coaches that doing Career Exploration is a career Goal they can close out after it's done. Same with Post-Sec Exploration. Both Goals can be completed in just 1-2 sessions!*
- ✓ If you want to see a breakdown of the Goals by each young person – run the Coached Youth Report (see slide 5).

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3) Go to the "Goal Progress by Member (Coach)" tab. This shows a breakdown of the same goal progress indicators by Coach.

- ✓ ***Review the same indicators by Coach*** – this will help you target which Coaches are using the platform regularly and/or which may need some 1:1 support.
- ✓ If you want to see a breakdown of the Goals by each young person – run the Coached Youth Report (see slide 5).

4) Go to the "Year-End Goal Progress" tab. This shows a breakdown of each Goal for both MS students and COACHED YOUTH. As the year goes on …

- ✓ *Review the HS indicators (coached youth only)*
- ✓ *Review the Post-Sec Exploration indicator (coached youth only)*
- ✓ *Review the College indicators (coached youth only)*
- ✓ *Review the Career indicators (coached youth only)*
- ✓ *Review the Housing indicators (coached youth only)*
- ✓ If you want to see a breakdown of the Goals by each young person – run the Coached Youth Report (see slide 5).

2) How to Use the Member Session Activity Report (Contacts and tutoring sessions) to Support Coaches

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Run the "Member Session Activity Report." *This will allow you to see all contacts and tutoring sessions within the date range you selected and read any notes entered by that Coach or MS Specialist. [See instructions on how to run it here.]*

Download it to Excel and review it before supervision with your Coach. Some tips:

- *Once it downloads to Excel, highlight the entire section and sort A-Z by "Patient" (youth) so you can see each young person's contacts grouped together. Assess:*
  - ✓ *How many youth are there, does it match the coachload? If there any youth missing, that means they weren't contacted.*
  - ✓ *Are there at least 4 contacts per youth recorded for the month (or 1 per week)? If not, help the Coach put a process in place.*
  - ✓ *Are youth responding? If not, you can support the Coach to think of new creative ways to engage them. (Or have them reach out to Emil for TA!)*
  - ✓ *Read the notes ☺*

- *Filter so you can see only the Tutoring Contacts. Assess:*
  - ✓ *Are they being recorded for all youth tutored? Are youth attending the sessions?*

3) How to Use the Coached Youth Report to Supervise Coaches

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Run the Coached Youth report. This will allow you to see all of the coached youth and MS youth in one place, including who their Coach is, their current goals, closed goals, etc. See instructions on how to run it here.

Download it to Excel and review it before supervision with your Coach. Some tips:

- *Highlight all of the data, and click on the "Data" tab and hit "Filter" so you can filter it as needed (e.g., you can see just certain Coaches' youth, certain goals), etc.*
- *Is the Coachload correct? If a youth has been final discharged/exited care and no longer FF eligible, their "contacts & enrollment" will indicate this. If a youth is missing from the coachload, that means they were either never added to the platform or assigned a Coach.*
- *Under the column "Coaching Enrollment form completed" – does it say Yes for all? If not, please have the Coach complete this based on where the youth was when they were first assigned a Coach.*
- *If the youth is "Coached 90+ days," then the Column "First 90 Day Checklist Completed" should say YES. If not, please have the Coach complete the form.*
- *Are Goals added for all youth based on their situation (see slide 6)? If not, remind the Coach to add goals for all youth based on their situation.*

Each Year, young people should have these TYPES of Goals based on their situation .... You can always add more!

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A

Does not have a high school degree/HSE:

- 1+ high school goal
- 1+ post-secondary exposure/exploration goal
- Conduct in Career Exploration Goal & Engage in Career Development Experience Goal

B

Enrolled in college:

- 1+ college goal
- Conduct in Career Exploration Goal & Engage in Career Development Experience Goal

C

Enrolled in a vocational/training program (already has HS degree):

- Conduct in Career Exploration Goal & Engage in Career Development Experience Goal

D

NOT enrolled in a post-secondary setting (already has HS degree):

- 1+ post-secondary exposure/exploration goal
- Conduct in Career Exploration Goal & Engage in Career Development Experience Goal

+ Housing Goals (if aging out/APPLA)

- **Enter at least 1 contact per week for all youth** (even if they don't respond)
  - Ensure they have a Process in place and follow it

- **<u>Add Goals</u> based on the youth's current situation within the first 90 Days** - https://resources.fairfuturesny.org/TypesofGoals

- **<u>Open & USE the Goal Worksheets</u> – fill out the top, track any steps, use it as a guide!**
  - *Tip – after you fill out the top (the name of school/college/program), the youth will show up in the report as being engaged in an academic/career setting AND it counts as a step towards a Goal ☺*

- **When a Goal changes or is finished (successful or not), make sure to Close it out in the platform!** Goals should track a young person's journey.

- **Coaching Enrollment Form & First 90 Days Coaching Checklist** – don't forget about them ☺