1. The WYB case manager and educator has one on one meetings (at minimum once a week) with participants to discuss their Individual Development Plan and Individual Education Plan.

2. If a participant is not in their Zoom class, missed an appointment with their case manager or educator, the WYB case manager will reach out the same day to check in with the participant.

3. Hold bi-weekly (or as needed) meetings over Zoom with all participants to update them on any program changes. This meeting serves as a platform for participants to ask any questions pertaining to the program as a whole.

4. Hold weekly case conferencing as a staff, to discuss each participant’s barriers and successes. This will determine next steps for the WYB case manager and educator to adjust IDP’s and IEP’s if necessary.

5. Reiterate to participants that our program is an open door policy and that participants can reach out to staff at any time with concerns or questions.