How-to for Tree Trust staff doing WF1 data entry on Washington County youth for MYP services:

A. **Enter the application under <u>Washington County COFFR</u> and select <u>Tree Trust as agency</u>.** Below is a screen shot of what that will look like. If record is not entered under Washington County COFFR, we have no access to nor reporting capability on those records.

B. The first 2 **activities** in the following list need **to be added in WF1**; #3-5 are optional, depending on whether each is a component of the crew setting and activities you will be implementing with the youth.

1) <u>Staff assisted assessment</u> - required
2) <u>Work experience</u> - required
3) <u>Work readiness skills training</u> – if summer model of crew work included any of these components: *provides participants with the knowledge they need in order to seek out employment (resume development, appropriate dress, etc.) and to retain employment (arriving at work on time, conflict resolution skills, working with others, etc.). Activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in: (a) utilizing resources; (b) using information; (c) working with others; (d) understanding systems; (e) skills necessary for successful transition into and completion of postsecondary education or training, or employment; and (f) other employability skills*)
4) <u>Community involvement and leadership development</u> – if summer model of crew work included any of these components: participants learn the importance of being involved with their community, assisting others through volunteerism and leveraging their skills. Other activities may be included that are designed to enhance the self-esteem and confidence of participants.
5) <u>Financial literacy education</u> – if summer model of crew work included any of these components: may be individualized or in a classroom setting that is designed to help the

participant understand how to manage their personal finances, household budgeting, managing credit responsibly, and other related topics.

C. **Activity start dates and end dates** should be actual dates that youth starts and ends with the crew.
   a. If they leave/quit earlier than project's end date, be sure to enter that date.
   b. If they apply or start late, use the actual start date.

D. **Case note entries:**
   - Enter an intake case note using date that youth attends orientation for Tree Trust, with short description of orientation (if they attend an up-front orientation)
   - Enter a case note when youth begins work on the crew (dated first day of work) with a short description of work location and project
   - Enter case notes using actual date of any notable youth behavior (good or bad) or achievement, as instances arise (if crew leaders are keeping reports of daily incidents)
   - Enter case note of last day of work using date of actual last day. If youth leaves/quits prior to crew's scheduled completion date, use that date.