



## PACTT ALLIANCE RESIDENTIAL AFFILIATION CHECKLIST

**FACILITY:** A.R.C-Zimmerman      **DATE:** 9-11-17

**REVIEWERS:** Kelly Williams, Daniella Care

**IN ATTENDANCE:** Stephanie Werley & Ted Darcus

- x        1. Implement the PACTT Employability and Soft Skills Manual (ESSM) with all of its youth.
- All youth in your program 14 and older should be exposed to employability skills training.
  - Checklist completion is not a requirement of PACTT; however, progress to completion is expected. Data is collected that indicates this progress.

2017- No changes

2016- No Changes. Youth have been to committed to longer stays which allows them to complete more competencies. Average 12 completed.

2015- No Changes. They use Smart Futures- Keys to Work. Teachers instruct individuals and in group settings.

Commendations:

Recommendations:

Corrections:

- x        2. Employability and Soft Skills Checklist (ESSC) is to follow youth at time of discharge, as part of the youth's educational record and probation discharge packet.

2017- No Changes

2016- No Changes

2015- The portfolio goes to probation and to the school district. Each student takes a binder copy at time of discharge.

Commendations:

Recommendations:

Corrections:

3. Facilitate the development of a portfolio for every youth.
- Items from the Portfolio checklist must be included to indicate progress toward completion of the competencies.

2017- No Changes. They were able to leave resumes to be reviewed by Comcast HR for feed back.

2016- No Changes. All programs have a uniform look.

2015- A portfolio is developed with each youth. Since last year they have added a signature page to confirm portfolio has been given. Also added a list of Career Link offices.

**Commendations:**

Recommendations:

Corrections:

4. PACTT affiliates *must* offer at least one (1) of the following certificates. Indicate all basic certificates currently being offered:

OSHA 10

ServSafe

Manager

Food Handler

MOS

International Computer Driving License (ICDL)

Other Certificates \_\_\_\_\_ First Aid/CPR/AED \_\_\_\_\_

- Discuss how youth are chosen to work toward completion of a certificate.
- Other trainings may be offered, such as First Aid/CPR or Driver's Education.

2017- Fewer youth this year participated in receiving certificates but interest levels are on the rise. Some youth received Fork Lift Certificates this past year.

2016-adding OSHA-10 will be added with the grant this year. They will also be certifying more staff for CPR/First Aid.

A smaller amount of youth were certified this year due to the budget issues.

Commendations:

Recommendations:

Corrections:

  x   5. Offer at least one Program of Study (POS) track, aligned with industry standards. For affiliation, one POS program must be at least one hour in length each day for a minimum of 10 hours a week and offer 90 total hours of training.

- The 90 hours can be any combination of classroom time, lab work, and practical work experience. It can also include time spent on certificates aligned with the POS track. However, it does not include classroom time spent working on the 27 competencies of the Employability and Soft Skills Manual.
- Provide a schedule for each POS program and a copy of the competency list used.
- Please describe how youth are identified and chosen to participate in a POS track.

2017- No Changes

2016- The gentleman attend the CTC for CTE programs and culinary in the residential facility. This year Masonry was a popular choice.

Current Programs: Culinary Arts program meets the 1/10/90 hour requirement.

Commendations:

Recommendations:

Corrections:

  x   6. A list of completed industry competencies is to follow youth at time of discharge and reflect the progress youth has made.

2017- No changes

2016- no changes However, there was no evidence of completion (i.e. competency list). There will be a new culinary instructor starting at the facility. Students who are interested in culinary participate. Usually have about 2-3 participants per year.

Commendations:

**Recommendations:** Each youth that participates in the culinary CTE or CTC must have a completed industry competency list in their file(s) Educational or portfolio.

Corrections:

- x   7. Establish an active relationship with the local Career Link and teach/help youth to use it through site visits and/or computer access. Utilize other services to assist youth in accessing career/technical training, post-secondary education and job placement.

2017 No changes. ARC participated in a program sponsored by Comcast to expose youth to various positions and career paths within Comcast.

2016- No changes. PACTT will help with establishing a relationship with their local office.

2015- Currently not happy about relationship with (Dauphin local) WIB. The WIB reaches out to them at the last moment yearly to provide opportunities to the youth. ARC would like to be a line item annually.

York County WIB is working well.

Commendations:

Recommendations:

Corrections:

- x   8. Provide opportunities for youth to gain real-life work experience through part-time employment, volunteering and community projects.
- For part-time employment, the following conditions should be followed:
    1. Application procedure exists
    2. Interview is conducted

2017- Population this past year has been younger for paid employment but for those eligible, they are able to work. All youth participate in Community Service projects.

Commendations:

**Recommendations:** We recommend that they document the hours in the database.

Corrections:

- X   9. Maintain a rigorous academic curriculum fully aligned with PA Academic Academic Standards or assist youth in obtaining a GED. If the GED is offered, ensure that it connects youth to post-secondary training and careers.

- Indicate any changes to the following:
  1. Curriculum Source
  2. Courses Offered
- Indicate degree to which facility has been trained in the use of the PDE Standards Aligned System (SAS).

ARC Zimmerman has the same curriculum as the last re-affiliation. They continue to run year-round school. They are purchasing new books, English as a Second Language and special education resources. They are looking into integrating math with consumer/money management topics.

Commendations:

Recommendations:

Corrections:

  X   10. Offer opportunity for remediation (numeracy and literacy), credit recovery and/or acceleration.

- Perform a transcript/credit audit on each student to ensure alignment with homeschool graduation requirements.

ARC continues to use A+ credit recovery. With the PACTT mini-grant, they are building a reading/math academy that works for their multi-level classes. They will benchmark to see progress in their students monthly. They had 9 students successfully complete their GEDs this past year, including one in Spanish.

Commendations:

Recommendations:

Corrections:

  X   11. Provide individual case management to support youth's transition to school and/or work.

A plan is made with every student before they leave. They make sure each student is hooked up with Drugs and Alcohol services and family counseling, as needed. They meet with the home school district with counselors, parents, probation officers, and appropriate ARC staff to smooth the way for when the student returns. They follow up after discharge with the local school district. They have a transition program while still at ARC with 5 days at home and 2 days (usually the weekend) at ARC for those that need it.

Commendations: ARC goes above and beyond for their students. They relayed a story of how hard they fought on behalf of a student returning to his home school district. They are persistent on their students' behalf to make sure they are as successful as possible, academically and personally.

Recommendations:

Corrections:

  X   12. Request school records within 10 days of admission and follow-up as necessary if records are not received in a timely manner. Send school records back to home school and/or subsequent placement according to the requirements of the receiving district. If there are no special requirements, school records should be sent to the receiving district and/or subsequent placement 15 days prior to discharge if possible, but no later than 5 days post-discharge.

ARC hasn't had many issues with school records. They have some districts that are a bit slower, but they are able to receive them after placing some pressure on them. They work hard to salvage as many credits as they can to ensure the student's academic success.

Commendations:

Recommendations:

Corrections:

  X   13. Provide data to PACTT on a quarterly basis.

There are still some struggles with data entry, and PACTT has offered to assist in any way possible.

Commendations:

Recommendations:

Corrections:

**Facility Status:**

Facility agrees to make corrections within a period of 60 days after the date of this report, after which PACTT will revisit to reevaluate.

Facility was affiliated on 9/11/17.

**Goals for the upcoming year:**

*Revised 12/2/2015*