

# Alternative Education Initiative Reference Guide

## Sequence of Services

### A. Participant Eligibility

- a. Determine eligibility for AEI and collect appropriate documentation:
  - i. Age documentation
  - ii. Residency documentation
- b. Eligibility documentation must be kept in the youth files
- c. Google Sheet: Enter all youth data (DOB, address, barriers, etc.)

*All forms can be found on the OWD website [www.owd.gov](http://www.owd.gov) under Partner Forms.*

| <b>Acceptable Eligibility Documents</b> |  |   |
|---|--|---|
| <b>Age</b><br>(16-21 at enrollment)     | <ul style="list-style-type: none"> <li>Birth certificate</li> <li>Federal, state, or local government ID card</li> <li>Driver's License</li> <li>Passport</li> </ul>   | <ul style="list-style-type: none"> <li>School records or ID</li> <li>Baptismal record</li> <li>Hospital record of birth</li> <li>Government Agency letter (e.g. SSA, BHA, DTA)</li> </ul>                                       |
| <b>Boston Residency</b>                 | <ul style="list-style-type: none"> <li>Lease or rent receipt</li> <li>Utility bill</li> <li>Homelessness documentation</li> <li>Government Agency letter (e.g. SSA, BHA, DTA)</li> <li>Driver's License or other government-issued ID</li> </ul> | <ul style="list-style-type: none"> <li>Insurance policy (home/auto)</li> <li>Letter from school</li> <li>Postmarked mail addressed to applicant</li> <li>Landlord statement</li> <li>Applicant or guardian statement</li> </ul> |

### B. Assessments

OWD recommends assessing youth for academic skills upon enrollment and throughout the program. OWD will provide CASAS eTests at no cost to agencies. It is recommended that staff work one-on-one with youth to develop educational and career goals with measurable benchmarks. Methods of testing/developing goals are below:

| <b>Method</b>                           | <b>Description/Links</b>  |
|---|---|
| Individualized Service Strategy (ISS)   | May be used to develop youth goals.   |
| Mass Career Information System (MA CIS) | Both the Interest Profiler and the Occupational Skills Assessment can be used to determine youth goals.<br><a href="http://www.masscis.intocareers.org">www.masscis.intocareers.org</a>   |
| MA Work-Based Learning Plan             | May be used to develop educational goals.<br><a href="http://masswbl.org">masswbl.org</a>   |
| Labor Market Information                | Youth may use the links below to look into the labor market within their field of interest.<br>Career OneStop - <a href="http://www.careeronestop.org">www.careeronestop.org</a><br>Workforce One - <a href="http://www.workforce3one.org">www.workforce3one.org</a><br>US Department of Labor - <a href="http://www.doleta.gov/usworkforce">www.doleta.gov/usworkforce</a><br>US Bureau of Labor Statistics - <a href="http://www.bls.gov">www.bls.gov</a> |

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### C. Enrollment

- a. Google Sheet: Enter the Program Start Date and AEI Enrollment Date.
- b. It is suggested that youth are enrolled in the program before AEI to ensure a good fit.
- c. AEI Enrollment Date is determined by program staff.

### D. While Enrolled

- a. Google Sheet: Enter outcomes as they are achieved (see below).
- b. Google Sheet: Quarterly notes are recommended. If youth notes are kept elsewhere, they may be reviewed at the site visit.

### E. Exit

- a. A youth is considered exited when they stop receiving regular academic services.
- b. Google Sheet: Enter the youth's exit date in the Google Sheet under Program End Date.

### F. Follow Up

- a. It is recommended that programs continue to provide additional support and/or referrals to program participants after program completion.

## Grant Management

### A. Reports

- a. Submit quarterly reports by the **10<sup>th</sup> business day of the following month** (if invoicing monthly, reports must be submitted monthly)
- b. Final reports are due by **July 15<sup>th</sup>, 2016**.
- c. Send electronically to Cassie White at [cassandra.white@boston.gov](mailto:cassandra.white@boston.gov)

### B. Invoices

- a. Submit either monthly or quarterly by the **10<sup>th</sup> business day of the following month**
- b. Email Mary Ashley [mary.ashley@boston.gov](mailto:mary.ashley@boston.gov), Lee Fields [lee.fields@boston.gov](mailto:lee.fields@boston.gov), and Cindy Chow [cindy.chow@boston.gov](mailto:cindy.chow@boston.gov)
- c. Include one copy of the Narrative Report with each invoice

### C. Site Visits

- a. Site visits are scheduled 1-2 times/year
- b. OWD staff may review any of the following:
  - Compliance with contracts
  - Program operations
  - Performance measures
  - Administrative and/or data systems
  - Quality of service, through classroom observation or interviews

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## Outcomes

- 1. Attainment of a High School Diploma or HiSET**
  - a. Number and percentage of participants who obtain high school diploma or HiSET.
- 2. Retention in the alternative education program with documented and measurable academic progress**
  - a. Number and percentage of participants who remain in alternative education program.
- 3. Enrollment in Post-Secondary Training**
  - a. Number and percentage of participants who enroll in post-secondary training upon completion of alternative education program.
  - b. Number and percentage of participants who obtain post-secondary credentials or industry recognized certificates.
- 4. Enrollment in Post-Secondary Education**
  - a. Number and percentage of participants who enroll in post-secondary education, including community colleges and universities
- 5. Attainment of Employment**
  - a. Number and percentage of participants who obtain part-time or full-time unsubsidized employment while enrolled in alternative education programs.
  - b. Number and percentage of participants who obtain part-time or full-time unsubsidized employment upon completion of alternative education program.
- 6. Negative Termination or Dropout**
  - a. Number and percentage of participants who drop-out, leave program without completing, or those that are dismissed from the program.

## Contact Information

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