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| **Program Participant Improvement Plan**  |
| **Participant Name:** | MT |
| **Case Manager:** | Case Manager  |
| **Program Title:** | YCAP |
| **Date:** |  |
| **Specific Goal:**  | Effective Communication [ ]  Punctuality [x]  Conduct [ ]  Participation [x]  Dress Code [ ] Insubordination [ ]  Other [ ]  Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Description of Goal**  | Case Manager states MT needs to improve on his attendance and punctuality.  |
| **Action Taken:**  | First Notice [ ]  Final Notice [x]  Dismissal from program [ ]  |
| **Reason for Improvement Plan**  | Case Manager states MT has missed several days of Y-CAP training and also has left early and arrived late several times. Do to this he has missed and failed multiple exams. If MT continues to not attend training or the tutoring sessions provided to him, he will be dismissed from the Y-CAP program. If MT is dismissed from Y-CAP he will still be assisted with his education and employment goals from Phalanx Family Services. MT will receive more one-on-one time with Case Manager and other service providers helping him improve on his job readiness and life skills. |
| **Two Way Communication Case Note:**  | Case Manager has spoken with the Y-CAP instructors, who stated that MT is at risk of not completing the program successfully due to his tardiness and absences. MT stated to Case Manager he often does not attend training due to over sleeping or deciding not come. He also stated that he spends time with friends in the community leaving early from training to hang out with them. Case Manager went over time management skills with MT in which can assist him with attending training and coming on time. MT states he will apply the tips and skills he learned during his one-on-one training with case manager.  |

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| **Improvement Activities:** | Activities: MT will attend all trainings and tutoring sessions. MT is aware that by not improving on his attendance and exams he will be dismissed from Y-CAP, and will receive additional job and life skill coaching. Outcomes: By attending all Y-CAP trainings and tutoring session MT will improve on his exams and successfully complete Y-CAP. Follow Up Date:  |

I am aware that if I do not improve on my attendance and punctuality, I will be dismissed from the Y-CAP program. In the case that I am dismissed, I will work with my case manager on improving my time management and other skills that will help me reach my education and employment goals.

Participant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Youth Development Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Facilitator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_