

# MN DEI/Partners for Youth Incorporating the Guideposts for Success into Minnesota's Personal Learning Plan Process



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The purpose of this publication is to provide guidance to Minnesota CareerForce youth development professionals on how to intentionally integrate the Guideposts for Success framework into the Individualized Learning Plan (ILP) model. Developed by PACER Center for Minnesota's Partners for Youth Disability Employment Initiative (DEI), this guide demonstrates how to merge the core strategies of DEI youth-focused projects — career pathways, Integrated Resource Teams (IRTs), and the Guideposts — with ILP career planning activities for both in-school and out-of-school youth.

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# Acronym Quick Guide

<b>ABE</b>	<b>Adult Basic Education:</b> Programs designed to help adults and out-of-school youth age 16 and older improve their basic skills in reading, writing, math, listening, and speaking
<b>CE</b>	<b>Career Exploration:</b> Activities to help individuals learn about the skills and qualities required to be successful in various careers as well as the education and training necessary to pursue each career
<b>CP</b>	<b>Career Planning/Career Pathway:</b> Strategies to support an individual's progress from education into and through the workforce
<b>CTE</b>	<b>Career Technical Education:</b> Programs that prepare youth for future careers by developing technical as well as academic skills and offering work-based learning experiences
<b>DEED</b>	<b>Minnesota Department of Employment and Economic Development</b>
<b>DEI</b>	<b>Disability Employment Initiative:</b> A U.S. Department of Labor effort that has awarded grants to 55 projects in 30 states to improve education, training, and employment outcomes of youth and adults with disabilities
<b>IEP</b>	<b>Individualized Education Program:</b> Education plan for high school students receiving special education services
<b>ILP</b>	<b>Individualized Learning Plan:</b> Generic term for a structured career plan for middle and high school students that includes self-exploration, career exploration, and career development and management components
<b>IRT</b>	<b>Integrated Resource Team</b>
<b>ISP</b>	<b>Individual Service Plan:</b> Plan outlining individualized services to be provided by Minnesota CareerForce programs or the county
<b>MCIS</b>	<b>Minnesota Career Information System:</b> Internet-based career information and planning system used by 80% of Minnesota schools
<b>MDE</b>	<b>Minnesota Department of Education</b>
<b>Pre-ETS</b>	<b>Pre-Employment Transition Services:</b> Services provided to high school students with disabilities by the vocational rehabilitation system via contracted vendors
<b>PLP</b>	<b>Personal Learning Plan:</b> Minnesota's version of an ILP
<b>SE</b>	<b>Self-Exploration:</b> Activities help youth become aware of their interests, skills, and values that can then guide subsequent career exploration efforts
<b>SOP</b>	<b>Summary of Performance:</b> A document for students who received special education services completed during the final year of high school that condenses and organizes the key information that should follow the student, including recommendations about ways to help meet the student's postsecondary goals
<b>VR</b>	<b>Vocational Rehabilitation:</b> Services to help persons with significant disabilities overcome barriers to finding, keeping or returning to employment. Each state has a federally funded state VR agency that is responsible for delivering such services

# What are Individualized Learning Plans (ILPs)?

ILPs have recently become an important component of state-driven efforts to improve youth employment outcomes. A growing number of states, including Minnesota, use ILPs to help ensure all youth graduate from high school with the college and career readiness skills needed to successfully pursue a training program, obtain a two- or four-year college degree, and find employment related to their career goal.

The ILP is both a document and a planning process that provides middle and high school students with quality career development opportunities in the areas of self-exploration, career exploration, and career planning and management. Self-exploration activities help youth become aware of their interests, skills, and values that may then guide subsequent career exploration efforts. Career exploration involves opportunities to learn about the skills and qualities required for success in employment, and the education and training necessary to pursue each career. Career planning and management activities focus primarily on capacity building as it relates to job-seeking, and identifying learning opportunities that continue developing their potential for success following high school graduation.<sup>1</sup> Guidepost-related activities that help youth with disabilities identify and access supports needed to enter and maintain employment are considered within this category for the purpose of this document.

Two factors necessary for successful ILPs are a commitment to meet regularly with students on an individual basis in order to track progress and reevaluate goals and plans,<sup>2</sup> and access to an online career information and ePortfolio system.<sup>3</sup>

Research indicates that students who become more competent in self-exploration, career exploration, and career planning and management are more engaged, motivated, and confident learners. They actively set goals and record better academic outcomes. Youth may select more rigorous courses, consider new and different career options, decide to stay in school rather than dropping out, and increase their academic aspirations toward college goals. Some educators report better communication with families as another outcome of this process.<sup>4</sup>

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<sup>1</sup> Solberg, Martin, Larson et al (2018). *Promoting Quality Individualized Learning Plans Throughout the Lifespan: A Revised and Updated "How to Guide" 2.0*. Washington, D.C.: National Collaborative on Workforce and Disability for Youth, Institute for Educational Leadership (NCWD/Youth).

<sup>2</sup> Hobsons and the National Association for College Admission Counseling (2016). *Research to Practice Brief: "Individual Learning Plans for College and Career Readiness: State Policies and School-Based Practices"*

<sup>3</sup> Solberg, Wills, Redmond & Skaff (2014). *Use of Individualized Learning Plans: A promising practice for driving college and career readiness efforts*. Washington, D.C.: NCWD/Youth.

<sup>4</sup> Solberg, et al (2014).

# Scenario 1: Emma

At the end of her junior year of high school, Emma was referred to a local Minnesota CareerForce location in her community by the special education department. She is diagnosed with an anxiety disorder and receives special education services. Emma lives at home with her parents and receives both direct support such as transportation and emotional support from them. Because Emma was a minor, her parents signed a form indicating that she had their permission to participate in CareerForce activities.

Emma met with a youth case manager at the CareerForce location and gave him her personal access code to her MCIS files so they could review interest and assessment materials conducted at school as part of Emma's Personal Career Plan activities together.

Emma loves animals and told the CareerForce program case manager that her dream job would involve working with them. When she was a junior in high school she had enjoyed spending a day at a veterinary clinic, job shadowing and conducting an informational interview with a veterinarian who was a friend of the family. However, she was not confident enough in her academic skills to want to become a veterinarian.

The case manager asked if she would like to involve her parents in a planning meeting. The case manager then invited Emma's parents to meet with him and Emma (Guidepost 5). They did, and shared that she had done an outstanding job of training the family pet, related well with other animals, and she worked best with people in small group settings or one-on-one environments.

Together, Emma and her case manager mapped out a career plan that combined career exploration, practical experience and education to create a pathway that led to her personal career goal of working in a veterinary clinic. They shared this information with members of Emma's Individualized Educational Program (IEP) team at a meeting midway through her senior year (Guidepost 1).

The CareerForce program found Emma work experience at a veterinary clinic and paid her wages through their work experience program for a trial period (Guidepost 2). The employer mentored and coached Emma, and the job was a success. After a trial period, Emma was hired as a part-time animal caretaker by the facility. With the help of her case manager she also enrolled in a veterinary assistant program at a nearby community and technical college (Guidepost 4) and is on her way to meeting her career goal!





## Minnesota's Personal Learning Plans (PLPs)

In 2013 Minnesota passed legislation requiring that Minnesota school districts develop a Personal Learning Plan (PLP) for each of their students beginning no later than 9th grade. The purpose of Minnesota's PLP process is to help all students explore their career interests and to develop a plan for a smooth and successful transition to postsecondary education and employment. School districts must ensure that their English learners are provided with adequate instruction and sufficient resources to enable them to participate in the PLP process. Each student's PLP must reflect his or her unique talents, skills, and abilities. Each plan must be reviewed and revised at least annually by the student, the student's parent or guardian, and the school or district to ensure that it reflects the student's growth and development over time, and that student is making adequate progress toward their academic and employment goals.<sup>5</sup>

### PLPs and MN Students with Disabilities

Minnesota's statute specifically indicates that "if a student with a disability has an [Individualized Education Program (IEP)] or standardized written plan that meets the plan components of this section, the IEP satisfies the requirement and no additional transition plan is needed." It should be noted, however, that if educators intend a student's IEP to take the place of a PLP, it must address all required PLP plan components. (See Appendix 1.) It will require intentional effort on the part of educators to incorporate all PLP components, as IEP transition plans do not typically reflect this same depth and breadth of career-focused activities. Without a concerted effort to align an IEP transition plan with MN's PLP requirements, the average transition plan will fall short of the intention of MN's PLP legislation. Rather than allowing transition plans to substitute for PLPs, other states such as Connecticut recognize that a PLP is more extensive than an IEP's transition plan and recommend that PLPs accompany the IEP and inform their development throughout a student's school career.<sup>6</sup> Although not legally required, Minnesota practitioners are encouraged to adopt this best practice.

Special educators can incorporate the self-exploration, career exploration, and career planning and management activities highlighted in this guide into their transition planning process. They may also incorporate knowledge gained from these activities into a student's Summary of Performance (SOP). School districts are required to develop SOPs for each special education student at graduation or the conclusion of their public education. SOPs provide a summary of academic and functional performance as well as recommendations on how to assist the student in meeting their postsecondary goals.<sup>7</sup>

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<sup>5</sup> MDE, Office of Career and College Success (2016). *Personal Learning Plans Legislation*. St. Paul, MN: Author.

<sup>6</sup> Connecticut State Department of Education, Bureau of Special Education (2012). *Aligning Student Success Plans (SSPs) with IEP's, SOP's, Section 504 Plans and Individualized Healthcare Plans*. Hartford, CT: Author.

CT State Department of Education Transition Task Force (2014). *Student Success Plan Crosswalk with individual Plans for Students with Disabilities or Medical Conditions*. Hartford, CT: Author.

<sup>7</sup> The intent of the SOP is for information to go with the student to postsecondary education or to employment opportunities and serve as a guide for future educators and employers on tools and strategies that have been found to be successful in working with the student. There is no required form or format for a SOP but all required content must be present and must include more than a report of test scores, grades or transcript information. (MN Department of Education, Division of Compliance and Assistance (2017). *Part B Individualized Education Program (IEP) Standards 2017-2018*. Saint Paul, MN: Author.

## Scenario 2: Asa

When Asa graduated from high school, she wanted to go to college but couldn't afford it. Asa, who has ADHD, had been a special education student in high school. She was a bright student and was successful with academic accommodations in place. Asa's career goal is to become a physician's assistant, and she has the ability to pursue this career path.

Unfortunately Asa's family was not able to help pay for her college education. As a result of her parents' financial situation, Asa had been forced to move out on her own when she turned age 18, and she had been staying at the homes of friends. That was when she visited the CareerForce location in her town.

She told the case manager she was homeless and needed a job. The case manager was able to refer Asa to a social service program that helped homeless youth find temporary and then permanent housing (Guidepost 4).

The case manager was also able to find a job placement for her at a nursing home on a bus line. Together, Asa and her case manager went on to further explore her skills and interests and mapped out a career pathway that began with nursing assistant training (Guidepost 2). Asa did well on the job, and passed Minnesota's nursing assistant and home health aide exam after 3 months. With help from her case manager, she then applied and was accepted at a MN State Colleges and Universities Licensed Practical Nurse (LPN) program (Guidepost 4) which she plans to attend while continuing to work at the nursing home. Her case manager also arranged for Asa to meet with the Disability Services office at the college to make sure that academic accommodations she needs could be put in place in her college classes. Asa's goal is to begin a 4-year program once she begins working as an LPN, and ultimately to pursue her long term goal of becoming a physician's assistant.





## Minnesota Career Information System

Access to an online career information system is critical to successful implementation of ILPs. Most online career information systems contain a proprietary ePortfolio that organizes and stores a student's ILP related activities.<sup>8</sup>

Career Information Systems, available in many states, is one of a number of internet-based comprehensive career information and planning system used by students and adults.<sup>9</sup> Minnesota's version, MN Career Information System (MCIS) <https://portal.mncis.intocareers.org/>,<sup>10</sup> is used by more than 80% of MN schools (See Appendix 2). Although the state does not require school districts to use any particular PLP form, MCIS provides educators and students with a rich collection of self-exploration, career exploration, and career planning tools which can be used to create the student's PLP. Information and insights gathered from MCIS tools and activities are documented and stored so that they are easily incorporated into a student's PLP. School districts who are MCIS subscribers do not therefore need to create their own PLP format. In addition to constructing a PLP during their middle and high school years, student users are able to create a personal ePortfolio that they can continue to access and add to after they leave high school.

CareerForce youth case managers working with in-school youth from school districts that are MCIS subscribers should be aware that students have direct access to their MCIS portfolio and can share this information with their parents and others who provide them with guidance and support. MCIS provides case managers with an opportunity to better align their services with what has occurred or is occurring in the school setting.

In addition, MN CareerForce youth case managers may be able to access MCIS if they are working with students who are receiving vocational rehabilitation Pre-Employment Transition Service (Pre-ETS) programs.

## Applying the Individual Learning Plan Model to Out-of-School Youth

As the Workforce Innovation and Opportunity Act (WIOA) has directed states to serve more out-of-school youth, WIOA youth programs are serving an increasing number of out-of-school youth age 14 to 24. Although MN PLP and ILP requirements technically only apply to secondary school students, a PLP/ILP approach can still be useful for out-of-school youth. Depending on how recently a youth has been in school, for example, youth case managers may be able to build upon a student's PLP and personal portfolio documenting past self-exploration, career exploration, and career planning activities developed while in school. At present, only a few MN CareerForce locations subscribe to MCIS directly on behalf of their young adult participants, so youth case managers will have to be creative and collaborative to access MCIS resources.

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<sup>8</sup> Solberg, et al (2014).

<sup>9</sup> CIS is an Internet-based product developed by the University of Oregon, Department of Education. Customized versions are used in many states.

<sup>10</sup> MCIS is a member of the infoCareers consortium ©1971-2018 University of Oregon. All rights reserved. Alternative products are used by some states as well as by some MN school districts. This guide focuses on MCIS as it is a program at the MN Department of Education (MDE) and is used by most MN schools.

## Scenario 3: Oliver

Oliver, age 20, has had trouble keeping a job since he dropped out of high school at age 16. Oliver was unemployed when he approached his local CareerForce location for help finding employment.

Oliver, who lived at home with his parents, was good with his hands and helped around the house with yardwork and painting. However, he was depressed about not being on his own and his depression made it difficult for him to apply for jobs. He was seeing a mental health therapist and taking anti-depressant medication. Participating in outdoor activities, such as hunting and fishing with his father, helped Oliver maintain his mental health.

In school Oliver had loved woodshop and art classes but struggled with academics. Phil, Oliver's new case manager, connected him to an Adult Basic Education (ABE) program to strengthen his math and reading skills and to prepare to take a GED exam (Guidepost 1). After a couple of weeks, his ABE instructor was concerned that Oliver might have an undiagnosed learning disability.

Phil decided to pull together an Integrated Resource Team for Oliver (Guidepost 4). Members included Oliver, his ABE instructor, his mental health therapist, his parents (Guidepost 5), and a vocational rehabilitation (VR) counselor who could arrange for an assessment to see if Oliver had learning disabilities.

Oliver was diagnosed with dyslexia, and began receiving accommodations in his ABE classes such as reading materials in large print and extra time on tests. Oliver's performance improved. He even demonstrated a special interest in the biology-related content he was learning as part of his GED instruction.

When Phil conducted a number of interest inventories and strength assessments (Guidepost 2), many qualities stood out: Oliver's love of wildlife, his artistic skill, hand-eye coordination, and attention to detail. Looking at labor market trends with his Integrated Resource Team, and the potential careers that aligned with his interests, Oliver was intrigued by the idea of a career in taxidermy. His parents purchased an inexpensive taxidermy kit for him to try to mount a big walleye pike from a recent family fishing trip, which he completed with enthusiasm.

Phil was able to help Oliver find a part-time job with a professional taxidermist who had a backlog of work. Oliver is learning the trade there and, with assistance from the CareerForce young adult program, has enrolled to start taxidermy school when the next session begins.



This may be relatively straightforward for students from school districts that subscribe to Minnesota Career Information Systems (MCIS), who, as noted above, can continue to access their information even after they leave school. Thus, as youth are able to continue to access MCIS resources, case managers are encouraged to investigate whether it would be helpful to utilize the information an out-of-school youth has stored in MCIS to help them along their career pathway. Access to resources such as a youth's PLP, or their MCIS self-exploration, career exploration, and career planning and management activities, may help case managers work with youth to identify, refine, and reach their individual service goals.

Some MN CareerForce case managers may also be able to utilize MCIS if they are working with youth who are recipients of vocational rehabilitation (VR) Pre-Employment Transition Services (Pre-ETS), as MN Pre-ETS VR counselors have access to MCIS. In addition, some MN Adult Basic Education Programs (ABEs) are also subscribers to MCIS. As many centers incorporate ABE services into their career pathway programs and individual service plans, case managers may be able to use this avenue to access MCIS tools on behalf of out-of-school youth.

More generally, case managers can intentionally incorporate the self-exploration, career exploration, and career planning and management elements of a quality ILP into their work with individual youth and into the process of developing an Individual Service Plan. The Guideposts-based Action Plan (Appendix 3), explored in detail in the next section of this guide, can assist case managers with this process.

## Disability Employment Initiative (DEI) Strategies for Serving Youth with Disabilities

The *Guideposts for Success*, Career Pathways, and Integrated Resource Teams are key strategies used nationally by DEI youth projects. All are compatible with the ILP approach and the development of PLPs and ILPs. Quality learning experiences that combine both the *Guideposts for Success* and utilization of the ILP process have been linked to positive outcomes for youth including career search self-efficacy, engagement in goal-setting activities, academic self-efficacy, stronger motivation and better academic outcomes.<sup>11</sup>

### Guideposts for Success

The National Collaborative on Workforce and Disability for Youth (NCWD-Youth) has identified *Guideposts for Success* based on what research shows that all youth need to transition to adulthood successfully. The five *Guidepost* areas are:

1. **School-Based Preparatory Experiences** that contribute to student success for youth with and without disabilities.

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<sup>11</sup> Solberg, Howard, Gresham & Carter (2012). "Quality Learning Experiences, Self-Determination and Academic Success: A Path Analytic Study Among Youth with Disabilities," *Career Development and Transition for Exceptional Individuals* 35:85.

## Scenario 4: Melvin

Melvin, age 20, is a young man with high functioning autism, or Asperger's Syndrome. He graduated from high school 18 months ago. Although he makes a good first impression and has been hired for several jobs (at a large supermarket, a discount warehouse, and a butcher shop), he has been unsuccessful at staying employed for long. He is wondering if he should go back to school but doesn't know what field to pursue. Melvin lives at home with his mother and has become very solitary since he completed high school.



From accessing his high school Personal Learning Plan (Guideposts 1 and 2), his CareerForce case manager Gena learned that Melvin's greatest high school successes came in school drama productions and choir. A dream job he wrote about in high school was to become a voice-over actor. Melvin has also produced a number of home video productions using computer software and his iPhone. The possibility of becoming an audio visual technician also interests him. Melvin and Gena decided to look for work experience opportunities that relate more closely to these interests.

The first step was informational interviews with a working voiceover actor and a sound technician (Guidepost 2). Gena was also able to find Melvin a 4-month internship at a local radio station, which is going well. Gena also encouraged Melvin to join a group of other young adults at an Autism Society program that used improvisational theater to build social skills and self-awareness (Guidepost 3). This experience has boosted Melvin's confidence, and he has started socializing with some of his fellow students. Gena and Melvin are also investigating Minnesota State Colleges and Universities that have radio stations and other programs in broadcasting and media communications, and Melvin anticipates going on to one of these programs.



2. **Career Preparation and Work-Based Learning Experiences** that youth with and without disabilities need to identify and to reach their career goals.
3. **Youth Development and Leadership Experiences** that help youth with and without disabilities exercise leadership, build self-esteem, and gain knowledge and skills to help them control and direct their own lives.
4. **Connecting Activities** such as programs, services, activities, and supports that can help youth, depending on their individual needs, successfully pursue their post-school goals.
5. **Family Involvement and Supports** provided by parents, family members, and other caring adults that promote the social, emotional, physical, academic, and occupational growth of youth with and without disabilities.

The *Guideposts* are being used by youth service professionals across the country as a way to help identify the needs of individual youth in these five critical categories, to collaborate across service systems to meet the needs of youth, and to improve youth programming more generally.

Not all youth will need each support. However, some youth have needs that fall outside the traditional career development system yet must be addressed in order for them to succeed. The *Guideposts for Success* framework helps professionals identify these needs so that they can be addressed within the career planning and career management process.

For more information on the *Guideposts*, visit <http://www.ncwd-youth.info/guideposts>.

## Career Pathways

Career pathways span high school and college and are a combination of education and training, work-based learning, and support services that lead to employment in a specific industry or occupational sector.<sup>12</sup> Through career pathways, students gain the knowledge, skills, and credentials needed to find employment, earn a family-sustaining income, and advance their careers. The Minnesota Department of Education (MDE) and Minnesota State Colleges and Universities,<sup>13</sup> along with Minnesota's Department of Employment and Economic Development (DEED), are working across systems to create coordinated career pathway programs related to Minnesota's in-demand industries. Minnesota Career and Technical Education programs of study, for example, align high school coursework with specific college and university certificate, diploma, and degree programs. In addition, state dual enrollment policies allow high school students to earn college credit in a program of study they can continue to pursue at the postsecondary level.

Because they focus on activities related to job-seeking and learning opportunities that continue after high school graduation, PLP/ILP career planning and management activities are essentially career pathway activities. PLP/ILP self-exploration, career exploration, and career planning activities in grades 9 to 12 help students identify and prepare for a career pathway in a field that aligns with their strengths and interests. The PLP/ILP document itself helps youth map out their related short- and long-term career goals as well as the education needed to reach them. Plotting out a student's future

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<sup>12</sup> For more information about MN career pathways, visit <https://careerwise.minnstate.edu/careers/pathways.html>.

<sup>13</sup> Minnesota State and MDE (2015). *Minnesota Career Fields, Clusters and Career Pathways*. St. Paul, MN: Author. Retrieved 1/11/18 from <https://careerwise.minnstate.edu/iseek/static/pathways.pdf>.



education and training needs facilitates a smooth transition to employment and enables individuals to advance to higher levels of employment within their chosen field. The PLP/ILP can also document strategies that will help them tackle anticipated challenges to employment in that field, such as the need to address disability related accommodations, health care or transportation needs.

Minnesota CareerForce case managers also help young adults who are out of school directly access career pathways through Adult Basic Education, “bridge” programs that combine basic skills with career-technical content, and other workforce training programs that lead to an occupational credential.

## **Integrated Resource Teams**

The Integrated Resource Team (IRT) is a strategy of convening multiple service providers to meet the employment needs of an individual jobseeker who has a disability. The IRT is convened around an individual’s unique needs, and may include partner agencies. Teams are customer-centered and vary in membership, as they are based on the needs of each individual jobseeker.

Using the *Guideposts for Success* framework to assess the needs of youth can help youth case managers determine which partner agencies should be members of an individual’s IRT. Not all youth will need services and supports in each Guidepost category. However, the process of considering the needs of youth holistically can call attention to issues that might otherwise be overlooked. Using all five Guideposts categories can reveal current gaps in services that fall outside the purview of typical workforce development activities. This can help case managers address obstacles to employment via membership of the IRT. For example, connecting youth to benefits planning, mental health supports, postsecondary disability service offices, teen parent programs, or housing and transportation services may be essential for some individuals to achieve employment success. Providing opportunities for youth to build their self-esteem or gain leadership experiences, or educating parents about career pathway options or Social Security work incentives, may also be important supports for some youth to be successful.

IRTs help case managers engage in active resource coordination on behalf of individuals with multiple challenges to employment. IRT members identify and strategize how services and resources may be combined to benefit and support the individual’s career goals, including education, training, or employment. By engaging partners and leveraging funding from other youth-serving agencies and community organizations, they provide a means of implementing components of a young person’s PLP/ILP.

For more information about the Integrated Resource Teams, visit [workforcegps.org](http://workforcegps.org) and search for “Integrated Resource Team (IRT) Information and Resources.”

## **Workforce Investment Opportunity Act (WIOA): 14 Youth Program Elements**

The above DEI key practices are conducted in accord with the fourteen core youth program elements listed in WIOA (Appendix 4). Guidepost and career pathway activities, as well as IRTs, align with WIOA youth program elements. The relationship of the WIOA youth program elements to Guideposts 1 through 4 is particularly close, as demonstrated by the chart on page 15.

<b>WIOA Program Elements</b>	<b>Related Guideposts</b>
1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention	Guidepost 1
2. Alternative Secondary School and Dropout Recovery Services	Guidepost 1
3. Paid and Unpaid Work Experience	Guidepost 2
4. Occupational Skills Training	Guideposts 1 and 2
5. Education Offered Concurrently with Workforce Preparation	Guideposts 1 and 2
6. Leadership Development Opportunities	Guidepost 3
7. Supportive Services	Guidepost 4
8. Adult Mentoring	Guidepost 3
9. Follow-up Services	Guidepost 4
10. Comprehensive Guidance and Counseling	Guidepost 4
11. Financial Literacy Education	Guidepost 4
12. Entrepreneurial Skills Training	Guideposts 1, 2, and 3
13. Services that Provide Labor Market Information	Guidepost 2
14. Post-Secondary Preparation and Transition Activities	Guideposts 1 and 2

Engaging family involvement and support (Guidepost 5) can be a component of most if not all of the above activities conducted under WIOA program elements as well. Communicating with families and engaging their support can contribute to youth success in many areas.

# Ideas for Integrating the Guideposts for Success into Student ILP Activities

The purpose of this section is to help youth program case managers integrate the Guideposts for Success into their assessment process, and ultimately into a youth's Individual Service Plan. Although the Guideposts for Success outline potential support needs for youth with and without disabilities, the following information focuses on meeting the needs of youth with disabilities. It follows the format of an existing MN career planning tool, a Youth Action Plan form developed by the MN DEI Partners for Youth Project (Appendix 3). This form, already organized by the five Guidepost categories, is used by Minn. CareerForce youth program case managers for both in school and out of school youth.

Examples of potential PLP/ILP activities and resources are listed in each Guidepost category. Please note that many activities could be considered under more than one Guidepost category. For example, having a student complete a learning style inventory might be considered a school-based preparatory experience (Guidepost 1) or as part of a youth development activity (Guidepost 3). College campus visits could be included as a youth development activity (Guidepost 3) or a Connecting Activity (Guidepost 4). Likewise, helping a student apply for financial aid to a career related postsecondary program might be considered a career preparation activity (Guidepost 2) or a Guidepost 4 activity connecting youth to another service system. In addition, while schools may assign career exploration activities such as interest inventories or reporting on informational interviews as part of a student's regular academic homework, such activities would be considered as Career Preparation (Guidepost 2) activities for out of school youth.

The lists below are not meant to be exhaustive, but to serve as a starting point to help youth case managers generate their own ideas. These can differ from person to person, as case managers will want to generate activities that reflect the individual needs, strengths, and current situation of each youth. Most activities can be provided to youth either in high school settings or through appropriate out of school or postsecondary education programs.

Some ideas for outside agency partners who might be responsible for delivering certain services or included on an individual's IRT are provided. Potential activities are identified as self-exploration (SE), career exploration (CE), or career planning/career pathways (CP) activities.

Correspondences between Guideposts for Success activities and the 14 WIOA youth program elements are also noted.

# Guidepost 1: School-Based Preparatory Experiences

*What can CareerForce staff and others do to engage youth in school-based activities that help prepare them to successfully transition to career pathways, postsecondary education, and independent living?*

WIOA program elements (See page 15 and Appendix 4) that correspond to school-based preparatory experiences: 1, 2, 4, 5, 12, 13, and 14.

POTENTIAL ACTIVITIES AND RESOURCES	SE	CE	CP	PERSON/AGENCY RESPONSIBLE
Communication skill development (reading, writing, speaking, using information and communication technology)			●	School staff, ABE staff, WIOA program staff
Coding, keyboarding and other occupational skills classes			●	
Soft skill development (active listening, time management, teamwork skills, etc.)			●	
Tutoring, study skills training, or school-based mentoring programs such as “Check & Connect”			●	
Basic skills training, including remedial reading or math			●	
ESL classes			●	
Alternative school placement, such as career academies			●	School District
GED instruction			●	ABE
Learning style inventories*	●			Educators, ABE staff, WIOA program staff
Interest inventories*	●			
School-based career exploration activities (field trips, guest speakers, MCIS activities and portfolio, summer career camps)		●		Educators, WIOA program staff
Identify a program of study related to career interests*		●	●	
Practice job interviews		●		

SE = Self Exploration activities; CE = Career Exploration activities; CP = Career Planning/Career Pathways activities.

\*(Minnesota Career Information Systems (MCIS) <https://portal.mncis.intocareers.org>, CAREERwise <https://careerwise.minnstate.edu>, O\*Net <https://www.onetonline.org>, and eTrac <http://etrac-mss.com> all offer tools for learning style, interest and career assessments. MDE’s Personal Learning Plan Toolkit (2016) provides links to a wealth of additional online resources.)

POTENTIAL ACTIVITIES AND RESOURCES	SE	CE	CP	PERSON/AGENCY RESPONSIBLE
Career Technical Education (CTE) Programs: Service learning, supervised job experiences, internships, apprenticeship and pre-apprenticeship, dual enrollment and other career pathway programs		●	●	CTE staff
Transition to postsecondary education activities: Assisting youth to prepare for SAT/ACT testing, assisting with college admission applications, searching and applying for scholarships and grants	●		●	WIOA program staff, family, educators, mentors
Pre-Employment Transition Services (Pre-ETS)	●	●	●	Vocational Rehabilitation (VR) counselors, Pre-ETS vendor agencies
IEP/504 transition planning: Attend and participate in team meetings, make suggestions for a student's Summary of Performance (SOP)	●	●	●	Special educators, WIOA program staff, VR Counselors
Develop a Summary of Performance (SOP) during the student's last year of high school			●	
Identify effective academic and testing accommodations/assistive technology needs	●	●	●	VR, Special educators, Assistive Technology Specialists
Practice disability disclosure activities	●		●	

SE = Self Exploration activities; CE = Career Exploration activities; CP = Career Planning/Career Pathways activities.



# Guidepost 2: Career Preparation and Work-Based Learning Experiences

*How can CareerForce staff and others help youth and explore careers, identify career goals, and provide meaningful work experiences?*

WIOA program elements that correspond to career preparation and work-based learning experiences: 4, 5, 11, 12, 13 and 14.

POTENTIAL ACTIVITIES AND RESOURCES	SE	CE	CP	PERSON/AGENCY RESPONSIBLE
Career counseling in one-to-one setting		●		WIOA staff
Explore careers and industries of interest through guest speakers, job shadowing, field trips, informational interviews, job fairs, labor market research, and online career assessments*		●		WIOA staff
Develop a resume*	●			WIOA staff, ABE, Educators
Develop a career portfolio*			●	
Identify career goals and a related course of study			●	WIOA program staff, VR, employer, family
Visit postsecondary campuses and offices of disability services			●	
Apply to career-related postsecondary program(s)			●	
Apply for financial aid for a career related postsecondary program(s)			●	
Participate in out of school work-based learning such as internships, part-time employment, subsidized work experience, summer jobs, or volunteering		●	●	
Practice interviews with classmates, peers, family members, or community volunteers who are employers		●		
Entrepreneurial skills training		●	●	WIOA staff, experiential programs such as Junior Achievement or 4H

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POTENTIAL ACTIVITIES AND RESOURCES	SE	CE	CP	PERSON/AGENCY RESPONSIBLE
Identify effective employment accommodations and testing accommodations for employment related tests	●		●	Special Educators, AT Specialist, VR Counselor, Disability Service Offices, Job Accommodation Network (JAN)
Seek an assistive technology consultation for postsecondary and workplace accommodations	●		●	Special Educators, AT Specialist, VR Counselor, Disability Service Offices, Job Accommodation Network (JAN)
Pre-Employment Transition Services (Pre-ETS)	●	●	●	Vocational Rehabilitation (VR) counselors, Pre-ETS vendor agencies
Schedule a meeting with a benefits planner to determine how employment will affect Social Security and Medicaid recipients			●	VR and WIOA staff, Benefits Planning Specialist
Practice accommodation requests and disability disclosure activities	●		●	Disability Services Offices, VR Counselor
Formal apprenticeship programs			●	WIOA staff, employer
Practice developing networking skills at job fairs	●	●		WIOA Staff, Postsecondary Career Centers
Enroll in short term occupational skills training license (such as welding, bookkeeping, or nursing assistant) that leads to a certificate in a field of interest			●	Postsecondary schools

SE = Self Exploration activities; CE = Career Exploration activities; CP = Career Planning/Career Pathways activities.

# Guidepost 3: Youth Development and Leadership

*How can CareerForce staff and others help youth learn to direct their own lives, make informed decisions, and be connected to caring adults?*

WIOA program elements that correspond to youth development and leadership experiences: 6, 8, 12.

POTENTIAL ACTIVITIES AND RESOURCES	SE	CE	CP	PERSON/AGENCY RESPONSIBLE
Extracurricular activities, school clubs, or out-of-school programs that emphasize leadership development through soft skills such as communication, teamwork skills, professionalism, citizenship skills, and public speaking	●			After school programs, e.g. 4H, Boy Scouts, Girl Scouts, Junior Achievement, faith community youth groups, etc.
Pursue hobbies that are enjoyable and personally satisfying	●			
Engage in physical and recreational activities that improve health, develop new skills, and build self-confidence	●			
Complete learning style inventories and interest assessments*	●			
Connect youth to adult mentors and role models in a youth's field of interest or with a similar disability through informal or formal mentoring and peer-to-peer counseling programs	●	●		Check & Connect, Big Brothers/Big Sisters, Centers for Independent Living (CILs)
Discuss career interests, share portfolio, and network with family role models		●		Family
Training in decision-making skills	●		●	Educators, WIOA Programs
Prepare youth to assume leadership in their Individual Education Program (IEP) meetings and their IRT	●			
Build disability self-awareness, identify effective accommodations, practice disability disclosure	●		●	CILs, VR Counselors, mentors, postsecondary education

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POTENTIAL ACTIVITIES AND RESOURCES	SE	CE	CP	PERSON/AGENCY RESPONSIBLE
Involve youth in health care transition planning activities that help them to develop skills needed take the lead in their own adult health care (e.g. see health related assessment, planning and skill building resources from PACER or Got Transition)	●			Health Care Providers, CILs, family, educators
Volunteer and participate in formal and informal service learning program opportunities		●		Schools, community organizations, youth groups related to religious organizations, family etc.
Learn from restorative justice activities	●			Juvenile justice professionals
Conduct “Discovery” assessment activities to identify conditions or characteristics necessary for the person to succeed in a job setting and personal interests that are motivating	●		●	VR Counselor
Practice appropriate hygiene and self-care	●		●	Family, educators, youth groups, mentors, WIOA staff, etc.

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# Guidepost 4: Connecting Activities

*How can CareerForce staff connect youth (and families) to programs, services, and activities that will help youth meet their career goals by meeting other crucial needs?*

WIOA program elements that correspond to connecting activities: 4, 5, 8, 9, 10, 11, 12, 13, 14.

POTENTIAL ACTIVITIES AND RESOURCES	SE	CE	CP	PERSON/AGENCY RESPONSIBLE
Address individual transportation needs, e.g. driver's license, learn the public transportation system, develop mobility and travel skills			●	Educators, family, VR counselors
Access safe and affordable housing			●	County social worker, family
Apply for financial aid by completing the FAFSA form, attending a local FAFSA clinic, researching and applying for scholarships			●	WIOA program staff, college financial aid office, family
Enroll youth in "Summer Nudging" or similar programs to remind them how to prepare for postsecondary classes in the fall			●	MN Office of Higher Education
Enroll in community recreation or education programs to build skills and community participation	●		●	Community education, community organizations, etc.
Plan for the transition to adult health care providers, develop a health-focused Transition Plan, learn how a clinic's case manager can help access and manage multiple health care providers (e.g. see health related assessment, planning and skill building resources from PACER or Got Transition)	●			Health care providers, CILs, family, educators, disability advocacy organizations
Help youth access health care insurance coverage (Medical Assistance (Medicaid), MNCare, employer health plans, private insurance)			●	County social worker, MNCare, family
Participate in a Money Smart or other financial literacy skill-building program	●		●	School, after-school, community or Career Force programs

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POTENTIAL ACTIVITIES AND RESOURCES	SE	CE	CP	PERSON/AGENCY RESPONSIBLE
Learn about government programs that help youth with disabilities address their needs, including eligibility requirements, benefits planning tools, and savings accounts to help youth with disabilities save money for work, education and living expenses without exceeding the asset limits of government benefit programs			●	Disability Hub MN mn.db101.org minnesotahelp.org CILs
Comprehensive guidance and individualized counseling, including drug/alcohol and mental health counseling	●			WIOA Staff, external counselors and therapists
Apply for supportive services such as county social services for individuals with mental health conditions, developmental disabilities, traumatic brain injury, or other significant disabilities			●	County social worker/ case manager, family
Access SNAP, General Assistance, TANF or other benefits that address basic needs while going to school, working or to live independently			●	County social worker/ case manager, Benefits Planner
Apply for Social Security and utilize Work Incentives programs			●	Social Security Office staff
Meet with a benefits planner to learn how working will affect an individual's government benefits			●	WIOA staff, Social Security staff, MN Work Incentives Connection, family
Connect youth with appropriate disability-focused groups that teach self-advocacy skills and educate group members about disability issues, disability policy and disability history	●			CILs, disability advocacy groups, PACER and other parent training and advocacy groups

SE = Self Exploration activities; CE = Career Exploration activities; CP = Career Planning/Career Pathways activities.

# Guidepost 5: Family Involvement and Supports

*What information and supports can CareerForce staff provide to families and caregivers of youth so they can be effective partners in the transition and career planning process, including all previous Guidepost categories?*

WIOA program elements that correspond to family involvement and supports: 1-14.

POTENTIAL ACTIVITIES AND RESOURCES	SE	CE	CP	PERSON/AGENCY RESPONSIBLE
Invite parents to share their insights into a youth's strengths, interests, accommodation needs, and past successes as part of the assessment process (with youth's permission)		●	●	WIOA program staff
Communicate with families on an ongoing basis to review youth's PLP or ISP goals and progress		●		
Invite family members to share their input with a youth's Integrated Resource Teams (IRT) and inform them how they can help youth follow up at home			●	
Brainstorm with youth and families about natural supports to help address transportation, housing or other basic needs			●	
Share information with families about what they can do at home to reinforce student learning and skill development and utilize personal and professional networks for career exploration opportunities, potential mentors, etc.	●			
Refer families to agencies that provide services that could help address the education, mental health, transportation, or housing needs of youth (or the families themselves)			●	
Involve families of culturally diverse youth in all of the above through culturally appropriate interactions	●	●	●	ABE staff, interpreters, local multicultural groups, WIOA administrative and program staff

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POTENTIAL ACTIVITIES AND RESOURCES	SE	CE	CP	PERSON/AGENCY RESPONSIBLE
Connect families to opportunities to help improve adult outcomes for their youth, e.g. high expectations, the Guideposts for Success, the importance of soft skills, career pathway programs, Social Security Work Incentives, postsecondary education options, adult services, self-employment options, alternatives to guardianships, ABLE Accounts, etc.			●	Training providers such as PACER Center, school districts, Community Transition Interagency Councils, Disability organizations, CILs, etc.
Refer families to agencies that provide individualized information, referral and advocacy services related to special education, disability specific conditions, disability rights, health care coverage, transition to adult health care, etc.			●	WIOA program staff, VR counselors, Educators, County social workers, Disability and Advocacy organizations
Invite parents to serve on committees or participate in focus groups as a way to inform your organization about how to help youth more effectively				WIOA program and administrative staff

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# **Minn. Stat. § 120B.125: Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans**

- (a) Consistent with sections 120B.13, 120B.131, 120B.132, 120B.14, 120B.15, 120B.30, subdivision 1, paragraph (c), 125A.08, and other related sections, school districts, beginning in the 2013-1014 school year, must assist all students by no later than grade 9 to explore their educational, college and career interests, aptitudes and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students’ plans must:
1. Provide a comprehensive plan to prepare for and complete a career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking and good work habits;
  2. Emphasize academic rigor and high expectations and inform the student, and the student’s parent or guardian if the student is a minor, of the student’s achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;
  3. Help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
  4. Set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
  5. Help students access education and career options;
  6. Integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
  7. Help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarships;
  8. Help identify collaborative partnerships among Pre-K through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students’ transition to postsecondary education and employment, and provide students with applied and experiential learning opportunities;
  9. Be reviewed and revised at least annually by the student, the student’s parent or guardian, and the school or district to ensure that the student’s course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements, and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work;

- (b) A school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training
- (c) Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready
- (d) When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns
- (e) If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components of this section, the IEP satisfies the requirement and no additional transition plan is needed
- (f) Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of section 120A.20, subdivision 1, paragraph (c). A student's plan under this section shall continue while the student is enrolled.

# 2018-2019 MCIS Subscribers

List of school districts, libraries, and other institutions that are the 2018-2019 academic year subscribers to MCIS. Note that MCIS has products for junior high/middle school students (MCIS Jr.), special education students (SP ED), and adult basic education students (ABE) as well as their standard product for high school students.

Ada-Borup Jr./Sr.  
Adrian High School  
Adult Options in Education - ABE Hopkins  
AEOA Virginia ABE  
AGAPE - (SPPS)  
Aitkin High School  
Al-Amal School - MCIS  
Al-Amal School - MCIS Jr.  
Albany Sr.  
Albert Lea Adult Learning Ctr-Brookside ABE  
Albert Lea Senior High  
Alexandria - SP ED  
Alexandria ABE (NW Region)  
Alexandria High School  
Alexandria Technical College  
Andover High School  
Ann Bremer Educ Center-Int Dist 287  
Annandale High School  
Anoka - SP ED  
Anoka Sr. - Anoka-Hennepin ISD #11  
Anoka-Ramsey Community College  
Apollo High School - St. Cloud  
Apollo High School - St. Cloud - SP ED  
Apple Valley Sr.  
Armstrong Sr. - Robbinsdale  
Arrowhead Academy (Duluth) - SP ED  
Arrowhead Juvenile Center-Duluth  
Atwater/Cosmos/Grove City Jr./Sr.  
Austin Adult Learning Program - ABE  
Austin Sr.  
Avail Christian Academy - MCIS  
Avail Christian Academy - MCIS Jr.  
Avalon Charter School - SP ED  
Avalon School  
Badger School  
Bagley High School  
Barnesville High School  
Barnesville High School - SP ED  
Barnum Sr.  
Battle Lake Sr.  
Beacon Academy - MCIS Jr.  
Becker Sr.  
Belgrade-Brooten-Elrosa  
Belle Plaine Junior High - MCIS Jr.  
Belle Plaine Sr.  
Bemidji ABE (NW Region)  
Bemidji Sr.  
Benson Jr./Sr.  
Bertha-Hewitt High School  
Big Lake High School  
Big Lake High School - SP ED  
Big Lake Middle School - MCIS Jr.  
Blackduck Jr./Sr.  
Blaine High School-TRIAL-MCIS SPED  
Blaine Sr.  
Blooming Prairie Jr./Sr.  
Bloomington WFC  
Blue Earth Area Sr.  
BlueSky Charter School  
BlueSky Charter School - MCIS Jr.  
BlueSky Online School - SP ED  
Bold Sr.  
Boys Totem Town - SPPS  
Braham High School  
Brainerd ABE (NW Region)  
Brainerd Area Education Center  
Brainerd Learning Center - MCIS Jr.  
Brainerd Lincoln Education Center - SP ED  
Brainerd Sr.  
Brandon-Evansville High School  
Breckenridge Sr.  
Brooklyn Center Academy  
Brooklyn Center High School  
Brooklyn Junior High - Osseo PS - MCIS Jr.  
Browerville - MCIS Jr.  
Browerville Sr.  
Browns Valley Public School - MCIS Jr.  
Buffalo Lake-Hector Jr./Sr.  
Buffalo Sr.  
Bug O Nay Ge Shig School



Butterfield-Odin  
 Byron Jr./Sr.  
 Caledonia High School  
 Cambridge Community College  
 Cambridge-Isanti High School  
 Canby Sr.  
 Cannon Falls High School  
 Cannon Valley Special Education Cooperative - SP ED  
 Career & Life Transition - MCIS  
 Career & Life Transition - SP ED  
 Carlton - MCIS Jr.  
 Carlton Jr./Sr.  
 Cass Lake/Bena/Walker ABE (NW Region)  
 Cass Lake-Bena Jr./Sr.  
 Cathedral High School - New Ulm  
 Cathedral High School-New Ulm - MCIS Jr.  
 Centennial Sr.  
 Central High School - St. Paul  
 Central Lakes College-Brainerd  
 Central Middle School (EGF PS) - MCIS Jr.  
 Central Middle School-WBL - MCIS Jr.  
 Central MN ABE - St.Cloud  
 Central Public Schs-Norwood Young America  
 Century College  
 Century High School  
 Century Jr. - Forest Lake - MCIS  
 Century Middle School-Lakeville PS - MCIS Jr.  
 Champlin Park Sr.  
 Chanhassen High School  
 Chaska High School - FUTURE  
 Chaska Middle School East - MCIS  
 Chaska Middle School West - MCIS  
 Chaska Sr.  
 Cherry School  
 Chester Creek Academy - Duluth Public Schools  
 Chester Creek Academy (Duluth) - SP ED  
 Chisago Lakes Middle School - MCIS Jr.  
 Chisago Lakes Sr.  
 Chisholm Sr.  
 Chokio-Alberta Public School  
 Circle of Life Academy  
 City Academy - St. Paul  
 Cleveland Sr.  
 Climax Jr./Sr.  
 Clinton-Graceville Sr.  
 Cloquet Middle School - MCIS Jr.  
 Cloquet Sr.  
 College of St. Scholastica  
 Columbia Heights High School  
 Community of Peace Academy  
 Como Sr.  
 Connor-Jasper Middle School - Greenway PS  
 Coon Rapids High School  
 Coon Rapids Middle School - A-H PS  
 Cooper Sr. - Robbinsdale  
 Cotter High School  
 Courage Kenny Rehabilitation Institute  
 Creative Arts High School - SPPS  
 Cromwell-Wright  
 Crosby-Ironton Jr./Sr.  
 Crosslake Community Online High School  
 Crossroads Alternative High School-Anoka-Hennepin  
 Cyber Village Academy  
 Dakota County ALS/STC - Intermediate School  
 District 917  
 Dassel-Cokato Sr.  
 Dawson-Boyd High School  
 Deer River Jr./Sr.  
 Delano Middle School - MCIS Jr.  
 Delano Sr.  
 Denfeld Sr. - Duluth Public Schools  
 Detroit Lakes Middle School - MCIS Jr.  
 Detroit Lakes Sr.  
 Dilworth-Glyndon-Felton - MCIS  
 Dilworth-Glyndon-Felton JH - MCIS Jr.  
 Discovery Public School  
 Dover-Eyota High School  
 DREAM Technical Academy  
 Eagan Sr.  
 Eagle Ridge Academy - SP ED  
 Eagle Valley Jr./Sr.  
 East Central High School  
 East Grand Forks ABE (NW Region)  
 East Grand Forks Sr.  
 East Range Academy of Technology & Science  
 East Ridge High School-SWCS  
 East Sr. - Duluth Public Schools  
 Eden Prairie Sr.  
 Eden Valley-Watkins  
 Edgerton Public School  
 Edina High School  
 Elk River - SP ED  
 Elk River Sr.  
 Ellis Middle School - MCIS Jr.  
 Ellsworth Public School  
 Ely Sr.  
 Epsilon - Interm. Dist. 287  
 Eveleth-Gilbert Junior High School - MCIS Jr.  
 Eveleth-Gilbert Senior High School  
 FAIR Crystal - Robbinsdale PS - MCIS Jr.

Fairmont Elementary - MCIS Jr.  
Fairmont Sr.  
Fairview Alternative High School - Roseville  
Faribault County ABE  
Faribault Sr.  
Farmington Sr.  
Fergus Falls ABE (NW Region)  
Fertile-Beltrami  
Fillmore Central High School  
First City School - Bemidji Public Schools  
Fisher Jr./Sr.  
Floodwood High School  
Focus Beyond - (SPPS)  
Focus Beyond (SPPS) - MCIS Jr.  
Foley High School  
Fond du Lac - Ojibwe School  
Fond du Lac Tribal & Community College  
Forest Lake ALC  
Forest Lake Area Middle School - MCIS Jr.  
Forest Lake High School - SP ED  
Forest Lake Sr.  
Fosston Jr./Sr.  
Frazee High School  
Freshwater ALC-Staples  
Fridley High School - SP ED  
Fridley Sr.  
Friedell Middle School - MCIS Jr.  
Fulda High School  
Futures & Choices  
Gibbon-Fairfax-Winthrop Sr.  
Glacial Lakes ABE  
Glencoe-Silver Lake - Lincoln Junior High School  
Glencoe-Silver Lake Sr.  
Goodhue - SP ED  
Goodhue High School  
Goodridge Jr./Sr.  
Gordon Parks High School (ALC) - SPPS  
Granada-Huntley/East Chain Jr./Sr.  
Grand Meadow Sr.  
Grand Rapids Sr.  
Granite Falls ABE  
Great River Regional Libraries - MCIS  
Great River Regional Libraries - MCIS - ABE  
Greenbush-Middle River  
Greenway Sr.  
Harding Sr.  
Hawley Sr.  
Hawthorne Educ Center - MCIS Jr.  
Hayfield Jr./Sr.  
Hendricks High School

Hennepin County Library  
Henning Jr./Sr.  
Hermantown Sr.  
Hibbing Community College  
Hidden Oaks Mid Sch-Prior Lake-Savage PS-MCIS Jr.  
High School for Recording Arts  
Highland Catholic School  
Highland Park Sr.  
Hill City Sr.  
Hills-Beaver Creek High School  
Hinckley-Finlayson Jr./Sr.  
Hmong Academy - MCIS  
Hmong Charter School - SP ED  
Holdingford Jr./Sr.  
Holy Family Catholic High School  
Hopkins High School  
Hopkins High School - SP ED  
Horizon Middle School - MCIS Jr.  
Houston Jr./Sr. - MCIS Jr.  
Humboldt High School  
Humboldt High School - SP ED  
Hutchinson Sr.  
Indus Jr./Sr. - South Koochiching  
Infinity-Minnesota's Digital Academy  
Integrated Arts Academy  
Inver Grove Heights Middle School - MCIS Jr.  
Inver Hills Community College  
Irondale High School  
ISD 917-Alliance Education Center-IDEA/SUN  
ISD 917-Alliance Education Center-IDEA/SUN - SP ED  
ISD 917-Cedar School-IDEA & SUN  
ISD 917-Cedar School-IDEA & SUN SP ED  
ISD 917-Dakota County Technical College-TESA  
ISD 917-Dakota County Technical College-TESA - SP ED  
ISD 917-Juvenile Services Center-Riverside & New Chance  
Isle Jr./Sr.  
Itasca Community College  
Ivan Sand Community School-Elk River  
Jackson County Central  
Jackson Middle School - A-H PS  
Jane Goodall Environmental Sciences Academy  
Janesville-Waldorf-Pemberton Sr.  
Jennings Community Learning Center  
Jeremiah Program - Minneapolis  
John Adams Middle School - Rochester PS  
John Marshall Sr.  
Johnson Sr.  
Jordan High School

Jordan Middle School  
Journeys Secondary School - SPPS  
Kasson Mantorville Sr.  
Kelliher High School  
Kellogg Middle School - MCIS Jr.  
Kennedy Community School - St. Cloud  
Kennedy Community School-St. Cloud - SP ED  
Kenwood Trail Middle School-Lakeville PS - MCIS Jr.  
Kenyon-Wanamingo Jr./Sr.  
KMS Jr./Sr.  
Kimball Jr./Sr.  
Kittson Central School - MCIS Jr.  
Kittson Central Sr.  
Lac Qui Parle Valley High School  
LaCrescent Jr./Sr.  
Lafayette Jr./Sr.  
Lake Crystal Wellcome Memorial Secondary - SP ED  
Lake Crystal-Wellcome Memorial Secondary  
Lake of the Woods Jr./Sr.  
Lake Park - Audubon High School  
Lake Superior College  
Lakes and Prairies ABE (NW Region)  
Lakes International Language Academy  
Lakeview High School  
Lakeville Area Learning Center  
Lakeville LinK12 Online  
Lakeville North High School  
Lakeville South High School  
Lancaster Jr./Sr.  
Laporte High School  
LEAP High School - SPPS  
LeCenter High School (now Tri-City United HS)  
Leech Lake Tribal College  
LeRoy-Ostrander Jr./Sr.  
LeSueur ABE  
LeSueur-Henderson High School  
Levi P. Dodge Middle School - Farmington PS - MCIS Jr.  
Lewiston-Altura Jr./Sr.  
Lincoln (Esko) Jr./Sr.  
Lincoln (TRF) Sr.  
Lincoln International High School  
Lincoln K-8 Choice School - MCIS Jr.  
Lincoln Park Middle School - Duluth - MCIS Jr.  
Lionsgate Academy  
Litchfield High School  
Little Falls Community Sr.  
Long Prairie-Grey Eagle HS  
Lourdes High School  
Luverne High School

Mabel-Canton Jr./Sr.  
MACCRAY Senior High School  
Madelia Jr./Sr.  
Mahnommen Sr.  
Mahtomedi - SP ED  
Mahtomedi High School  
Mahtomedi Middle School - MCIS Jr.  
Mankato ABE  
Maple Grove Junior High - MCIS Jr.  
Maple Grove Sr.  
Maple Lake High School  
Maple River Sr.  
Maplewood Middle School - MCIS Jr.  
Maranatha Christian Academy  
Marshall ABE  
Marshall County Central  
Marshall High School - SP ED  
Marshall Middle School  
Marshall Sr.  
Martin County West  
Mayo High School  
McGregor Sr.  
Medford  
Melrose Jr./Sr.  
Menahga Jr./Sr.  
Merritt Creek Academy - Duluth Public Schools  
Merritt Creek Academy (Duluth) - SP ED  
Mesabi East Sr.  
Metro North ABE - Anoka Tech ABE  
Metro North ABE - Blaine Learning Lab  
Metro North ABE - Brooklyn Center Community Center  
Metro North ABE - Columbia Heights Fridley Adult Ed Ctr  
Metro North ABE - Elk River Learning Lab  
Metro Schools Charter - MCIS  
Metro South-Bloomington - ABE  
Middle Level Program - MCIS Jr.  
Mid-State Education District #6979 - Steps Transition Program  
Milaca Sr.  
Minneapolis - SP ED  
Minnesota Public School  
Minnesota Department of Corrections - ABE  
Minnesota Department of Corrections - HS  
Minnesota Department of Corrections - HS Transfer  
Minnesota Internship Center - Downtown Campus  
Minnesota Internship Center - Rondo Campus  
Minnesota Internship Center - Sabathani Campus  
Minnesota Internship Center - Unity Campus

Minnesota Online High School  
 Minnesota River Valley Ed Dist-ALC  
 Minnesota State Academy for the Deaf-SP ED  
 Minnesota State College-SE Technical-Winona  
 Minnesota State University - Mankato  
 Minnesota State University Mankato - Graduate Program  
 Minnesota Transitions Charter School  
 Minnesota Transitions Charter School - FUTURE  
 Minnesota Transitions Charter School - MCIS Jr.  
 Minnesota Valley Education District (MVED) - SP ED  
 Minnetonka High School  
 Minnetonka Middle School West - MCIS Jr.  
 Minnewaska Jr./Sr.  
 Montevideo Sr.  
 Montgomery-Lonsdale (now Tri-City United HS)  
 Monticello Senior High School  
 Moorhead ABE (NW Region)  
 Moorhead High School - MCIS  
 Moorhead High School - SP ED  
 Moose Lake High School  
 Mora High School  
 Mora High School - MCIS Jr.  
 Mound Westonka High School  
 Mounds View Senior High School - SP ED  
 Mounds View Sr.  
 Moundsview - SP ED  
 Mountain Iron-Buhl Jr./Sr.  
 Mountain Lake Jr./Sr.  
 Mountain Lake Secondary School - SP ED  
 Murray County Central  
 Nashwauk-Keewatin Jr./Sr.  
 Nay Ah Shing Upper School  
 Nevis  
 New Life Academy  
 New London-Spicer Sr.  
 New Prague Sr.  
 New Richland-NRHEG Sr.  
 New Ulm Sr.  
 New York Mills  
 Next Step Program - NSP-Maplewood-Oakdale PS  
 Nicollet High School  
 Norman County East Jr./Sr.  
 Norman County West Jr./Sr.  
 Normandale Community College  
 North Branch Area High School  
 North Branch Life Work Center - SP ED  
 North Education Center-Int Dist 287  
 North Hennepin Community College  
 North Junior High - St. Cloud

North Junior High-St. Cloud - SP ED  
 North Sr.  
 North St. Paul - SP ED  
 North View Junior High - MCIS Jr.  
 North Woods School  
 Northeast Metro 916 SERVE Program  
 Northeast Metro ALC - East (Little Canada)  
 Northeast Metro ALC - West (Columbia Heights)  
 Northeast Range School  
 Northland Jr./Sr. (Remer, MN)  
 Northome Jr./Sr. - South Koochiching  
 Northwestern MN Juvenile Ctr/First City School  
 Oak-Land Middle School - MCIS Jr.  
 Ogilvie Jr./Sr.  
 Onamia Sr.  
 Open Door Learning Center-Northside ABE  
 Open World Learning - St. Paul Public Schools  
 Ordean East Middle School - MCIS Jr.  
 Orono - SP ED  
 Ortonville High School  
 Osakis High School  
 Osseo- Voc Assess & Trng- SPED  
 Osseo - SP ED  
 Osseo ABE  
 Osseo Achieve Program  
 Osseo ALC  
 Osseo Junior High - MCIS Jr.  
 Osseo Secondary Transition Center-MCIS  
 Osseo Sr.  
 Owatonna Middle School - MCIS Jr.  
 Owatonna Sr.  
 PACT Charter School - MCIS  
 Paladin Career & Technical High School  
 Park Center Sr.  
 Park Rapids Sr.  
 Park Sr. - Cottage Grove  
 Parkers Prairie Jr./Sr.  
 Parkview Center School - MCIS Jr.  
 Pathways at BCA  
 Pathways at MCTC  
 Paul Bunyan Educational Coop - SP ED  
 Paynesville  
 Pelican Rapids Jr./Sr.  
 Pequot Lakes Jr./Sr.  
 Perham Sr.  
 Pierz-Healy Jr./Sr.  
 Pillager Jr./Sr.  
 Pine City High School  
 Pine Island Jr./Sr.  
 Pine Island Middle School - MCIS Jr.

Pine River-Backus Jr./Sr.  
 Pioneer Ridge Middle School (Chaska) - MCIS  
 Pipestone Sr.  
 Plainview-Elgin-Millville HS  
 Plymouth Middle School-Robbinsdale - MCIS Jr.  
 Princeton High School - SP ED  
 Princeton Middle School - MCIS Jr.  
 Princeton Sr.  
 Prior Lake Sr.  
 Proctor Sr.  
 Randolph High School  
 REACH-Mounds View - MCIS  
 Red Lake ABE (NW Region)  
 Red Lake Schools  
 Red River ALC - MCIS  
 Red River ALC - MCIS Jr.  
 Red River ALC - SP ED  
 Red Rock Central  
 Red Wing Sr.  
 Redwood Valley MS - MCIS Jr.  
 Redwood Valley SR.  
 Renville County West Sr.  
 Resurrection Lutheran School  
 Richfield High School  
 Richfield Middle School - MCIS Jr.  
 Ridgewater College - Hutchinson  
 Ridgewater College-Willmar  
 River Valley Academy  
 Riverwoods-St. Cloud - SP ED  
 Robbinsdale - SP ED  
 Robbinsdale Academy-Highview  
 Robbinsdale Crystal Lrng Ctr-Adult Acad Pgm - ABE  
 Robbinsdale Middle School - MCIS Jr.  
 Robert Boeckman MS - Farmington PS - MCIS Jr.  
 Robert J. Elkington Middle School - MCIS Jr.  
 Rochester - SP ED  
 Rochester ABE  
 Rochester ALC  
 Rockford High School  
 Rockridge Academy (Duluth) - SP ED  
 Rocori Middle School - MCIS Jr.  
 Rocori Sr.  
 Rogers High School - Elk River Public Schools  
 Roosevelt Education Center-St. Cloud - SPED  
 Roosevelt Middle School - A-H PS  
 Roseau High School - SP ED  
 Roseau Jr./Sr. - MCIS  
 Rosemount Middle School - MCIS Jr.  
 Rosemount Sr.  
 Rosemount-Apple Valley-Eagan - ALC

Roseville Adult Learning Center-Metro East ABE  
 Roseville Area High School - SP ED  
 Roseville Area Middle School - MCIS Jr.  
 Roseville High School  
 Royalton Jr./Sr.  
 Runestone Regional Learning Center  
 Rushford-Peterson Senior High  
 Russell-Tyler-Ruthton (RTR) Sr.  
 Sage Academy  
 Saints Academy - St. Francis  
 Sartell High School  
 Sauk Centre High School - SP ED  
 Sauk Centre Jr./Sr.  
 Sauk Rapids-Rice Middle School - MCIS Jr.  
 Sauk Rapids-Rice Sr.  
 Sebeka Jr./Sr.  
 Shakopee East Middle School - MCIS Jr.  
 Shakopee High School  
 Shakopee West Middle School - MCIS Jr.  
 SHAPE - Bloomington  
 Sibley East Jr.  
 Sibley East-Arlington Sr.  
 Simley Sr.  
 Skyview Middle School (NSP-M-O) - MCIS Jr.  
 Sleepy Eye Jr./Sr.  
 South Education Center Academy-Int Dist 287  
 South Junior High - St. Cloud  
 South Junior High-St. Cloud - SP ED  
 South Ridge School  
 South St. Paul - SP ED  
 South St. Paul High School  
 South Suburban ABE  
 South Washington Cty Schs - A Learning C  
 Southeast ABE  
 Southern Plains Education Coop - Winnebago  
 Southland Sr.  
 Southwest Christian High School  
 SouthWest Metro Educational Coop-Chaska  
 SouthWest Metro Educational Coop-Shakopee  
 Southwestern Center for Indep Living - SPED  
 Spectrum High School  
 Spring Grove Jr./Sr.  
 Spring Lake Park Sr.  
 Springfield Jr./Sr.  
 St. Anthony Village Sr.  
 St. Charles Jr./Sr.  
 St. Clair High School  
 St. Cloud - SP ED  
 St. Cloud ALC - McKinley  
 St. Cloud Area Learning Center - SP ED

St. Cloud Nonpublic Guidance - Cathedral HS  
St. Cloud State University - School Counseling Program  
St. Cloud Technical College  
St. Croix Valley Area Learning Center  
St. Francis High School  
St. James High School  
St. Louis Park High School  
St. Louis Park High School - SP ED  
St. Louis Park Junior High - MCIS Jr.  
St. Mary's High School  
St. Michael-Albertville Middle School East - Jr.  
St. Michael-Albertville Middle School West - Jr.  
St. Michael-Albertville Sr.  
St. Paul - SP ED  
St. Paul College  
St. Paul's Lutheran School-New Ulm - MCIS Jr.  
St. Peter High School  
Staples-Motley Sr.  
STEP Program - Anoka  
Stewartville High School  
Stillwater - SP ED  
Stillwater High School - SP ED  
Stillwater Middle School - MCIS Jr.  
Stillwater Sr.  
Summit Learning Center-Houston High School  
SW MN Private Industry Council, Inc. - Marshall  
SW/WC Area Learning Centers  
Swanville High School  
SWCS-Central Park Library-Woodbury ABE  
SWCS-District Program Center-CG ABE  
SWCS-Next Step Transition Pgm - SP ED  
Tartan Sr.  
Technical High School - St. Cloud  
Technical High School-St. Cloud - SP ED  
Thief River Falls ABE (NW Region)  
Tower View ALC  
Tracy Jr./Sr.  
Transition Plus - Mpls PS - MCIS  
Transition Plus - Mpls PS - MCIS Jr.  
Transition Plus-Anoka-Hennepin-ISD #11  
Transition Plus-Rosemount-AV-Eagan-SPED  
TrekNorth High School  
Tri-City United High School  
Tri-County Community Corr (NW Region) - ABE  
TRIO Wolf Creek Dist Lrng Charter School  
Triton Middle School - MCIS Jr.  
Triton Sr.  
Twin Cities Academy  
Twin Oaks Mid Sch-Prior Lake-Savage PS- Jr.

Two Harbors Jr./Sr.  
UMD  
Underwood Public School  
United South Central High School  
University of Minnesota - Dept of Edu Psych  
Upsala  
Valley Middle School - ISD #196  
VECTOR North / INVEST North  
Verndale Jr./Sr.  
Virginia Jr./Sr.  
Voc Rehab - Anoka County  
Voc Rehab - Burnsville  
Voc Rehab - Crookston  
Voc Rehab - Duluth  
Voc Rehab - Fergus Falls  
Voc Rehab - Hennepin North  
Voc Rehab - Hennepin South  
Voc Rehab - Mankato  
Voc Rehab - Marshall  
Voc Rehab - Minneapolis North  
Voc Rehab - Minneapolis South  
Voc Rehab - North St. Paul  
Voc Rehab - Rochester  
Voc Rehab - St. Cloud  
Voc Rehab - St. Paul - SP ED  
Voc Rehab - St. Paul Fairview  
Voc Rehab - Woodbury  
Voyageurs Expeditionary High School  
Voyageurs Expeditionary School - MCIS Jr.  
Wabasha-Kellogg Jr./Sr.  
Wabasso Jr./Sr.  
Waconia Sr.  
Waconia Transitions Program - SP ED  
Wadena-Deer Creek Jr./Sr.  
Walker-Hackensack-Akeley  
Warren/Alvarado/Oslo  
Warren-Alvarado-Oslo HS - MCIS Jr.  
Warroad ABE (NW Region)  
Warroad Sr.  
Waseca ALC  
Waseca Sr.  
Washington Technology Magnet School - SPPS  
Watershed High School  
Watertown-Mayer High School  
Watertown-Mayer Middle School - MCIS Jr.  
Waterville-Elysian-Morristown Jr. HS - MCIS Jr.  
Waterville-Elysian-Morristown Sr.  
Waubun Jr./Sr.  
Wayzata High School  
West Central Area High School



West Education Center - Int Dist 287  
Westbrook - Walnut Grove  
Westwood Middle School - MCIS Jr.  
Wheaton Jr./Sr.  
White Bear Lake - SP ED  
White Bear Lake ALC  
White Bear Lake North Campus  
White Bear Lake South Campus  
White Earth ABE (NW Region)  
White Pine Academy  
William Kelley Jr./Sr.  
Willmar Area Learning Center  
Willmar Senior High School - SP ED  
Willmar Sr.  
Willow Creek Middle School  
Willow River  
Windom High School  
Win-E-Mac  
Winona ABE  
Winona Area Learning Center  
Winona Middle School-MCIS  
Winona Sr.  
Woodbury High School  
Woodland Hills Academy-Duluth  
Workforce Center - Anoka  
Workforce Center - Rural MN CEP - TRIAL  
Workforce Development Inc.-Rochester  
Worthington High School  
Worthington Middle School - MCIS Jr.  
Wrenshall High School  
Wright Technical Center  
Yellow Medicine East (Granite Falls) Sr.  
Zimmerman High School  
Zumbro Ed - ALC  
Zumbrota-Mazeppa Sr.

# Youth Action Plan

Youth Name: \_\_\_\_\_ Date: \_\_\_\_\_

## The Guideposts for Success

The National Collaborative on Workforce and Disability for Youth (NCWD-Youth) has identified *Guideposts for Success* based on what research tells us that all youth need to transition to adulthood successfully. They can be used by Youth Service Professionals as a way to identify and organize specific activities in youth programming. The Guideposts are as follows:

1. **School-Based Preparatory Experiences**
2. **Career Preparation and Work-Based Learning Experiences**
3. **Youth Development and Leadership**
4. **Connecting Activities**
5. **Family Involvement and Supports**

For more information about the Guideposts for Success, visit [www.ncwd-youth.info](http://www.ncwd-youth.info)

**School-Based Preparatory Experiences:** What school-based activities is a youth participating in to help prepare them to transition to employment, postsecondary education, and independent living?

Potential Activities and Resources	Person/Agency Responsible	Timeline
1.		
2.		
3.		
4.		

**Career Preparation and Work-Based Learning Experiences:** What activities are being offered to youth that help them explore careers, identify career goals, and provide meaningful work experiences?

Potential Activities and Resources	Person/Agency Responsible	Timeline
1.		
2.		
3.		
4.		

MN DEI is funded by the United States Department of Labor's Employment and Training Administration, and in cooperation with the DOL's Office of Disability Employment Policy.

**Youth Development and Leadership:** How are youth being helped to direct their own lives, make informed decisions, and to be connected to caring adults?

Potential Activities and Resources	Person/Agency Responsible	Timeline
1.		
2.		
3.		
4.		

**Connecting Activities:** How are youth and their families being connected to needed programs, services and activities?

Potential Activities and Resources	Person/Agency Responsible	Timeline
1.		
2.		
3.		
4.		

**Family Involvement and Supports:** Are families and caregivers of youth given the information and support so they can be partners in the transition and career planning process?

Potential Activities and Resources	Person/Agency Responsible	Timeline
1.		
2.		
3.		
4.		

\_\_\_\_\_

*Youth*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Staff*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Disability Resource Coordinator*

\_\_\_\_\_

*Date*

Available online at [https://mn.gov/deed/assets/youth-action-plan\\_tcm1045-134384.docx](https://mn.gov/deed/assets/youth-action-plan_tcm1045-134384.docx)

# WIOA Youth Program Element Resources

WIOA outlines a vision for supporting youth and young adults through an integrated service delivery system. This vision includes high quality services for in-school and out-of-school youth beginning with career exploration and guidance. It includes continued support for educational attainment and opportunities for skills training, and culminates in a good job along a career pathway or enrollment in postsecondary education.

1. **Tutoring, Study Skills Training, Instruction, and Dropout Prevention Activities** that lead to completion of a high school diploma or recognized equivalent
2. **Alternative Secondary School and Dropout Recovery Services** assist youth who have struggled in traditional secondary education or who have dropped out of school
3. **Paid and Unpaid Work Experience** is a structured learning experience in a workplace and provides opportunities for career exploration and skill development
4. **Occupational Skills Training** is an organized program of study that provides specific skills and leads to proficiency in an occupational field
5. **Education Offered Concurrently with Workforce Preparation** is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
6. **Leadership Development Opportunities** encourage responsibility, confidence, employability, self-determination, and other positive social behaviors
7. **Supportive Services** enable an individual to participate in WIOA activities
8. **Adult Mentoring** is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
9. **Follow-up Services** are provided following program exit to help ensure youth succeed in employment or education
10. **Comprehensive Guidance and Counseling** provides individualized counseling to participants, including drug/alcohol and mental health counseling
11. **Financial Literacy Education** provides youth with the knowledge and skills they need to achieve long-term financial stability
12. **Entrepreneurial Skills Training** provides the basics of starting and operating a small business and develops entrepreneurial skills
13. **Services that Provide Labor Market Information** offer employment and labor market information about in-demand industry sectors or occupations
14. **Postsecondary Preparation and Transition Activities** help youth prepare for and transition to postsecondary education and training

**Source: Workforce GPS:** [https://ion.workforcegps.org/resources/2017/01/31/09/44/WIOA\\_Youth\\_Program\\_Elements](https://ion.workforcegps.org/resources/2017/01/31/09/44/WIOA_Youth_Program_Elements)

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