



ASPIRE Check-In Form

Meeting Preparation

To prepare for the formal, intentional conversation with the youth/family, complete the following items:

- Review the background and purpose of ASPIRE.
 - Resources include the enrollment/promotional materials, e.g., 3-minute commercial, brochure, and flyer, Overview training modules, and the ASPIRE Procedure Manual.
- Review the Youth Baseline Survey and Parent/Guardian Questionnaire, as a reminder of where the family started.
- Use AIMS to determine the youth/family intervention participation over their time in ASPIRE thus far.
 - Cover all ASPIRE interventions, including case management.
- Use AIMS to determine the SMART Goals and tasks set with the youth/family thus far.
 - Include goals that have been Achieved and Discontinued, as well as currently Active.
- Make notes/summaries on all the above to use/reference during the ASPIRE Check-In meeting.
- Print this *ASPIRE Check-In Form*, and write in the **SID**, **Staff Name**, and youth's **Date of Enrollment**.
- Bring to the ASPIRE Check-In meeting.

ASPIRE Check-In Meeting

SID:		Staff Name:	
PART 1 ASPIRE Refresher	<input type="checkbox"/> Describe the basic components and background of ASPIRE as a research study. Include: <ul style="list-style-type: none"> ○ ASPIRE Services and Usual services study groups ○ How being in the ASPIRE Services groups differ from Usual services <input type="checkbox"/> Describe the purpose of ASPIRE – to learn if extra services provided to ASPIRE Services group will help youth pursue an education, get employed, become more independent in the future.		
PART 2 Timeframe Update	<input type="checkbox"/> Discuss ASPIRE timeframes: <ul style="list-style-type: none"> ○ Youth enrolled and agreed to participate in ASPIRE ○ Original ASPIRE end date: September 30, 2018 ○ Department of Education has allowed for ASPIRE to continue until May 31, 2019 		Date of Enrollment: (mm-dd-yy)
PART 3 Up-to-now Review	<p><u>Interventions:</u></p> <input type="checkbox"/> Discuss what the youth/family has participated in since enrollment. <ul style="list-style-type: none"> ○ Cover all ASPIRE interventions, including case management. <input type="checkbox"/> Ask how their participation can increase. What can ASPIRE do to support increased participation? <ul style="list-style-type: none"> ○ Include in the conversation the importance of continuing in interventions/workshops, including case management. <p><u>SMART Goals</u></p> <input type="checkbox"/> Review the youth/family goals and tasks. <ul style="list-style-type: none"> ○ Include all goals up to this point - Achieved, Active, and Discontinued. <input type="checkbox"/> Discuss each goal and the reason each continues or not. Are they still important? Is it time for new goals and/or tasks?		
PART 4 The Plan (Follow up)	<input type="checkbox"/> Specifically plan the next meeting: <ul style="list-style-type: none"> ○ Discuss what will be done to follow up on this meeting (interventions, goals, tasks, etc.). ○ What will be new or different? 		

Post-Meeting AIMS Documentation

<p>PART 1 Case Management Contacts</p>	<p>Complete AIMS documentation for this case management meeting in accordance with ASPIRE procedure.</p> <p>IN ADDITION, include the following items in the “General Case Note”:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Detailed description of the discussion involving the up-to-now intervention participation. <ul style="list-style-type: none"> ○ Provide background information obtained in planning stage regarding the youth/family’s participation thus far, to give the outside reader context. ○ Describe the youth/family responses and suggestions to this discussion topic, as well as Case Manager’s observations. <input type="checkbox"/> Detailed description of the discussion involving the up-to-now goals and tasks. <ul style="list-style-type: none"> ○ Provide background information obtained in planning stage regarding the youth/family’s SMART goal and task progress thus far, to give the outside reader context. ○ Describe the youth/family responses to this discussion topic, e.g., the reasons for goal continuation/discontinuation, as well as Case Manager’s observations. <input type="checkbox"/> Describe the specific plan put in place for follow up to this ASPIRE Check-In. <ul style="list-style-type: none"> ○ What will be done, and by whom. ○ What will be new or different?
<p>PART 2 Assessment</p>	<p>Complete AIMS documentation for this case management meeting in accordance with ASPIRE procedure.</p> <p>IN ADDITION, include the following items in the Assessment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add in any relevant items to the Assessment domains, obtained from the conversation and discussion surrounding goals, interventions, successes, possible obstacles to overcome, etc. <input type="checkbox"/> In the “Other” Domain, make an entry indicating that the ASPIRE Check-In was completed.
<p>PART 3 ASPIRE Services Plan</p>	<p>Complete AIMS documentation for this case management meeting in accordance with ASPIRE procedure.</p> <p>IN ADDITION, include the following items in the ASPIRE Services Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update SMART goals, as applicable, based upon the ASPIRE Check-in discussion. <input type="checkbox"/> Update tasks, as applicable, based upon the ASPIRE Check-In discussion. <input type="checkbox"/> Update “Goal Statuses,” as applicable, based upon the ASPIRE Check-In discussion. <input type="checkbox"/> Make sure the “General Case Note” on the Case Management Contacts instrument includes details of these changes. <ul style="list-style-type: none"> ○ Tip – The ASPIRE Services Plan will not include notes describing any updates; make the changes, and use the Case Management Contacts instrument to indicate what revisions were made.
<p>PART 4 Documents and Attachments</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Scan in the completed <i>ASPIRE Check-In Form</i>. <input type="checkbox"/> Name the document to match the following format: <ul style="list-style-type: none"> ○ SID-Document Name (date of meeting mm-dd-yy) ○ Example: 112233-ASPIRE Check-In (11-20-17) <input type="checkbox"/> Upload the individually named <i>ASPIRE Check-In Form</i> to the youth’s Documents and Attachments instrument in AIMS. <input type="checkbox"/> Email the SID to your Site Coordinator, and indicate that the ASPIRE Check-In is complete.