

## **SUMMER DELIVERABLES: SCHOOL ENGAGEMENT TEAM and MSFA**

### Read and sign

We need you to read and sign several documents that are in a binder with Cindy. You can do this on either July 10<sup>th</sup> or July 22<sup>nd</sup> between 10am-12pm at Lockwood with Cindy. The documents include:

Annual screening forms:

- Intellicorp criminal and drivers' license background check forms (2 separate forms required)
- DCF background check form

Annual forms to re-read and re-sign:

- Domus Inclement Weather Policy
- Domus Professional Boundaries/Expectations (Common Sense)
- Confidentiality (Domus)
- Confidentiality (Powerschool)
- Driving for Domus
- Zoom etiquette
- Youth Safety Protocol

### Complete by 7/25/25

- Meet with Julie D and review and update obstacles/trauma narrative. Please reach out to Julie to set up a time.
- Read all program survey information, including comments, and submit to Julie D the answers to the following 6 questions:
  - What is one thing that makes you proud about what students said?
  - What is one thing that makes you proud about what families said?
  - What is one thing that surprised you about what students said?
  - What is one thing that surprised you about what families said?
  - What is one thing that you think we should start doing/stop doing/change moving forward with students based on their feedback?
  - What is one thing that you think we should start doing/stop doing/change moving forward with families based on their feedback?

## Take online by 8/8/25:

- DCF mandated reporter training (please take after 7/1/25):  
[https://www.proprofs.com/training/course/?title=connecticut-mandated-reporter-training-community-providers-june-2023\\_64760e42c52aa](https://www.proprofs.com/training/course/?title=connecticut-mandated-reporter-training-community-providers-june-2023_64760e42c52aa)
- Safe Driver Online Course—Melissa will provide you with the link.

## Complete by 8/29/25

1. A minimum of 4 Angel families are completed for youth/families on your caseload.
2. 90% of SR-7s and Powerschool forms are completed. Please make sure these are complete (name, address, child's name, etc. and printed out).
3. Minimum 60 minutes dosage recorded for 80% of caseload for July and August (combined).
4. One family engagement contact recorded for 80% of caseload.

In addition, please read the book you have chosen and be ready to discuss by August 4, 2025.

If all this is completed on the above timelines, FAs get 9/23 and 9/24 off. If not, we will use these two days to complete these tasks.