

REVISED Needs Assessment/Support Services FORM
The California School Age Families Education (Cal-SAFE) Program
INSTRUCTIONS (v2 Sept 09)

Changes from V1 to V2: Removed references to 2008-09, procedures used during 2008-09 as a transition to the REVISED Needs Assessment/Support Services, and the Consolidated Application.

The Revised Needs Assessment/Support Services Form serves three important functions:

- (1) It serves as a planning guide when a student first enrolls in your Cal-SAFE Program to map out the academic and support services the student will need during the school year.
- (2) Then, throughout the school year, the form serves as a way for you to monitor the support services the student is receiving or still needs.
- (3) Finally, in before June 15, you will use the form to enter the student's support services received information into the online- only Support Services RECEIVED form. This information will be used to create a state-wide, agency-by-agency report showing the range of support services provided to Cal-SAFE students and their children.

Unlike other GradStar forms, you will NOT enter the information for the Needs Assessment/Support Services Form into the online GradStar Database until late Spring (April or May) just before the cut-off date for your agency's last download of its GradStar data. Thus, when you first enroll a student for the academic year, you will complete a paper-version of the Revised Needs Assessment/Support Services Form, marking the academic and support services that the student is receiving or needs for the year. You will also use the paper form to review the student's support services at least one other time during the academic year.

Then, in late Spring (April or May), FOR EACH STUDENT who is or was enrolled in your Cal-SAFE Program at anytime during the academic year, you will enter into the online GradStar Database the support services the student received. Thus, all students you enrolled into the GradStar Database using the Student Enrollment Form should also have a corresponding Support Services RECEIVED online form completed in late Spring.

NOTE: Gray highlighted items will be entered into the online GradStar Database in late Spring before June 15.

INSTRUCTIONS for Completing the Revised Needs Assessment/Support Services Form (Paper Only)

Item	Definitions & Instructions
Student Name	Enter the student's first and last name.
Student ID #	This is a REQUIRED field. Enter the Student ID Number. You should use the student's ID number assigned by the district's Student Information Management System or you can assign an ID number for use within your agency. Please keep in mind that the ID number MUST be UNIQUE to the student within your agency and should remain the same throughout the time the student is enrolled in your Cal-SAFE Program.
School of record	Type into the box the name of the school or the Cal-SAFE site where the student will attend. On school of record, you can abbreviate locations or names.
<input type="checkbox"/> Returning student OR <input type="checkbox"/> New student	If the student was enrolled in a Cal-SAFE Program in the previous school year, mark "returning student." If the student has never been enrolled in a Cal-SAFE Program before (your program or else where in the state), mark "New student."
Agency code	This is a REQUIRED field. Type in your 8 digit Agency Code assigned by the Cal-SAFE Program office in Sacramento. (See the document AgencyCodes09-10.pdf at www.gradstar.com). The code takes the form XX-XXXXX. You may enter the code with or without the hyphen.
Interviewer	Enter the person conducting the needs assessment.
Date form initially completed	Enter the date when the INITIAL needs assessment interview was conducted with the student.

<p>Date(s) form updated</p>	<p>Enter the date when the Needs Assessment/Support Services form was reviewed and updated. You should update the form at least ONCE during the academic year. The last update should occur in late Spring shortly before you enter the students support services <u>received</u> information into the online GradStar Database.</p>
<p>Ideally, you want to complete the Needs Assessment/Support Services form in conjunction with the student, assessing and discussing the student's needs together. As you conduct the initial needs assessment interview with the student, mark the items in Sections 100 - 500 in following manner as they pertain to the student's participation DURING THE CURRENT academic year:</p> <p>Check (√) Receiving or Rec'd if the student is currently receiving the service OR has received the service ANY TIME during the CURRENT academic year. This column may be checked repeatedly as you review the student's form during the school year.</p> <p>Check (√)Needs if the student requires this service during the CURRENT academic year to succeed academically. If you think a particular service is needed but the student does not agree, the service should still be recorded on the form as 'Needs'.</p> <p>Check (√)Referred if you have made a referral so that the student can receive a needed service during the CURRENT academic year. You may wish to write a brief note as to the date and the person to whom you made the referral in the Notes column.</p> <p>Notes: Enter any information you deem pertinent important here.</p> <p>Follow-up date: Enter the date when you wish to follow up on your referral for the service. You may wish to also enter this information into your calendar as a reminder to do the follow-up.</p>	
<p>100-Academic</p>	
<p>100A - Mainstreamed at a Comprehensive Sch (Middle or HS)</p>	<p>For a description of this instructional setting, see p. 21 "Mainstreaming" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc</p>
<p>100B - Self-Contained Classroom</p>	<p>For a description of this instructional setting, see pp. 21-22 "Self-contained classroom" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc</p>
<p>100C - Independent Study</p>	<p>For a description of this instructional setting, see p. 24 "Using Independent Study" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc</p>
<p>101- Adult Education Classes</p>	<p>For a description of this instructional setting, see pp. 22-23 "Adult Education" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc</p>
<p>102- Continuation School</p>	<p>"Continuation high schools are small campuses with low student-to-teacher ratios offering instruction to students between the ages of 16 and 18 who are deemed as risk of not completing their education. The goal of each student is to make up credit deficiencies and either be graduated from the continuation school or transferred back to traditional high school. Some continuation schools offer evening classes to serve high school students who are regularly employed 30 hours or more a week. The major emphases in the evening classes are occupational orientation and work experience while working towards graduation requirements." from http://notebook.lausd.net/portal/page?_pageid=33,255549&_dad=ptl&_sc_hema=PTL_EP</p>

103- Home and Hospital Instruction	For a description of this instructional setting, see p. 22 "Home and Hospital" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc
104- Opportunity full-day classes	"Opportunity schools are small campuses serving students (in grades 7-12) who are habitually truant, have irregular attendance, and exhibit other at-risk behaviors. These schools offer specialized instruction, guidance and counseling, psychological services, and tutorial assistance to help students overcome barriers to learning." from http://notebook.lausd.net/portal/page?_pageid=33,255549&_dad=ptl&_schema=PTL_EP
105- Vocational Education classes	Classes designed to provide students with the knowledge and skills needed for technical jobs or careers. Applied Building Trades and Construction Communications is an example of a vocational education course.
106- Adult Basic Education	Courses for individuals over 16 years of age that develop the knowledge and skills adult students need to successfully complete high school-level classes. Adult students do not earn high school credit for taking Adult Basic Education (ABE) classes.
107- CA Partnership Academy	A California Partnership Academy "is a three-year program, grades 10-12, structured as a school-within-a-school. Academies incorporate integrated academic and career technical education, business partnerships, mentoring, and internships. The California Partnership Academies represent a high school reform movement that is focused on smaller learning communities with a career theme. Academy components include rigorous academics and career technical education, with a career focus, a committed team of teachers, and active business and post-secondary partnerships. Extensive evaluations on the academies indicate a positive impact on school performance." from http://www.cde.ca.gov/ci/gs/hs/cpagen.asp
108- Cal-Serve	The Cal-Serve Initiative seeks to involve students in service learning opportunities "strategy whereby students learn academic content standards by participating in organized service that addresses community needs and fosters civic responsibility." from http://www.servicelearning.org/instant_info/funding_sources/index.php?popup_id=1068
109- Migrant Education	Migrant Education provides services to students whose families have "moved during the past three years mostly to follow seasonal work in the agricultural, dairy, lumber, or fishing industries." [from http://www.cde.ca.gov/nr/ne/yr08/yr08rel166.asp] To learn more about initiatives within California, visit http://www.cde.ca.gov/sp/me/mt/resources.asp
110- Gifted & Talented (GATE)	Check (✓) Receiving or Rec'd if the student attends(ed) Gifted & Talented (GATE) activities during the CURRENT academic year.
111- Advanced Placement	Check (✓) Receiving or Rec'd if the student participates(ed) in Advanced Placement courses during the CURRENT academic year.
112- Community College classes	Check (✓) Receiving or Rec'd if the student attends(ed) classes at a local community college during the CURRENT academic year.
113- Regional Occupational Center/Program (ROC/P)	Check (✓) Receiving or Rec'd if the student attends(ed) a ROC/C [Regional Occupational Center/Program] during the CURRENT academic year.

114- Title 1	Check (√) Receiving or Rec'd if the student is receiving Title I-funded services or attends(ed)) a Title I-identified school during the CURRENT academic year.
115- English Language Learner (ELL/ESL)	Check (√) Receiving or Rec'd if the student is identified as a English Learner and receives(d)) ELL or ESL services during the CURRENT academic year.
116- National Free/reduced Lunch Program	Check (√) Receiving or Rec'd if the student is ELIGIBLE for Free and Reduced Lunch or Breakfast. Mark as "Receiving" or "Rec'd" even if the student did not actually participate in the program.
117- Special Education	Check (√) Receiving or Rec'd if the student has an active IEP for the CURRENT academic year.
118- Homeless	Check (√) Receiving or Rec'd if the student is eligible for Homeless Services and will be counted on the Homeless Education page for the Consolidated Application.
119-Foster Youth	Check (√) Receiving or Rec'd if the student is as a foster youth during the CURRENT academic year. To determine if a Cal-SAFE student is receiving foster youth services coordinate with the LEA Foster Youth Liaison.
120 - Other:	Mark "Other" and explain in the Notes column, any other Academic Service the student receives(d)) that is not included in the above section.
200-Counseling/Health/Medical	
201- Case Mgmt AFLP	For a description of this support service, see p. 44 "Case management services" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc
202- Case Mgmt Cal-Learn	For a description of this support service, see p. 44 "Case management services" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
203- Case Mgmt Other	This item covers other case management services other than those offered through AFLP (Adolescent Family Life Program) and Cal-Learn.
204- Child/Domestic Abuse Edu, Counseling, Services	For a description of this support service, see p. 46 "Child and domestic abuse prevention education, counseling, and services" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc
205- Substance Abuse Edu/Counsel/Treatment	For a description of this support service, see p. 45 "Substance abuse prevention education, counseling, and treatment services" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
206- Crisis Intervention/Counseling	For a description of this support service, see p. 46 "Crisis intervention counseling services, including suicide prevention" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc

207- Family Support & Dvpmt, Fam/Indiv Counseling	For a description of this support service, see p. 46 "Family support and development services, including individual and family counseling" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
208- Peer Support Groups & Counseling	For a description of this support service, see p. 46 "Peer support groups and counseling" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
209- Mental Health Assmt, Intervention, & Referral	For a description of this support service, see p. 45 "Mental health assessment, interventions, and referrals" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
210- Health Educ, inclu Reprod Health Care & Fam Plan	For a description of this support service, see p. 44 "Comprehensive health education, including reproductive health care" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc
211- Perinatal Educ/Care, inclu Childbirth Preparation	For a description of this support service, see p. 44 "Perinatal education and care, including childbirth preparation" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
212- Medical services	Check (✓) Receiving or Rec'd if the student received any publicly-funded medical services during the CURRENT school year.
213- Medi-Cal	Check (✓) Receiving or Rec'd if the student received any Medi-Cal services during the CURRENT school year. Visit http://www.medi-cal.ca.gov/ for more information on the Medi-Cal Program.
214- Dental services	Check (✓) Receiving or Rec'd if the student received any publicly-funded dental services during the CURRENT school year.
215- Meal Supplements for Pregnant or Lactating Students	For a description of this support service, visit http://www.cde.ca.gov/ls/cg/pp/mealsupplement.asp
216- Nutrition Educ, Counsel, Food Stamps (inclu WIC)	For a description of this support service, see p. 44 "Nutrition education, counseling, and meal supplements" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
217- Other:	Mark "Other" and explain in the Notes column, any other Counseling, Health or Medical Service the student receives(d)) that is not included in the above section.
300-Educ/Employ/Financial	
301- Academic Supp, tutor/mentor/ intern	For a description of this support service, see p. 45 "Academic support and youth development services, such as tutoring, mentoring, and community service internships" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
302- Parenting/Life Skills Ed	For a description of this support service, see pp. 43-44 "Parenting education and life-skills instruction" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
303- Career Counseling/Job Training	For a description of this support service, see p. 45 "Career counseling, preemployment skills, and job training" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc

304-Transition to post graduation ed/training	For a description of this support service, see p. 46 "Transition services to postsecondary education, training, or employment" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc
305- Transition to post graduation employment	For a description of this support service, see p. 46 "Transition services to postsecondary education, training, or employment" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc
306- Housing/utilities assist	For information about housing assistance in your county, do an Internet search on the key phrase "housing assistance California YourCounty" For information about utilities payment assistance visit: http://liheap.ncat.org/profiles/California.htm
307- Legal services	For information about free legal services for low-income individuals in your county visit http://www.lsc.gov/map/lscprogramdirectory.asp
308- Other:	Mark "Other" and explain in the Notes column, any other Education, Employment or Financial Service the student receives(d)) that is not included in the above section.
400-Child Services	
401- Develop Assess/Services	Check (✓) Receiving or Rec'd if the student's child received any publicly-funded developmental assessment services or developmental services during the CURRENT school year.
402- Head Start, or other CD Prog	For a description of these support services, see pp. 50-52, sections "Collaboration with federal programs such as Early Head Start or Even Start" and "Collaboration with state-funded programs such as the General Child Care programs" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
403 - Cal-Learn Child Care	For information about child care payment through Cal-Learn visit: http://www.dss.cahwnet.gov/CDSSWEB/PG84.htm
404- Other:	Mark "Other" and explain in the Notes column, any other Child Services the student receives(d)) that is not included in the above section.
500-Other Services	
501- Enrich and Rec Activities	For a description of this support service, see p. 46 "Enrichment and recreational activities, as appropriate" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
502- Safe Home-to-School transport	For a description of this support service, see p. 44 "Safe home-to-school transportation" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
503- Sch safety/violence prevention	For a description of this support service, see p. 45 "School safety and violence-prevention strategies targeted to expectant and parenting teens and their children" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
504- Support serv for relatives not in program	For a description of this support service, see p. 46 "Support services for grandparents, siblings, and fathers not enrolled in the Cal-SAFE Program" in the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/ca/pp/documents/refhandbook.doc
505- Other:	Mark "Other" and explain in the Notes column, any other service the student receives(d)) that is not included in the above section.

600-END-of-YEAR Info	
<p>The following items are to be completed in April, May, or June. This way you will have the most up-to-date information at the time you enter the student's data into the online-only Support Services RECEIVED Form. This information from Section 600 will provide valuable information for the state-wide evaluation report that documents the outcomes attained by Cal-SAFE students.</p>	
601-CAHSEE: Has passed BOTH sections of the CAHSEE (English/Language Arts & Math)	<p>This is a REQUIRED field on the online Support Services RECEIVED Form. Based on the student's status on the CAHSEE in Spring 2009, mark:</p> <ul style="list-style-type: none"> • Yes, if the student has passed BOTH the English/Language Arts & Math sections of the CAHSEE • No, if the student has none or only one of the sections on the CAHSEE • Not applicable, if the student is in 9th grade or lower and has not yet had the opportunity to take the CAHSEE
602-If the student has exited or is expected to exit your Cal-SAFE Program at the end of the school year, as of today's date, CIRCLE ONE of the following academic outcomes the student has attained or is expected to attain.	<p>of the following options. If the student will exit from your Cal-SAFE Program at the end of the school year, select the outcome option that you are reasonably certain the student will attain upon exit.. If you "guess" wrong about the exiting student's outcome at the end of the school year, you can submit an Exit Outcome Update Form to the online GradStar Database as late as August 31, 2009, to report the student's actual academic outcome.</p> <ul style="list-style-type: none"> * Earned Diploma * Earned a CA High School Proficiency Certificate (CHSPE) • Earned a GED • Earned an Adult School Diploma • Received a Certificate of Completion • NONE are applicable to this student
603-Grade Placement as of May 1 (Circle one)	<p>As of MAY 1, circle one of the following grade placements for the student:</p> <ul style="list-style-type: none"> • below 7 • 7 • 8 • 9 • 10 • 11 • 12 • Adult Ed Class