

Start on Success Action Plan

The following provides an outline of tasks to accomplish when developing an SOS program. After each task, fill in the individuals who are responsible for completing the task, the target dates to complete the task, and a status update. Divisions have the flexibility to adapt the plan to meet the needs of the students, division, and business. If modifications are made to this document, please credit VCU CTI for use of forms. The content was developed by the VCU Center on Transition Innovations under a contract from the Virginia Department of Education.

Program Development

Summer/Spring semester (6-9 months prior to implementation)

TASKS	INDIVIDUAL(S) RESPONSIBLE	TARGET DATE(S)	STATUS UPDATE
Review division data to determine need for expanding paid work experiences for students with disabilities.			
Secure administrative buy-in to develop and implement SOS.			
Identify lead coordinator to oversee SOS.			
Meet with DARS/Pre-ETS counselor to discuss collaborating on SOS.			
Assemble core planning team and schedule monthly meetings.			
Convene advisory board and hold first meeting.			
Explore and secure funding source for student compensation.			
Identify the credit-bearing CTE course for the SOS curriculum.			

TASKS	INDIVIDUAL(S) RESPONSIBLE	TARGET DATE(S)	STATUS UPDATE
Consider adding an additional course to the master schedule if one does not exist.			

Recruitment

Spring Semester (3-6 months prior to implementation)

TASKS	INDIVIDUAL(S) RESPONSIBLE	TARGET DATE(S)	STATUS UPDATE
DEVELOP MARKETING MATERIALS FOR STUDENT AND BUSINESS RECRUITMENT (STUDENT APPLICATION, SOS FLYER, AND BROCHURE).			
DETERMINE THE NUMBER OF STUDENTS THE PROGRAM WILL ACCEPT.			
DETERMINE IF STUDENT RECRUITMENT WILL OCCUR IN ONE OR MORE HIGH SCHOOLS.			
EXPLORE AND DETERMINE MODE OF TRANSPORTATION FOR STUDENTS TO AND FROM THE WORKSITE (STUDENT/FAMILY, PUBLIC, SCHOOL, ETC.).			
MARKET SOS TO STUDENTS, CASE MANAGERS, FAMILIES, SCHOOL COUNSELORS, DARs AND ADMINISTRATORS FOR STUDENT RECRUITMENT.			
CALL POTENTIAL CANDIDATE'S FAMILY TO DISCUSS BENEFITS OF SOS PROGRAM.			
ORGANIZE AND HOLD AN SOS INFORMATION SESSION AT THE SCHOOL FOR STUDENTS AND FAMILIES.			
DISTRIBUTE SOS APPLICATION TO STUDENTS WHO MEET THE ELIGIBILITY CRITERIA.			
COLLECT AND SCREEN STUDENT APPLICATIONS AND SCHEDULE INTERVIEWS.			
CONDUCT STUDENT INTERVIEWS.			
SELECT STUDENT PARTICIPANTS AND IDENTIFY ALTERNATES.			
NOTIFY CASE MANAGERS, STUDENTS, FAMILIES, AND DARs COUNSELORS OF STUDENT SELECTION.			

TASKS	INDIVIDUAL(S) RESPONSIBLE	TARGET DATE(S)	STATUS UPDATE
RECONVENE IEP TEAMS (IF APPROPRIATE) TO INCLUDE SOS SERVICES, GOALS, AND DARS INFORMATION IN THE IEP.			
ADD SEMESTER COURSE AND WORK EXPERIENCE TO STUDENT SCHEDULES.			
EXPLORE EXISTING BUSINESS RELATIONSHIPS WITHIN THE SCHOOL, CORE PLANNING TEAM, ADVISORY BOARD, AND FAMILIES TO BEGIN IDENTIFYING A HOST BUSINESS.			
MARKET SOS TO LOCAL BUSINESSES AND SCHEDULE MEETINGS TO DISCUSS PROGRAM AND BENEFITS.			
SECURE BUSINESS SITE TO PROVIDE INTERNSHIP EXPERIENCES.			
MEET WITH THE BUSINESS CONTACT AND DISCUSS ROLES AND RESPONSIBILITIES. IDENTIFY THE BUSINESS LIAISON.			

Program Implementation

Fall Semester (first semester of program)

TASKS	INDIVIDUAL(S) RESPONSIBLE	TARGET DATE(S)	STATUS UPDATE
UTILIZE CTE CURRICULUM AND STANDARDS FOR COURSE IMPLEMENTATION.			
SUPPLEMENT CTE CURRICULUM WITH ADDITIONAL INSTRUCTION AND ACTIVITIES RELATED TO CAREER PATHWAYS (SELF-DETERMINATION, DISABILITY DISCLOSURE, ORIENTATION TO BUSINESS SITE, ETC.).			
CONDUCT ACTIVITIES TO ASSIST STUDENTS IN IDENTIFYING WORKPLACE SUPPORT NEEDS.			
CONDUCT ACTIVITIES TO ASSIST STUDENTS TO DETERMINE THE TYPES OF CONDITIONS IN WHICH STUDENTS WORK BEST.			
COLLABORATE WITH BUSINESS TO ORIENT STUDENTS TO THE COMPANY AND ITS WORKPLACE EXPECTATIONS.			
CONFIRM STUDENTS HAVE THE NECESSARY DOCUMENTATION FOR EMPLOYMENT PAPERWORK REQUIREMENTS (PHOTO ID, SOCIAL SECURITY CARD).			
ASSIST STUDENTS WITH COMPLETING THE REQUIRED PAPERWORK FOR EMPLOYMENT.			
COLLABORATE WITH BUSINESS LIAISON TO IDENTIFY INTERNSHIP OPPORTUNITIES.			
DEVELOP INTERNSHIP EXPERIENCES AND IDENTIFY MENTORS WITH BUSINESS LIAISON FOR EACH STUDENT.			
SCHEDULE TOUR OF BUSINESS, OBSERVE INTERNSHIP WORK AREAS, AND HAVE STUDENTS RANK TOP THREE PREFERENCES.			
SCHEDULE STUDENT INTERVIEWS WITH BUSINESS.			
COLLABORATE WITH FUNDING SOURCE TO BEGIN PROCESS FOR STUDENT PAYMENT.			

TASKS	INDIVIDUAL(S) RESPONSIBLE	TARGET DATE(S)	STATUS UPDATE
DEVELOP CALENDAR OF LESSONS, ACTIVITIES, AND GUEST SPEAKERS FOR THE CLASSROOM WORKSHOP TO BE HELD EVERY TWO WEEKS DURING THE INTERNSHIP.			

Program Implementation

Spring Semester (second semester of program)

TASKS	INDIVIDUAL(S) RESPONSIBLE	TARGET DATE(S)	STATUS UPDATE
PARTICIPATE IN GENERAL ORIENTATION OF THE WORKPLACE.			
SCHEDULE CLASSROOM WORKSHOPS EVERY TWO WEEKS DURING WORK SHIFT.			
COMMUNICATE DAILY WITH STUDENT AND BUSINESS MENTOR ON STUDENT PROGRESS.			
ASSESS INTERNSHIP TRAINING AND ACCOMMODATION NEEDS.			
CONDUCT WEEKLY EVALUATIONS OF STUDENTS' WORK PERFORMANCE AND IDENTIFY STRATEGIES AND SUPPORT TO INCREASE ACHIEVEMENT.			
CHECK IN ON A REGULAR BASIS WITH BUSINESS LIAISON TO ASSESS PROGRAM IMPLEMENTATION.			
UPDATE CASE MANAGERS, DARs, AND CORE PLANNING TEAM ON STUDENT PROGRESS AND BUSINESS PARTNERSHIP.			
CONSULT WITH STUDENTS REGULARLY TO REVIEW POST-SCHOOL PLANS, SUPPORT NEEDS, AND GOAL ATTAINMENT.			
SUPPORT STUDENTS WITH THE TRANSITION TO EMPLOYMENT OR POST-SCHOOL EDUCATION AND/OR TRAINING.			
BEGIN RECRUITMENT EFFORTS FOR THE NEXT COHORT.			
SEND OUT PROGRAM SURVEYS TO PARENTS, STUDENTS, SCHOOL, AND BUSINESS STAFF.			
PLAN FOR AND HOLD END OF THE YEAR CELEBRATION.			

Program Evaluation

Summer (1-2 months after implementation)

ACTION PLAN	INDIVIDUAL(S) RESPONSIBLE	TARGET DATE(S)	STATUS UPDATE
REVIEW FEEDBACK FROM SURVEYS AND DETERMINE IF SCHOOL AND BUSINESS PARTNERSHIP SHOULD CONTINUE.			
REPORT PROGRAM OUTCOMES DATA TO SCHOOL ADMINISTRATORS, ADVISORY BOARD, AND FUNDING SOURCE.			
TRACK STUDENT OUTCOMES THREE MONTHS AND ONE YEAR AFTER GRADUATION.			
IDENTIFY PROGRAM STRENGTHS AND NEEDS, AND DEVELOP GOALS FOR PROGRAM IMPROVEMENT.			