**Ensuring progress towards individual career pathway for youth in follow up status:**

Navigator(s) will utilize RW OSOS Desk Guide Draft for guidance on changing status of youth from active to one of follow up status. Navigator(s) will connect with youth in follow up status to providecritical services. The goal is to ensure youth progress and success in the youth’s individual career pathway towards attaining educational and/or employment goals. Provided Navigator support to the youth in achieving goals is accomplished by utilizing the subsequent five (5) allowable follow-up WIOA Youth Elements:

* **Adult Mentoring**
* **Financial Literacy Education**
* **Labor Market Information (LMI**) in demand sectors/occupations (career awareness, career counseling, and career exploration services),
* Activities that help prepare youth for and transition to postsecondary education and training, and Supportive Services.
* **Follow Up**: Per NYSDOL useminimally as too general category**.** UseONLY during instance if connecting with youth and youth becomes agitated, utilizes inappropriate language and/or behavior to state not to be contacted further.

In addition, Navigator(s) can utilize the Objective Assessment service, which is a design framework service, not a WIOA element,to document Post-TABE testing or other assessment(s) for a youth in follow up.

**12 Month Follow-up: Once a quarter:**

Navigator will connect with youth in follow-up status and will provide services at a minimum once a quarter for 12 months after exit. The youth’s initial Individual Service Strategy (ISS) and then the OSOS Objectives and Services History/ISS maintain the youth’s educational and/or employment goals current. The OSOS Objectives and Services History/ISS captures any changes to the youth’s initial educational and/or employment goals. The OSOS Objectives and Services History/ISS is dually signed by both youth and Navigator, once a quarter, to demonstrate the accountability process of both youth and Navigator discussing changes to goals and services provided.

**Exceptions to providing Follow-up Services:**

IF a youth refuses to receive follow up services, then a Navigator does not need to provide follow up services but should document with OSOS comment (SENSE Model) stating youth declined receiving follow up services. Also, if a Navigator is unable to contact/connect with youth a due to out of dated or old contact information, then follow up servicescannot not be provided, however, Navigator documents each outreach attempt with a comment (SENSE Model).

**Maintaining Current Contact Information:**

Youth in follow up status will notify Navigator on changes to contact information. However, a Navigator when connecting with youth will verify youth’s phone, and social media (if applicable), and email contact information, too. Navigator will update contact information as needed and document changes on OSOS including comment (SENSE Model).