

A silver metal spiral binding runs vertically along the left edge of the notebook cover.

LEVEL UP TOOLKIT

Who We Are:

LevelUP is a program that provides peer and coaching support for younger people ages 17-25 leaving foster/kinship care the skills to self-direct their life trajectory as they transition to adulthood. Level Up teams include the individual, and a Coach and Peer Guide who offer life skills training, a customized mobile app with hundreds of local resources, and direct linkage to community partners. Project staff assist them in finding their best pathway forward, whether it be job readiness, employment, certification, adult education, or a degree.

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Meet Our Staff

Director

Kathy Paxton



Researcher

Sarah



Coach

Kayla Barber



Coach

Player Loading...



Peer Guide

Jalen Walker



Peer Guide(s)

3 Players Loading...



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Implementation Guide

Problem Overview

There are over 391,000 children and youth in foster care. Approximately 20,000 youth age out of the foster care system each year without a permanent family. In 2021, 77 percent of eligible youth in foster care, ages 14–21 years old, left care without receiving the federally funded services necessary to prepare them for adulthood and independent living. Foster youth who transition out of care without strong connections are more likely to become homeless, be diagnosed with mental health disorders, suffer from substance abuse, and become involved in the juvenile justice system.

In 2021, 58 percent of Black youth and 57 percent of Hispanic and Latino youth in foster care aged 16 years or older exited care without permanence. It is estimated that 22 percent of employed youth who have experienced foster care do not earn enough to rise out of poverty; 71 percent earn less than \$25,000 a year. Between one-quarter and one-third of youth and young adults experiencing homelessness had a history of foster care. Data show that extended foster care is associated with improved access to services and positive outcomes for older youth ages 18 to 21. Nearly two-thirds (65 percent) of youth in extended foster care, through their 19th birthday, received more services, than older youth not in extended foster care. www.childwelfare.org

Program Introduction

LevelUP provides young people aged 17-25 leaving foster/kinship care vital resources and support to help set them up for success as they transition to adulthood. The team includes a Coach and Peer Guide who assist in identifying transition needs and creating a “game plan,” offering life skills training and educational courses and materials inclusive of gaming terminology culturally relevant to the age group. Peer Guides also assist in linking individuals to community partners to access resources for obtaining a

healthy life and stable career pathway. The program includes **3 service areas** and administrative support:

Peer Services

Peer Guides have gone through similar experiences, understand the needs of others through active listening, ask supportive questions, and guide younger adults to resources in the community. Specific tasks include:

- Helping individuals stay engaged in reaching goals
- Educating through action strategies
- Instilling confidence
- Linking with local supports
- Advocating for positive health and well-being

Young Adult Advisory helped lead the development of LevelUP and is recommended in all aspects of programming. This team was comprised of a group of younger adults with lived experience diverse by age, gender, sexual orientation, and education, who help plan and guide project development. Their role is to “Advocate, Change, and Empower”. As the programs grow, the intent is to build a network of peers to strengthen the voice of individuals with lived experience across the State and Nation. No matter whatever the circumstances, younger people can give back, speak up, help build professional skillsets and have experiences that may lead to future employment, and inform systems to improve services for future youth. *L.E.A.F.* For additional resources on developing youth advisories Casey services is an exceptional resource. [Youth Advisory Boards – Casey Family Programs](#)

Coaching Services

LevelUP Coaches recruit and engage youth and younger adults ages 17+ through the school system, social services, and by referral. Coaches offer support to individuals in natural settings designed to promote educational, vocational and social growth and enhance life skills and overall wellbeing. Specific activities include:

- Casey Life Assessment Administration
- Game Plan Development

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- Linkage and Closed Loop Referrals
- LevelUP App Chat Feature Response
- Life Skills Training
- Peer Mentoring
- Community Partnership Development

Community & Educational Resource Services Multi-agency partners offer a team-based approach to assist successful transition services to adulthood. State and local partners that mirror representation is key to provide permission, support, and funding at all levels. At a minimum K-12 and higher education, social services, workforce, and behavioral health should be included as partners. Colleagues who provide the same services should be included in planning and program development to avoid services gaps and duplication of services.

County Care Teams The Coach and Peers should meet with key stakeholders and develop a resource map, online searchable database, and work with existing programs who offer the resources to familiarize themselves with current information. An app was developed with this program to help individuals locate resources levelup@marshall.org. A County Care Team can be developed or added to another meeting as a standing agenda item or work group if an existing group is already meeting with the same membership. The goal is not to duplicate efforts but to remain connected around the youth you have in common, offer consistent services, and share successes.

Program Administration LevelUP was developed at Marshall University Center of Excellence in Huntington, West Virginia as a University/Community Based Model. The program must have administrative oversight of staff that includes collection of program data, personnel training, payroll functions, and funding continuation support. The organization should meet with State and local key leaders to review the program and garner support from both levels prior to initiating the program. Both high level buy-in and local cooperation is necessary for program success.

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Evidence and Evaluation



Theories of change used to develop the program are embedded into 4 areas and measured with a validated assessment at baseline (Casey Life Assessment), a Game Plan for goal setting and achievement, and peer and coach check-ins for on-going reviews.

Educational achievements are rewarded with electronic badges and certificates to reinforce

cognitive learning and improve self-efficacy through celebration. Process data are collected through referral forms, website hits, training attendance for in person and virtual trainings. Administratively the local coach compiles the check-in notes, referrals, assessment demographics, and website data and compiles a monthly report for submission to the Project Director or grantors.

A short program focused customer service styled exit interview will be sent by email to all *LevelUp* participants when leaving the program. If the survey is not received within two weeks a follow-up phone interview will be conducted with the same questions. At 6 months post program participation all individuals will be contacted by phone by peer for a general wellness check-in that will include all areas of the Casey Assessment to ensure continued improvement or need for reconnection with the program.

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LevelUP Implementation Materials List

- *LevelUP* Presentation
- Infographic Data Sheets
- Program Flyer
- Who is the Coach?
- Who is the Peer?
- Referral Form
- Consent for Services
- Introductory Interview
- Pathways to Success Flyer (Journey Map)
- Life Check-In (Casey Assessment)
- Player Profile/Game Plan
- *LevelUP* Check-Ins
- *LevelUP* Checklist
- Who You Gonna Call (Crisis Contacts)
- Peer Guide Action Strategies
- Training Inventory

LevelUP “Go Bag” Contents

- Backpack
- Fireproof/Waterproof File Folder
- Equity/Positive Stickers
- Key Chain

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LevelUP Program Form for Marshall University Liability Waiver and Treatment Consent Form



I _____ (full name), understand and acknowledge that I will be voluntarily participating in the LevelUP Program organized by Marshall University. I am aware that participating in this Program carries certain risks and I agree to the terms outlined below:

1. Medical Condition: I certify that I am in good health and physically capable of participating in the LevelUP Program. I will inform the organizers of any medical conditions that might affect my ability to safely participate.
2. Safety Measures: I agree to follow all guidelines, instructions, and recommendations provided by the organizers.
3. Release and Indemnity: In consideration of being allowed to participate, I release and discharge Marshall University, its Board of Governors, Marshall University, their agents, employees, faculty, staff, and volunteers, the lessor/owner of properties on which any part of this program is held, all emergency response agencies, and health care organizations, their leaders, volunteers, and any related entities from any liability for injury, damage, or loss that may arise as a result of my participation.
4. Photographs and Publicity: I grant Marshall University the right to use photographs, videos, or other media taken during my participation in the LevelUP Program for all promotional purposes. I understand that I am not required to sign this authorization and that upon signing, I may revoke this authorization at any time by notifying the Director of University Communications in writing. I understand once materials are released to the media, Marshall University has no further control over their use or redisclosure. I also understand once information is released in any form, it might be re-released and no longer protected by university guidelines.
5. Emergency Treatment: In the event of an emergency, I authorize Marshall University, all emergency response agencies, and health care organization representatives to seek medical treatment on my behalf if necessary. I will assume any financial responsibility for any expense that may be incurred for said emergency treatment.

If less than 18 years of age, the signature of parent/guardian is required along with the signature of the participant.

Participant's Full Name: _____

Participant's Signature: _____ Date: _____

Parent/Guardian Signature (if participant is a minor): _____ Date: _____

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Participant Name: _____

Participant Age (at the time of the event): _____

Address: _____

Participant Email: _____

Home Phone: _____ Cell Phone: _____

Health Insurance Company: _____

Policy Number: _____

List of current medications, dosage, and times:

Known Allergies and Reactions:

Please specify if you have any health concerns of which we should be aware (i.e. asthma, diabetes, food allergies, etc.)

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Do you have any dietary concerns that we should be aware of?

Parents/Legal Guardians Name (with whom you live)

Name: _____

Address: _____

Email: _____

Home Phone: _____

Cell Number: _____

Emergency Contact Info of Parent/Legal Guardian

Name: _____

Address: _____

Email: _____

Home Phone: _____

Cell Number: _____

Person you choose to notify if parent/legal guardian cannot be reached:

Name: _____

Relationship: _____

Contact Info: _____

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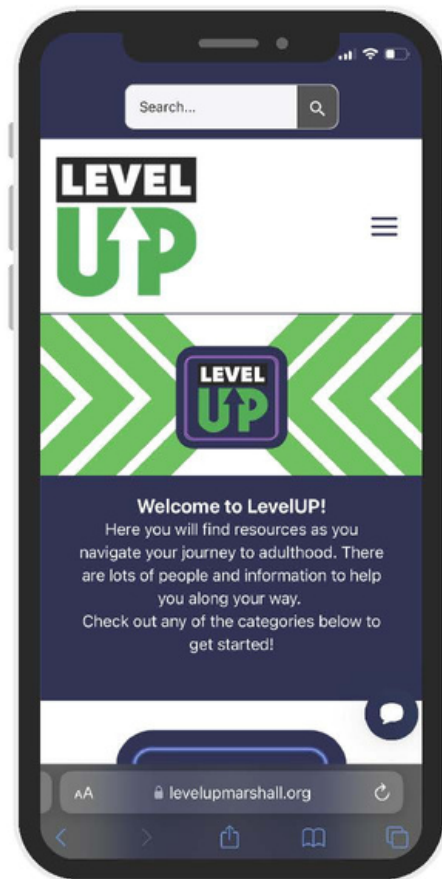
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www.levelupmarshall.org/home



PEER TO PEER GUIDANCE

The Peer Guide has gone through similar experiences, understand their needs through active listening, ask supportive questions, and guide younger people to resources.



COACHING SERVICES

- Casey Life Assessment
- Game Plan Development
- Linkage and Closed Loop Referrals
- Life Skills Training
- Educational Courses



COMMUNITY PARTNERS

Multi-agency partners will offer a team based approach to assist successful transition services to adulthood.

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TRANSITIONAL AGE YOUTH



Over 12% of the WV & US populations are ages 15-24¹

West Virginia

Over 351,000 estimated youth ages 19 and younger in WV in 2021²

16,757 grandfamilies³

6,153 in foster care⁴



10,300 LGBT Youth in WV⁵



Over 1% of WV youth identify as transgender, the highest in the US⁶



Nearly 61% of transgender individuals had to travel outside of WV for gender-related care⁷



92% WV high school graduation rate⁸

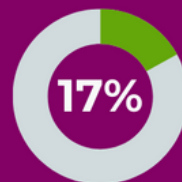


87% US high school graduation rate⁹



Over 10,000 WV children and youth experience homelessness each year¹⁰

Over 20% of WV TAY live in poverty¹¹



Under 17% of US TAY live in poverty¹²

1 out of 4 WV children have experienced Adverse Childhood Experiences (ACEs)¹³



2nd leading cause of death for WV TAY is **suicide**¹⁴

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Who is a *LevelUP* Coach?

A *LevelUP* Coach is an individual who has experience working with young adults and has two major roles. The coach will work directly with *LevelUP* transitional age program youth and serve as a leader to the Peer Guide. Both will benefit from actively listening, asking supportive questions, and guiding people to resources.

The Coach is the key to developing and maintaining good relationships with community resource partners that serve the population by attending meetings, participating in events, and volunteering as they need support. The Coach is responsible for assessing the needs of each program individual and measuring their successes. They conduct the original interview, the Casey Assessment, *LevelUP* Game Plan and monitor the progress. The Coach supervises the Peer Guide and provides accountability, guidance, and support. The Coach manages administrative work such as creating working sheets, referral forms, required reporting and updating the mobile website and all social media.

A Coach must have firm boundaries and is not considered a friend or a therapist and does not provide any type of treatment. 1:1 meetings are never conducted in the Coach's home and there is no exchange of money or gifts between the Coach and the individual receiving services. The Coach maintains accountability and holds accountability with the Peer Guide to follow same guidelines.

A Minimum of 80 Hours Orientation Program is required for this position that includes:

- Organizational Orientation
- *LevelUP* Presentation
- Coach Roles/Responsibilities
- Working with LGBTQ
- Trauma Informed Practices for working with Youth
- Substance Abuse Disorder (SUD) SUD Stigma
- Being Professional & Relatable
- Building Restorative Relationships
- Motivational Interviewing
- Youth Mental Health First Aid



- QPR Gatekeeper Training for Suicide
- Ethics in Prevention
- Youth Empowerment
- Peer Mediation/PeaceMakers
- SAPT

** All employees should be required to participate in background checks and ethics courses who interface with younger people.*

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Who is a Peer Guide?

A Peer Guide is an individual with experience of the same trials and challenges of the population they are serving. They understand the needs of others by actively listening, asking supportive questions, and guiding people to resources. Empathy gained through shared experiences helps grow rapport and respect. Good communication and empowering others are the skills needed to be a great Peer Guide. The main job duties of a Peer Guide are to help individuals stay engaged in reaching their self-identified goals, instilling confidence, linking with local supports, and advocating for positive health and well-being.

A Peer Guide must set firm boundaries and is not considered a friend or therapist and does not provide any type of treatment nor should participate in any after-hours activities. 1:1 meetings are never conducted in the Peer Guide's home. There is no exchange of money or gifts between the Peer Guide and the individual receiving services unless it included as part of the program. *

A Minimum of 80 Hour Orientation Program is required for this position that includes:

- Organizational Orientation
- LevelUP Presentation
- Peer Roles/Responsibilities
- Working with LGBTQ
- Trauma Informed Practices for working with Youth
- Substance Use Disorder (SUD) Stigma
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Referral Form

The referral form is used by guardians, community members, partners, or by the potential participant themselves for us to collect their information to initiate an outreach. We have all counties listed to provide local resources to those not in our service region.

Level UP Referral Form

LevelUP provides young people aged 18-25 leaving foster/kinship care from Cabell county vital resources and support to help set them up for success as they transition to adulthood. The team includes a Coach and Peer Guide who assist in identifying transition needs and creating a "game plan," offering life skills training and educational courses. Coaches and Peer Guides will also assist in linking individuals to community partners to access resources for obtaining a healthy life and stable career pathway.

For questions you can reach out to the LevelUP Coach at lvassistance@marshall.edu

1. Todays Date

2. Young Adults First, Last, & Preferred Name

3. Young Adults Preferred Pronouns

4. Age of Young Adult

If you know the birthday please add it.

5. What year are they in school?

6. What school do they attend if enrolled or last enrolled?

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7. County of Residence

- ☐ Barbour
- ☐ Berkly
- ☐ Boone
- ☐ Braxton
- ☐ Brooke
- ☐ Cabell
- ☐ Calhoun
- ☐ Clay
- ☐ Doddridge
- ☐ Fayette
- ☐ Glimmer
- ☐ Grant
- ☐ Greenbrier
- ☐ Hampshire
- ☐ Hancock
- ☐ Hardy
- ☐ Harrison
- ☐ Jackson
- ☐ Jefferson
- ☐ Kanawha
- ☐ Lewis
- ☐ Lincoln
- ☐ Logan
- ☐ Marion
- ☐ Marshall
- ☐ Mason
- ☐ McDowell
- ☐ Mercer

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- ☐ Mineral
- ☐ Mingo
- ☐ Monongalia
- ☐ Monroe
- ☐ Morgan
- ☐ Nicholas
- ☐ Ohio
- ☐ Pendleton
- ☐ Pleasants
- ☐ Pocahontas
- ☐ Preston
- ☐ Putnam
- ☐ Raleigh
- ☐ Randolph
- ☐ Ritchie
- ☐ Roane
- ☐ Summers
- ☐ Taylor
- ☐ Tucker
- ☐ Tyler
- ☐ Upshur
- ☐ Wayne
- ☐ Webster
- ☐ Wetzel
- ☐ Wirt
- ☐ Wood
- ☐ Wyoming

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8. Type of Living Situation:

- ☐ Foster Care
- ☐ Kinship Care
- ☐ McKinney-Vento/ Couch Surfing

9. Reason for Referral

Please include all details you believe will be beneficial.

10. Does the young adult know they have been referred?

- ☐ Yes
- ☐ No

11. Best way to contact the young adult?

Please include names if Guardians information.

12. Referral Agency/ Organization

- ☐ Education
- ☐ Justice
- ☐ Social Services
- ☐ Behavioral Health Services
- ☐ Primary Care Health Services
- ☐ Employer/Business
- ☐ Faith Community
- ☐ Family/Kinship
- ☐ Self-Referral
- ☐ Other

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13. What is your relationship with the young adult?

14. Referrals Name First, Last, & Preferred

15. Referrals Contact information in case we need to reach you.

Email or phone number.

16. Where did you hear about us?

- ☐ Poster
- ☐ Through a Friend
- ☐ Work
- ☐ Marshall Website
- ☐ Social Media (Facebook, Instagram..)
- ☐ Other

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Introductory Interview

The form will initiate conversation and build rapport with the young adult.

1. First Name



2. Last Name

3. Preferred Pronouns

4. Birthday



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5. Race

- ☐ White
- ☐ Black
- ☐ American Indian or Alaska Native
- ☐ Asian Indian
- ☐ Chinese
- ☐ Filipino
- ☐ Japanese
- ☐ Korean
- ☐ Vietnamese
- ☐ Other Asian
- ☐ Native Hawaiian
- ☐ Guamanian or Chamorro
- ☐ Samoan
- ☐ Other Pacific Islander
- ☐ Other

6. Ethnicity

- ☐ Not of Hispanic, Latino/a, or Spanish origin
- ☐ Mexican, Mexican American, Chicano/a
- ☐ Puerto Rican
- ☐ Cuban
- ☐ Another Hispanic, Latino, or Spanish origin

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7. Best way to contact you?

8. Emergency Contact

The emergency contact will be if any type of emergency happens while a meeting is taking place: Ex: Passing out and needing emergency medical attention.

9. What do you like to do?

10. What is something you wish you could change?

11. How can we best help you LevelUP that you think?

12. What are you hoping to get out of this program?

13. Is there anything you think would be beneficial for us to know?

14. What can I help you with today?

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15. Best Way to Contact you?

- ☐ Email
- ☐ Text
- ☐ Phone Call

16. Staff Only:

Any Notes:

17. Type of Living Situation:

- ☐ Foster
- ☐ Kinship
- ☐ Homeless
- ☐ Couch Surfing
- ☐ Apartment (own)
- ☐ In college living facility
- ☐ Shelter
- ☐ Other

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LevelUP Checkins

This is a Coaching & Peer Guide tracking form. Used to track meetings between individuals and the LevelUP team.

1. Young Persons First Name

2. Young Persons Last Name

3. Young Persons Preferred Name

4. Preferred Pronouns

5. Birthday

6. Date

7. Time

8. Coach or Peer Guides Name

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9. How did this 1:1 take place?

- ☐ Email
- ☐ Phone Call
- ☐ In Person
- ☐ Video Chat
- ☐ Texting
- ☐ Other

10. Type of living situation

- ☐ Foster Care
- ☐ Kinship Care
- ☐ Homeless
- ☐ Couch Surfing
- ☐ Apartment (Own)
- ☐ In College Living Facility
- ☐ Shelter
- ☐ Other

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11. Things discussed in meeting

- ☐ Casey Life Assessment
- ☐ Game Plan
- ☐ Identifications/ Drivers License
- ☐ Mobile App
- ☐ Life Skills Training
- ☐ Career Prep Programs
- ☐ Certificate Programs
- ☐ Education Programs
- ☐ Recovery/ Peer Support Groups
- ☐ FC-18
- ☐ Modify
- ☐ LevelUP Program Overview
- ☐ Training/ Program
- ☐ Other

12. Game Plans: Were goals met, added, or changed. Discuss all.

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13. Any completed items

- ☐ Filed FASFA
- ☐ Filed Modify
- ☐ Filed FC-18
- ☐ Completed Level of Education
- ☐ Applied for College/ Technical School
- ☐ Employment
- ☐ Certificates
- ☐ Housing
- ☐ Obtained a License/ ID
- ☐ LevelUP Consent Form
- ☐ Future Meeting Scheduled
- ☐ Training/ Program
- ☐ Casey Life Assessment
- ☐ Game Plan
- ☐ Other

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14. Referrals for them to follow up on

- ☐ Adult Education
- ☐ College/Technical Center
- ☐ DHRR
- ☐ Behavioral Health Services
- ☐ Primary Health Care Services
- ☐ Housing Authority
- ☐ Food Bank
- ☐ Guardian/Family/Kinship
- ☐ Faith Community
- ☐ High School
- ☐ Employer/Business
- ☐ Social Services
- ☐ Justice
- ☐ Other

15. Summary of what was discussed

16. Do you believe follow up from coach or someone else is needed?

If so, please explain

17. Reactivating their Game Plan?

If someone has stopped participating in the program and has decided to return please feel this out.

- ☐ Yes

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Game Plan: Player Profile

NAME:

PRONOUNS:

DATE:

AGE:

MARSHALL

LEVEL
UP



Favorite Activity:

Things you wish you did more of:

Biggest Dream:

Least Favorite Activity:

Dream Job:

Biggest Fear:

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Relationships & Communication



Conflict Management Style:

Strengths I have when handling Conflicts:

Someone I can go to when I am upset or want to talk about a problem:

Daily Living Skills



Favorite Daily Activity:

Least Favorite Activity:

Things you wish you did more of:

Work & Study Life



Favorite Study Trick:

What keeps you motivated:

Things you enjoy doing:

Civic Engagement



I Understand the rights I have:

Registered to vote: ☐ YES ☐ NO

Involvement in the community:

Career & Education Planning

What do you want to be:

College, Career, Technical Center:

Modify Filed: ☐ YES ☐ NO



Housing, Money, & Transportation



I Know where I will be Staying: ☐ YES ☐ NO

I know how to manage money: ☐ YES ☐ NO

I understand and have transportation: ☐ YES ☐ NO

Navigating the childwelfare system

I know the rights I have:

My Casa or GAL is:

My caseworker:



Looking Forward



How do you feel about the future:

5-year plan:

If you had no barriers, what would you want to do:



Game Strategy

LEVEL
UP

Smart Goal

Ready to Begin

Making Progress

Leveled Up
Date

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COURSES COMPLETED

Bronze

Silver

Gold

Platinum

Crown

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐



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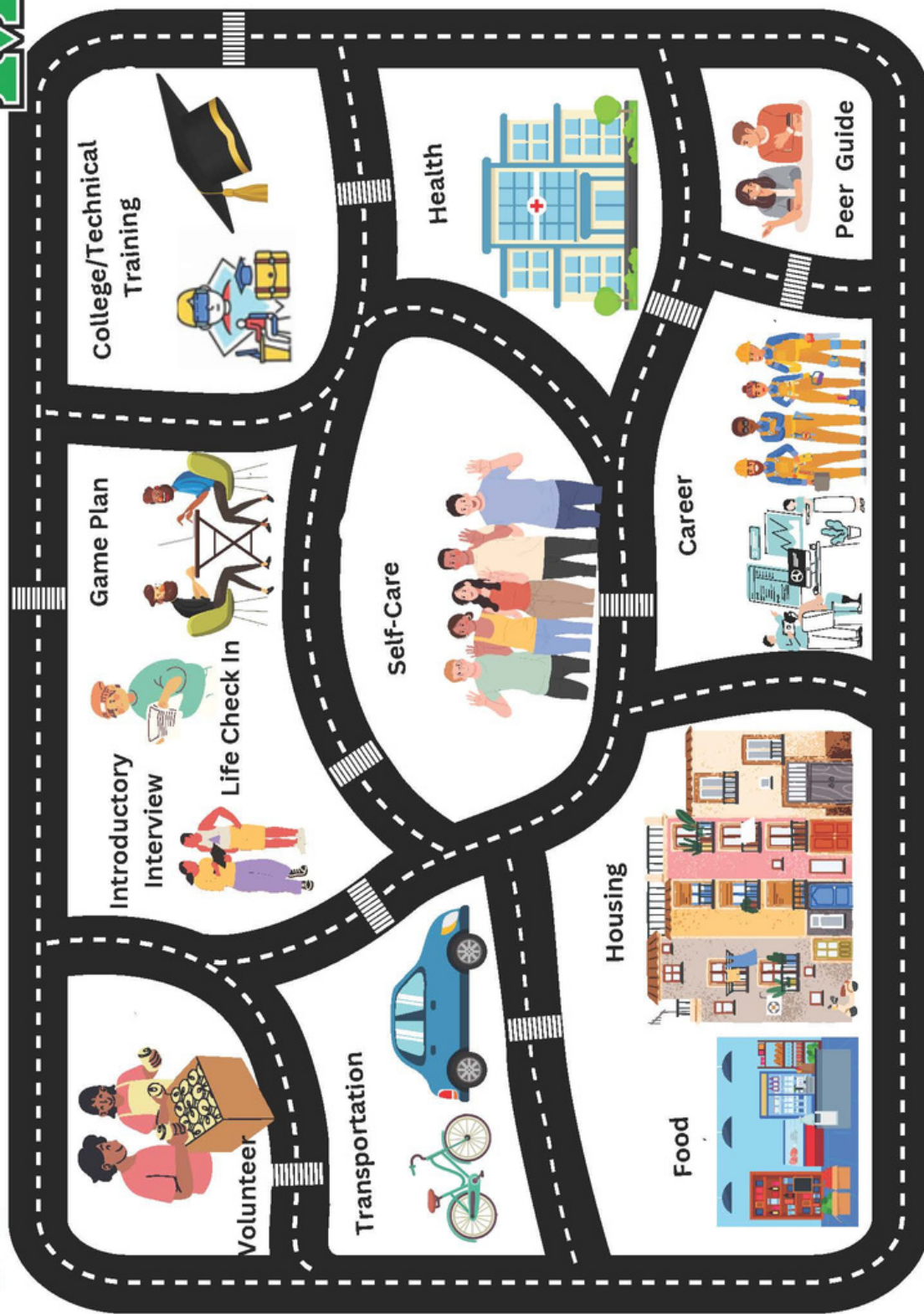
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LEVEL
UP

PATHWAY TO SUCCESS



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WHO YA GONNA CALL?

911 (Emergency
medical/ police Hotline)

1-800-352-6513 (WV Abuse
and Neglect Hotline)

988 (Emergency Crisis
Hotline)

211 (Non Emergency
Resource Line)

800-799-7233 (National
Domestic Violence Hotline)

1844-435-7498 (Help &
Hope WV)



First Choice Services



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Who ya gonna call?

Important Contact	Phone and Email	Notes
Where can I sleep?		
Where can I get food?		
Do I have these documents? License Social security card Birth certificate Passport School transcripts Supportive adults		
Case manager		
My doctor		
My therapist		
My principal/school contact		

Emergency Medical/Law Enforcement – Dial 911

Emergency Crisis Line – Dial 988

Documents to Store and Share



This template can be used as a checklist for documents you should store securely and share with others. Always keep original documents. Make copies of the most important ones (marked with an *) and have them certified. Store these separately, such as in a safe deposit box. Learn how to [share files and password-protect them with OneDrive](#).

Document	Share with
☐ Adoption or guardianship papers*	Personal attorney, executor
☐ Bank account documents	Add name(s)
☐ Bank loan agreements	Add name(s)
☐ Bank statements	Add name(s)
☐ Birth certificates*	Add name(s)
☐ Business licence*	Add name(s)
☐ Citizen papers*	Executor
☐ Credit card statements	Add name(s)
☐ Death certificates	Executor
☐ Degree and diploma certificates	Add name(s)
☐ Employee benefits	Add name(s)
☐ Employment contract	Add name(s)
☐ Health or medical records	Family doctor
☐ Identity documents*	Add name(s)
☐ Immunization records	Family doctor
☐ Insurance policies	Financial advisor
☐ <u>Inventory of household items</u>	Financial advisor
☐ Inventory of documents – use this checklist	Add name(s)
☐ Valuable possessions (art, jewelry, precious stones, etc.) valuation certificates	Executor
☐ Lawsuits	Personal attorney
☐ Medical directives	Executor, heir
☐ Medical bills	Add name(s)

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Document	Share with
☐ Military discharge	Add name(s)
☐ Passports*	Add name(s)
☐ Passwords	Add name(s)
☐ Powers of attorney	Family doctor, heir
☐ Receipts of items under warranty	Add name(s)
☐ Receipts of very expensive items	Add name(s)
☐ Repeat medication prescription	Family pharmacist
☐ Retirement plan benefits	Financial advisor
☐ Safe deposit box inventory	Add name(s)
☐ Social security cards and statements	Financial advisor (statements)
☐ Stock and bond certificates	Add name(s)
☐ Tax deductibles – supporting documentation	Add name(s)
☐ Tax return with supporting documentation	Add name(s)
☐ Vehicle repair receipts	Add name(s)
☐ Vehicle titles	Add name(s)
☐ Vehicle registration	Add name(s)
☐ Warranties with receipts	Add name(s)
☐ Will	Executor, heir

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LevelUp Learning Inventory

All courses and learning materials offered are **FREE**. For questions, feel free to reach out to tayassistance@marshall.edu.

Course Name	Description	Link to Course
DAILY LIVING SKILLS		
WVAdultEd Life Skills courses	The WVAdultEd Life Skills courses prepare students for success by teaching lessons on critical thinking, problem solving, decision making, accountability, ethics, professionalism, productivity, time management, money management, communication, and searching for living-wage employment.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Project Life: Life Skills Curriculum	Youth Skills for LIFE is the independent living skills curriculum compiled by Project LIFE for young people who are in need of learning, enhancing, or supporting life skills to effectively transition into adulthood. Skills list include; Career Preparation, Health and Nutrition, Money Management, Education, Housing and Home Management, and Risk Prevention. (This courses list activities to lead and present to others however, it is beneficial to work through independently as well.)	https://www.vaprojectlife.org/life-skills-curriculum/
SELF CARE SKILLS		
Music as a Creative Intervention	Educational Videos that show how music interventions can help positively change your everyday life.	Music Intervention Creative Interventions Handout
Self-Care for Helping Professionals (Webinar)	In this webinar, Morgan Duffy-Simpson, Teen Pregnancy Prevention Educator at Mission West Virginia BSW, will discuss why helping professions tend to be at a higher burnout rate than other professions, what to do when burnout occurs, and how to find joy in our work again. Learning Objectives	Mission WV: Self-Care for Helping Professionals For questions email: rwhite@missionwv.org

	Objective 1: Learn why burnout is so common amongst our professional fields. Objective 2: Learn how to save ourselves from burnout. Objective 3: Learn how to rest in a helpful way.	
Culinary Arts and Nutrition as a Creative Intervention	Educational Videos that show how the culinary arts and nutrition interventions can help positively change your Everyday life.	Culinary Arts and Nutrition Interventions Creative Interventions Handout
Yoga and Mindfulness	Educational Videos that show how Yoga and mindfulness interventions can help positively change your Everyday life.	Yoga and Mindfulness Interventions Creative Interventions Handout
Gardening and Nature	Educational Videos that show how Gardening and Nature interventions can help positively change your Everyday life.	Gardening and Nature Interventions Creative Interventions Handout
Pets	Educational Videos that show how the use of pets as interventions can help positively change your Everyday life.	Pets as an Intervention Creative Interventions Handout
Burnout Prevention for Helping Professionals (Webinar)	In this webinar, Morgan Duffy-Simpson, Youth Support Advocate at Mission West Virginia MSW, will discuss why helping professionals tend to be at a higher burnout rate than other professions, what to do when burnout occurs, and how to find joy in our work again. Learning Objectives: Objective 1: Learn why burnout is so common amongst helping professionals' fields Objective 2: Learn how to cope when burnout occurs	Mission WV: Burnout Prevention For questions email: rwhite@missionwv.org

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	Objective 3: Learn how to rest in a helpful way	
Mental Health First Aid	Youth Mental Health First Aid is designed to teach parents, family members, caregivers, teachers, school staff, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with young people. The course introduces common mental health challenges for youth, reviews typical adolescent development, and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including AD/HD), and eating disorders.	Marshall University Center of Excellence Transitional Age Youth Project (TAY) / Learning Opportunities - Marshall University Center of Excellence for Recovery For Training email: tayassistance@marshall.edu
Suicide Prevention Question, Persuade, Refer (QPR)	QPR is a suicide prevention training for participants to be able to recognize the warning signs of suicide and question, persuade, and refer people at risk for suicide for help.	Marshall University Center of Excellence For Training email: Transitional Age Youth Project (TAY) / Learning Opportunities - Marshall University Center of Excellence for Recovery tayassistance@marshall.edu
RELATIONSHIPS AND COMMUNICATION		
Healthy Relationship (Webinar)	This webinar helps you identify healthy versus unhealthy relationships, the forms of dating abuse that youth experience, understand how frequently youth disclose abuse and the factors that	Mission WV: Healthy Relationships

	impact disclosure and develop a safety plan. 1. Healthy vs unhealthy relationships 2. Science of the brain chemicals 3. Defining different types of relationship abuse and factors that are associated with a higher likelihood of experiencing violence in relationships 4. Strategies on how to set boundaries and stay safe in relationships and what resources are available	For questions email: rwhite@missionwv.org
Social Connections (Learning Guide)	Intentionally cultivate meaningful relationships with a supportive network fostering a sense of belonging and regular positive social interaction	Marshall University Center of Excellence For Training email: tayassistance@mars hall.edu
HOUSING, MONEY MANAGEMENT, AND TRANSPORTATION		
Money Essentials (Certificate Course)	Money Essentials is an online, self-paced course that teaches students how to take control of their money and their financial situation. This course is perfect for the high school equivalency candidate, as well as adults who have their high school diploma, but may not have the skills needed to be successful at managing their money. This course contains over 20 lessons, activities, and quizzes in four units: - Budgets - Loans - Financial Goals - Credit	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Guide: Housing	Understand housing options that may be available for you as you transition into adulthood.	Marshall University Center of Excellence Learning-Module-Housing.pdf For Training email: tayassistance@mars hall.edu

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Through the Customer's Eyes 2 (Communication & Phone Skills) (Course)	Through the Customer's Eyes 2 expands on the essential core skills with additional training modules to raise the participant's customer service performance. These areas are Sales Skills, Communication Skills, and Phone Skills.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Work Essentials Certificate (Certificate Course)	Work Essentials is an online, self-paced course designed to help students build the employability skills they need to enter the workforce. The evolving skills demanded in today's workplace can make it challenging for educators to keep their students motivated to pursue their career goals. This instructional content focuses on what today's employers want from new hires and prepares students to navigate their own job search, become valued employees, and advance in their careers. Each module keeps students invested by rewarding their work with digital badges and certifications that recognize their accomplishments. This course is perfect for adult students struggling to find better employment opportunities. The Work Essential Modules: Job Seeking: Uniquely designed to help students learn the essential skills needed for a job search that will help them find work. Job Ready: Curated lessons to prepare students with the high-demand work habits employers are looking for in new hires. Job Keeping: Specifically structured to help students turn into valued employees excel and advance in their careers.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Computer Essentials (Achievement Certificate Course)	Computer Essentials is an online, self-paced digital literacy course that teaches students the computer and internet skills they need. Students learn important skills for testing on a computer, taking college-level courses, performing in today's	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670

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Guide: Budget Training	Understand banking and managing finances	Marshall University Center of Excellence 1. Learning Module Money-Management-PowerPoint 2. Learning-Module-Money-Management.pdf For Training email: tayassistance@mars hall.edu
Guide: Transportation	Research and learn about local transportation options.	Marshall University Center of Excellence For Training email: tayassistance@mars hall.edu
WORK AND STUDY LIFE		
Bring your “A” Game to Work (Certificate Course)	Bring your “A” Game to Work is a curriculum offered by the Center for Work Ethic Development that focuses on seven attributes employers seek: attitude, attendance, appearance, ambition, accountability, acceptance, and appreciation. Students completing the 40+ hour course will earn a Certificate for Work Ethic Proficiency.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Through the Customer’s Eyes 1 (Course)	Through the Customer’s Eyes 1 is an online program with interactions to demonstrate right and wrong ways to manage service situations. Participants progress through modules that cover core customer service knowledge and skills: Why Customer Service Matters, What Customers Want, Essential Customer Service Skills, Handling Complaints and Dealing with Angry People	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670

	workplace, and staying safe online. Using built-in assessments, the adaptive learning system creates a personalized learning plan for each student, bypassing skills they have already mastered. This course fully aligns with IC3 GS6 level 1 targets and contains over 110 lessons, activities, and assessments in three units: Computing Fundamentals, Key Applications & Information, and Living Online.	
Creating Accessible Presentations and Documents (Webinar)	This webinar will assist individuals in learning how to be accessible and take additional steps to ensure that documents and presentations are fully accessible. Objectives Participants will be able to identify at least three features of Microsoft PowerPoint and Word that address accessibility. Participants will be able to list at least three characteristics of text that make a presentation more accessible. Participants will be able to demonstrate how to create alt text/tags in Microsoft PowerPoint and Word.	Mission WV: Creating Accessible Presentations For questions email: rwhite@missionwv.org
CAREER AND EDUCATION PLANNING		
Edgenuity online learning	Edgenuity online learning offers courses to prepare students for exams such as the WorkKeys, ASVAB, ACT, and ACCUPLACER. It also offers courses to introduce students to a variety of career pathways such as education, healthcare, agricultural sciences, engineering, criminal justice, counseling, psychology, and more. If you would like to learn more about a field to see if it interests you, Edgenuity is a great place to start.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Work and Career Guidance Document	Explore job and career choices	Marshall University Center of Excellence

		Learning-Module-CareerWork.pdf For Training email: tayassistance@mars hall.edu
Education Guidance Document	Learning options for finishing high school. Learning options for higher education. Learning options for certificate/training programs.	Marshall University Center of Excellence Learning-Module-Education-Planning.pdf For Training email: tayassistance@mars hall.edu
WVAdultEd TEAS Prep	The WVAdultEd TEAS Prep course prepares students for entry into a healthcare field that requires the TEAS nursing entrance exam. Many of the nursing, sonography, and veterinary technology programs in the state require the TEAS exam for entry.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Microsoft Office Specialist (MOS)	Microsoft Office Specialist is a primary function in today's job market. These certifications cover the entire Microsoft Office Suite:	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Microsoft Digital Literacy	Microsoft Digital Literacy is a basic introduction to working in the digital world covering topics ranging from working with computers to creating digital content to collaborating digitally. Six learning paths are included with knowledge checks completed at the end of each to earn a certificate.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Internet and Computing Core Certification (IC3)/GS6	Internet and Computing Core Certification provides the participants with the foundation of knowledge required for the use of computer and internet. Students must receive a passing	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670

	score on three separate exams: » Level 1 » Level 2 » Level 3	
CSMLearn	CSM Learn helps the student develop deep, practical quantitative reasoning skills, as well as the problem-solving mindsets and confidence to effectively apply mathematical reasoning in a variety of contexts. Accepted by all nine WV community colleges for general math credit!	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
West Virginia Welcome	West Virginia Welcome was developed via a partnership between West Virginia University's Hospitality and Tourism Program, West Virginia Department of Education's HEAT Program, West Virginia Hospitality and Travel Association, and the WVU Extension Service. Successful completers become ambassadors for West Virginia.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Intuit Quickbooks Certification	Intuit Quickbooks Certification ideal for entrepreneurs or those who are working with small businesses. While you may not be an accountant, having full control of the QuickBooks program puts you in position to be a solid bookkeeper. With QuickBooks Online, you can input income and expenses, balance the books, create cost reports, generate reports on various income streams and expenses for the company, and more.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Blood Born Pathogens (Certification)	Blood Born Pathogens Certification demonstrates the learner knows how to exercise precautions for preventing the transmission of bloodborne pathogens. This involves identifying risk factors and treatment options if unwarranted contact was made.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670
Serv Safe Certificates (Food Handlers Certificate)	Serv Safe Certificates including: food handler, allergens, and alcohol. These certifications ensure food handlers and servers know state and federal policies, as well keeping customers and guests safe.	Adult Education - West Virginia Department of Education (wvde.us) 1.800.642.2670

Civic Engagement		
Guidance Document: Social Connection	Feeling connected and making a difference in the community where you live.	Marshall University Center of Excellence Learning-Module-Social-Connectedness.pdf For Training email: tayassistance@marshall.edu
Mandated Reporter Training	Anyone who works with or supports children in any way has the ethical responsibility and the legal obligation to act when they suspect a child is being abused or neglected. This training will prepare you to recognize and respond appropriately and legally when you encounter suspected cases of child maltreatment.	West Virginia Center for Children's Justice - Handle With Care Mandated Reporter Course For questions email: misty.d.atkins@wvsc.gov
Navigating the Social Service System		
Guidance Document: Social Service System	Understanding why it is important to apply for all eligible benefits and stay connected to the Social Service System.	Marshall University Center of Excellence Learning-Module-Learning-the-Social-Service-System.pdf For Training email: tayassistance@marshall.edu

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