

## **This protocol will be followed when liaisons are at capacity and the waiting list needs to be utilized.**

- 1** Program manager (PM) will integrate both referrals and quarterly McKinney-Vento data to create the prioritized wait-list. You can view the Wait-list example on the MPUSD BESTS website under the “Prioritization” section.
- 2** When the waiting list is being utilized (aka: when liaisons are at capacity) PM will check in with liaisons weekly to determine pace of referral openings and closures, and capacity to take on new referrals.
- 3** Once liaison has room on their caseload, PM will assign the next highest priority student.
- 4** PM will move the student from the waiting list to the “no longer waiting” tab on the shared excel spreadsheet.

## **Procedure for Referrals**

An example referral form titled “McKinney Vento Referral Form” is available on the MPUSD BESTS website under the “Prioritization” section. You can also find an example referral form response sheet in that section of the website.

Within 48 hours of receipt of referral, PM will email the referring person to let them know that their referral was received and that the student(s) referred will be placed on our prioritized waiting list.

### **Draft E-mail:**

*Hello (referring person),*

*Thank you so much for submitting a referral for additional support for McKinney-Vento identified students. At this time, both of our liaisons are at capacity on their intensive caseloads. We will be placing this youth on our wait-list that is prioritized by need. Many factors are taken into account during this process and we aim to serve the highest needs students first. One of our liaisons will be reaching out to the student for a one-time consultation to address any urgent/immediate basic needs.*

*Our primary goal is to ensure that every youth we work with receives the care and attention they deserve while at the same time serving as many youth as possible. We look forward to working with you and serving this student(s) as soon as we can.*

*Please do not hesitate to reach out to me for guidance, questions, concerns, or support. We appreciate your patience, your partnership, and your commitment to youth.*

*Kind regards,  
(your signature)*

## Needs Metrics

PM will add this student to our shared excel spreadsheet to keep track of referral information, prioritization based on needs metrics, document any notes from conversation(s) with the referring person as necessary, resources shared, and follow-up that may be needed.

1. Unaccompanied
2. Dwelling type, i.e. hotels/motels, shelters, unsheltered have higher priority than doubled up
3. Grade-prioritizing 12th and 11th graders
4. Pregnant/parenting
5. New to the US/undocumented
6. Meets criteria for chronic absenteeism
7. Credit Deficient
8. Has had one or more behavior referrals since the start of the school year
9. IEP or 504 plan

After inputting student(s) onto the wait-list, PM will notify the appropriate liaison of the referral, based on the school site attended.

Within 5 business days, liaison will reach out to the student(s) and schedule a one-time responsive check in to address any immediate basic needs concerns including but not limited to: bus pass, clothing, hygiene supplies, referral to COB.

## If Liaison Meets With Student

Within 72 hours of the interaction, liaison will input all interactions into the appropriate place for tracking purposes.

- The “appropriate place” should be previously agreed upon and used universally by all liaisons within the district. This can look like the student information system, a google form, etc.

Within 5 business days of the one-time responsive interaction, liaison will send a follow up email to the referring person.

### **Draft E-mail:**

*Hello (referring person),*

*I wanted to follow up on your referral for additional support for McKinney-Vento identified students. I checked in with (name of student) and addressed any immediate basic needs concerns that are present at this point in time. I also shared my contact information with (name of student) in case circumstances change.*

*Please do not hesitate to reach out to me with questions or concerns. We appreciate your patience, your partnership, and your commitment to youth.*

*Kind regards,  
(your signature)*

## If Liaison Is Unable To Meet With Student

If after three attempts the student cannot be reached, liaison will follow up with an email to the referring person.

### **Draft E-mail:**

*Hello (referring person),*

*I wanted to follow up on your referral for additional support for McKinney-Vento identified students.*

*I attempted to check in with (name of student) three different times, but was unable to reach the student. Should you have any contact with (name of student) please feel free to share my contact information with them. My number is (phone number) and my email address is (email address).*

*Please do not hesitate to reach out to me with questions or concerns. We appreciate your patience, your partnership, and your commitment to youth.*

*Kind regards,  
(your signature)*

## Procedure for District Quarterly Data Pull

### **1. District will send PM the McKinney-Vento student breakdown for all high schools including the previously agreed upon metrics.**

#### **Metrics:**

1. Student name
2. Student ID
3. Grade
4. Dwelling type, i.e. hotels/motels, shelters, unsheltered have higher priority than doubled up
5. Unaccompanied status
6. Meets criteria for chronic absenteeism
7. Credit Deficient
8. Has had one or more behavior referrals since the start of the school year
9. IEP or 504 plan

### **2. Once received from district, PM will sort/prioritize students based on needs metrics.**

#### **Needs Metrics:**

1. Unaccompanied
2. Dwelling type, i.e. hotels/motels, shelters, unsheltered have higher priority than doubled up
3. Grade-prioritizing 12th and 11th graders
4. Pregnant/parenting
5. New to the US/undocumented

- 6. Meets criteria for chronic absenteeism
- 7. Credit Deficient
- 8. Has had one or more behavior referrals since the start of the school year
- 9. IEP or 504 plan

**Liaison Information**

*Name*  
*Phone*

*E-mail*  
*Location*