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# Youth Build

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# Wilson, Cassondra

09/24/2012

#2

Petoskey

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IDP

Services

Performance

Case Notes

## Services

**Participant:** Cassondra Wilson

**Service Code:** Other Education Or Job Training Activities

**Service Description:** Petoskey-Continuing studies in preparation for GED testing, enrolling in college, and job skill enhancement.

**Recurring Service:** No

**Date Started Service:** 01/02/2013

**Expected Completion Date:** 03/30/2013

**Date Ended:** 01/25/2013

**Completed:** Yes

**Service Code:** Other Supportive Services

**Service Description:** p.Receive gifts from Paper Angels - as per their wish lists.

**Recurring Service:** No

**Date Started Service:** 12/21/2012

**Expected Completion Date:**

**Date Ended:** 12/21/2012

**Completed:** Yes

**Service Code:** Career/Life Skills Counseling

**Service Description:** Gary Stewart: 1 hour; students gave demonstration speeches, received feedback from Gary on their performance, and learned the basic outline of a persuasive speech.

**Recurring Service:** No

**Date Started Service:** 12/13/2012

**Expected Completion Date:**

**Date Ended:** 12/13/2012

**Completed:** Yes

**Service Code:** Other Supportive Services

**Service Description:** Met with Cassondra to review her attendance record, she is still interested in getting her GED. We will continue to keep her enrolled.

**Recurring Service:** No

**Date Started Service:** 12/13/2012

**Expected Completion Date:**

**Date Ended:** 01/25/2013

**Completed:** Yes

**Service Code:** Leadership Development

**Service Description:** Gary Stewart did a lesson on public speaking basics: types of speeches, preparing for a speech, format of a speech, and connecting with audience.

Recurring Service: No

Date Started Service: 12/06/2012

Expected Completion Date:

Date Ended: 12/06/2012

Completed: Yes

Service Code: Other Supportive Services

Service Description: Boots & other Personal Protective gear & uniforms

Recurring Service: No

Date Started Service: 12/04/2012

Expected Completion Date:

Date Ended: 12/04/2012

Completed: Yes

Service Code: Community Service

Service Description: Petoskey-Eveline Township, food pantries and Camp Daggett projects - grounds maintenace, general labor, etc.

Recurring Service: No

Date Started Service: 12/03/2012

Expected Completion Date:

Date Ended: 12/28/2012

Completed: Yes

Service Code: Career/Life Skills Counseling

Service Description: Angie & Mrs. Whitcomb: Students learned how to make holiday meal from scratch.

Recurring Service: No

Date Started Service: 11/20/2012

Expected Completion Date:

Date Ended: 11/20/2012

Completed: Yes

Service Code: Vocational/Occupational Skills Training Services

Service Description: OSHA 10 online certification training facilitated by Suzy and Angie

Recurring Service: No

Date Started Service: 11/19/2012

Expected Completion Date: 11/20/2012

Date Ended: 11/20/2012

Completed: Yes

Service Code: Workforce Information Services

Service Description: Toured commercial building site; met constructin company owner and foreman. Learned about job prospects and building process.

Recurring Service: No

Date Started Service: 11/16/2012

Expected Completion Date:

Date Ended: 11/16/2012

Completed: Yes

Service Code: Career/Life Skills Counseling

Service Description: Meeting with Youth Advisor Aaron Sue Meyer to keep education & employment plans moving forward.

Recurring Service: No

Date Started Service: 11/16/2012

Expected Completion Date: 04/15/2013

Date Ended: 12/21/2012

Completed: Yes

Service Code: Other Workforce Preparation Activities

Service Description: Toured Crooked Tree Art center, explored ideas for creating furniture in during shop time

Recurring Service: No

Date Started Service: 11/09/2012

Expected Completion Date: 11/09/2012

Date Ended: 11/09/2012

Completed: Yes

Service Code: Community Service

Service Description: Tip-of-Mitt Watershed Council - helped move office furniture.

Recurring Service: No

Date Started Service: 11/09/2012

Expected Completion Date:

Date Ended: 11/09/2012

Completed: Yes

Service Code: Career/Life Skills Counseling

Service Description: Morning Session- Drug and Addiction Awareness by Tom Gilbert Afternoon Session - Performance by Kenetic Affect addiction, emotions and goal setting

Recurring Service: No

Date Started Service: 11/06/2012

Expected Completion Date:

Date Ended: 11/06/2012

Completed: Yes

Service Code: Community Service

Service Description: Eveline Township and Camp Daggett projects - building path, steps, raking and stacking wood..etc.

Recurring Service: No

Date Started Service: 11/01/2012

Expected Completion Date:

Date Ended: 11/30/2012

Completed: Yes

Service Code: Post-Secondary Exploration and Planning Activities

Service Description: Pete Olson explained various health field certifications and degrees available thru NCMC. Insite in job outlook locally and nationally.

Recurring Service: No

Date Started Service: 10/23/2012

Expected Completion Date:

Date Ended: 10/23/2012

Completed: Yes

Service Code: Post-Secondary Exploration and Planning Activities

Service Description: Staff Sergeant Centers, Army National Guard: gave a definition and examples of resiliency. Discussed the career possibilities with the National Guard, prerequisites, salary and education

Recurring Service: No

Date Started Service: 10/22/2012

Expected Completion Date:

Date Ended: 10/22/2012

Completed: Yes

Service Code: Substance abuse treatment

Service Description: Mrs. Noble spoke to group about her struggles to quit smoking and her triumph.

Recurring Service: No

Date Started Service: 10/18/2012

Expected Completion Date:

Date Ended: 10/18/2012

Completed: Yes

Service Code: Career/Life Skills Counseling

Service Description: Completed: Allied Health conducted CPR certification training

Recurring Service: No

Date Started Service: 10/15/2012

Expected Completion Date:

Date Ended: 10/15/2012

Completed: Yes

Service Code: Leadership Development

Service Description: Gave 5 min. prepared speech in the election for PAC representatives.

Recurring Service: No

Date Started Service: 10/11/2012

Expected Completion Date:

Date Ended: 10/11/2012

Completed: Yes

Service Code: Career/Life Skills Counseling

Service Description: Students made homemade flour tortillas and salsa; we ate lunch as a group.

Recurring Service: No

Date Started Service: 10/05/2012

Expected Completion Date:

Date Ended: 10/05/2012

Completed: Yes

Service Code: Career/Life Skills Counseling

Service Description: Diversity Training - PBS "A Class Divided" presented by Kim Gribi

Recurring Service: No

Date Started Service: 10/04/2012

Expected Completion Date:

Date Ended: 10/04/2012

Completed: Yes

Service Code: Community Service

Service Description: Camp Daggett, tear out retaining wall, worked in the Neff building, at the YB building we trimmed sub-facia and tarpapered the roof of the shed

Recurring Service: No

Date Started Service: 10/03/2012

Expected Completion Date:

Date Ended: 10/03/2012

Completed: Yes

Service Code: Math/Reading Remediation

Service Description: Continuing studies to improve math and reading skills.

Recurring Service: Yes

Date Started Service: 10/01/2012

Expected Completion Date:

Date Ended: 12/28/2012

Completed: Yes

Service Code: Community Service

Service Description: Civic Service work at Camp Daggett - tore out retaining wall

Recurring Service: No

Date Started Service: 10/01/2012

Expected Completion Date:

Date Ended: 10/05/2012

Completed: Yes



Service Code: Vocational/Occupational Skills Training Services  
Service Description: Taking courses to complete OSHA and PACT certifications.  
Recurring Service: Yes  
Date Started Service: 10/01/2012  
Expected Completion Date:  
Date Ended: 12/28/2012  
Completed: Yes

Service Code: Community Service  
Service Description: Eveline Conservancy Trail clean-up, worked all day on trail and river banks, cleaning and weeding. MANNA  
Recurring Service: No  
Date Started Service: 09/26/2012  
Expected Completion Date:  
Date Ended: 09/26/2012  
Completed: Yes

Service Code: Workforce Information Services  
Service Description: Group tour of Michigan Maple Block.  
Recurring Service: No  
Date Started Service: 09/25/2012  
Expected Completion Date:  
Date Ended: 09/25/2012  
Completed: Yes

Service Code: Math/Reading Remediation  
Service Description: Studying subjects that need to improve to achieve students educational goals.  
Recurring Service: Yes  
Date Started Service: 09/24/2012  
Expected Completion Date: 11/24/2012  
Date Ended: 09/28/2012  
Completed: Yes

Service Code: Vocational/Occupational Skills Training Services  
Service Description: Taking classes to obtain PACT certification  
Recurring Service: Yes  
Date Started Service: 09/24/2012  
Expected Completion Date: 11/24/2012  
Date Ended: 09/28/2012  
Completed: Yes



\* EMERGENCY INFORMATION SHEET \*

Date 9/6/12

Name Cassandra Wilson

14779 W. Carpenter Appt 10 Charlevoix MI 49720  
(Address) (City) (Zip)

Phone # (906) 322-0948 Birthdate May 24, 1992 Age 20

\*\*\*\*\*  
Emergency Contact Person Mother Jennifer Hutchinson (906) 293-8290 / Cash Eiricote / Boyfriend  
(Relationship)

Phone # (906) 322-7087 / (231) 547-6700  
(Home) (Business)

Family Doctor \_\_\_\_\_

Hospital Preference Charlevoix

If you have any medical conditions listed below please check the appropriate spaces.

- Diabetes
- Seizures
- Skin Allergies
- Heart Problems
- Hearing Problem
- Food Allergies (Be specific) \_\_\_\_\_
- Asthma
- Vision Problem
- Epilepsy
- Speech Problem
- Other Allergies (Be specific) \_\_\_\_\_
- Back Problems
- Bee Sting Allergies

Are you allergic to any medications?  Yes  No    Are you currently taking any medications?  Yes  No

If yes, please list \_\_\_\_\_    If yes, please list \_\_\_\_\_

Other Pertinent Information  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information on this form is confidential and is collected only for the purpose of insuring the health and safety of each and every worker in the YouthBuild Program.



## Individual Development Plan

Name: Cassondra Wilson

Age: 20

Cohort: 2

Date Developed: 11/14/12

**Strengths**

Motivated to reach goals  
 Conscientious/hard worker  
 Eager  
 Persistent  
 Helpful  
 Willing to learn  
 No criminal history  
 Has prior construction experience

**Potential Challenges**

No driver's license - never had one but has permit  
 Homeless - with boyfriend  
 No GED  
 Attendance and punctuality

Initial TABE Scores						
Date	Form		Scale Scores		Grade Equivalent	
	Reading	Math	Reading	Math	TABE Reading	TABE Math
9/12/12	9M	9M	542	551	7.4	8
Post TABE Scores – 1 <sup>st</sup>						
Date	Form		Scale Scores		Grade Equivalent	
	Reading	Math	Reading	Math	TABE Reading	TABE Math
10/25/12	10M	10M	534	538	6.6	7.5
Post TABE Scores – 2 <sup>nd</sup>						
Date	Form		Scale Scores		Grade Equivalent	
	Reading	Math	Reading	Math	TABE Reading	TABE Math

Passing GED Scores									
450 average needed, minimum passing is 410									
Math	Date	Reading	Date	Science	Date	Social Studies	Date	Writing	Date

IEP	Yes	No	Date	School
	<input type="checkbox"/>	<input type="checkbox"/>		

GED Accommodation: yes <input type="checkbox"/> no <input type="checkbox"/> Type of Accommodation(s) Granted				
Individual Testing Room <input type="checkbox"/>	Extra Time <input type="checkbox"/>	Scribe <input type="checkbox"/>	Audio Cassette <input type="checkbox"/>	Calculator for Entire Math Test <input type="checkbox"/>

**Services**

Individual Services	Start Date	End Date	Status Update
1. Referral to Women's Resource Center	9/20/2012	9/20/2012	Contacted Women's Resource Center and got a referral for Cassondra for their Crisis home, which will provide her with shelter and meals and assist with counseling.
2. Transportation to YouthBuild	9/24/2012	12/20/2012	YouthBuild staff providing transportation when needed to YouthBuild and outside job site when needed.
3. Assistance with contacting court in Newberry and obtaining information regarding child custody arrangements	10/1/2012	12/1/2012	YouthBuild assisted Cassondra with transportation to Newberry where her daughter currently resides with her maternal grandmother. The purpose was to assist in helping Cassondra meet with Court officials there to determine what goals she needed to meet in order to apply for custody of her daughter. Cassondra went to Newberry in November.
4. Obtained birth certificate	9/18/12	9/18/12	Assisted with obtaining birth certificate through Emmet County Clerk's office.
5. Participation in Northwest Michigan Child & Family Services Paper Angels program	12/20/12	12/20/12	Cassondra received gifts from a sponsor for herself and her daughter.
6.			
7.			
8.			
9.			
10.			

**Agency Referrals**

Agency Name	DHS	Referral Date	9/25/2012
Services Received	Quarter	Status Update	
1. Assisted Cassondra with application for food assistance and Medicaid.	September 2012	Received food assistance and awaiting decision on Medicaid benefits	
2.			
3.			

Agency Name	WIA Youth - Michigan Works	Referral Date	October 18, 2012
Services Received	Quarter	Status Update	
1. Cassondra was referred to Aaron Sue Meyer for assistance through WIA Youth.	October 2012	Aaron Sue opened Cassondra's case and assisted with work clothes for her job at Big Boy. Aaron Sue will provide support as needed during the YouthBuild program with employment and educational goals.	
2.			
3.			

GOALS - ACTION STEPS and ACTIVITIES to ATTAIN

**Long Term EDUCATION goal**

Post secondary education in construction field.

**Short Term EDUCATION goal**

Obtain GED

Action Step/Activities	Target Date	Completed yes/no If yes, date	Resources/Outcome/Status	Recorded in MIS
1. Take and pass math section of GED.	12/15/12	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____	Cassondra did not show up to take the test. She did not answer her phone or the door when called.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Take and pass reading and one other section of GED.	1/15/13	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____	Cassondra stopped attending and regularly studying for her GED in December 2012.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Research construction classes and/or degrees.		<input type="checkbox"/> No <input type="checkbox"/> Yes _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		<input type="checkbox"/> No <input type="checkbox"/> Yes _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Long Term EMPLOYMENT goal**

Get FT job in construction.

**Short Term EMPLOYMENT goal**

1. Work at Big Boy as a server.

Action Step/Activities	Target Date	Completed yes/no If yes, date	Resources/Outcome/Status	Recorded in MIS
1. Study for Work Keys and complete Career Readiness Assessment.	3/1/13	<input type="checkbox"/> No <input type="checkbox"/> Yes _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Complete career assessment.	12/31/12	<input type="checkbox"/> No <input type="checkbox"/> Yes _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Complete employability skills training.	12/1/12	<input type="checkbox"/> No <input type="checkbox"/> Yes _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Develop resume and portfolio.	4/30/13	<input type="checkbox"/> No <input type="checkbox"/> Yes _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		<input type="checkbox"/> No <input type="checkbox"/> Yes _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Long Term PERSONAL goal**

Custody of daughter

**Short Term PERSONAL goal**

1. Attend parenting classes
2. Get driver's license
3. Get a car
4. Establish a good work history.

Action Step/Activities	Target Date	Completed yes/no If yes, date	Resources/Outcome/Status	Recorded in MIS
1. Research and sign up for parenting classes through WRC or MSU Extension.	1/15/13	<input type="checkbox"/> No <input type="checkbox"/> Yes _____	YouthBuild will pay for books/fees.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Report weekly work attendance to academic instructor.	12/1/12	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <u>12/21/12</u>	Angie has agreed	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Meet with WIA youth advisor to get help with driver's license and work uniforms.	11/16	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <u>11/16/2012</u>	Cassandra's case is open with WIA and she received assistance with work uniforms.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Obtain copy of all court documents and orders related to her custody case.	12/1/12	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <u>11/15/2012</u>	Suzy will help and will also call legal aid to get advice.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		<input type="checkbox"/> No <input type="checkbox"/> Yes _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

**All Participants**

Voter Registration    yes  no     date applied: \_\_\_\_\_    comments: Not interested and doesn't feel she has enough knowledge.

\_\_\_\_\_  
YB Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
YB Staff Signature

\_\_\_\_\_  
Date

Participant Name Cassandra Wilson Location Petoskey

Case Notes 1

(Please type the date, followed by your name each time a case note is entered.)

Date: 11/16/2012	Name: Suzy Puroll
Started working at Petoskey Big Boy Restaurant; wait staff; 2.58 per hr; 30 hrs. per week.	
Date: 11/20/12	Name: Suzy Puroll
I took Cassandra to the Secretary of State's office to obtain her learner's permit. She must drive on that for 30 days and then can take her road test. I notified Aaron Sue that Cassandra would be ready to take her road test in late December.	
Date: 11/30/12	Name: Suzy Puroll
Cassandra has been oversleeping quite a bit, as she has been working late nights at Big Boy. We discussed her schedule and that difficulty she will have maintaining that type of schedule and working toward her goals with YouthBuild. I offered assistance in speaking with her manager, but Cassandra said she would ask to be moved to an earlier shift. YouthBuild will work with Cassandra and her schedule. Cassandra has received a verbal warning for her attendance record.	
Date: 12/14/12	Name: Suzy Puroll
Cassandra has continued her poor attendance. It is this writer's opinion that in addition to late work hours, Cassandra is drinking excessively, making it difficult for her to attend class. Cassandra is missing again today, and did not call in. Cassandra missed the GED last week because she overslept, and has fallen asleep in class the days she has been here. Cassandra reports that her work schedule and duties were changed, and that the latest she finishes work is 10:00pm. The next step is to complete a Corrective Action Plan with Cassandra, which will include a recommendation for a substance abuse assessment and an attendance contract.	
Date: 12/18/12	Name: Suzy Puroll
Cassandra called in to report that she was diagnosed with pneumonia and was put on work restrictions for three days. Cassandra will attend YouthBuild after the holiday break. At which time, we will complete the Corrective Action plan and work to restart her YouthBuild goals.	



## Case Notes 2

(Please type the date, followed by your name each time a case note is entered.)

Date: 1/10/13	Name: Suzy Puroll
<p>Cassondra has attend three hours out of the last 48 hours of scheduled programming. After a two week break, Cassondra returned for a few hours the first day back and has not returned since. Calls and texts to her phone have gone unanswered. I called and confirmed she is still employed with Big Boy. She does not have an address, as she recently broke up and moved out of apartment which belonged to a boyfriend. I will continue to attempt to contact Cassondra by phone or work.</p>	
Date: 2/2/2013	Name: Suzy Puroll
<p>New Address:Cassondra Wilson 5081 West Carpenter Flint MI 48504 906-322-0948 Cassondra's last day attending YouthBuild was January 2. She was working at Big Boy until her move to Flint, around January 25. Cassondra was able to obtain her driver's license, however she did not take any of the GED tests nor earn her PACT.</p>	
Date:	Name:
Date:	Name:
Date:	Name:

Cassandra Wilson

Participant's Name

9-24-12

Date Program Began

1-2-13

Today's Date

Refer to the Job Performance Evaluation - Rating to best determine the appropriate rating.

## I Personal Management Skills

- 1 Exhibits ability to *learn* and *apply* new skills.
- 2 Demonstrates ability to *plan* and keep *organized*.
- 3 Demonstrates *initiative* and shows *enthusiasm* towards task
- 4 Produces *quality* work according to trained standards.
- 5 Is *productive* and completes given tasks in a *timely* manner.
- 6 Performs tasks in a *safe* manner as trained and *properly cares for equipment*.
- 7 *Communicates* appropriately and *asks for clarification* when needed.
- 8 Observes and *follows rules, training & instructions* on the job.
- 9 Exhibits good *attendance* and *punctuality*.
- 10 Adheres to appropriate *grooming, dress* and *hygiene*.
- 11 Displays *honesty* and *integrity* in all interactions.
- 12 Is *cooperative* with other and treats everyone with *respect*.

	N/A=not observed enough to rate	Unsatisfactory=0	Less Than Expected=2	Met Standards=4	Exceed Standards=4	Outstanding=5
				✓		
				✓		
			✓			
				✓		
				✓		
				✓		
				✓		
				✓		
	✓					
				✓		
				✓		
				✓		

## II Teamwork/Problem Solving Skills

- 1 Works well in group *problem solving* situations when necessary.
- 2 Is *sensitive* and *listens* to others ideas and views.
- 3 Responds well to supervision and *accepts constructive criticism*.
- 4 *Adapts* well to changes and is *flexible* to work with different people.
- 5 *Applies* previously learned *knowledge* and skills in a new situation.
- 6 Generates or demonstrates new or *innovative ideas* relating to job duties.

				✓		
				✓		
				✓		
				✓		
				✓		
				✓		

	6	2	48		
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Reviewer and participant comments (optional) are on the reverse side of this form.

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Participant's Signature

Stephanie Pull

Reviewer's Printed Name & Signature

Date

1-2-13  
Date

Reviewer's Comments:

Cassandra is sweet, smart and fully capable of getting her GED if she puts her mind to it. She is also more than capable of doing what else is needed to become self-sufficient and get back custody of her daughter. I hope she will consider re-committing to YouthBuild because I feel she was benefitting from the program and was also contributing to it. Mrs. C.

Cassandra has good skills in construction. She is willing to try new kinds of work and is a hard worker. I enjoy working with her on projects Mr. D

Participant's Comments: (encouraged)



⇒ Service Date: 11/16/2012

Served By: AARON SUE MEYER (BROCKA) - MWA\_CMG

MWA: 22

⇒ Location: Petoskey - Service Center

Update

Ignore

Delete

View Participant History	Update Registration	Enter Activities	Update Activities
Enter Support Services	Update Support Services	Enter Tests/Modules	
Enter/Update Status	Enter/Update Outcome	View WIA	Enter Tickler

Case Notes	Update Wagner-Peyser Registration	ISS Client Characteristics	TAA Participant History	Welfare Participant History
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