

Title: Steps to Independence
Issued By: Rights of Passage
Applies To: Program Services

I. POLICY

Rights of Passage (ROP) operates as a structured program in which participants are supported in actively completing steps, each with its own set of requirements and goals.

II. PURPOSE

To promote progressive development of participants by incrementally increasing each youth's level of responsibility and autonomy.

III. PROCEDURE

Unless specified otherwise, the Key Youth Worker (KYW) is responsible for the following tasks –

- A. Ensure that youth are familiar with the ROP Steps to Independence (*See Appendix*).
- B. Inform youth that to progress through the steps, they must –
 - 1. Meet Step requirements for the number of weeks specified in each step; and
 - 2. Complete other tasks and objectives specified for each step.
- C. Track the youth's compliance with the requirements for each step and record the information in the Efforts to Outcomes (ETO) software.
- D. Present to the youth's assigned Case Manager (CM) recommendations for advancement to the next step.
- E. The KYW and assigned CM will decide if the youth will advance to the next step.
- F. The KYW and assigned CM will immediately conduct a review –
 - 1. If the youth fails to meet weekly requirements for three (3) consecutive weeks; or
 - 2. If youth remain on the same steps for eleven (11) weeks (or seven (7) weeks in the case of Step 1).

The purpose of such reviews will be to identify what action, if any, is needed to support or motivate the youth to progress.

- G. The Program Manager will update the Steps to Independence when appropriate based on youth feedback, staff input, available resources, program adaptations, and best practices.

IV. APPENDIX

A. ROP Steps 2014