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| Campus: | Date: |

**1. Departmental Assessment**

For each of the departments listed below, describe the assets already in existence that can be brought to the project (e.g. identified point person for foster youth within the department, willingness to dedicate resources targeted towards foster youth, personnel with strong commitment within the department, etc.). Note also any particular strengths that you would like to share with your other network campus partners. Also indicate areas that the project would like to see developed in order to strengthen the quality of services available to foster youth on campus. Consider if you have questions about how to address gaps that other network campus partners may be able to provide guidance regarding. Finally, as you review each department, reflect upon the data gathered during earlier stages of the planning process and determine if there is data that you need from specific departments and/or that would be valuable to share to support improved collaboration and foster youth support.

Be as specific as possible and add additional lines as needed for other departments not listed. Feel free to change the department names as necessary to reflect your own campus designations. Electronic versions of all network planning tools are available at: [www.cacollegepathways.org/network-campus-resources](http://www.cacollegepathways.org/network-campus-resources).

| **Department** | **Existing Assets**(Also note any particular strengths that you would like to share with your network campus partners) | **Areas to be Developed**(Also note any questions about how to address gaps that network campus partners may be able to assist with) | **Data Considerations**(Determine if there is data that you need or that you want to share to support improved collaboration and foster youth support) |
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| Financial aid |  |  |  |
| EOP/EOPS |  |  |  |
| Admissions and records[[1]](#footnote-1) |  |  |  |
| Transfer/ career center |  |  |  |
| Tutoring center |  |  |  |
| General counseling |  |  |  |
| Disability services |  |  |  |
| Health services |  |  |  |
| Faculty support |  |  |  |
| Student Success Center |  |  |  |
| Housing Services[[2]](#footnote-2) |  |  |  |
| Other: |  |  |  |

**2. Capacity for Data Collection**

Below are some questions to help determine your campuses capacity to gather required data elements (please refer to Milestones and Momentum Metrics document and the accompanying guide). For those areas where deficiencies are identified, action items should be created to address them and included in the action plan below.

1. Do you have a strong relationship with your campus Institutional Research (IR) and technology departments? Are they willing to be an active partner with the project to access data?
	1. If not, what do you need to do in order to create these relationships? Who needs to be involved in this initial conversation? What is your timeline for establishing these relationships?
2. Does your campus participate in CalPASS?[[3]](#footnote-3)
	1. If no, what other mechanism can be utilized for pulling data?
3. Does your campus have a system in place to flag foster youth in the campus data system?
4. If yes, how is this field populated? Is the flag utilized in a way that is likely to lead to a reasonably accurate identification of foster youth?
5. Community colleges: Is the foster youth data element included in your campuses upload to the MIS system?
6. If your system does not have a foster youth flag is it possible for the campus to create one? If not, what other mechanism could be used to pull data?
7. Does the project have a system in place to track which students participate?
8. Is the system linked to the campus data system in any way? Is such a linkage a possibility?
9. If the system is not linked, can your IR Department produce a customized cohort-based report on program participants?
10. Do you have mechanisms within your tracking system to ensure data validity?
11. For required data elements (please refer to Milestones and Momentum Metrics document and the accompanying guide), are there any that will not be available through the campus data system or CalPASS?
	1. If yes, how will you track those data elements?

**3. Other Considerations**

1. How does outreach to foster youth occur on your campus? Is outreach adequate to ensure that all foster youth are aware of services and resources?
2. What are the greatest needs of foster youth on your campus? Are there any needs not adequately met through existing campus resources?
3. Does the program have support of high-level campus administrators? If not what needs to take place to secure their buy-in? What can the program do to continue to maintain administration support?
4. How will you involve foster youth in your planning and implementation processes?
5. Are there already existing initiatives in place on your campus that target underserved or educationally disadvantaged youth that can be partners in this effort?
6. What other assets exist, not already identified in steps one and two? How can these assets be most effectively leveraged?
7. What deficits exist within your campus environment, not already identified in steps one and two, that may present challenges? What needs to be put in place in order to overcome these challenges?

**4. Action Plan**

Based on information gathered during steps 1, 2 and 3 create a plan for harnessing available assets for your program, addressing data collection capacity and addressing identified gaps.

| **Action item** | **Responsible Party** | **Target Date** | **Outcome** |
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1. Including an evaluation of your campuses priority registration system. [↑](#footnote-ref-1)
2. Including whether your campus has year-round housing available and prioritizes foster youth. [↑](#footnote-ref-2)
3. Applies to CSU and UC campuses only as all community colleges automatically participate in CalPASS [↑](#footnote-ref-3)