



YCI PROGRESS REPORT: ELEMENTS OF A COMPREHENSIVE LOCAL YOUTH-SERVING SYSTEM

The California Youth Council Institute (YCi) was established July 2001 by the California Workforce Investment Board (CalWIB) to provide technical assistance to California's 50 Youth Councils. The primary customers of YCi are the staff and members of Local Youth Councils, along with the youth practitioners of a community. YCi was launched in response to needs identified by leadership, staff and practitioners at the state and local level seeking to implement the broad vision set forth in the Workforce Investment Act – to serve as architects of and catalysts for broad-based, local youth-serving systems. YCi is managed and delivered by New Ways to Work and the California Workforce Association.

This progress report is part of an integrated set of tools designed to help your Youth Council determine progress, document success, prioritize activities and plan for improvements as you implement your vision of “All Youth-One System.” Team leaders or facilitators using this tool should review the *YCi Guidebook* prior to completing the progress report. The *YCi Guidebook* (available for downloading at <http://www.nww.org/yci>) provides detailed instructions on how to use this tool as well as other frameworks, assessments and workplans.

Instructions:

Your Youth Council or planning team should have reviewed the *Elements of a Comprehensive Local Youth-Serving System* framework, completed the *Elements* self-assessment, and developed a *Elements* workplan based on the priorities you identified. Over the past several months you have been implementing your workplan. Now it is time to assess the progress you have made on that workplan, explore the lessons you have learned and make adjustments to the plan.

Transcribe your priority objectives, tactics and due dates from the workplan to this progress report. Briefly summarize progress to date, noting completion or stage of progress. Identify and record any lessons learned and modifications that have been made to the original workplan. When the progress report is completed, ensure that the workplan is modified to reflect any changes. The progress report and modified workplan should be shared with key staff, local leadership and the full youth council.



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Youth Council: _____ **Person Completing:** _____ **Date:** _____

Element:			
Priority Objectives & Tactics	Due date	Progress to date	Lessons Learned & Adjustments to Plan
Objective:			
Tactic 1:			
Tactic 2:			
Tactic 3:			

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