|  |  |
| --- | --- |
| Center Name: |  |

# Virtual CPP Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Implementation CHECKLIST | | | Estimated Complete |
|  | Provide training to OA staff on the overall design of Virtual CPP and their specific responsibilities. | OA Staff will help to assess student motivation and capability. They will provide initial training on computer access and functions. |  |
|  | Use Sample Schedule to identify Staff for each element of CPP/Foundations- review existing process to see what fits into the DL schedule. Identify areas that need to be addressed. | Insert staff name/position into schedule |  |
|  | Develop individual center CPP schedule. | Provide schedule to Todd/Lynn for review |  |
|  | Determine staff training needs for each category of staff: eg. Counselors, Recreation, CPP, IT, SPO, CTT staff, etc. Coordinate training with VP, OD, Corporate staff | Do selected staff know how to deliver content using Google apps/ Webex, Zoom? If not, can other staff  host the sessions? |  |
|  | Team meeting with CPP and other involved staff to identify needs- Technology- Lessons- Speakers – Live presentations | What equipment is needed? |  |
|  | Develop center videos: Center Tour, CTT shops, Student success videos, Staff Welcome videos/presentations, SGA presentation |  |  |
|  | Develop/review digital CPP content | MyPACE online delivery, TABE testing, Virtual One Stop registration, Wellness presentations, SPO presentations, CTT, SGA. What content will be delivered? Time, method, competency tests? |  |
|  | Customize applicant suitability/motivation survey instrument. | Wellness, Academic, OA staff |  |
|  | OA Staff – Reengage with current applicants to discuss suitability/motivation/interest in virtual CPP. | Potentially create a video that covers what CPP DL looks like as a new enrollee- what to expect. Done by current students. |  |
|  | Develop IT training for new enrollees – pre and post enrollment | OA and Center Staff collaborate to ensure new enrollees can utilize their Chromebooks, access internet, etc. |  |
|  | Develop counseling schedule: | SIF’s, Group Counseling sessions, Evaluations, Monthly counseling, weekly check-in’s, CMT At Risk Meeting for DL – weekly for first 6 weeks. |  |
|  | Develop enrollment protocol – paperwork ( electronic), distribution of paycards, computers & hotspots, virtual ditty bag, Computer agreement, | Shipping procedures, address checks, receipt procedures, timelines, |  |
|  | Select and train student mentors ( & staff mentors) | Determine how many mentees each mentor can have |  |
|  | Identify method to ensure that the CMHC, TEAP, is involved in the DL CPP process. |  |  |
|  | Create a DL ditty bag; Develop new Pre-arrival script | Discuss barriers to success, do they have food to eat- beds to sleep in etc. Some of this will be done by the OA but our student living environment changes daily. |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |