



SUCCESS FOR ALL

SECURE CARE IMPLEMENTATION GUIDE



Arizona Department of Education
ESS Special Projects Section



SUCCESS FOR ALL USERS

AZCIS FOR SECURE CARE IMPLEMENTATION GUIDE

Written by
Susan Roudebush, Consultant

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Merging2Worlds - Additional Resource <http://merging2worlds.education.asu.edu>

Contact: Kay Schreiber
College and Career Ready Coordinator
Arizona School Counselors Contact
Arizona Department of Education
1535 West Jefferson Street
Phoenix, Arizona 85007
E-Mail: Kay.Schreiber@azed.gov
Phone: 602-542-5353

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INTRODUCTION FOR SECURE CARE STAFF

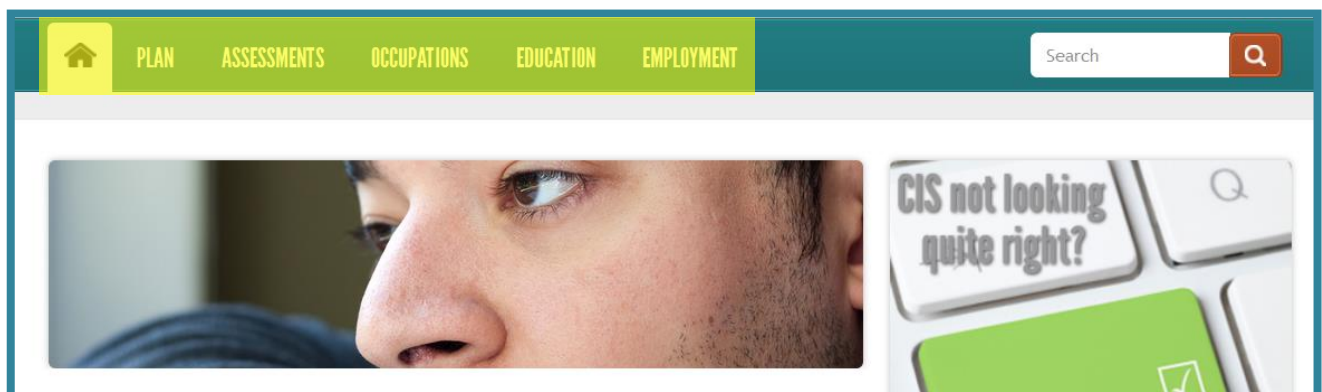
AzCIS for Secure Care has four goals:

1. To orient users to career and workplace realities and information.
2. To teach planning skills, needed to manage career and life decisions.
3. To promote thoughtful and successful decision-making.
4. To motivate users to identify positive and constructive life options.

AzCIS for Secure Care is organized into meaningful career exploration categories, accessed by the **bolded** navigation tabs shown below. Users can begin anywhere that suits their interests.⁽¹³⁾ However, we suggest that you encourage users to follow our structured process, the Career Plan, which facilitates a sequential and developmental process. Regardless of where users begin, it's important to understand the system's tab structure to navigate:

- **HOME:** Introduces and overviews all other sections.
- **PLAN:** Contains the Career Plan⁽¹³⁾, where users independently learn more about themselves, research/evaluate options, set goals, and make future plans.
- **ASSESSMENTS:** Contains the five assessments⁽¹³⁾ in AzCIS for Secure Care:
 - Two interest inventories *Career Cluster Inventory* (very easy), *Interest Profiler* (requires more tenacity and higher reading skills)
 - A work values assessment: the *Work Importance Locator*
 - A skills assessment: *SKILLS*
 - A lifestyle/cost assessment: *Reality Check*
- **OCCUPATIONS:** Contains extensive information about Arizona and US occupations, industries, and military career options. Also self-employment information and an entrepreneur's quiz that helps the user evaluate if self-employment is an option.
- **EDUCATION:** Contains program of study and college information,⁽¹³⁾ as well as information on distance learning programs available for incarcerated individuals. Also information on apprenticeships and financial aid. Sorting tools to assist in selecting targeted schools and scholarships.⁽¹³⁾
- **EMPLOYMENT:** Contains a resume writer, job search information, practice interview questions and strategies for keeping a job.⁽¹³⁾

⁽¹³⁾ (meets Indicator 13 requirements: education/training goal; course of study supports goal)



As mentioned on the previous page, the Career Plan organizes a sequential career development process, and helps you organize your delivery of AzCIS for Secure Care. Career Plan organizes career development into three steps (see the graphic to the left). Remember, this process is ongoing and cyclical; these steps likely will be repeated over time.

You have two options for using the Career Plan. You can vary the planner you use based upon the individual's reading skills ⁽¹³⁾ and educational level⁽¹³⁾. [Pages 7 to 9 of this guide present a framework for delivering either or both versions of the Career Plan].

The two versions are:



- **The Full Planner**, a comprehensive implementation of Career Plan's 33 activities, encompassing the full spectrum of career development activity.

- **Quick Planner** contains 12 shorter, more abbreviated, components, takes 1/3 the time of the Full Planner. This version is for the user with less time, patience, or lower reading skills.

Users can start with either planner and move to the other with ease. Each version organizes all activities and worksheets using the circular structure portrayed in the graphic: *Who Am I?*, *Where Am I Going?*, and *How Do I Get There?* The use of the circular graphic is intentional. We hope to communicate that career development is an on-going, lifelong, and repetitive process. ⁽¹³⁾ Once users master this process, they can better care for themselves throughout their lives. Activities are listed in a logical sequence to ease individual or group implementation.

To help you to meet the required Post-Secondary Transition Line Items (compliance) III.A.6 we use a ⁽¹³⁾ to identify the needed items:

- Measurable postsecondary goals
- Updated annually
- Annual IEP goal will enable student to meet postsecondary goal(s)
- One or more transition services/activities that support student to meet goal
- Evidence of external representatives attending
- Derived from age-appropriate assessment(s)
- Course of study supports postsecondary goal(s)
- Student invited to meeting

⁽¹³⁾ **(meets Indicator 13 requirements: education/training goal; course of study supports goal)**

NOTE:

For security reasons, secure care users will be unable to electronically save their thoughts and reflections about the Career Plan activities and assessment results, even though the Career Plan worksheets will prompt them to do so. You might instruct users to note their saved thoughts and reflections on the worksheets and ignore this instruction. If users compile completed worksheets with notes, a paper and pencil Career Plan portfolio can be created.

CAREER DEVELOPMENT – A MESSAGE TO USERS

In today's economy it is tough to feel hopeful about the future, but career planning⁽¹³⁾ puts you in the driver's seat of your future. AzCIS helps you look carefully at yourself, explore what you want, and plan how to achieve it.⁽¹³⁾ AzCIS can help you succeed!

We suggest that you use either of the two versions of the Career Plan in AzCIS to navigate through the system in a sequential and structured way, but you *can* go through the system anyway you like by using the navigation tabs to begin where you want.

The Career Plan has two versions you can choose between:

- **The Full Planner:** 33 sequenced activities for those seeking a thoughtful and thorough career development experience.
- **The Quick Planner:** a reader's digest version. It has 12 quick sections for those seeking an easy-to-use, shorter process.



Using Career Plan

You link to the Career Plan⁽¹³⁾ by clicking the **Plan** tab at the top of the AzCIS home page. Regardless of the version you select, we suggest that you begin with the *Who Am I?* section to learn more about yourself and the careers that match you well.⁽¹³⁾ Next go to *Where Am I Headed?* to explore occupations and training options. Finally, go to *How Do I Get There?* to make quality plans for success.

You will need to save your thoughts and reflections from the Career Plan activities and assessment results⁽¹³⁾ on hard-copy Career Plan worksheets. If you compile your completed worksheets with notes, a paper and pencil Career Plan portfolio can be created.

The best way to predict your future is to **plan** it.

⁽¹³⁾ (meets Indicator 13 requirements: education/training goal; course of study supports goal)

FULL PLANNER - IMPLEMENTATION FRAMEWORK

The National Career Development Guidelines provide a common framework for delivering comprehensive career services. The following table displays these national guidelines alongside the contents of Career Plan with a suggested order for using Career Plan activities (indicated by numbers). We also added suggested activities from the Merging2Worlds Curriculum.

National Career Development Guideline Domains and Goals	Career Plan Sections	Suggested Career Plan Activity Order	Merging2Worlds Lesson http://merging2worlds.education.asu.edu
<p>GOAL PS1 Develop understanding of self to build and maintain a positive self-concept.</p> <p>GOAL PS2 Develop positive interpersonal skills including respect for diversity.</p> <p>GOAL PS3 Integrate growth and change into your career development.</p> <p>GOAL PS4 Balance personal, leisure, community, learner, family and work roles. ⁽¹³⁾</p>	<p><i>Who Am I?</i></p>	1. Interest Profiler	Chapter 1: Lessons 1-5
		2. SKILLS	Chapter 1: Lessons 6 & 7
		3. Work Importance Locator	Chapter 1: Lesson 8
		4. Reality Check	Chapter 1: Lesson 9
		5. Career Cluster Inventory Career Anchors Activity	Chapter 1: Lesson 10
<p>GOAL ED1 Attain educational achievement and performance levels needed to reach your personal & career goals.</p> <p>GOAL ED2 Participate in ongoing, lifelong learning experiences.</p> <p>GOAL CM3 Use accurate, current and unbiased career information during career planning and management. ⁽¹³⁾</p> <p>GOAL CM4 Master academic, occupational and general employability skills in order to obtain, create, maintain and/or advance your employment. ⁽¹³⁾</p>	<p><i>Where Am I Headed?</i></p>	<p>Explore Occupations</p> <p>6. Want to Explore Occupations?</p> <p>7. Want to Evaluate Your Options?</p> <p>8. Is Self-employment for Me?</p> <p>9. Considering the Military?</p>	<p>Chapter 2: Lesson 7</p> <p>Chapter 3: Lesson 3</p> <p>Chapter 4: Lesson 4</p>
		<p>Explore Education & Training</p> <p>10. Thinking about Becoming a Participant?</p> <p>11. Want to Explore Education Programs & Schools?</p> <p>12. Want to Compare Schools?</p> <p>13. Want to Weigh Your Education Options?</p>	Chapter 4: Lesson 8

		14. Want to Succeed in School?	
		Networking & Job Search 15. Where Do I Begin? 16. Want to Learn More about Employers? 17. How Do I Contact Employers? 18. Do You Need Help Staying Positive? 19. Who Can Help Me? 20. How do I make a Resume? 21. How to Write a Cover Letter?	Chapter 2: Lesson 7 Chapter 3: Lessons 2-9 Chapter 4: Lesson 7

GOAL CM1 Create and manage a career plan that meets your career goals. ⁽¹³⁾ GOAL CM2 Use a process of decision-making as one component of career development. GOAL CM5 Integrate changing employment trends, societal needs and economic conditions into your career plans.	<i>How Do I Get There?</i>	Set Goals 22. Ready to Set Goals? 23. Facing Obstacles?	Chapter 2: Lessons 3-5
		Make Plans 24. Want to Make Career Plans and Identify Your Supports? 25. Want to Make Education & Training Plans? 26. Need Help Managing School Paperwork? 27. Want to Complete a School Planning Checklist? 28. Want to Plan Some Unpaid Work Experience? 29. Want to Make Job Search Plans?	Chapter 1: Lessons 9 &10 Chapter 2: Lessons 1, 2, 6, 9, 10 Chapter 3: Lessons 1 & 10
		Manage Finances 30. Want to Assess Your Finances? 31. Want to Calculate School Costs? 32. Make Financial Plans for School 33. Is Education Worth the Cost?	Chapter 4: Lessons 1, 2, 3, 4,5,8,10

Quick Planner - Implementation Framework

The National Career Development Guidelines provide a common framework for delivering comprehensive career services. The following table displays these national guidelines alongside the contents of Career Plan Quick Planner with a suggested order for using the Career Plan activities (indicated by numbers).

National Career Development Guideline Domains and Goals	Career Plan Sections	Suggested Career Plan Activity Order
<p>GOAL PS1 Develop understanding of self to build and maintain a positive self-concept.</p> <p>GOAL PS4 Balance personal, leisure, community, learner, family and work roles.</p>	<p><i>Who Am I?</i></p>	<ol style="list-style-type: none"> 1. Interest Profiler 2. Reality Check
<p>GOAL ED1 Attain educational achievement and performance levels needed to reach your personal and career goals. ⁽¹³⁾</p> <p>GOAL CM3 Use accurate, current and unbiased career information during career planning and management. ⁽¹³⁾</p> <p>GOAL CM4 Master academic, occupational and general employability skills in order to obtain, create, maintain and/or advance your employment.</p>	<p><i>Where Am I Headed?</i></p>	<p>Explore Occupations</p> <ol style="list-style-type: none"> 3. Compare Occupations Worksheet <p>Explore Education & Training</p> <ol style="list-style-type: none"> 4. Explore Education Options Worksheet <p>Networking & Job Search</p> <ol style="list-style-type: none"> 5. Make a Resume 6. Networking 7. Job Search 8. Want to Make a Resume? 9. Want to Write a Cover Letter?
<p>GOAL CM1 Create and manage a career plan that meets your career goals. ⁽¹³⁾</p> <p>GOAL CM2 Use a process of decision-making as one component of career development.</p> <p>GOAL CM5 Integrate changing employment trends, societal needs and economic conditions into career plans.</p>	<p><i>How Do I Get There?</i></p>	<p>Set Goals</p> <ol style="list-style-type: none"> 10. Set Goals <p>Make Plans</p> <ol style="list-style-type: none"> 11. Make Plans & Identify Supports <p>Manage Finances</p> <ol style="list-style-type: none"> 12. Manage Finances

⁽¹³⁾ (meets Indicator 13 requirements: education/training goal; course of study supports goal)

CAREER PLAN WORKSHEET REFLECTION ELEMENTS WITH EXAMPLES

As users complete the worksheet activities, regardless of the version, they build paper and pencil career plans by answering these reflective prompts. Suggested good short answers for these prompts are provided below as samples for you to share with your users.

From Who Am I?

- ✓ What did you learn about yourself from the career assessments you used. *I'm social and artistic*
- ✓ What occupations interest you now? *Graphic Designer, Teacher's Aide*

From Where Am I Headed?

- ✓ What are the preparation requirements for occupations that interest you? *Community college or vocational school-2 years*
- ✓ What programs of study⁽¹³⁾ and schools interest you now? *Graphic Design, Education*
- ✓ What have you learned about your education and training goals?⁽¹³⁾ *I need more school*
- ✓ What have you learned about yourself from the research you completed? *I like researching information*
- ✓ What have you learned about your job search and networking goals? *I need a better resume and search skills*

From How Do I Get There?

- ✓ What are your personal goals? *To be a better person and travel later in life*
- ✓ What are your academic goals?⁽¹³⁾ *To get an associate degree*
- ✓ What are your career goals?⁽¹³⁾ *To find fulfillment in work*
- ✓ What are your long-range goals?⁽¹³⁾ *Move to California*
- ✓ Who will encourage and support you to achieve your goals and plans? *A good friend and an adult mentor*
- ✓ What have you learned about yourself⁽¹³⁾ from the financial research you completed? *I spend too much money that I don't have*
- ✓ What are your financial goals?⁽¹³⁾ *Balance my budget for one year*
- ✓ What are your financial plans now? *Organize the cash I will need for school*

⁽¹³⁾ (meets Indicator 13 requirements: education/training goal; course of study supports goal)