

## Pre-ETS Outreach Summary Report

Workshop Summary				
CURRENT WORKSHOPS	DATE(S)	SCHOOL / PROGRAM	NUMBER OF PARTICIPANTS	APPROVED CURRICULUM RESOURCE
<i>Example: Work Readiness – Soft Skills</i>	<i>Example: 02/01 – 02/15</i>	<i>Example: Mountainside HS</i>	<i>Example: 10 students</i>	<i>Example: Skills to Pay the Bills</i>
DESCRIBE HOW SERVICES WERE ALIGNED WITH STUDENTS' NEEDS, INTERESTS, ABILITIES, AND CAREER GOALS <i>Example: RTC spoke to school staff to identify gaps in services. School identified this as an area of need.</i>				
Outreach Overview				
SCHOOL CONTACTED	DATE	TYPE OF COMMUNICATION	EDUCATION STAFF PARTICIPATION	DVR STAFF PARTICIPATION
<i>Example: Mountainside HS</i>	<i>Example: 03/15/2021</i>	<i>Example: Zoom meeting</i>	<i>Example: Special Education Team</i>	<i>Example: RTC present for the meeting</i>
Future Workshop				
TYPE OF WORKSHOP	DATE(S)	SCHOOL / PROGRAM	HOW WAS DVR INCLUDED IN COORDINATION?	
<i>Example: Self-Advocacy</i>	<i>Example: 02/01 – 02/15</i>	<i>Example: Tacoma Transition Program</i>	<i>Example: RTC shared service flyer with the school and established a meeting with [contractor] and school staff</i>	
DVR / Contractor Monthly Collaboration				
TYPE OF COLLABORATION	DVR STAFF IN ATTENDANCE	DATE OF MEETING	SCHOOL / PROGRAM DISCUSSED	COMMENTS
<i>Example: Monthly check-in with DVR</i>	<i>Example: RTC and DRA</i>	<i>Example: 03/15/2021</i>	<i>Example: Billing documentation missing for services at Riverside HS</i>	<i>Examples may include actions, next steps, trainings requested</i>