

Title IV, Part B - 21CCLC Youth Work Methods Online Modules For Program Leaders

January 2021



OKLAHOMA
Education

Agenda

- Online YWM for Experienced Grant Leaders
 - Benefits for Program Leaders
 - Accessing & Navigating Online Modules
 - Sharing YWM with Staff
 - Beyond Training: Supporting New Practice
- YWM for Newer Grant Leaders
 - Within the Program Quality Cycle
 - Alignment with Goals
 - YWM Resources
- Reflection & Closing

Online YWM for Experienced Grant Leaders

Benefits for Program Leaders



Online Learning

- **Quality:** evidence-based
- **Efficient:** condensed with minimal preparation required
- **Practical:** focused on staff practice
- **Impactful:** Immediately implementable
- **Conversational:** Guided, not “trained”
- **Approved:** Provide grant required PD opportunities (5) for staff

Online YWM: Accessing Online Modules

- Email Confirmation for PQI Resource Subscription Order
 - May go to fiscal support person
- Add portal@cypq.org as trusted address to your address book
- Expect two more emails from portal@cypq.org:
 - Log-in information
 - Welcome to YWM

Oklahoma 21st CCLC Resource Subscription Confirmation Email- Without YWM Guidebooks

Subject Line: Oklahoma 21st CCLC Resource Subscription Order Confirmation & Next Steps!

Body of the Email:

Thank You for Your Order!

ORDER DETAILS				
GRANTEE:				
Site Name	Description- Content details below	Qty	Cost	Total
	OK Resource Subscription-	1	\$195	\$
Total Amount				\$
Payment Method				
BILLING INFORMATION				

Grantee OSDE Resource Subscription Includes:

Sent By Email:

- 1 Scores Reporter account and TA support
- 2 online accounts to access the Online Youth Work Methods Staff Training Courses
- Technical Assistance support on Program Quality Assessment, Scores Reporter/Online Courses and Evaluation services

Follow-up for Online Youth Work Methods Staff Training Courses:

1. Add portal@cypq.org as a trusted contact in your address book. Participants will receive two emails from this address – one with login information and welcome email*.
2. Log on to [portal.cypq.org](mailto:portal@cypq.org) to access your courses.

**Note: Accounts are set up on Wednesdays.*

More information about Program Quality Assessment can be found [HERE](#)

If you have any questions, please contact:

Oklahoma 21st Century Box Set Support Team
okboxset@cypq.org

Online YWM: Accessing Online Modules

What if I don't receive my log-in credentials?

1. Check your spam/junk email (portal@cypq.org).
2. In your web browser, visit portal.cypq.org and click "Forgot your password?" under the green Log In button.



Username

Password



[Forgot your password?](#)

By signing in, you agree to our [Privacy Policy](#)

<https://portal.cypq.org/>

Online YWM: Accessing Online Modules

To reset your password:

1. Enter your email address as the username.
2. Select “Send”.

If you do not receive an email to reset password, email your name, district/organization and program school site/s to okboxset@cypq.org for assistance.



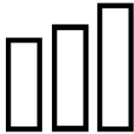


Please enter your username to reset your password:

<https://portal.cypq.org/>

Online YWM: Accessing Online Modules

- Log-in at portal.cypg.org using provided username and password
- Select “Training Center”

Welcome to the CYPQ Online Portal

		
Scores Reporter	Training Center	Resource Center
<p>The Scores Reporter is a data collection and reporting system. It is designed to complement the Youth Program Quality Intervention (YPQI). The system can be used to collect assessments, generate planning reports, and develop and monitor improvement plans.</p>	<p>The Training Center is a system used to engage with interactive online learning materials presented in the form of courses and trainings. The system records participant progress and achievements. The primary offerings of the system are PQA Basics, Planning with Data, and the Youth Work Methods.</p>	<p>The Resource Center contains materials and other supports for network leaders and trainers. The resources are organized into folders that correspond to specific trainings and stages of the Youth Program Quality Intervention (YPQI).</p>

<https://portal.cypq.org/>

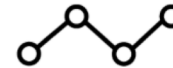
Online YWM: Accessing Online Modules

Training Center

Select
“Trainings”



Trainings



Progress Report



Achievements

<https://portal.cypq.org/>

Online YWM: Accessing Online Modules

Trainings

Select
“Online
Learning”



Training of Trainers

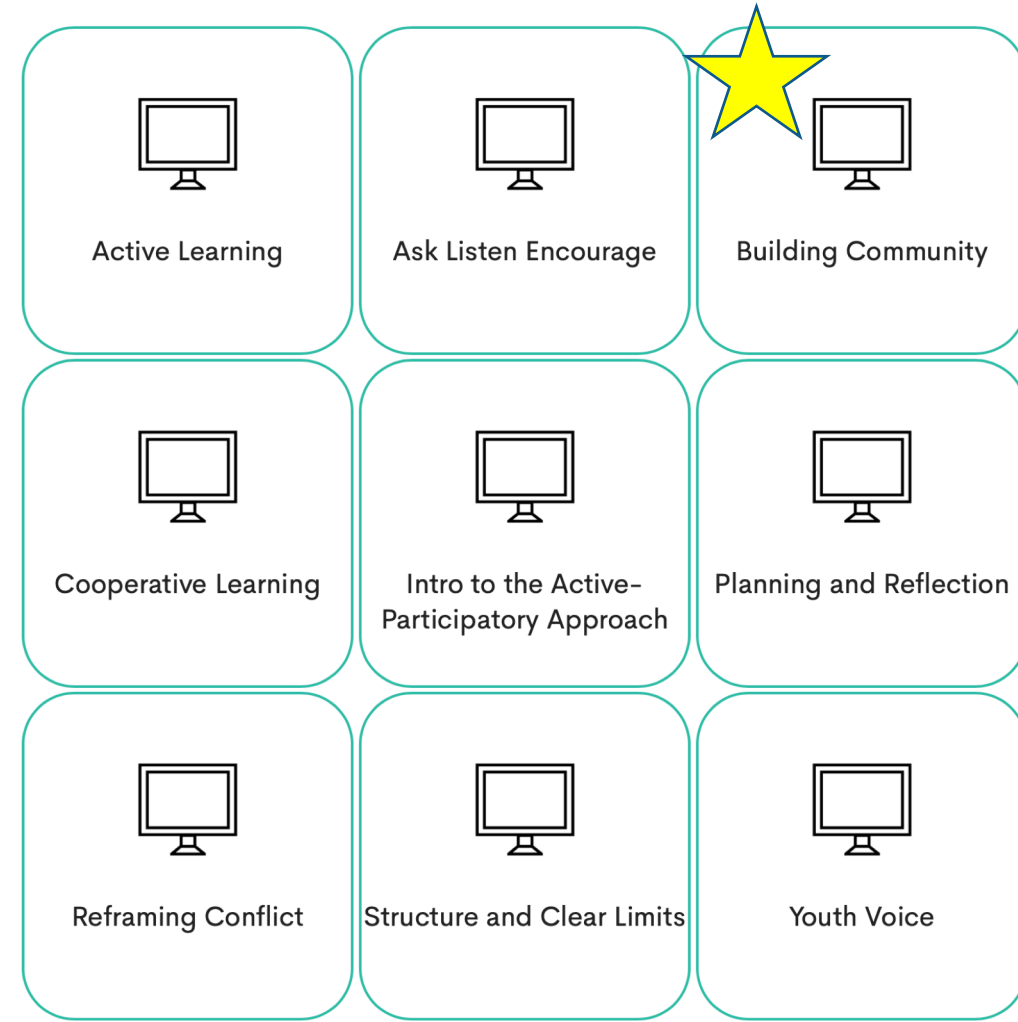


Online Learning

<https://portal.cypq.org/>

Online YWM: Accessing Online Modules


- Select YWM module
- As our examples, we'll use Building Community module (some examples from Ask Listen Encourage)



Online YWM: Accessing Online Modules

Building Community

- Select “Launch Course” at bottom of page

Course ID:	YWM108
Course Name:	Building Community
Description:	This is the Building Community Class
Status:	Not Attempted
Prerequisites:	None
Course Type:	Self-paced
 Launch Course	

Sharing Online YWM with Staff



Possible Discussion Structures

- In-person staff meeting
- Virtual staff meeting
- Individual, virtual participation

Sharing Online YWM with Staff



Pre-Discussion Checklist

- ✓ Select module/s aligned with your observations & improvement goals
- ✓ Consider ordering staff guidebooks
- ✓ Review online module (print “Resources”)
- ✓ Review “Sharing with Others” section of guidebook (for in-person & group discussions)
- ✓ Secure location and technology
- ✓ Consider comfort

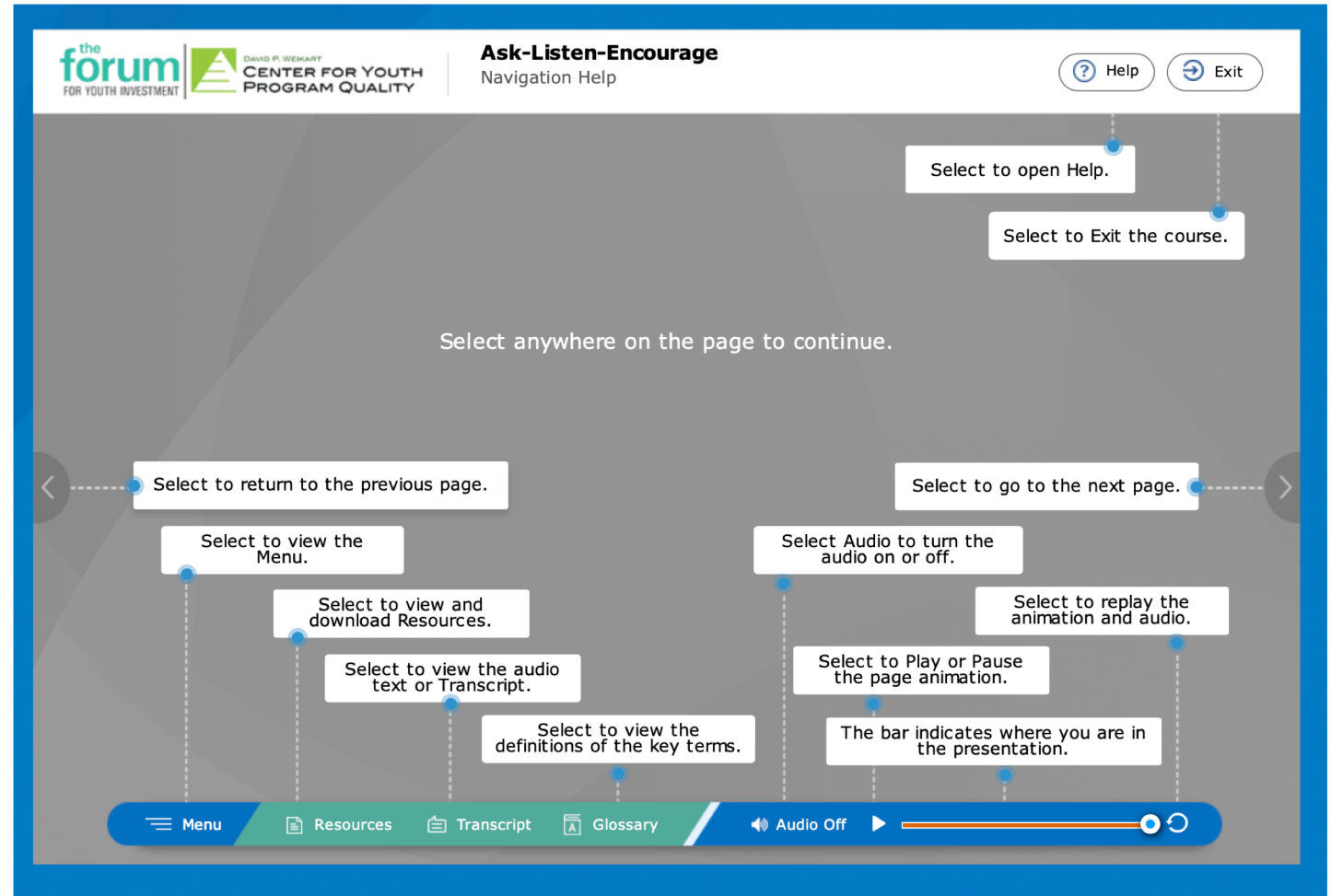
Navigating Online YWM

- Click & learn format
- Leader in role of moderator, not "trainer"
- Intentional breaks allow for conversation & application of concepts to your program



Navigating Online YWM

Each module starts with a review of features and tips for navigating the platform.



Navigating Online YWM

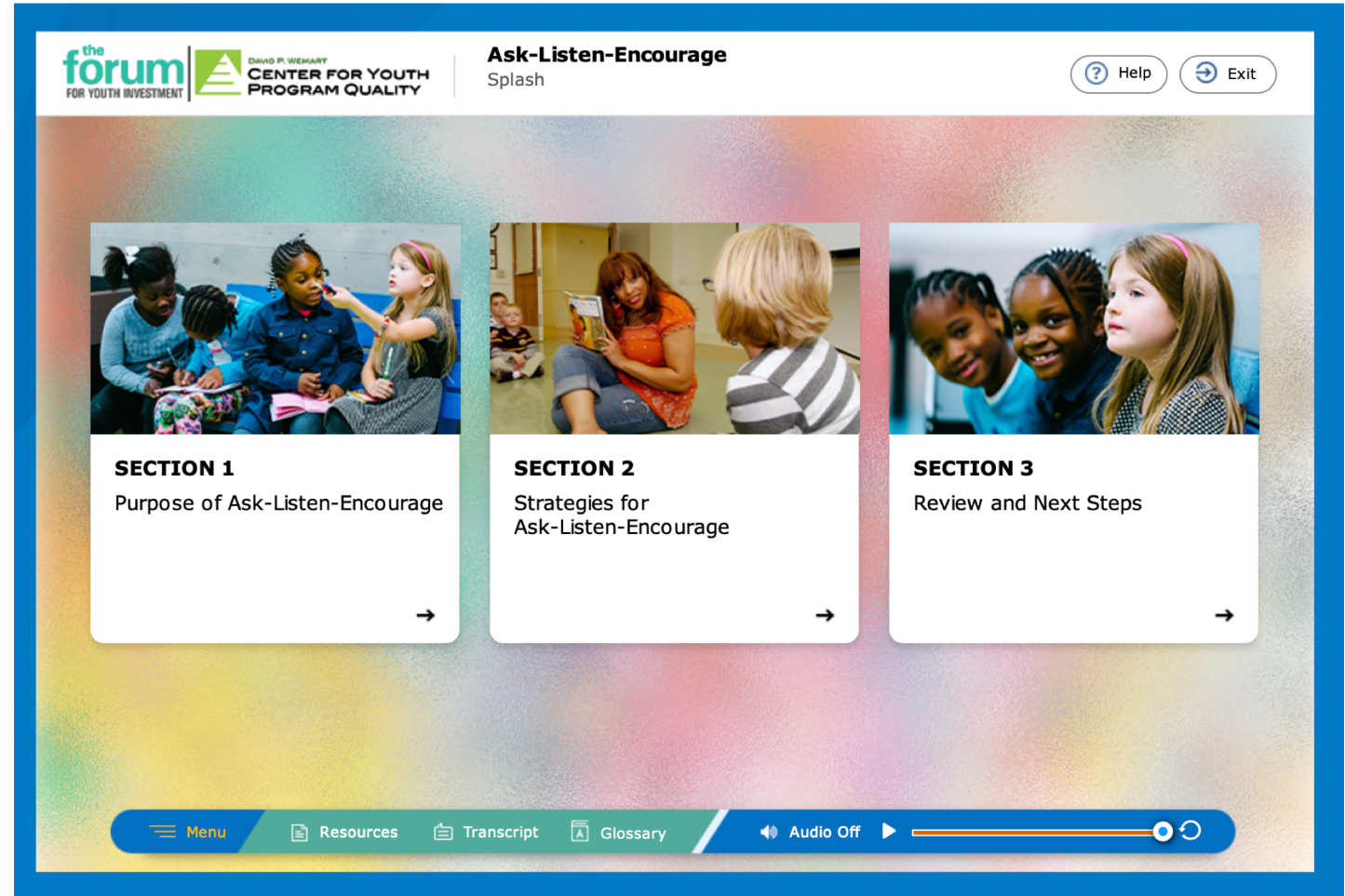
Online modules follow the structure of guidebooks



Navigating Online YWM

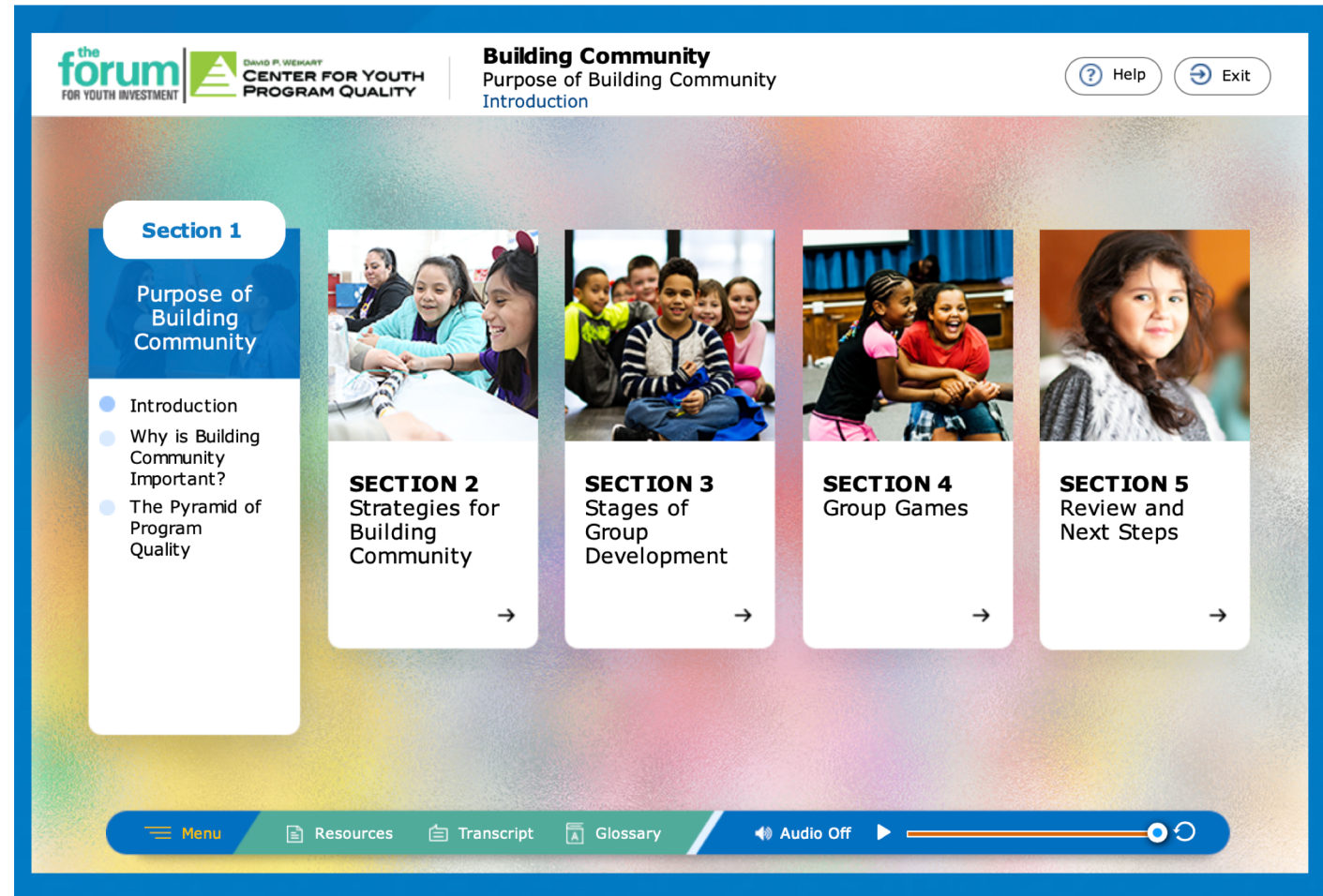
Sections for all modules include:

- Purpose
- Strategies
- Review & next steps



Navigating Online YWM

Select sections to show menu of content to be completed.



Navigating Online YWM

Content often requires exploration of several, short concepts (boxes) before moving forward.



Navigating Online YWM

Allow time for Review & Next Steps:

- What does this look like in your program?
- Set practical team goals for implementation.

The screenshot displays the 'Building Community' section of an online Youth Wellness Module (YWM). The interface is titled 'Building Community: Review and Next Steps, Tools You Can Use'. It features four main strategy cards, each with a circular icon and a list of questions or tasks:

- Create Avenues for Community Building** (Icon: Two people in a circle):
 - If you are about to start a new program, choose a game to help participants feel welcomed.
 - Think about the stage of group development that your program participants are in (Forming, Norming, Storming, Performing, or Adjourning). Select an activity to support them during this stage.
- Be Involved and Mindful** (Icon: Three people in a circle):
 - Write down three things you will do with the group to welcome new participants to your program.
- Don't Leave Anyone Out** (Icon: A person with a plus sign):
 - Think about two or three youth in your program who speak or participate less than others.
 - Make a plan to include them in group activities.
- Promote Respect for Diversity** (Icon: Two hands holding a heart):
 - In what ways do you explicitly support youth in cultivating a positive identity and confronting racial injustice?
 - In what ways do you think you can explicitly improve the way you support youth in developing a positive identity and confront racial injustice?
 - Choose a categorized "diversity" activity from the resource guide that you would like to try out in your program. Identify key considerations that you will keep in mind when facilitating this activity.

Below the cards, there is a button that says 'Download a worksheet for these questions from the Resources section.' and a footer bar with navigation options: 'Menu', 'Resources', 'Transcript', 'Glossary', 'Audio Off', and a progress bar. A prompt at the bottom says 'Select each strategy to learn more.' and another says 'Select > to continue.'

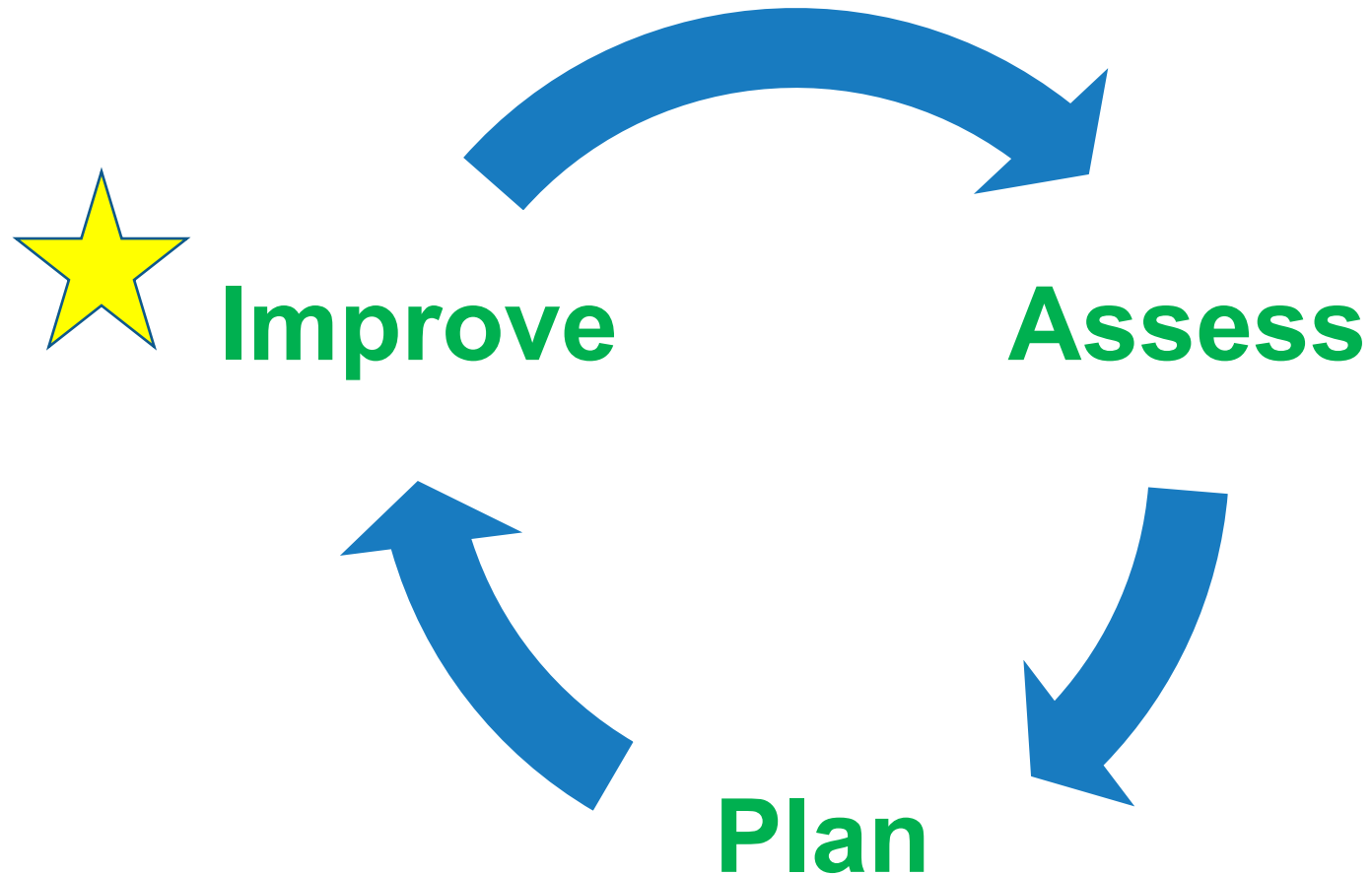
Beyond Training: Supporting New Practice

Strategies for Program Leaders:

- Model YWM practices in your program
- Encourage, recognize & highlight observed staff practice
- Seek youth input about new practices & impacts
- Provide quick, strategy recaps to staff by email, text and/or a visual representation within the program space
- Make the YWM module a standing agenda topic for staff meetings (10-minute progress review & sharing of practice experiences)

Youth Work Methods (YWM) for Newer Grant Leaders

YWM within the Program Quality Improvement Cycle



Assess: PQA Observations & Surveys

II. SUPPORTIVE ENVIRONMENT: WARM WELCOME | SESSION FLOW | ACTIVE ENGAGEMENT | SKILL-BUILDING | ENCOURAGEMENT | CHILD-CENTERED SPACE

WARM WELCOME | Staff provides a welcoming atmosphere.

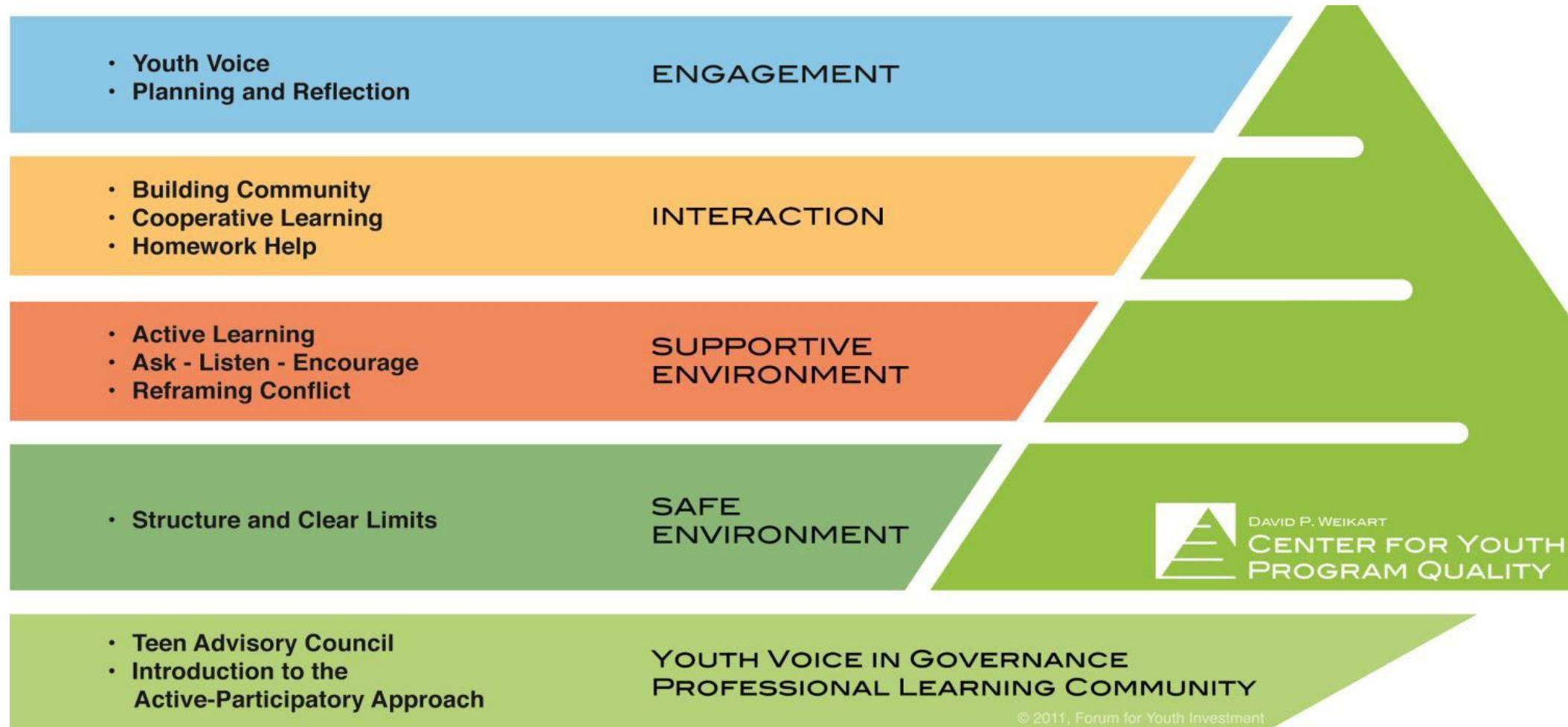
ITEMS			SUPPORTING EVIDENCE/ANECDOTES	
1.	1 No children are greeted by staff as they arrive or at the start of the session.	3 Some children are greeted by staff as they arrive or at the start of the session.	5 All children are greeted by staff as they arrive or at the start of the session.	<input type="checkbox"/>
2.	1 Staff mainly uses a negative tone of voice and disrespectful language.	3 Staff sometimes uses a negative tone of voice and disrespectful language and sometimes uses a warm tone of voice and respectful language.	5 Staff mainly uses a warm tone of voice and respectful language.	<input type="checkbox"/>
3.	1 Staff generally frowns or scowls, uses unfriendly gestures and avoids eye contact.	3 Staff sometimes exhibits unfriendly behaviors and sometimes uses a friendly approach.	5 Staff generally smiles, uses friendly gestures and makes eye contact.	<input type="checkbox"/>

Plan: Set
Improvement
Goals Based on
PQA & Survey
Data

Pyramid of Program Quality



Improve: Build staff skills with YWM modules



YWM: Aligned, fully contained training modules

Building Community

Do you know what it takes to build an emotionally and physically safe space for youth? Building an emotionally safe community of peers and adults is essential for youth to learn and develop as individuals. This interactive workshop will introduce participants to a variety of activities designed to support the community building process.

Emotional Safety | Warm Welcome | Belonging



DAVID P. WEIKART
CENTER FOR YOUTH
PROGRAM QUALITY

YOUTH WORK
METHODS SERIES

Introduction To The Active-Participatory Approach

Youth programs can be optimized for youth needs, motivation, and engagement. The Active-Participatory Approach to youth work was designed to address these goals. This youth-centered approach is the foundation for the Youth Work Methods Series.

Active Learning

Do you know the difference between active learning and "hands-on" learning? Giving youth materials is just the beginning. This interactive workshop introduces strategies for incorporating active learning, and helps participants create more powerful learning opportunities for youth.

Session Flow | Active Engagement | Skill-Building

Ask-Listen-Encourage

Do you communicate with youth in a way that makes them feel supported and heard? This workshop introduces communication techniques that help you build more supportive, youth-centered relationships. Participants learn how to ask effective questions, to listen actively to youth, and offer youth encouragement rather than praise.

Encouragement | Interaction with Adults | Adult Partners

Building Community

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Emotional Safety | Warm Welcome | Belonging

Cooperative Learning

Do the youth in your program have opportunities to work together in groups, teaching and learning from each other? Cooperative learning is an excellent way to nurture youth leadership, build community, and keep things fun. This interactive workshop will equip participants with grouping strategies and ways to think about building cooperative learning into any program offering.

Collaboration | Belonging | Leadership

Homework Help

This course focuses on making homework help time effective by helping youth get organized, by providing an atmosphere that helps youth focus on their work, and by building a supportive relationship with youth. These elements help participants reconsider Homework Help as an opportunity to build relationships and nurture positive growth, beyond getting the work done.

Planning And Reflection

Are you engaging youth in the critical life skills of planning and reflection? Are you ready to be more intentional about including planning and reflection strategies into your daily activities but not sure where to start? This workshop introduces participants to powerful and easy to use methods that promote youth engagement in planning, implementing, and evaluating activities and projects.

Planning | Reflection

Reframing Conflict

What role do you play in conflict situations in your program? Do you know how to turn a conflict situation into an opportunity for growth? This interactive workshop introduces participants to a step-by-step model for reframing conflict as well as general principles of conflict resolution.

Reframing Conflict | Managing Feelings

Structure And Clear Limits

How do you prevent chaos in a youth environment without stifling the positive energy of youth? Youth need structure and clear limits in order to feel safe. This interactive workshop helps participants analyze the level of structure in their programs and practice identifying and maintaining clear limits.

Safe Environment Domain | Session Flow | Child-Centered Space

Youth Voice

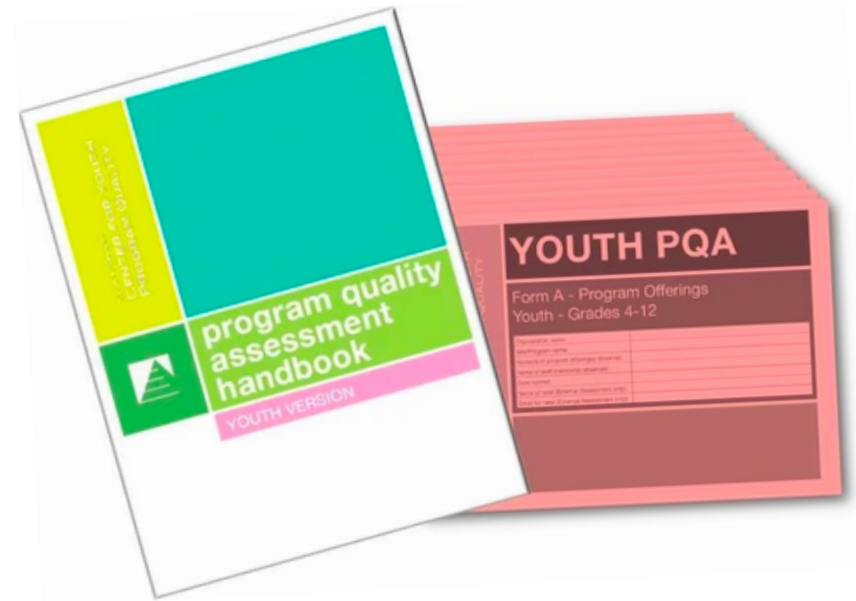
Are you providing young people with authentic, meaningful choices throughout your program? Does your program reflect the input of the youth involved? Research shows that quality programs incorporate youth input at both activity and organizational levels. This workshop will emphasize the importance of offering real choices and meaningful participation to youth, and nurturing youth leadership.

Choice | Leadership | Adult Partners | Responsibility

http://www.cypq.org/products_and_services/training/YWM

Annual PQI Resource Subscriptions (David P. Weikart Center for Youth Program Quality)

Assessment Tools
(PQA) and
supports



Annual PQI Resource Subscriptions

Welcome to the CYPQ Online Portal

Access to
ScoresReporter
system (per site)

- Enter assessment data
- Improvement goal setting & planning



Scores Reporter

The Scores Reporter is a data collection and reporting system. It is designed to complement the Youth Program Quality Intervention (YPQI). The system can be used to collect assessments, generate planning reports, and develop and monitor improvement plans.



Training Center

The Training Center is a system used to engage with interactive online learning materials presented in the form of courses and trainings. The system records participant progress and achievements. The primary offerings of the system are PQA Basics, Planning with Data, and the Youth Work Methods.



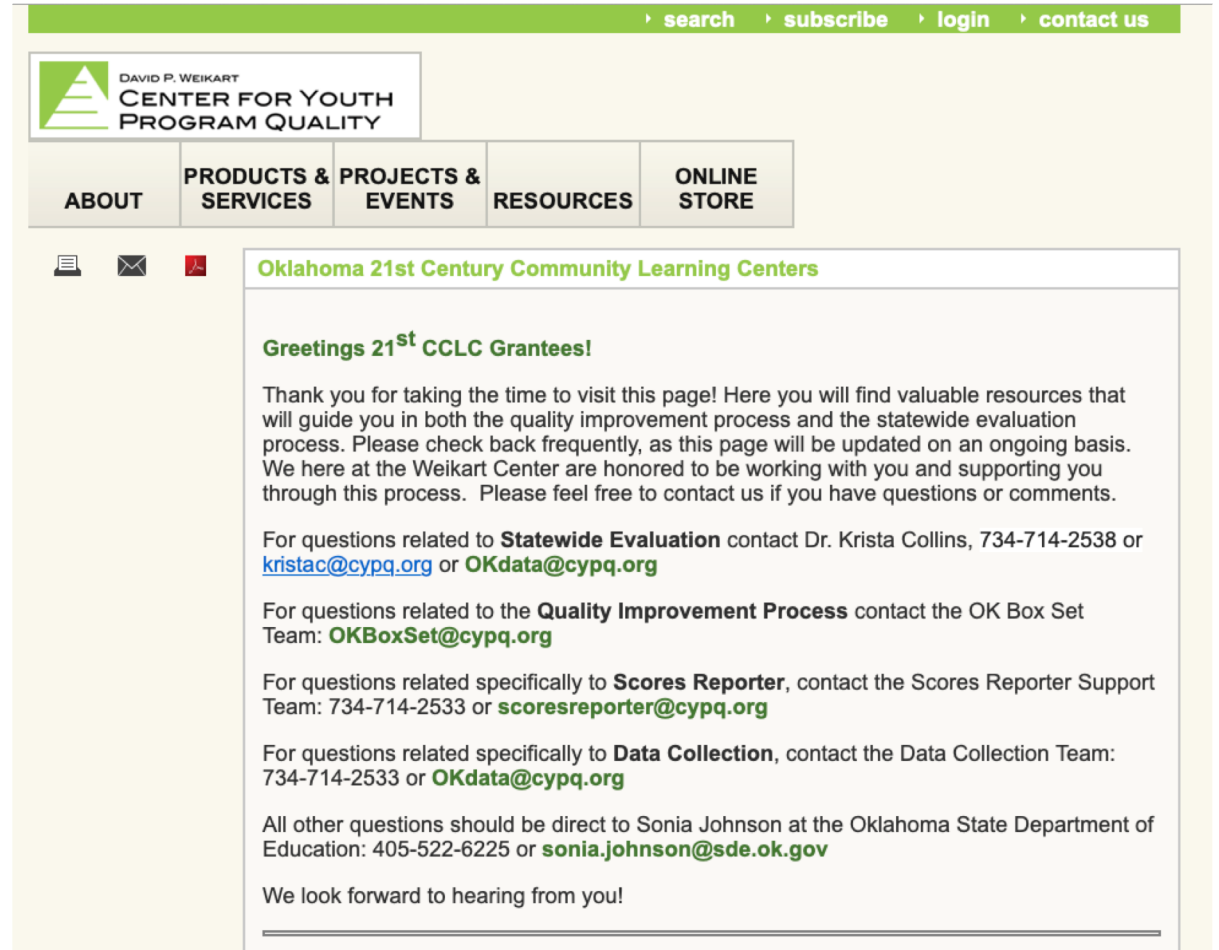
Resource Center

The Resource Center contains materials and other supports for network leaders and trainers. The resources are organized into folders that correspond to specific trainings and stages of the Youth Program Quality Intervention (YPQI).

<https://portal.cypq.org/>

Annual PQI Resource Subscriptions

Program quality supports
through
www.cypq.org/ok21cclc



The screenshot shows the website of the David P. Weikart Center for Youth Program Quality. The header includes navigation links: search, subscribe, login, and contact us. The main navigation menu includes: ABOUT, PRODUCTS & SERVICES, PROJECTS & EVENTS, RESOURCES, and ONLINE STORE. The content area is titled "Oklahoma 21st Century Community Learning Centers" and contains a greeting to 21st CCLC Grantees. It provides contact information for various services: Statewide Evaluation (Dr. Krista Collins, 734-714-2538, kristac@cypq.org, OKdata@cypq.org), Quality Improvement Process (OKBoxSet@cypq.org), Scores Reporter (scoresreporter@cypq.org, 734-714-2533), and Data Collection (OKdata@cypq.org, 734-714-2533). It also mentions Sonia Johnson at the Oklahoma State Department of Education (405-522-6225, sonia.johnson@sde.ok.gov) for other questions.

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CENTER FOR YOUTH
PROGRAM QUALITY

ABOUT PRODUCTS & SERVICES PROJECTS & EVENTS RESOURCES ONLINE STORE

Oklahoma 21st Century Community Learning Centers

Greetings 21st CCLC Grantees!

Thank you for taking the time to visit this page! Here you will find valuable resources that will guide you in both the quality improvement process and the statewide evaluation process. Please check back frequently, as this page will be updated on an ongoing basis. We here at the Weikart Center are honored to be working with you and supporting you through this process. Please feel free to contact us if you have questions or comments.

For questions related to **Statewide Evaluation** contact Dr. Krista Collins, 734-714-2538 or kristac@cypq.org or OKdata@cypq.org

For questions related to the **Quality Improvement Process** contact the OK Box Set Team: OKBoxSet@cypq.org

For questions related specifically to **Scores Reporter**, contact the Scores Reporter Support Team: 734-714-2533 or scoresreporter@cypq.org

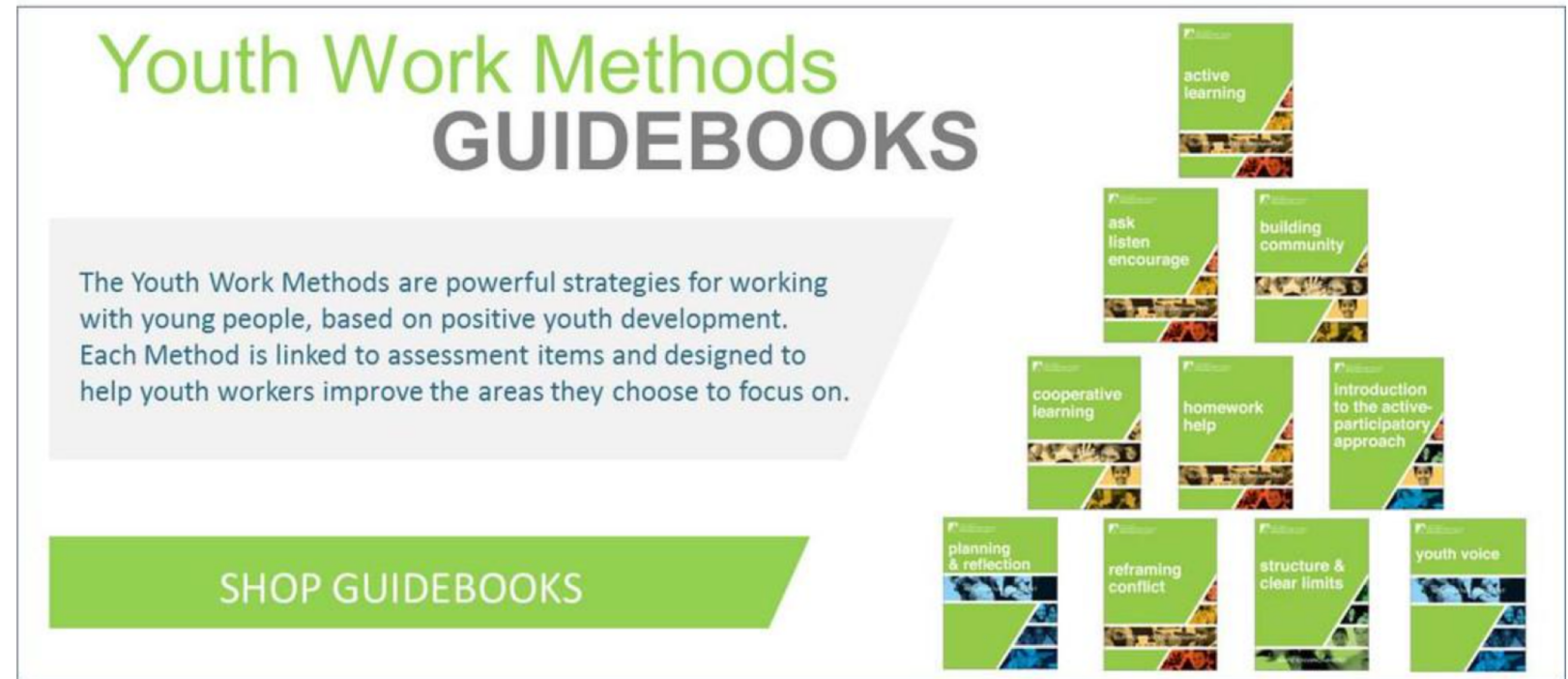
For questions related specifically to **Data Collection**, contact the Data Collection Team: 734-714-2533 or OKdata@cypq.org

All other questions should be direct to Sonia Johnson at the Oklahoma State Department of Education: 405-522-6225 or sonia.johnson@sde.ok.gov

We look forward to hearing from you!

YWM Resources: Training Guidebooks

- Full set with 1st yearly subscription
- May purchase for staff prior to sharing YWM modules (allowable expense)
- Discounted rate of \$9/book for grantees

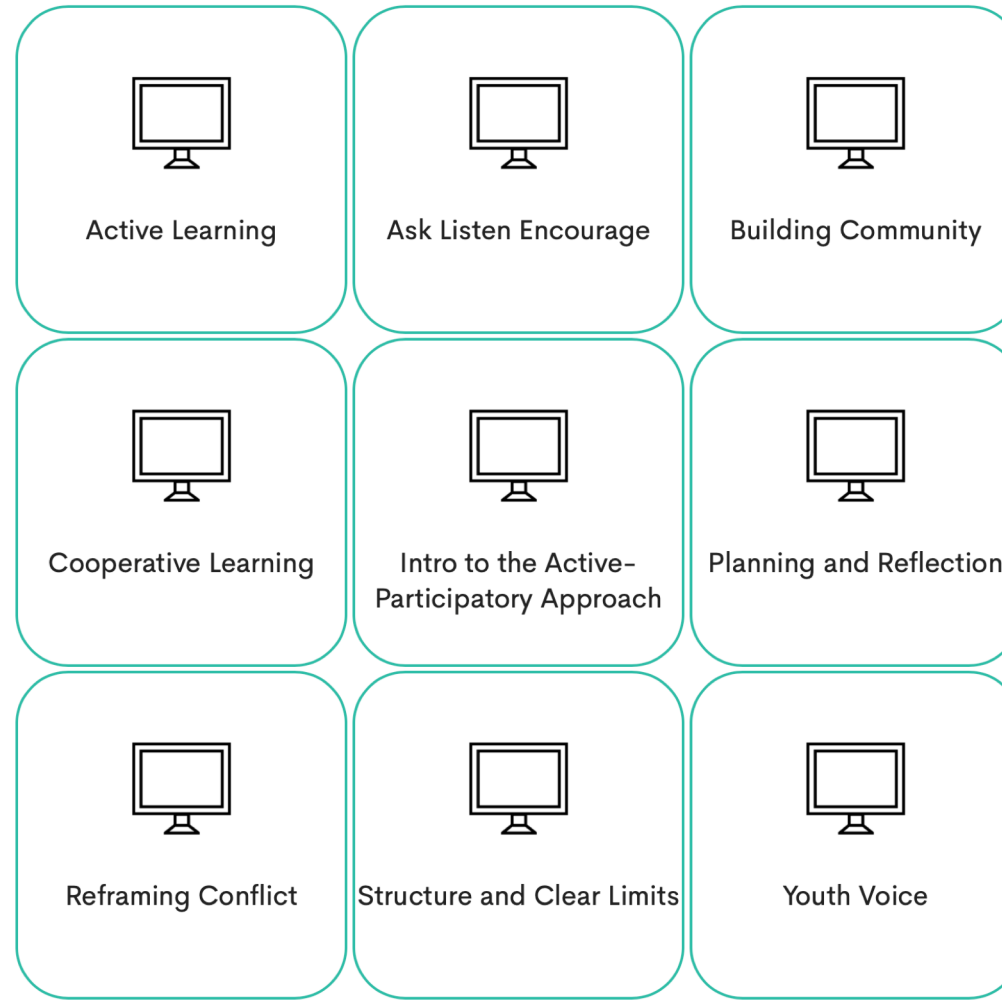


Order online: https://cypq.myshopify.com/discount/YWMETHODS_OK21C

Enter code: [YWMETHODS_OK21C](#) (if not already applied)

YWM Resources: Online YWM Modules

- 9 online modules
- Click & learn
- Not for Homework Help



Benefits for Program Leaders



Online Learning

- **Quality:** evidence-based
- **Efficient:** condensed with minimal preparation required
- **Practical:** focused on staff practice
- **Impactful:** Immediately implementable
- **Conversational:** Guided, not “trained”
- **Approved:** Provide grant required PD opportunities (5) for staff

Reflection/Closing

As a Program Leader, when I think about sharing my first online YWM module with my program team, I feel:

- Confident – I understand how to use the tools & resources.
- Curious – Let's see how it goes.
- Unsure – I could use some additional support.

