2021–2023 Youth Development Division (YDD) Glossary

Below you will find a list of definitions used by the Youth Development Division. The definitions below are in alphabetical order and separated by type of grant (Community Investment and Reengagement). If you have any questions, please reach out to your grant manager.

YDD YOUTH GRANTS

Academic and Educational Supports: Services and strategies used to increase academic achievement and educational engagement.

Aggregate Data: Youth data maintained by grantee at the aggregate level (i.e., total number of youth served, etc.). **Grantee must track youth data in preparation for both individual and aggregate data reports.*

Career Training: Training for career which does not earn post-secondary credit.

Case Management Services: One-on-one services that seek to advise or train/coach youth through any of the following activities: assessing, planning, facilitating, care coordination, evaluating, and advocating for options or services that meet the needs of the youth.

[1]**Chronically Absent:** Youth has missed 10% or more of school days.

Collecting Data: The process of recording and maintaining youth individual and aggregate data in internal tracking systems.

College and Career Services and Training: Services that include access to Workforce Development training; post-secondary education and training; college and career readiness; Soft Skills training; internship placement; job placement; and career and technical education.

Contacted Youth: A youth who has had at least one interaction with outreach/program staff such as a phone call, video conference, other individual or small group interaction, a home visit, or an individual/personalized text exchange. (Self-referrals, peer-referrals, and walk-ins which resulted in the youth having contact with program staff should be included.)

Culturally Specific Programming: Services and strategies that incorporate cultural knowledge and practices, linguistically specific services, and/or other activities, approaches and resources that are responsive to the culture of individuals or communities served.

Elementary School: Traditionally grades 1-5.

Employment: Part-time (under 30 hours per week) or full-time (30 hours or more per week) employment.

[2]**Foster Youth**: A youth placed by the Department of Human Services or a tribal child welfare agency away from their parents and for whom the department or agency has placement and care responsibility, including placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions and pre-adoptive homes.

Gang Prevention: Services and activities used to divert a youth from participating in criminal gang activity.

GED: A high school equivalency credential obtained through passing the four GED® exams. (Originally, known as Tests of General Educational Development.)

Grade Advancement: Youth advanced to next grade level.

Hands on/Career Connected Learning: Systematic education and training activities in which youth take part in order to obtain knowledge and/or learn new skills for a current or a future job, to increase earnings, access job opportunities, improve career prospects, and increase chances for advancement and promotion. Includes Soft Skills training, CTE/STEM activities, and other "work readiness" activities.

High School: Traditionally grades 9-12.

High School Diploma: A certificate recognizing that a youth has met the all district and State requirements for high school completion.

[3]**Homeless**: A youth lacking a fixed, regular, and adequate nighttime residence.

Individual Data: Youth data maintained by grantee at the individual level, (i.e., race, ethnicity, gender, etc.). *Grantee must track youth data in preparation for both individual and aggregate data reports.*

Industry Recognized Training Certificate Program: A program that awards a certificate recognized by employers of that industry.

Internship: Paid or unpaid employment provided by a youth development or workforce program. *Paid internships may be reported as an employment outcome in data reporting.*

[4]**Juvenile Justice Involved**: A youth who has had contact with the criminal justice system through any of the following processes: arrest, detainment, petitions, hearings, adjudications, dispositions, placement, probation, and reentry.

Mentoring and Coaching: Services that seek to advise or train/coach youth through any of the following activities: assessing, planning, facilitating, care coordination, evaluating, and advocating for options or services that meet the needs of the youth.

Middle School: Traditionally grades 6-8.

[5]**Nonbinary:** Individual who does not identify exclusively as male or female.

Not in School: A youth not enrolled in elementary school, middle school, high school, or a post-secondary institution.

Positive Youth Development: Positive Youth Development: Services and strategies that engage youth in an intentional, pro-social approach in a manner that recognizes, utilizes, and enhances youths' strengths while promoting positive outcomes by providing supportive opportunities and fostering positive relationships.

Post-Secondary Access: Youth participation in post-secondary educational activities, such as enrollment in a college or dual-credit course, or in a post-secondary certification program (such as a registered apprenticeship, or other skilled trade certificate program).

Post-Secondary Courses: Credit-bearing college-level classes, including required classes leading to a college certificate or degree.

Referred Youth: A youth who has been specifically referred to a reengagement program by another organization in some method whereby the youth is aware of the referral, such as a referring agency staff introducing the youth to program staff or other formal referral processes.

Reporting Data: The process of providing youth information to the Youth Development Division through quarterly reporting or periodic consolidated collections. The YDD may require individual and/or aggregate data.

School Retention: Youth remained enrolled in school or completed academic school year during program participation.

Service Area: The geographic region in which a Program provides services and activities.

Service Population: The youth population served by the Program or Project.

Soft Skills: The interpersonal skills and other non-technical skills necessary to be successful in work, e.g., leadership skills, teamwork, communication skills, flexibility and adaptability, resolving conflicts, work ethic, etc.

Supportive Services: Services such as referral to/receiving mental health counseling, substance abuse counseling, navigation and connection to social services, childcare, transportation assistance, housing assistance, basic needs assistance, and Affinity Groups.

Twelfth Grade +: A diploma seeking student who has been in 12th grade and is returning to complete high school.

Violence: The intentional use of physical force or power--threatened, or actual--against another person or persons which results in or high likelihood of injury or death.

Workforce Readiness: Services and strategies used to provide youth with the knowledge, skills, and abilities required to engage and succeed in the workplace.

Youth: The Oregon Youth Development Division defines a youth as any person aged 6 through 24.

Youth Advocacy: Services and strategies designed to empower youth and support youth voice in navigating systems, influencing decision making, and raising public awareness.

₉**Youth with Disability**: A youth evaluated in accordance with OAR 581-015-2100 through 581- 015-2180 as having autism spectrum disorder; communication disorder; deafblindness; developmental delay; emotional disturbance; hearing impairment, including deafness; intellectual disability; orthopedic impairment; other health impairment; specific learning disability; traumatic brain injury; or visual impairment, including blindness, and who, by reason thereof, need special education and related services.

Reengagement Educational Services: Services that include credit-bearing, diploma-track high school education; academic remediation; credit recovery; GED Options and other GED preparation and testing; and Post-Secondary Access.

Reengagement Eligible Youth: A youth who is eligible to receive Reengagement Services by meeting **one** of the following criteria:

a. Youth ages 14-21 who are defined as a dropout under ORS 339.505, and not exempt from attending public school under ORS 339.030; or
b. Youth ages 14-21 who are referred by any of the following: Oregon Youth Authority, Department of Human Services, juvenile court judges, county juvenile departments, federally recognized tribes, school districts, or education service districts; or
c. Youth ages 14-21 who are not enrolled in school, and have not earned a high school diploma or GED; or
d. Youth ages 16-21 who are enrolled in a public high school, initially enrolled in high school one or more years prior, and have earned 3 or more credits fewer than the expected number of credits to be earned based on the duration of enrollment.

Reengagement Key Performance Measures (KPM): The critical outcomes reported by Reengagement Programs, used as primary indicators for performance and success of a Reengagement Program.

Reengagement Ongoing (Follow-up) Services: Services to Reengagement program participants who have earned a diploma or GED credential while enrolled in a Reengagement program.

Reengagement Outreach Services: Services that include identification and contact of youth for youth programming; referral services; culturally specific and trauma-informed engagement; and ongoing retention support for youth.

Reengagement System or Oregon Youth Reengagement System or "Statewide Youth Reengagement System" (collectively a "System") means the comprehensive reengagement efforts carried out, coordinated, supported, and monitored by the Youth Development Division, as established in ORS 417.859, and further clarified in OAR 423-160-0009.

Reengagement: The reconnection of Eligible Youth with education, training, and other services to support the youth in the completion of their high school diploma or high school equivalency credential.

Reengagement Partner: An entity that collaborates with the Reengagement Program to deliver the Reengagement Services. Includes but are not limited to, school districts, education service districts, alternative schools, non-profit organizations, community-based organizations, community colleges, tribes, local workforce boards, counties, cities, local public service agencies, and other service providers.

Reengagement Services: The range of services including but not limited to outreach services; Educational Services; one-on-one case management, advocacy, academic and career coaching; college and career services; access to Workforce Development, post-secondary education and training; barrier removal and supportive services; and ongoing (follow-up) services:

EXPENDITURE REPORTS

*NOTE: Contracted services and workers are no longer categorized as a separate line in the 2021-2023 YDD budget. All contracted service costs should be included in the category that most accurately describes the service provided, (e.g., a contracted outreach worker would be coded as "Personnel").

Administrative Costs: Administrative and overhead costs not directly associated with program service delivery. Administrative costs include executive leadership, reception staffing, fiscal services, human resources, and payroll processing. Contracted administrative services should be coded to Administrative Costs.

Direct Support and Assistance to Youth: All direct assistance and supports provided to participants. Includes transportation assistance including bus passes, transportation vouchers, and fuel cards; GED materials and assessments; clothing; work equipment; license and certification costs; post-secondary tuition assistance; and incentives.

Equipment: Includes computers, printers, and other devices that will be used for program delivery, and other non-consumable items with a useable life of one year or more, and/or a per unit value of $250 or greater. Equipment purchases exceeding $3000/item or $5000/total require explicit approval from the grant manager.

Operating: Program operational costs, such as rent, utilities, maintenance, and other costs associated with the worksite. Operating costs do not include materials, supplies, equipment, licenses and other fees, which are reported in other spending categories. .

Personnel: Salaries, wages and benefits for any staff performing work directly connected with the proposed project. Includes direct services, supervision of direct service delivery, and staff involved in data collection and reporting to YDD. Contracted staff performing direct service work should be included in this line.

Professional Development and Training: Includes staff training, certifications, and other professional development activities. Training that also includes youth participants is considered a direct program service, and should be included in the "Personnel" category.

Start-Up Funds: Funds available upon request at the beginning of the biennial grant cycle, contingent on an Executed Grant Agreement and fund availability in EGMS. Funds may be claimed within any of the overall budget categories, and up to 25% of an applicant's total budget. *Start-Up Funds are only available for Reengagement Grants during the 2021-2023 biennium.*

Supplies and Materials: Includes all consumable materials required for program delivery. This may include office supplies; postage; printing; course materials and curriculum, including online class licensing; training, worksite, and safety materials; and other service-related costs and items with a unit value under $250.

Travel and Transportation: Costs for staff travel and transportation of program participants, including fuel, vehicle rental, and transit costs associated with service delivery and youth transportation.

[1] Chronic Absenteeism. Issue Brief. Gezelter, Lisa. 1/22/2018 https://www.oregonlegislature.gov/lpro/Publications/Chronic-Absenteeism-Issue-Brief.pdf

[2] Foster Care Means. . . Oregon Department of Education Website. https://www.oregon.gov/ode/students-and-family/fosteringconnections/Pages/default.aspx

[3] Homeless Students in Oregon. Oregon Department of Education website.

https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/McKinney-Vento/Documents/Homeless-Students-Dona-Bolt-V2.pdf

[4] Juvenile Justice. Youth.gov website. https://youth.gov/youth-topics/juvenile-justice

5 PFLAG National Glossary of Terms. PFLAG website. https://pflag.org/glossary