

**C2L-PHL Provider Document Review Pocket Guide
Summer 2026**

Program Operations

Item	Description / Evidence Options
Program Schedule	Daily or weekly schedules show time-blocked activities, learning goals, and integration of youth PD/skills building and work-based learning components.
Youth Recruitment & Retention Plan	Recruitment strategies, community outreach, targeted population plans, and retention efforts. IT should also recruitment activities to be implemented/that have been implemented, timelines and responsible personnel.
Attendance Policies & Procedures	Step-by-step policy for attendance tracking, follow-up for chronic absences, and participation monitoring.
Staffing Roster	List of all program/provider staff with roles and time allocations.
Youth Roster	Full list of enrolled youth with site/program assignments.
Support Services Plan	Overview of wraparound services (e.g., mental health, case management, referrals).
Emergency Preparedness Plan	Emergency contacts, drill schedules, site-specific protocols, and safety responsibilities.

Program Effectiveness

Item	Description / Evidence Options
Clear & Measurable Program Goals	SMART goals aligned to grant or initiative focus areas.
Dissemination of Goals & Plans	Evidence of how goals and plans are shared with staff, families, and partners (e.g., training agendas, handouts).
Continuous Quality Improvement Plan	CQI cycle documentation, staff reflections, goal tracking tools, or improvement action plans.

Stakeholder & Partner Involvement

Item	Description / Evidence Options
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Family Engagement Plan	Calendar of family events, communication logs, bilingual resources, and parent feedback.
School-Day Collaboration Plan	MOUs, meeting notes, school-aligned goals, or co-planning documents.
Local Community/Partner Contributions	List of employer/partner entities, partnership plans, and descriptions of contributions (e.g., career speakers, internships).

Program Environment

Item	Description / Evidence Options
Written Youth Behavior Management Plan	Behavior expectations, norms, reinforcement practices, and staff/family distribution evidence.

Staff Development

Item	Description / Evidence Options
Staff Professional Development Plan	Annual PD calendar, needs assessment, and reflection tools.
Evidence of Implementation	Sign-in sheets, staff feedback forms, agendas, and implementation artifacts.

Content, Youth Facilitation & Engagement

Item	Description / Evidence Options
Instructional Activities Plan & Implementation	Skill-building, financial literacy, and lesson plans with clear learning objectives.
Work-Based Learning Activities Plan	Internship/service learning plans and schedules with student participation logs.
Activity/Lesson Planning Templates	Completed activity templates showing planning, delivery, and reflection/revision notes.