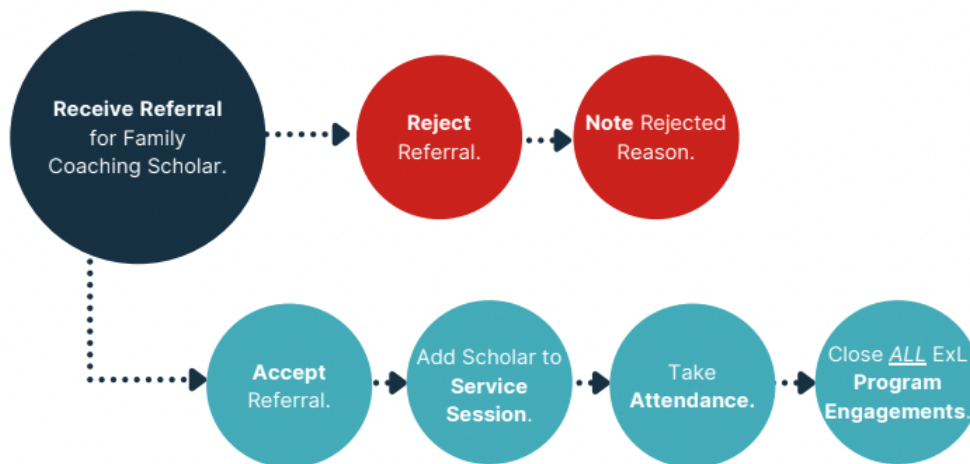




CENTRAL OST PROCESS



****A program engagement is automatically created when a referral is accepted.**

Enrollment Process

1. Central OST Staff receives **Referral** from NAZ Coach for NAZ Coaching scholar.
2. Central OST Staff responds to **Referral**.
 - o Awaiting Acknowledgement = Partner Program has reached out to NAZ Family & has yet to get a response.
 - o Accepted = NAZ Scholar has enrolled in the program.
 - o Rejected** = Scholar is not eligible for programming or program is at capacity.

**If & when a referral is rejected, Central OST Staff is responsible for noting the rejected reason.

3. Central OST Partner reviews every **scholar's school placement & grade**.
 - o If the current placement or grade is incorrect, Central OST Staff messages NAZ Data & Reporting Associate.
4. Once the Referral has been accepted, Central OST Staff **adds scholar(s) to the Service Session**.

On-Going Data Entry

1. Central OST Program takes **attendance** for each scholar every Service Session.
2. If a scholar withdraws from your program mid-session, **close Program Engagement & mark it "Withdrawn."**
 - a. Do NOT continue to take attendance for this scholar. Leave their attendance field BLANK for the remainder of the service session.

Closure Process

1. Central OST Program reviews attendance report to ensure accurate data entry.
2. Central OST Program **closes Program Engagements for each scholar**.