COACHING RECRUITMENT PROCESS

NAZ accepts referrals from anchor sites and select partners for enrollment into the Family Coaching strategy. At times, co-located coaches recruit families directly. Households must be currently enrolled with a partner and live on the Northside (defined as Camden and Near North on this MAP) to be eligible for Family Coaching*. We are unable to accept walk-in/call-in referrals for capacity reasons. Recruitment is always subject to roster capacity.

Partner Recruitment into Family Achievement

1. Partner staff confirms household eligibility:
   - Household is currently enrolled at the anchor site or with the partner, and
   - Household is a current resident of North Minneapolis*
2. Partner staff submits referral form and Initial ROI to the manager of the NAZ staff embedded at the site. Referral must contain the following information:
   - Head of household name
   - Head of household birthdate
   - Address
   - Phone number
   - Age of all scholars
   - Current school and early learning center enrollment of all scholars
3. Manager reviews list and notifies all coaches who will begin to recruit the referred households.
4. Coach creates a record in NAZ connect for the head of household.
5. Coach creates an instance as the active family achievement coach on the team member subtab.
6. Coach updates Strategy Participation widget to reflect the household’s enrollment into Coaching Recruitment.
7. Coach meets with the head of household to complete the NAZ enrollment process, which may not exceed 90 days. If a Coach is unable to complete the process within this time frame, the referral for enrollment is closed.

Direct Recruitment by NAZ Staff

1. Manager directs family achievement coach to begin direct recruitment. Manager sets timeline and target number of households.
2. Family achievement coach begins direct recruitment at the site where they are embedded, typically at specific events. Family achievement coach follows steps 3-7 below for each recruited household:
3. Confirm household eligibility:
☐ Household is actively enrolled at the partner site, and
☐ Household lives on the Northside*

4. [Create a record](#) in NAZ connect for the head of household.
5. Create an instance as the active family achievement coach on the team member subtab.
6. Update [Strategy Participation widget](#) to reflect the household’s enrollment into the Coaching Recruitment pipeline.
7. Meet with the family to complete the [NAZ enrollment process](#), which may not exceed 90 days. If a Coach is unable to complete the process within this time frame, the referral for enrollment is closed.

* Households with one or more scholar currently enrolled at The Mastery School or KIPP North Star do not have to live on the Northside to be eligible for enrollment in the NAZ Family Achievement program, effective 9/1/2018.