



The exit reminders has a list of items or things to be done, or points to be considered, or actions to be completed by you and the young person.

Use the exit reminders so you don't have to worry about remembering the steps that need to be completed.

## 1

### complete an exit plan

The exit plan will help young people transition smoothly onto their next destination.

- Do you have any actions to follow up on?
- Does the young person want you to check on their progress? Have you recorded this in your calendar/diary?
- Does the young person have your organisations contact details in case they need help after exiting your service?

## update art

Are there any actions you need to complete in ART?

- Contact details are up to date
- Qualifications are up to date
- ROA has been uploaded
- Certificates have been uploaded
- Notes updated
- Activities have been ended



## 2

## 3

### youth payment / young parent payment

- Check incentive payments have been granted.
- Discuss remaining balance on their payment card.
- Has the young person worked and received income from employment? Update their income details.

