A group of people in different colors

Description automatically generated CE Proficiency Mentoring

CE Launch Quality Checklist

**Conduct CE Launch (quality checklist)**

* Financial/non-financial goals section complete, including referrals, plan for accessing services, and materials shared (if any).
* Employment funding section complete, including referrals, plan for accessing services, and materials shared (if any).
* List of employment seeker’s current technology use, including referrals, plan for accessing services, and materials shared (if any).
* Team members listed.
* Communication plan complete.
* Discovery timeline less than 2 months.
* Home visit and neighborhood observation plan complete
* Completed agency paperwork listed.