

JCMS Code Book

Mentoring Definitions

August 25, 2021



Mentoring Programs

Mentoring programs are programs where a young persons (i.e., mentees) and more experienced persons (i.e., mentors) who are acting in a non-professional helping capacity to provide support that benefits one or more areas of the mentee’s development. These programs will generally meet with a youth multiple times over a specific period of time and rely on an educational or relationship-based component to invoke behavioral change within the client.

Intake — Youth Initiated Mentoring

Youth initiated mentoring is a mentoring model where the youth identifies individuals that he or she already views as a natural support or mentor. A formal program then helps ensure that the match is safe and supportive for the youth. YIM models also help develop natural mentors for more sustainable matches. The goal of youth initiated mentoring is to help youth identify and sustain healthy support systems.

Gender: characteristics of femininity and masculinity based on social constructs.

- **Female** – identifies with feminine characteristics and constructs.
- **Male** – identifies with masculine characteristics and constructs.
- **Non-binary** – does not identify as male or female.
- **Prefer not to say** – youth chose not to answer.
- **Unspecified** – information was not gathered.

Race: per the American Sociological Association, ““Race” refers to physical differences that groups and cultures consider socially significant, while “ethnicity” refers to shared culture, such as language, ancestry, practices, and beliefs.” (Explanation of the Standards - The Office of Minority Health (hhs.gov))

School Enrollment: The youth’s school enrollment status at the time of their initial involvement in the program that indicates the type of enrollment in school.

- **Unspecified** – the youth, parent, or referral source does not know/did not indicate the youth’s school enrollment status.
- **Enrolled/Attending** – the youth is currently enrolled in and attending a public or private school.
- **Suspended** – the youth is currently enrolled in school but cannot attend for a period of time per the school.
- **Expelled** – the youth was enrolled in school but has been removed/banned from returning to the school for an extensive period of time.
- **Home Schooled** – the youth is being educated at home by their parent(s)/guardian.
- **HS Graduate/GED, No College** – the youth has graduated from high school or obtained their GED and is not enrolled in college courses.
- **College Student** – the youth is enrolled in and attending college courses or trade school.
- **Drop Out** – the youth is no longer enrolled in or attending any type of educational institute and did not complete graduation requirements.
- **Alternate School** – the youth is enrolled in a non-traditional educational program.

Youth Employed: Youth actively engages in and maintains a job position at a credible place of employment.

Family Size: Number of people living within the youth’s place of legal residence.

Family Income: The combined incomes of all people living within the youth's place of legal residence. This includes all forms of income such as salaries and wages, retirement funds, government assistance, child support, and pensions (\$0000.00).

Interpreter Needed: Indicates whether the youth and/or parents need an interpreter if English is not a primary language.

If Yes, what Language: Free text field to indicate what language the youth and/or parents indicate as their primary language spoken.

Eligible for Free/Reduced Lunch: Based on reported household income, the youth receives or could receive free or reduced lunch at their primary school.

Custody/Guardianship: Indicates who has legal responsibility for the youth. May be different than who the youth resides with.

- **Single Parent** – one parent has custody of the youth.
- **Both Parents** – two parents have custody of the youth.
- **Guardian** – an adult who is a non-biological parent who is legally responsible for the youth.
- **State Ward/Ward of Tribal Court** – a youth who the state or tribe has legal custody over, and the state or tribe is legally responsible for.
- **Lives on Own** – a youth who is legally responsible for themselves, including emancipated youth.

File Number: The identifier of the youth for program purposes.

Parental Involvement: Level of parent engagement in program components during youth's participation such as parent training group or communication with staff.

- **None** – the youth's parent(s) are not involved in the youth's life while the youth was enrolled in the program.
- **Active** – one or more parent(s) is very involved with their youth and the program while the youth is enrolled. This includes, but is not limited to, contact with program staff and participating in family activities.
- **Minimally Active** – one or more parent(s) was slightly involved with their youth and the program while the youth was involved, doing the bare minimum asked of them.
- **Inactive** – the youth lives with one or more parent(s), but no parent(s) are involved with the youth and the program while enrolled.
- **Unknown** – the youth, parent, or referral source does not know/indicate how involved the parents are.

Grant County: The originating county associated with the grant authorization for program funding.

Grant Number: The series of numbers and/or letters identifying the authorized grant associated with the program.

Youth Currently Placed: Indication that at time of enrollment, where the youth was living.

- **At Home** – in their primary residence.
- **Other Community Placement** – outside of their primary residence with other family or friends.
- **Foster Care** – placed in foster care
- **Group Home** – placed in a group home setting
- **Shelter** – placed at a shelter care facility.
- **Detention/YRTC** – the youth was placed in a secure juvenile residential facility.

Date Referred: The two-digit month, two-digit day, and four-digit year the youth was referred to the program; this may be the same or different than the date enrolled/intake (mm/dd/yyyy).

Person Referring: The name and title of the person that directed or requested the youth to the program for participation.

Referral Source: The agency, organization, or entity that directed or requested the youth to the program for participation.

Date Enrolled/Intake: The two-digit month, two-digit day, and four-digit year the youth began participating in the program (mm/dd/yyyy).

Prior Legal Violations: Notes all violations of statute or ordinance resulting in a petition filed and subsequent adjudication which occurred before participation in the program.

History of Aggressive Behavior: The youth's actions or behaviors are reported to be hostile or violent toward others or things.

High Risk Environment: The youth's living situation or surroundings exposes them to identifiable danger.

School Attachment: The level of investment the youth has or level of value they attribute to their school or academic setting.

- **High Attachment** – the youth sees great value in getting an education, is invested in their school and their education, feels supported at school from teachers and staff, and is motivated to continue to attend school and puts forth effort into their school work.
- **Medium Attachment** – the youth sees some value in getting an education, is somewhat invested in their school and their education, feels somewhat supported at school from teachers and staff, and is somewhat motivated to continue to attend school and put forth effort into school work.
- **Low Attachment** – the youth sees little value in getting an education and does not invest in their school or education, may feel unsupported at school and are discouraged from continuing their education; doesn't show motivation to attend school or complete school work.
- **Unknown** – the youth, parent, or referral source does not know/indicate the level of school attachment for the youth.

Misses School: The level of frequency the youth does not attend school or the academic setting they are enrolled to attend.

- **Frequently** – the youth regularly does not attend school.
- **Sometimes** – the youth occasionally does not attend school.
- **Rarely** – the youth rarely does not attend school.
- **Never** – the youth always attends school.
- **Unknown** – the youth, parent, or referral source does not know/indicate how often the youth attends school.

Grades: The average number of academic credits earned by the youth as calculated by dividing the total number of credits earned by the total of credits attempted.

EB-NE Intake Assessment Completed: Indicates whether the youth completed the EB-NE Assessment Tool at intake (yes/no).

If No, Why Not: If the youth did not complete the EB-NE Assessment Tool at intake, indicate why not.

- **Youth Refused** – the youth refused to complete the assessment tool.
- **Not Appropriate for Youth (Too Young, Language Barrier, etc.)** – the youth is not able to complete the assessment for reasons other than refusing, such as being under 6th grade, not able to read/comprehend English or Spanish tools, etc.
- **Youth Left Program Early** – the youth left the program before the tool could be completed.

Date Completed: The two-digit day, two-digit month, and four-digit year the youth completed the EB-NE Assessment Intake Tool.

Youth Initiated Mentoring

Mentor Name: Full legal name of the mentor.

Mentor Age: The number associated with the years the mentor was living.

Mentor Race/Ethnicity: The categorized biological or sociological features, including physical characteristics or cultural factors, used as an identifier of the mentor.

Mentor Gender: The identity of the mentor as either female, male, or unspecified.

Mentor Education Level: The highest level of schooling the mentor completed at the time of the specified reporting period.

Mentor Occupation: The type of profession or job the mentor during the mentoring relationship.

Mentor Zip: The five- or nine-digit number included in the postal address that assists with delivery of mail and is associated with the mentor's primary residence.

Does Mentor have Background in Helping Roles/Profession: A yes/no distinction if the mentor has experience or education in a role/profession that nurtures growth or addresses issues with a person's well-being.

Motivation of Mentor: The reason given by the mentor to engage in a relationship with the mentee.

- **Fulfill a Civic Duty** – the mentor is participating in the mentoring program to help better their community.
- **Professional Development** – the mentor is participating in the mentoring program to advance/grow in their current or projected employment.
- **Gain Personal Experience** – the mentor is participating in the mentoring program to increase experience working with youth for personal reasons.
- **Asked by Mentee** – the mentor was asked by the mentee to be their mentor.

Date Mentoring Relationship Began: The two-digit month, two-digit day, and four-digit year the match between the mentor and the mentee was started as evidenced by communication specific to developing a relationship.

Date Mentoring Relationship Ended: The two-digit month, two-digit day, and four-digit year the match between the mentor and mentee closed as contact is no longer needed nor made.

Time away from Mentor: Extended length of time (60 days or more) in days the mentee was not in communication with the mentor. The relationship resumes after the time away ends.

Reason: The issue related to the documented time in days the mentee was not communicating with the mentor.

Initiated By: The entity or person, to include the mentee or mentor, associated with the reason that resulted in time the mentee spent away from their mentor.

Potential Mentor

Role: The status or position of an individual(s) that could be a mentor for the youth because they have developed or are developing rapport with them.

Outcome: The result of the potential mentor identified by the youth in regards to a mentoring relationship.

Activity

Begin Date: The first day (two-digit month, two-digit day, and four-digit year) the mentor saw and/or communicated with the youth and/or family.

End Date: The last day (two-digit month, two-digit day, and four-digit year) the mentor saw and/or communicated with the youth and/or family.

Type of Contact: The method the mentor used to communicate with or see the youth and/or family.

- **Face to Face** – mentor met with the youth and/or family in person.
- **Text** – mentor contacted the youth and/or family via text messaging.
- **Email** – mentor contacted the youth and/or family via email.
- **Social Media** – mentor communicated with the youth and/or family via social media such as Facebook or Twitter.
- **Phone Call** – mentor contacted the youth and/or family via phone.
- **Group Activity** – program staff or mentor meet with the youth and/or family through a group activity.

Setting: The location where contact with the youth took place.

- **Community** – the mentor met with the youth at a place within the community.
- **School** – the mentor met with the youth at the youth's school.
- **Detention Center** – the mentor met with the youth at a detention center.
- **Mentee's Home** – the mentor met with the youth at the youth's home.
- **Mentor's Home** – the mentor met with the youth at the mentor's home.
- **E-Mentoring** – the mentor met with the youth electronically.
- **Other** – the mentor and youth met at another location not listed here.

Length of Contact: The time spent (60 minute intervals) where staff or a mentor communicated with the mentee.

Notes: Additional information pertaining to the youth that provides an understanding of the youth's offense, substance use, academic performance, reasons, specific incentive, or personal life relevant to their participation in the program.

Number of Occurrences: The number of times that staff interacted with the youth and/or family during the recorded time period.

Wait List

Date on Waitlist: The two-digit day, two-digit month, and four-digit year the youth was placed on the program waitlist indicating that they were waiting for a match with a mentor.

Date off Waitlist: The two-digit day, two-digit month, and four-digit year the youth removed from the program waitlist indicating that they had been matched to a mentor.

Discharge

Discharge Date: The two-digit day, two-digit month, and four-digit year the youth was discharged from participation in the program.

Discharge Reason: The selected reason directly pertains to the youth no longer participating in the program nor receiving services relevant to the program.

- **Closed Successfully** – the youth was matched with a mentor for the program’s required length of time.
- **Closed by Mentee** – the youth ended the match and discontinued participation in the program prior to the program’s required length of time.
- **Closed by Mentor** – the mentor ended the match and the youth discontinued the program prior to the program’s required length of time.
- **Closed by Program** – the youth was discharged from the program by program staff prior the program’s required length of time.
- **Youth/Parent Refused** – the youth and/or parent refused services after referral or enrollment.
- **Other (Moved Away, Death, etc.)** – the youth was discharged from the program for other reasons not listed here.
- **Discharged Prior to Matching** – the youth was discharged from the program prior to be matched to a mentor.
- **Program Ended, Relationship Continued** – the youth is no longer participating in the formal program, but continues to meet and have a relationship with their mentor.

Misses School: The level of frequency the youth does not attend school or the academic setting they are enrolled to attend.

- **Frequently** – the youth regularly does not attend school.
- **Sometimes** – the youth occasionally does not attend school.
- **Rarely** – the youth rarely does not attend school.
- **Never** – the youth always attends school.
- **Unknown** – the youth, parent, or referral source does not know/indicate how often the youth attends school.

Grades: The average number of academic credits earned by the youth as calculated by dividing the total number of credits earned by the total of credits attempted.

School Attachment: The level of investment the youth has or level of value they attribute to their school or academic setting.

- **High Attachment** – the youth sees great value in getting an education, is invested in their school and their education, feels supported at school from teachers and staff, and is motivated to continue to attend school and puts forth effort into their school work.
- **Medium Attachment** – the youth sees some value in getting an education, is somewhat invested in their school and their education, feels somewhat supported at school from teachers and staff, and is somewhat motivated to continue to attend school and put forth effort into school work.
- **Low Attachment** – the youth sees little value in getting an education and does not invest in their school or education, may feel unsupported at school and are discouraged from continuing their education; doesn't show motivation to attend school or complete school work.
- **Unknown** – the youth, parent, or referral source does not know/indicate the level of school attachment for the youth.

EB-NE Follow Up Assessment Completed: Indicates whether the youth completed the EB-NE Assessment Tool at discharge or designated time after enrollment (yes/no).

If No, Why Not: If the youth did not complete the EB-NE Assessment Tool at discharge, indicate why not.

- **Youth Refused** – the youth refused to complete the assessment tool.
- **Not Appropriate for Youth (Too Young, Language Barrier, etc.)** – the youth is not able to complete the assessment for reasons other than refusing, such as being under 6th grade, not able to read/comprehend English or Spanish tools, etc.
- **Youth left program early** – the youth left the program before the tool could be completed.

Date Completed: The two-digit day, two-digit month, and four-digit year the youth completed the EB-NE Assessment Follow-Up Tool.

Intake — Community Mentoring, School-based and Justice-based

*Community mentoring is a mentoring model where a is based on interests, hobbies, and compatibility in order to spend time together to share fun activities they both enjoy in the community to reduce drug and alcohol use and antisocial behavior through establishing a supportive friendship and providing guidance.

*School-based mentoring is a mentoring model where youth meet with their mentor on school premises to improve youth attendance, grades, and attitudes towards school so that the youth is more likely to graduate.

*Justice-based mentoring is a mentoring model where youth with some involvement in the juvenile justice system (ranging from diversion to YRTC) are matched with an adult who will demonstrate prosocial attitudes and behaviors while helping the youth navigate the juvenile justice system to prevent the youth from further involvement with the justice system.

Gender: characteristics of femininity and masculinity based on social constructs.

- **Female** – identifies with feminine characteristics and constructs.
- **Male** – identifies with masculine characteristics and constructs.
- **Non-binary** – does not identify as male or female.
- **Prefer not to say** – youth chose not to answer.
- **Unspecified** – information was not gathered.

Race: per the American Sociological Association, ““Race” refers to physical differences that groups and cultures consider socially significant, while “ethnicity” refers to shared culture, such as language, ancestry, practices, and beliefs.” (Explanation of the Standards - The Office of Minority Health (hhs.gov))

School Enrollment: The youth’s school enrollment status at the time of their initial involvement in the program that indicates the type of enrollment in school.

School Attachment: The level of investment the youth has or level of value they attribute to their school or academic setting.

- **High Attachment** – the youth sees great value in getting an education, is invested in their school and their education, feels supported at school from teachers and staff, and is motivated to continue to attend school and puts forth effort into their school work.
- **Medium Attachment** – the youth sees some value in getting an education, is somewhat invested in their school and their education, feels somewhat supported at school from teachers and staff, and is somewhat motivated to continue to attend school and put forth effort into school work.
- **Low Attachment** – the youth sees little value in getting an education and does not invest in their school or education, may feel unsupported at school and are discouraged from continuing their education; doesn’t show motivation to attend school or complete school work.
- **Unknown** – the youth, parent, or referral source does not know/indicate the level of school attachment for the youth.

EB-NE Follow Up Assessment Completed: Indicates whether the youth completed the EB-NE Assessment Tool at discharge or designated time after enrollment (yes/no).

If No, Why Not: If the youth did not complete the EB-NE Assessment Tool at discharge, indicate why not.

- **Youth Refused** – the youth refused to complete the assessment tool.
- **Not Appropriate for Youth (Too Young, Language Barrier, etc.)** – the youth is not able to complete the assessment for reasons other than refusing, such as being under 6th grade, not able to read/comprehend English or Spanish tools, etc.
- **Youth Left Program Early** – the youth left the program before the tool could be completed.

Date Completed: The two-digit day, two-digit month, and four-digit year the youth completed the EB-NE Assessment Follow-Up Tool.

Intake - Community Mentoring, School-based and Justice-based

*Community mentoring is a mentoring model where a is based on interests, hobbies, and compatibility in order to spend time together to share fun activities they both enjoy in the community to reduce drug and alcohol use and antisocial behavior through establishing a supportive friendship and providing guidance.

*School-based mentoring is a mentoring model where youth meet with their mentor on school premises to improve youth attendance, grades, and attitudes towards school so that the youth is more likely to graduate.

*Justice-based mentoring is a mentoring model where youth with some involvement in the juvenile justice system (ranging from diversion to YRTC) are matched with an adult who will demonstrate prosocial attitudes and behaviors while helping the youth navigate the juvenile justice system to prevent the youth from further involvement with the justice system.

Gender: characteristics of femininity and masculinity based on social constructs.

- **Female** – identifies with feminine characteristics and constructs.
- **Male** – identifies with masculine characteristics and constructs.
- **Non-binary** – does not identify as male or female.
- **Prefer not to say** – youth chose not to answer.
- **Unspecified** – information was not gathered.

Race: per the American Sociological Association, ““Race” refers to physical differences that groups and cultures consider socially significant, while “ethnicity” refers to shared culture, such as language, ancestry, practices, and beliefs.” (Explanation of the Standards - The Office of Minority Health (hhs.gov))

School Enrollment: The youth’s school enrollment status at the time of their initial involvement in the program that indicates the type of enrollment in school.

- **Unspecified** – the youth, parent, or referral source does not know/did not indicate the youth’s school enrollment status.
- **Enrolled/Attending** – the youth is currently enrolled in and attending a public or private school.
- **Suspended** – the youth is currently enrolled in school but cannot attend for a period of time per the school.
- **Expelled** – the youth was enrolled in school but has been removed/banned from returning to the school for an extensive period of time.
- **Home Schooled** – the youth is being educated at home by their parent(s)/guardian.
- **HS Graduate/GED, No College** – the youth has graduated from high school or obtained their GED and is not enrolled in college courses.
- **College Student** – the youth is enrolled in and attending college courses or trade school.
- **Drop Out** – the youth is no longer enrolled in or attending any type of educational institute and did not complete graduation requirements.
- **Alternate School** – the youth is enrolled in a non-traditional educational program.

Youth Employed: Youth actively engages in and maintains a job position at a credible place of employment.

Family Size: Number of people living within the youth’s place of legal residence.

Family Income: The combined incomes of all people living within the youth’s place of legal residence. This includes all forms of income such as salaries and wages, retirement funds, government assistance, child support, and pensions (\$0000.00).

Interpreter Needed: Indicates whether the youth and/or parents need an interpreter if English is not a primary language.

If Yes, what Language: Free text field to indicate what language the youth and/or parents indicate as their primary language spoken.

Eligible for Free/Reduced Lunch: Based on reported household income, the youth receives or could receive free or reduced lunch at their primary school.

Custody/Guardianship: Indicates who has legal responsibility for the youth. May be different than who the youth resides with.

- **Single Parent** – one parent has custody of the youth.
- **Both Parents** – two parents have custody of the youth.

- **Guardian** – an adult who is a non-biological parent who is legally responsible for the youth.
- **State Ward/Ward of Tribal Court** – a youth who the state or tribe has legal custody over, and the state or tribe is legally responsible for.
- **Lives on Own** – a youth who is legally responsible for themselves, including emancipated youth.

Parental Involvement: Level of parent engagement in program components during youth’s participation such as parent training group or communication with staff.

File Number: The identifier of the youth for program purposes.

Grant County: The originating county associated with the grant authorization for program funding.

Grant Number: The series of numbers and/or letters identifying the authorized grant associated with the program.

Youth Currently Placed: Indication that at time of enrollment, where the youth was living.

- **At Home** – in their primary residence.
- **Other Community Placement** – outside of their primary residence with other family or friends.
- **Foster Care** – placed in foster care.
- **Group Home** – placed in a group home setting.
- **Shelter** – placed at a shelter care facility.
- **Detention/YRTC** – the youth was placed in a secure juvenile residential facility.

Date Referred: The two-digit month, two-digit day, and four-digit year the youth was referred to the program; this may be the same or different than the date enrolled/intake (mm/dd/yyyy).

Referral Name: The name and title of the person that directed or requested the youth to the program for participation.

Referral Source: The agency, organization, or entity that directed or requested the youth to the program for participation.

Date Enrolled/Intake: The two-digit month, two-digit day, and four-digit year the youth began participating in the program (mm/dd/yyyy).

Prior Legal Violations: Notes all violations of statute or ordinance resulting in a petition filed and subsequent adjudication which occurred before participation in the program.

History of Aggressive Behavior: The youth’s actions or behaviors are reported to be hostile or violent toward others or things.

High Risk Environment: The youth’s living situation or surroundings exposes them to identifiable danger.

School Attachment: The level of investment the youth has or level of value they attribute to their school or academic setting.

- **High Attachment** – the youth sees great value in getting an education, is invested in their school and their education, feels supported at school from teachers and staff, and is motivated to continue to attend school and puts forth effort into their school work.

- **Medium Attachment** – the youth sees some value in getting an education, is somewhat invested in their school and their education, feels somewhat supported at school from teachers and staff, and is somewhat motivated to continue to attend school and put forth effort into school work.
- **Low Attachment** – the youth sees little value in getting an education and does not invest in their school or education, may feel unsupported at school and are discouraged from continuing their education; doesn't show motivation to attend school or complete school work.
- **Unknown** – the youth, parent, or referral source does not know/indicate the level of school attachment for the youth.

Misses School: The level of frequency the youth does not attend school or the academic setting they are enrolled to attend.

- **Frequently** – the youth regularly does not attend school.
- **Sometimes** – the youth occasionally does not attend school.
- **Rarely** – the youth rarely does not attend school.
- **Never** – the youth always attends school.
- **Unknown** – the youth, parent, or referral source does not know/indicate how often the youth attends school.

Grades: The average number of academic credits earned by the youth as calculated by dividing the total number of credits earned by the total of credits attempted.

EB-NE Intake Assessment Completed: Indicates whether the youth completed the EB-NE Assessment Tool at intake (yes/no).

If No, Why Not: If the youth did not complete the EB-NE Assessment Tool at intake, indicate why not.

- **Youth Refused** – the youth refused to complete the assessment tool.
- **Youth Too Young** – this tool is intended for youth 6th grade and up; if the youth is below 6th grade this should be selected.
- **Youth Left Program Early** – the youth left the program before the tool could be completed.

Date Completed: The two-digit day, two-digit month, and four-digit year the youth completed the EB-NE Assessment Intake Tool.

Mentoring

Mentor Name: Full legal name of the mentor.

Mentor Age: The number associated with the years the mentor was living.

Mentor Race/Ethnicity: The categorized biological or sociological features, including physical characteristics or cultural factors, used as an identifier of the mentor.

Mentor Gender: The identity of the mentor as either female, male, or unspecified.

Mentor Education Level: The highest level of schooling the mentor completed at the time of the specified reporting period.

Mentor Occupation: The type of profession or job the mentor during the mentoring relationship.

Mentor Zip: The five- or nine-digit number included in the postal address that assists with delivery of mail and is associated with the mentor's primary residence.

Does mentor have background in helping roles/profession?: A yes/no distinction if the mentor has experience or education in a role/profession that nurtures growth or addresses issues with a person's well-being.

Motivation of Mentor: The reason given by the mentor to engage in a relationship with the mentee.

- **Fulfill a Civic Duty** – the mentor is participating in the mentoring program to help better their community.
- **Professional Development** – the mentor is participating in the mentoring program to advance/grow in their current or projected employment.
- **Gain Personal Experience** – the mentor is participating in the mentoring program to increase experience working with youth for personal reasons.
- **Asked by Mentee** – the mentor was asked by the mentee to be their mentor.

Date Mentoring Relationship Began: The two-digit month, two-digit day, and four-digit year the match between the mentor and the mentee was started as evidenced by communication specific to developing a relationship.

Date Mentoring Relationship Ended: The two-digit month, two-digit day, and four-digit year the match between the mentor and mentee closed as contact is no longer needed nor made.

Time Away from Mentor: Extended length of time (60 days or more) in days the mentee was not in communication with the mentor. The relationship resumes after the time away ends.

Reason: The issue related to the documented time in days the mentee was not communicating with the mentor.

Initiated By: The entity or person, to include the mentee or mentor, associated with the reason that resulted in time the mentee spent away from their mentor.

Activity

Begin Date: The first day (two-digit month, two-digit day, and four-digit year) the mentor saw and/or communicated with the youth and/or family.

End Date: The last day (two-digit month, two-digit day, and four-digit year) the mentor saw and/or communicated with the youth and/or family.

Type of Contact: The method the mentor used to communicate with or see the youth and/or family.

- **Face to Face** – mentor met with the youth and/or family in person.
- **Text** – mentor contacted the youth and/or family via text messaging.
- **Email** – mentor contacted the youth and/or family via email.
- **Social Media** – mentor communicated with the youth and/or family via social media such as Facebook or Twitter.
- **Phone Call** – mentor contacted the youth and/or family via phone.
- **Group Activity** – program staff or mentor meet with the youth and/or family through a group activity.

Setting: The location where contact with the youth took place.

- **Community** – the mentor met with the youth at a place within the community.
- **School** – the mentor met with the youth at the youth’s school.
- **Detention Center** – the mentor met with the youth at a detention center.
- **Mentee’s Home** – the mentor met with the youth at the youth’s home.
- **Mentor’s Home** – the mentor met with the youth at the mentor’s home.
- **E-Mentoring** – the mentor met with the youth electronically.
- **Other** – the mentor and youth met at another location not listed here.

Length of Contact: The time spent (60 minute intervals) where staff or a mentor communicated with the mentee.

Notes: Additional information pertaining to the youth that provides an understanding of the youth’s offense, substance use, academic performance, reasons, specific incentive, or personal life relevant to their participation in the program.

Waitlist

Date on Waitlist: The two-digit day, two-digit month, and four-digit year the youth was placed on the program waitlist indicating that they were waiting for a match with a mentor.

Date off Waitlist: The two-digit day, two-digit month, and four-digit year the youth removed from the program waitlist indicating that they had been matched to a mentor.

Discharge

Discharge Date: The two-digit day, two-digit month, and four-digit year the youth was discharged from participation in the program.

Discharge Reason: The selected reason directly pertains to the youth no longer participating in the program nor receiving services relevant to the program.

- **Closed Successfully** – the youth was matched with a mentor for the program’s required length of time.
- **Closed by Mentee** – the youth ended the match and discontinued participation in the program prior to the program’s required length of time.
- **Closed by Mentor** – the mentor ended the match and the youth discontinued the program prior to the program’s required length of time.
- **Closed by Program** – the youth was discharged from the program by program staff prior the program’s required length of time.
- **Youth/Parent Refused** – the youth and/or parent refused services after referral or enrollment.
- **Other (Moved Away, Death, etc.)** – the youth was discharged from the program for other reasons not listed here.
- **Discharged Prior to Matching** – the youth was discharged from the program prior to be matched to a mentor.
- **Program Ended, Relationship Continued** – the youth is no longer participating in the formal program, but continues to meet and have a relationship with their mentor.

Misses School: The level of frequency the youth does not attend school or the academic setting they are enrolled to attend.

- **Frequently** – the youth regularly does not attend school.

- **Sometimes** – the youth occasionally does not attend school.
- **Rarely** – the youth rarely does not attend school.
- **Never** – the youth always attends school.
- **Unknown** – the youth, parent, or referral source does not know/indicate how often the youth attends school.

Grades: The average number of academic credits earned by the youth as calculated by dividing the total number of credits earned by the total of credits attempted.

School Attachment: The level of investment the youth has or level of value they attribute to their school or academic setting.

- **High Attachment** – the youth sees great value in getting an education, is invested in their school and their education, feels supported at school from teachers and staff, and is motivated to continue to attend school and puts forth effort into their school work.
- **Medium Attachment** – the youth sees some value in getting an education, is somewhat invested in their school and their education, feels somewhat supported at school from teachers and staff, and is somewhat motivated to continue to attend school and put forth effort into school work.
- **Low Attachment** – the youth sees little value in getting an education and does not invest in their school or education, may feel unsupported at school and are discouraged from continuing their education; doesn't show motivation to attend school or complete school work.
- **Unknown** – the youth, parent, or referral source does not know/indicate the level of school attachment for the youth.

EB-NE Follow Up Assessment Completed: Indicates whether the youth completed the EB-NE Assessment Tool at discharge or designated time after enrollment (yes/no).

If No, Why Not: If the youth did not complete the EB-NE Assessment Tool at discharge, indicate why not.

- **Youth Refused** – the youth refused to complete the assessment tool.
- **Youth Too Young** – this tool is intended for youth 6th grade and up; if the youth is below 6th grade this should be selected.
- **Youth Left Program Early** – the youth left the program before the tool could be completed.

Date Completed: The two-digit day, two-digit month, and four-digit year the youth completed the EB-NE Assessment Follow-Up Tool.