



**UNIVERSITY OF NEBRASKA AT OMAHA**  
**JUVENILE JUSTICE INSTITUTE**

**JCMS Code Book**

**Mentoring Definitions**

**3/24/2017**

## 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.

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

**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).

**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:** Youth's primary living situation associated with the type of legal responsibility for the 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.

**Currently Placed Out of Home:** Indication that at time of enrollment, the youth was not living in their primary residence.

**Detention/YRTC:** Indication that at the time of enrollment, the youth was placed in a secure juvenile residential facility.

**On Diversion:** Indication that at the time of enrollment, the youth was participating in a court diversion program.

**On Probation:** Indication that at the time of enrollment, the youth was participating in informal/voluntary or formal/court-ordered supervision.

**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.

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

**Grade Point Average (GPA):** 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.

## Youth Initiated Mentoring

**Cultural Specific:** Indicates that a mentor/mentee relationship was based on cultural components.

**Gender Specific:** Indicates that a mentor/mentee relationship was based on gender.

**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.

**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:** Length of time in days the mentee was not in communication with the mentor.

**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:**

**Date of Contact:** The two-digit month, two-digit day, and four-digit year the program staff saw and/or communicated with the youth and/or family.

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

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

**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.

## 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.

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

**Grade Point Average (GPA):** 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.

## 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.

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

**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).

**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:** Youth's primary living situation associated with the type of legal responsibility for the 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.

**Currently Placed Out of Home:** Indication that at time of enrollment, the youth was not living in their primary residence.

**Detention/YRTC:** Indication that at the time of enrollment, the youth was placed in a secure juvenile residential facility.

**On Diversion:** Indication that at the time of enrollment, the youth was participating in a court diversion program.

**On Probation:** Indication that at the time of enrollment, the youth was participating in informal/voluntary or formal/court-ordered supervision.

**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.

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

**Grade Point Average (GPA):** 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.

## **Mentoring**

**Cultural Specific:** Indicates that a mentor/mentee relationship was based on cultural components.

**Gender Specific:** Indicates that a mentor/mentee relationship was based on gender.

**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.

**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:** Length of time in days the mentee was not in communication with the mentor.

**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:**

**Date of Contact:** The two-digit month, two-digit day, and four-digit year the program staff saw and/or communicated with the youth and/or family.

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

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

**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.

## 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.

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

**Grade Point Average (GPA):** 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.