YouthBuild Mentoring Coordinator’s Call
June 28, 2016, 3pm (EST)
DCTAT Presentation

Hosted by
Melissa Medina
Alyssa Introcaso
Agenda for Call

- Roll Call
- Please Update MentorCore– Cycle 3 and BRIDGE Cycle 2
  - This will be verified!
- Twitter Chat
- DCTAT Walk-through for January–June 2016 reporting period
Meet the YouthBuild Mentoring Staff!

YouthBuild USA Mentoring Staff

Corey Manning, Director of Mentoring

Melissa Medina, Associate Director of Mentoring

Alyssa Introcaso, Program Associate, Mentoring
ROLL CALL!

CINNAMON! HERE!

SOURDOUGH! HERE!

WHOLEMEAL! HERE!

EARLY MORNING ROLL CALL
MENTORCORE!

Ad-hoc Reporting

1. Select Sections
2. Select Fields
3. Select Filters
4. View Results

Help Guide
YBM Twitter Chat – #YBMENTORING
Mentoring Opportunity Youth
July 26, 2016 – 3PM to 4PM

If interested, email cmanning@youthbuild.org
OJJDP’s semi-annual reporting for YBUS and its subgrantees
  ◦ Data Collection and Technical Assistance Tool (DCTAT)
DCTAT website: [https://www.ojjdp-dctat.org/](https://www.ojjdp-dctat.org/)
Unique User ID and password for each program
Detailed instructions have been sent out
  ◦ Status reports for each grant are also attached to instructions
Separate reporting for Cycle 3 and BRIDGE Cycle 2 subaward funding; access to both under same DCTAT log-in

Data entry for Jan.–June 2016 reporting period for Cycle 3 and BRIDGE Cycle 2 (if applicable) will be available starting July 5th

Due by close of business (5 p.m. EST) Wednesday, July 20, 2016
- Includes DCTAT data entry and Jan.–June 2016 Status Report(s)
- Submit to YBMRFP@youthbuild.org
To login, you will need your unique User ID and password.
Log-in Instructions

- Programs funded last cycle should already have this information/login
  - New programs to Cycle 3: you will need to set up a unique user account
  - Previously funded programs: send your program’s unique user account info to YBMRFP@youthbuild.org

- Instructions on Setting Up Unique User ID Account
Log-in Instructions

Once you have logged in, click on OJJDP-DCTAT to take you to the reporting main page.

Make sure to email your login to the Mentoring team, YBMRFP@youthbuild.org.
Use dropdown and select Jan. 2016–June 2016 period, hit ‘GO’

If you have both Cycle 3 (2013–JU–FX–0021) and BRIDGE Cycle 2 (2014–JU–FX–0022) the grants will show up here. Click on the grant and it will take you to begin entering data.
If you have both Cycle 3 (2013–JU–FX–0021) and BRIDGE Cycle 2 (2014–JU–FX–0022) the grants will show up here on the two tabs. Click on the grant to take you to begin entering data. You can switch grants by clicking the tabs at the top. Once you complete Cycle 3 (2013), please move on to BRIDGE (2014), if applicable.
Tips & Reminders

- ONLY report on the 16–17 year olds in the mentoring program; students must be 17 or under when entering the Mentoring program
  - Report on Cycle 3 and BRIDGE Cycle 2 separately
- Make sure MentorCore is up to date
  - DCTAT data must be consistent with MentorCore

Helpful Tips!
Tips & Reminders

- Mark YES to being an evidence-based program
- Complete the GED mandatory outcome (includes Diplomas)
- Project Title
  - Cycle 3: YouthBuild USA National Mentoring Initiative
  - BRIDGE Cycle 2: YouthBuild BRIDGE Mentoring Project
Tips & Reminders

- Project Description
  - **Cycle 3**: Brief summary of your mentoring program; include the basics such as population of 16–17 year olds served, 3 months of group mentoring followed by one-to-one matches lasting 12 consecutive months for a total of 15 months of mentoring services.
  - **BRIDGE Cycle 2**: Brief summary of your BRIDGE group mentoring program; include the basics such as the population of 16–17 year old young men of color served, 12 months of group mentoring BRIDGE program model which addresses the issues surrounding young men of color.
Tips & Reminders

- Constantly save information in case of a technical glitch with the OJJDP DCTAT website.

- **Always click the RED button:**
  Red buttons are used as indicators to the action required on that page. Select the button and it will complete the task at hand or take you to the next step.

- Use the yellow navigation bar to switch between pages. Using the ‘Back Arrow’ on your browser prevents DCTAT from running as it should.

- Should an error occur, contact OJJDP DCTAT Help Desk [ojjdp-dctat@csrincorporated.com](mailto:ojjdp-dctat@csrincorporated.com) or toll-free at 1–866–487–0512
Questions?

- Let’s see what questions we have so far!
DCTAT Instructions

- Select Begin/Continue Reporting

The `State Status Summary` page is an overview of the subgrantee award in system.

Begin Data Entry

Click ‘Begin Reporting’ to continue the data entry process.
DCTAT Instructions

- **Award Information**
  - Subaward number: differs if Cycle 3 or BRIDGE Cycle 2
  - Award start date: date of first cycle your program received funding under this grant
  - Award end date: 9/30/16 (until extension is approved)

- Total amount of grant: total of all subawards
- Mark YES for activity during reporting period
- Federal Congressional District:
DCTAT Instructions

- Project title
- Project description
- Implementing Org Name
  - YB program name
- Implementing Org. Type

The ‘Subaward Project Description’ is required, as it provides OJJDP a better understanding of the range of projects being implemented.
Mark **YES** to award being used to implement evidence-based programs.

Program model: select “other” #13 leave blank #14 leave blank.

Click ‘**Select Measures**’ to move to the next step.

The system lets you know that your information was saved.
Target Population for this Subaward

- Please check the appropriate boxes to indicate for this subaward (the information under this population section is only about the students in the Cycle 3 mentoring program):
  - The population actually served during the project period; and
  - The populations, if any, to which the program offers targeted services.

- Targeted services include any services or approaches specifically designed to meet the needs of the population (e.g. gender specific, culturally based, developmentally appropriate services).

- Select the target population(s) that applies for your program under Race/Ethnic, Justice, Gender, Geography, and Other; for Age, make sure to mark 11–18.
  - For BRIDGE Cycle 2, make sure to mark MALE for the gender

- This information will also apply to your Target Population for BRIDGE Cycle 2 (if applicable)
Target Population

Check all boxes that answer questions in column 1 and column 2 (if applicable).

Click ‘Save’ before leaving this page.

Enter target population information:
1. Who did you serve during the reporting period?
2. Who did the award target during the reporting period?

Note: DCTAT has new age ranges. If you are a returning grantee, the DCTAT will prompt you to select the age ranges of the population served.
- 0–10
- 11–18
- Over 18
Mandatory Measures

Select Measures

Click ‘Select Measures’ to move to the next step.
Mandatory Measures

- 1st table is mandatory
Mandatory Measures

- 2nd table
  - 3G GED (includes diplomas) is the only mandatory indicator, you must select this measure

Select at least 1 target behavior for which you will collect and enter data, then ‘Save’.
Mandatory Measures

- 3rd table
  - Select the measures that apply to your program

<table>
<thead>
<tr>
<th>Select</th>
<th>Measure</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
<td>Number and percent of program youth who RE-OFFENDED (Short Term Measure)</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Number and percent of program youth who RE-OFFENDED (Long Term Measure)</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Number and percent of program youth who are VICTIMIZED (Short Term Measure)</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Number and percent of program youth who are VICTIMIZED (Long Term Measure)</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Number and percent of program youth who are RE-VICTIMIZED (Short Term Measure)</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Number and percent of program youth who are RE-VICTIMIZED (Long Term Measure)</td>
</tr>
</tbody>
</table>
Inserting Data into DCTAT

The ‘Award Information Summary’ page gives you an overview of all information and data entered for the reporting period.

Click ‘Enter Data’ to continue.

Juvenile Mentoring Grant Program Indicator

1. Number and percent of youth with whom an evidence-based practice was used — Output
   A. Number of youth served using an evidence-based model or program
   B. The number of youth served

December 31, 2011
The fields are now open for you to enter your performance measures data for the reporting period.

After all data are entered, click ‘Save’ at the bottom of the page.
Data Entry

- #1: This should be the number of youth in your mentoring program enrolled during this period
  - BRIDGE: mentors should be men of color and mentees 16–17 y/o young men of color

1. Number and percent of youth with whom an evidence-based practice was used
   - Output
     - A. Number of youth served using an evidence-based model or program
     - B. The number of youth served
     - C. Percent A/B

- #2: Number of new mentors recruited during this period

2. Increase in Number of Program Mentors Recruited
   - Output
     - A. The increase in number of program mentors recruited (ready for training) during the reporting period
Data Entry

- #3: Number of mentors who successfully completed training versus those who began training during this period

  3. **Number and percent of program mentors successfully completing training** Output
     A. Number of program mentors successfully completing training during the reporting period
     B. Total number of program mentors who began training during the reporting period
     C. Percent (A/B)

- #4: Number of trained mentors with increased knowledge versus mentors trained during the reporting period

  4. **Number and percent of trained program mentors with increased knowledge of the program area** Output
     A. Number of trained program mentors demonstrating increased knowledge of the program during the reporting period
        0
     B. Number of trained program mentors
        0
     C. Percent (A/B)
Data Entry

- #5: Number of mentors that left versus total number of mentors during the reporting period

5. **Mentor Retention Output**
   A. The number of mentors who have left the program during the reporting period
   B. The total number of mentors in the program during the reporting period
   C. \( B - A/B \) = Mentor Retention Rate

- #6: Number of youth in mentoring program on Jan. 1 versus new youth added during reporting period

6. **Increase in youth enrolled since the beginning of the reporting period Output**
   A. Number of youth enrolled at the beginning of the reporting period
   B. Number of NEW youth added during the reporting period

![Image](image-url)
#1: A is # of partners, B is # of mentoring programs which should be 1

<table>
<thead>
<tr>
<th>1. Percent of Mentoring Programs with Active Partners Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of mentoring programs with active partners</td>
</tr>
<tr>
<td>B. Number of mentoring programs</td>
</tr>
</tbody>
</table>

#2: A is none of Cycle 3 matches or BRIDGE Cycle 2 could have completed the mentoring program at this point; B total # that exited including unsuccessful

<table>
<thead>
<tr>
<th>2. Number and percent of program youth completing program requirements Short Term Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of program youth who exited the program having completed program requirements</td>
</tr>
<tr>
<td>B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully)</td>
</tr>
<tr>
<td>C. Percent (A/B)</td>
</tr>
</tbody>
</table>
Data Entry

- **#3G:** Short term: includes diploma; long term: should be zero

<table>
<thead>
<tr>
<th>Short Term Outcome</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of program youth served during the reporting period with the noted behavioral change</td>
<td>0</td>
</tr>
<tr>
<td>B. Total number of youth receiving services for target behavior during the reporting period</td>
<td>0</td>
</tr>
<tr>
<td>C. Percent (A/B)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long Term Outcome</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change</td>
<td>0</td>
</tr>
<tr>
<td>B. Total number of youth who received services for the target behavior and who exited the program 6-12 months ago</td>
<td>0</td>
</tr>
<tr>
<td>C. Percent (A/B)</td>
<td></td>
</tr>
</tbody>
</table>

- **#4:** Total # of youth in mentoring program A=B, C–F per program records

<table>
<thead>
<tr>
<th>Number and percent of program youth who offend (Short Term Measure)</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Total number of program youth served</td>
<td>0</td>
</tr>
<tr>
<td>B. Number of program youth tracked during the reporting period</td>
<td>0</td>
</tr>
<tr>
<td>C. Of B, the number of program youth who had an arrest or delinquent offense during the reporting period</td>
<td>0</td>
</tr>
<tr>
<td>D. Number of program youth who were committed to a juvenile facility during the reporting period</td>
<td>0</td>
</tr>
<tr>
<td>E. Number of program youth who were sentenced to adult prison during the reporting period</td>
<td>0</td>
</tr>
<tr>
<td>F. Number of youth who received another sentence during the reporting period</td>
<td>0</td>
</tr>
<tr>
<td>G. Percent OFFENDING (C/B)</td>
<td></td>
</tr>
</tbody>
</table>
Data Entry

- #5: Long-term, A should be the Cycle 1 or 2 youth that met the 15 month completion that exited the program 6–12 months ago, B–E per program records

### Other Applicable Mandatory Measures:
For measures that apply to your program, answer per program records

<table>
<thead>
<tr>
<th>5.</th>
<th>Number and percent of program youth who offend (Long Term Measure) Long Term Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Total number of program youth who exited the program 6-12 months ago that you are tracking</td>
</tr>
<tr>
<td>B.</td>
<td>Of A, the number of program youth who had an arrest or delinquent offense during the reporting period</td>
</tr>
<tr>
<td>C.</td>
<td>Number of program youth who were committed to a juvenile facility during the reporting period</td>
</tr>
<tr>
<td>D.</td>
<td>Number of program youth who were sentenced to adult prison during the reporting period</td>
</tr>
<tr>
<td>E.</td>
<td>Number of youth who received another sentence during the reporting period</td>
</tr>
<tr>
<td>F.</td>
<td>Percent OFFENDING (B/A)</td>
</tr>
</tbody>
</table>

**Why Humor?**

1. Gets people to listen.
2. Increases long-term memory retention.
3. Improves understanding.
5. Helps communicate messages.
6. Improves group cohesiveness.
7. Reduces status differentials.
8. Diffuses conflict.
10. Brings people closer together.
Data Entry

1. Once all numeric data has been entered, click **Submit Data to Grantor** to complete data entry. This tells the system you have no more data to enter for this record.

2. Confirm for the system that data entry is complete for this record by selecting **Yes**. If not, select **No** to go back and edit previous pages.

**Note:** Once data has been submitted to Grantor, your data entry in the DCTAT is completed. If edits needed to be made, contact your Grantor.

**Next Step:** Create a report for your record, or logout of the DCTAT.
Status Report

- Required for Cycle 3 and BRIDGE Cycle 2
  - Written narrative
- Use the Word document provided, please send back to YBMRFP@youthbuild.org by 5pm (EST) Wednesday, July, 20, 2016
Status Report – Cycle 3

- Cycle 3 enrollment activity
  - Number of current active matches from January 1 – June 30, 2016
  - Number of matches completing 15 months of mentoring services from January 1 – June 30, 2016 (this should be zero for this period for Cycle 3)

- Status of Cycle 2 matches
  - Number of matches completing 15 months of mentoring services from January 1 – June 30, 2016 (Cycle 2 matches that met the 15 months of mentoring services requirement during this period; i.e. if a Cycle 2 match was made in January 2015, they would have met the 15 months in March 2016 which falls during this reporting period)
  - Number of active matches continuing to meet from January 1 – June 30, 2016 (Cycle 2 matches that have yet to meet the 15 months of mentoring services requirement, but are working towards it)
BRIDGE Cycle 2 enrollment activity
- Number of current active mentees in group mentoring from January 1 – June 30, 2016
- Number of current active mentors in group mentoring from January 1 – June 30, 2016
- Completions:
  - Number of mentees completing 12 months of BRIDGE group mentoring services from January 1 – June 30, 2016 (this should be zero for this period for BRIDGE Cycle 2)
  - Number of mentors completing 12 months of BRIDGE group mentoring services from January 1 – June 30, 2016 (this should be zero for this period for BRIDGE Cycle 2)

Status of BRIDGE Cycle 1 mentors and mentees
- Number of mentors completing the 12 months of BRIDGE group mentoring from January 1 – June 30, 2016
- Number of mentees completing the 12 months of BRIDGE group mentoring from January 1 – June 30, 2016
- Number of mentors and mentees still working towards completing the 12 months of BRIDGE Cycle 1 group mentoring
  - Number of mentors: X
  - Number of mentees: X
The sooner you enter the information, the sooner YBM can start their process
MentorCore needs to be updated, it will help with DCTAT
For technical assistance: OJJDP DCTAT Help Desk
ojjdp-dctat@csrincorporated.com or toll-free at 1–866–487–0512
For programmatic assistance: contact YBMRFP@youthbuild.org
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Remember!

- **DCTAT DUE**: Wednesday, July 20, 2016 5pm EST

- **Status Report(s)**: Wednesday, July 20, 2016 5pm EST