YouthBuild Mentoring (YBM) Coordinator’s Call
June 30, 2017, 1 pm (EDT)
DCTAT Reporting January–June 2017

Hosted by
The YouthBuild Mentoring Team
Agenda for Call

- Roll Call
- MentorCore
- DCTAT Walk-through for January-June 2017 reporting period
If you have questions throughout the presentation, please use the Q&A feature to submit them. We will answer them as we are able during our question breaks over the course of the webinar today.
MENTORCORE!

Dashboard | Mentees | Mentors | Matches | Activities | Resources | Reports

Match Details | Sessions | Supervision | Case Notes | Documents

Program: Spring County
Match Status: Active
Match Date: 08/01/2013

Mentee(s)
- Jason Garcia 08/01/2013

Mentor(s)
- Jack Anderson 08/01/2013

Updated 08/01/2013 by Jennifer Rivera
OJJDP’s semi-annual reporting for YBUS and its subgrantees
   ◦ Data Collection and Technical Assistance Tool (DCTAT)

DCTAT website: https://ojjdppmt.ojp.gov

Unique User ID and password for each program

Detailed instructions have been sent out
   ◦ Status reports for each grant are also attached to instructions
DCTAT Information

- Separate reporting for FY16 Cycle 1 or FY13 Cycle 3 and FY14 BRIDGE Cycle 3 subaward funding; access to all under same DCTAT log-in
- Data entry for Jan. – June 2017 reporting period for all grant cycles will be available starting **July 3rd**
- Due by close of business (5 p.m. EDT) Thursday, July 20, 2017
  - Includes DCTAT data entry and Jan. – June 2017 Status Report(s)
  - Submit to [mentoring@youthbild.org](mailto:mentoring@youthbild.org)
DCTAT Information: Getting Started

To login, you will need your unique User ID and password.

U.S. Department of Justice
Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities

Performance Measures

Data Reporting Tool (DCTAT)
The Data Reporting Tool (DCTAT) is a reporting system for users to submit performance data about their OJJDP grants.

Please be aware that your session will time out 30 minutes after you stop saving data. Thus, to avoid having to reenter data, click the "save" button when you are finished entering data or before leaving the system unattended.

DCTAT Reporting Schedule

DCTAT Training Schedule
There are no trainings currently scheduled. Please check back for updated training dates. Please register for a training using the link in the OJJDP training email you received. You can also call the OJJDP DCTAT Help Desk at 1-866-487-0512, or email us at ojjdp-dctat@csrinorporated.com.
Log-in Instructions

- Programs funded last cycle should already have this information/login
  - New programs to FY16 Cycle 1: you will need to set up a unique user account
  - Previously funded programs: send your program’s unique user account info to mentoring@youthbuild.org

![Performance Measurement Platform]

*Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click here to find out how.*
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, mentoring@youthbuild.org.
DCTAT Information: Getting Started

Use dropdown and select Jan. 2017–June 2017 period, hit ‘GO’

If you have both FY16 Cycle 1 (2016–JU–FX–0011) and FY 14 BRIDGE Cycle 3 (2014–JU–FX–0022) the grants will show up here. Click on the grant and it will take you to begin entering data. (Same applies for FY13 Cycle 3 2013–JU–FX–0021)
If you have both FY16 Cycle 1 (2016–JU–FX–0011) or FY13 Cycle 3 (2013–JU–FX–0021) and FY14 BRIDGE Cycle 3 (2014–JU–FX–0022) the grants will show up here on separate tabs. Click on the grant to take you to begin entering data. You can switch grants by clicking the tabs at the top.
**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 data that occurred during Jan. 1 – June 30, 2017
  - Report on FY16 Cycle 1 or FY13 Cycle 3 and FY14 BRIDGE Cycle 3 separately (if applicable)
- Make sure MentorCore is up to date
  - DCTAT data must be consistent with MentorCore
- DCTAT System times out after 30 minutes of inactivity
- Don’t use back arrow on browser
- Use yellow navigation bar
Tips & Reminders

- Mark YES to being an evidence-based program
- Complete the GED mandatory outcome (includes Diplomas)

Project Title
- FY13 Cycle 3: YouthBuild USA National Mentoring Initiative
- FY16 Cycle 1: YouthBuild Mentoring
- FY14 BRIDGE Cycle 3: YouthBuild BRIDGE Mentoring Project

Project Description:
- See instructions for description language
Tips & Reminders

- Constantly save information in case of a technical glitch with the OJJDP DCTAT website or if you are moving back and forth between grants (if applicable).

- **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 ojjdppmt@usdoj.gov 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.

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

- Award Information
  - Subaward number
  - Award start date
  - Award end date
- Total amount of grant: total of all subawards
- Mark YES for activity during reporting period
- Federal Congressional District:

Enter basic information about the subaward and the target population for which funds will be used.

Start and end dates for subgrantee award should fall within the Federal project period.
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 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 **FY14 BRIDGE Cycle 3**, make sure to mark **MALE** for the gender
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

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

- 1st table is mandatory

<table>
<thead>
<tr>
<th>Measure Selection</th>
<th>Return to Home Screen for 2009 Mentoring Test</th>
<th>Return to Award Information Summary</th>
</tr>
</thead>
</table>

Select Measures: Please make your selections below.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number and percent of youth with whom an evidence-based practice was used</td>
<td>Output</td>
</tr>
<tr>
<td>2</td>
<td>Increase in number of program mentors recruited</td>
<td>Output</td>
</tr>
<tr>
<td>3</td>
<td>Number and percent of program mentors successfully completing training</td>
<td>Output</td>
</tr>
<tr>
<td>4</td>
<td>Number and percent of trained program mentors with increased knowledge of the program area</td>
<td>Output</td>
</tr>
<tr>
<td>5</td>
<td>Mentor Retention</td>
<td>Output</td>
</tr>
<tr>
<td>6</td>
<td>Increase in youth enrolled since the beginning of the reporting period</td>
<td>Output</td>
</tr>
<tr>
<td>1</td>
<td>Percent of mentoring programs with active partners</td>
<td>Outcome</td>
</tr>
<tr>
<td>2</td>
<td>Number and percent of program youth completing program requirements</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>4</td>
<td>Number and percent of program youth who offended during the reporting period (Short Term Measure)</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>5</td>
<td>Number and percent of program youth who offended during the reporting period (Long Term Measure)</td>
<td>Long Term Outcome</td>
</tr>
</tbody>
</table>

Select all applicable measures for project activities. Scroll down the page to view all measures. There are mandatory and optional measures.
Mandatory Measures

- 2nd table
  - 13G 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’.

<table>
<thead>
<tr>
<th>Select</th>
<th>Measure</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A</td>
<td>Antisocial behavior</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3A</td>
<td>Antisocial behavior</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3B</td>
<td>Family relationships</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3B</td>
<td>Family relationships</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3C</td>
<td>Social competence</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3C</td>
<td>Social competence</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3D</td>
<td>Gang Resistance Involvement</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3D</td>
<td>Gang Resistance Involvement</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3E</td>
<td>Substance use</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3E</td>
<td>Substance use</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3F</td>
<td>School attendance</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3F</td>
<td>School attendance</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3G</td>
<td>GED</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3G</td>
<td>GED</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3H</td>
<td>GPA</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3H</td>
<td>GPA</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>3I</td>
<td>Perception of social support</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>3I</td>
<td>Perception of social support</td>
<td>Long Term Outcome</td>
</tr>
</tbody>
</table>
### Mandatory Measures

- 3rd table
  - Select the optional 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>Number and percent of program youth who <strong>RE-OFFENDED</strong> (Short Term Measure)</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>☐</td>
<td>Number and percent of program youth who <strong>RE-OFFENDED</strong> (Long Term Measure)</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>☐</td>
<td>Number and percent of program youth who are <strong>VICTIMIZED</strong> (Short Term Measure)</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>☐</td>
<td>Number and percent of program youth who are <strong>VICTIMIZED</strong> (Long Term Measure)</td>
<td>Long Term Outcome</td>
</tr>
<tr>
<td>☐</td>
<td>Number and percent of program youth who are <strong>RE-VICTIMIZED</strong> (Short Term Measure)</td>
<td>Short Term Outcome</td>
</tr>
<tr>
<td>☐</td>
<td>Number and percent of program youth who are <strong>RE-VICTIMIZED</strong> (Long Term Measure)</td>
<td>Long Term Outcome</td>
</tr>
</tbody>
</table>
The ‘Award Information Summary’ page gives you an overview of all information and data entered for the reporting period.

Click ‘Enter Data’ to continue.
Inserting Data into DCTAT

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. **Number and percent of youth with whom an evidence-based program or practice was used Output**
   
   A. The number of youth served using an evidence-based program or practice
   
   B. Total number of youth served during the reporting period
   
   C. Percent (A/B)

#1: This should be the number of youth in your mentoring program enrolled 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

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

| 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

| A. Number of trained program mentors demonstrating increased knowledge of the program during the reporting period |
| B. Number of trained program mentors |
| C. Percent (A/B) |
### Data Entry

#### 5. Mentor Retention Output

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The number of mentors who have left the program during the reporting period</td>
</tr>
<tr>
<td>B</td>
<td>The total number of mentors in the program during the reporting period</td>
</tr>
<tr>
<td>C</td>
<td>$B - \frac{A}{B} = \text{Mentor Retention Rate}$</td>
</tr>
</tbody>
</table>

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

#### 6. Increase in youth enrolled since the beginning of the reporting period Output

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Number of youth enrolled at the beginning of the reporting period</td>
</tr>
<tr>
<td>B</td>
<td>Number of NEW youth added during the reporting period</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>7.</th>
<th>Number and percent of program youth matched with a mentor during the reporting period Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Number of program youth matched with a mentor during the reporting period</td>
</tr>
<tr>
<td>B.</td>
<td>Total number of youth enrolled in the program during the reporting period</td>
</tr>
<tr>
<td>C.</td>
<td>Percent of program youth matched with a mentor during the reporting period (A/B)</td>
</tr>
</tbody>
</table>

#7: Number and percent of program youth matched with a mentor during the reporting period

#8: Percent of program youth in matches meeting mentoring program requirements
## Data Entry

### 9. Percent of Mentoring Programs with Active Partners Outcome

<table>
<thead>
<tr>
<th>A. Number of mentoring programs with active partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Number of mentoring programs</td>
</tr>
</tbody>
</table>

#9: A is # of partners, B is # of mentoring programs which should be 1

### 10. Number and percent of program youth completing program requirements Short Term Outcome

<table>
<thead>
<tr>
<th>A. Number of program youth who exited the program having completed program requirements</th>
</tr>
</thead>
<tbody>
<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>

#10: A is zero for FY16 Cycle 1 and FY14 BRIDGE Cycle 3; none of them would have completed the mentoring program at this point.

- A: Some FY13 Cycle 3 matches may have completed 15 months at this time; B total # that exited including unsuccessful
# Data Entry

### #11: Number and percent of program youth who offend (Short Term Measure) Short Term Outcome

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

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

### #12: Number and percent of program youth who offend (Long Term Measure) Long Term Outcome

<table>
<thead>
<tr>
<th></th>
<th>Description</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>

#12: Long–term, youth that met the required months of mentoring completion that exited the program 6–12 months ago before January 2017, B–E per program records
#13G: **Short term**: includes diploma; **long term**: exited the program 6–12 months ago before January 2017 (beginning of reporting period)

- Other Applicable Mandatory Measures: for optional measures that apply to your program, answer per program records
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.
Questions?
Required for FY16 Cycle 1 or FY13 Cycle 3 and FY14 BRIDGE Cycle 3 (if applicable)
  ◦ Written narrative

Use the Word document provided, please send back to mentoring@youthbuild.org by 5pm (EDT) Thursday, July 20, 2017
Status Report– FY13 Cycle 3

- Cycle 3 enrollment activity
  - Number of current active matches from January 1 – June 30, 2017
  - Number of matches completing 15 months of mentoring services from January 1 – June 30, 2017
Cycle 1 enrollment activity

- Number of current active matches from January 1 – June 30, 2017
- Number of matches completing 12 months of mentoring services from January 1 – June 30, 2017 (this should be zero for this period for FY16 Cycle 1; the earliest FY16 Cycle 1 matches can meet the 12 months required is December 2017)
Status Report– FY14 BRIDGE Cycle 3

- BRIDGE Cycle 3 enrollment activity
  - Number of current active mentees in group mentoring from January 1 – June 30, 2017
    - Number of current active mentors in group mentoring from January 1 – June 30, 2017

- Completions
  - Number of mentees completing 12 months of BRIDGE group mentoring services from January 1 – June 30, 2017 (this should be zero for this report; the earliest FY14 BRIDGE Cycle 3 mentees can meet the required 12 months of mentoring services is December 2017)
  - Number of mentors completing 12 months of BRIDGE group mentoring services from January 1 – June 30, 2017 (this should be zero for this report; the earliest FY14 BRIDGE Cycle 3 mentors can meet the required 12 months of mentoring services is December 2017)
Questions?

- 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 ojjdppmt@usdoj.gov or toll-free at 1–866–487–0512
- For programmatic assistance: contact mentoring@youthbuild.org
Remember!

**DCTAT DUE:** Thursday, July 20, 2017 5pm EDT

**Status Report(s):** Thursday, July 20, 2017 5pm EDT

*THANKS FOR BEING AWESOME*