



Catholic Charities Multi-state Mentoring Program Checklist

Agency Preparation

- _____ Staff can articulate why his/her agency is participating in the mentor program
- _____ Staff understands where the Catholic Charities mentoring fits in the local mentoring community
- _____ Program partners with community providers, school districts, businesses and/or institutions
- _____ Logic Model represents the goals and objectives of the program

Recruiting

- _____ Program engages in recruitment strategies that align with the benchmarks from the 4th Edition Elements of Effective Practice for Mentoring
- _____ Program implements written recruitment plan

Screening

- _____ Mentor has access to job description and mentor eligibility policy
- _____ Program engages in screening strategies that align with the benchmarks from the 4th Edition Elements of Effective Practice for Mentoring
- _____ Mentor, mentee, and guardian commit to 1 year of mentoring, 2 hours a week, with intermittent group activities

Participant Orientation

- _____ Participants receive orientation that explains the program philosophy as well as the responsibilities of the mentor, the mentee, the program staff and the parent
- _____ Staff creates mentee case files that include a needs assessment, a service plan, progress log, community resource identification, contact log for mentee, contact log for guardian, signed agreement
- _____ Staff creates mentor case files that include application, background screening documentation, pre/post-test, training log, contact log for mentor, signed agreement, driving background (if applicable)

Mentor Training

- _____ Mentor completes at least 6 hours of training that may include: program overview, defining the roles of mentor and mentee, youth development, communication skills, creating trust, establishing healthy boundaries, mandatory reporting, developmental assets, and Diocesan youth training
- _____ Mentor completes at least 2 hours of trauma-informed training



Program Matching

- _____ Program identifies matching criteria and ranks criteria consistent with the program goals
- _____ Parents or legal guardians consent to the match and are involved in setting goals for the relationship
- _____ Program facilitates initial match meeting

Program Support

- _____ Program contacts the mentor and mentee at least twice per month for the first month and monthly thereafter
- _____ Program provides quarterly on-going training to participants as issues arise as well as support in terms of phone calls and referrals to other services available
- _____ Program provides mentor recognition in gratitude for service to the program
- _____ Program provides participants with relevant resources to help address challenges as they arise

Program Closure

- _____ Program has procedures for both anticipated and abrupt closures and program staff are responsible for helping participants end the relationship in a planned, constructive manner
- _____ Program conducts and documents an exit interview with mentor and mentee
- _____ Program uses information from evaluation to improve program delivery

<i>Policy Checklist</i>	<i>Procedure Checklist</i>
_____ Recruitment	_____ Recruitment
_____ Eligibility	_____ Mentor Screening
_____ Screening	_____ Mentee Screening
_____ Training	_____ Training
_____ Matching	_____ Matching
_____ Match Support & Supervision	_____ Match Support & Supervision
_____ Recognition	_____ Recognition
_____ Record-keeping	_____ Mandatory Reporting
_____ Confidentiality	_____ Closure
_____ Transportation	_____ Evaluation
_____ Mandatory Reporting	
_____ Use of Alcohol, Drugs, Tobacco, and Firearms	
_____ Unacceptable Behavior	
_____ Closure	
_____ Evaluation	



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Catholic Charities Multi-state Mentoring Contract Compliance Checklist

Compliance – Civil rights – www.ojp.usdoj.gov/ocr

- _____ The agency notifies program participants, employees and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, gender, physical, mental, emotional or learning disability, familial status or age, in respect to service delivery (e.g. posters, inclusion in brochures or other program materials, etc.).
- _____ The agency notifies program participants, employees and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, gender, physical, mental, emotional or learning disability, familial status or age, in respect to employment practice (e.g. posters, inclusion in brochures or other program materials, etc.).
- _____ The sub-recipient has written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the sub-recipient with CCUSA or the OCR.
<http://www.ojp.usdoj.gov/about/ocr/pdfs/Services%20Complaint%20Procedures.pdf>
- _____ * If the sub-recipient has 50 or more employees *and* receives DOJ funding of \$25,000 or more, the sub-recipient has taken the following actions:
- a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibit discrimination on the basis of a disability in employment practices and the delivery of services.
 - b. Designated a person to coordinate compliance with the prohibitions against disability discrimination.
 - c. Notified participants, beneficiaries, employees, applicants, and others that the sub-recipient does not discriminate on the basis of disability.
- _____ * If a finding of discrimination occurred, the sub-recipient complied with the requirement to submit to CCUSA any findings of discrimination against the sub-recipient issued by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex.
- _____ * If sub-recipient conducts religious activities as part of its operations, the sub-recipient does the following:
- a. Provides services to everyone regardless of religion or religious belief.
 - b. Ensures that it does not use federal funds to conduct religious activities - prayer, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally-funded activities.
 - c. Ensures that participation in religious activities is voluntary for beneficiaries of federally-funded programs.



Compliance – DOJ Contract

- _____ * Policy banning employees from text messaging while driving.
- _____ The Affiliate Agency has complied with all applicable laws, regulations, policies, and guidance governing the use of federal funds for expenses such as conferences, meetings, trainings, and provisions.
www.ojp.gov/funding/confcost.htm
- _____ Training materials adhere to the OJP Training Guidelines.
www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm
- _____ Criminal background screening procedures have taken place for any employee, contractor, or volunteer working under this grant that has contact with minor children.

Compliance – CCUSA Contract

- _____ Agency implements program according to logic model and application
- _____ Agency maintains general liability insurance coverage and provides CCUSA as an additional insured

Compliance – CCUSA Financial

- _____ The agency has sufficient funds to carry out its mentor program for the next year.
- _____ The agency provided CCUSA a copy of all audit reports within 30 days of completion.
- _____ *If the auditor’s notes identified a finding that might impact the mentor program the agency corrected the problem.

<i>Policy Checklist</i>	<i>Procedure Checklist</i>
_____ Non-discrimination	_____ Employee Screening
_____ How to file complaints alleging discrimination	_____ How to file complaints alleging discrimination
_____ Text Message Ban	_____ Grievance Procedures of DOJ regulations
_____ Records Retention	

* Conditional – may not apply



Catholic Charities Multi-state Mentoring Contract Data Checklist

Mentees

- _____ Agency tracks start and end date of mentoring relationship
- _____ Agency tracks OJJDP outcomes and provides measurement for improvement
- _____ Agency tracks youth for offenses and makes a concerted effort to track 6 – 12 months later

Mentors

- _____ Agency tracks recruitment strategies
- _____ Agency tracks mentor recruitment dates
- _____ Agency tracks mentor training dates

Referrals

- _____ Staff tracks number of referrals through a systemic and replicable process
- _____ Staff tracks outcomes of referrals through a systemic and replicable process

Other Program Activity

- _____ Agency tracks whether a group activity takes place
- _____ Agency tracks partnerships and provided copies of MOUs
- _____ Agency logic model and budget are up-to-date
- _____ Agency case files are complete and capture required information
- _____ Training materials are thorough for initial and ongoing training requirements
- _____ Policies and procedure manuals are complete – including impact procedure
- _____ Data collecting tools are complete and reliable

Program Resources (NOT DATA)

- _____ Logic Model
- _____ Mentor Recruitment Plan
- _____ Mentee Recruitment Strategy



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- Case Files
- Training Material
- Policy & Procedure Manual
- Data Collecting Tools
- Budget