

**Valencia County Progress Report Form**  
**General Fund and Formula Federal Grant Funds**  
**PROGRESS REPORT: March 1- March 31, 2014**

*Big Brothers Big Sisters Mentoring Program*  
**Program Type: Eligible Programs Categorized in JJ Continuum Statute**

| Performance Measures  | Data              | Description  |
|---|-------------------|--|
| 1.) Grant funds awarded for the program/services.   | \$5,844.76        | \$3,100 from VCJJB for salaries; \$1,666 from US Bank and \$833.06 other expenses related to supporting Valencia County.   |
| 2.) Use of best practice models?  | Yes               | 1. Agency has a written program manual and utilizes it to provide service to children. 2. Agency completes background checks and reference checks on all volunteers and has policies to ensure child safety. 3. Parent(s) and child are provide a thorough orientation to the program prior and/or during enrollment in the program. 4. Child and parent(s) complete an interview and the child's mentoring need(s) are assessed. 5. Volunteers, child and parents are provided program training. 6. Child is professionally matched with a mentor based on his/her interests/needs and the volunteers interests. 7. Matches complete a youth outcome plan. 8. Matches are monitored on a monthly basis during the first year to ensure child is safe and on-track to complete the youth outcome plan. |
| 3.) Number of youth <b>referred</b> to the program/service during the reporting period.                                   | 0                 | There were 0 new referrals made during the month of March 2014.  |
| 4.) Number of intakes completed by program staff during the reporting period.   | 0                 | 1 new participant completed the intake process and was matched with a mentor during March, 2014. Intakes are on hold until more mentors can be recruited.  |
| 5.) Number of youth referred, who were screened as <b>eligible</b> for the program/services, during the reporting period. | 0                 | 0 participants were interviewed during the reporting period and screened as eligible.  |
| 6.) Number of eligible youth to <b>enroll</b> in the program during the reporting period.                                 | 0                 | 1 new match was made in the month of March 2014. Matches will be made when suitable volunteers are found to be compatible with youth.  |
| 7.) <b>Demographics</b> of any new youth enrolled during the reporting period.  | <i>EMPTY CELL</i> | <b>Gender:</b><br>Male: 0<br>Female: 1   |

|   |    |   |
|---|----|---|
|   |    | <b>Ethnicity:</b><br>American Indian  |
| 8.) Total number of youth <b>active</b> in the program during the reporting period.   | 15 | 15 youth were actively matched in the month of March 2014. 4 matches closed in March. Leaving us with 11 matches as of March 31 <sup>st</sup> .   |
| 9.) Number of juveniles who successfully <b>complete</b> the program requirements during the reporting period.                              | 0  | 2 participants completed the program requirements in March, 2014. The requirement for a match is one calendar year, with the exception of site-based programs. The other 2 closures were less than 1 year and were closed because the child's families moved. |
| 10.) The number of program youth who <b>offend</b> while participating in the program or who offend within 90 days of completing a program. | 0  | N/A   |

Big Brothers Big Sisters lost its long-time Outreach Coordinator for Valencia County. We have posted the position and are doing phone interviews with 6 candidates who we will narrow to 3 candidates for in-person interviews. Our plan is to extend an offer before the end April.

In March, we received 4 new volunteer inquiries from Valencia County – two men, two women. We currently have 8 children Ready to Be Matched – 4 girls, 4 boys – which means they have completed their intake, all the need are volunteers with whom to be matched. One Little Sister interview is scheduled for 4/2. We have 26 children who are in the inquiry phase of our program.

| <b>Maintain a Juvenile Justice Continuum Advisory Board</b>                   |               |   |
|---|---------------|---|
| <b>Performance Measure</b>  | <b>Number</b> | <b>Description</b>  |
| The Board includes representation from all required agencies.                 | Yes           | All required agencies are members of the board  |
| The Board meets regularly and a quorum is maintained.                         | Yes           | The board meets monthly and the quorum is maintained  |
| The Board sets policy for the Comprehensive Strategy Plan and the activities. | Yes           | The board reviews the Strategic Plan annually and revises as needed.<br>The board plans and approves activities.    |
| The Board provides oversight for the programs.                                | Yes           | The board provides oversight of all programs and requires monthly reporting at general meeting and in written form. |

Note that you may develop and include additional Activities and Performance measures that are specific to your contract. Please submit the completed form to:

CYFD  
Federal Grants Unit  
P.O. Drawer 5160, Room 209  
Santa Fe, NM 87502