

Valencia County Progress Report Form
General Fund and Formula Federal Grant Funds
PROGRESS REPORT: November 1 – November 30, 2013

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	<ol style="list-style-type: none"> 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 referred to the program/service during the reporting period.	1	There was one new referral made during the month of November, 2013.
4.) Number of intakes completed by program staff during the reporting period.	0	No participants completed the intake process and were eligible to start the program during November, 2013. The only referral was a young boy, who has been added to the waitlist for a male mentor.
5.) Number of youth referred, who were screened as eligible for the program/services, during the reporting period.	0	0 participants were referred during the reporting period and screened as eligible.
6.) Number of eligible youth to enroll in the program during the reporting period.	4	4 new matches were made in the month of November 2013. Matches will be made when suitable volunteers are found to be compatible with youth.
7.) Demographics of any new youth enrolled during the reporting period.	EMPTY CELL	Gender: Male: 1 Female: 3

		Ethnicity: Hispanic: 3
8.) Total number of youth active in the program during the reporting period.	<i>19</i>	19 youth were actively matched in the month of November, 2013. An additional 10 were 'Ready to be Matched.'
9.) Number of juveniles who successfully complete the program requirements during the reporting period.	<i>1</i>	1 participant completed the program requirements in November, 2013. The requirement for a match is one calendar year, with the exception of site-based programs.
10.) The number of program youth who offend while participating in the program or who offend within 90 days of completing a program.	<i>0</i>	

Maintain a Juvenile Justice Continuum Advisory Board		
Performance Measure	Number	Description
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. 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

NAME OF GOV. ENTITY, PRF REPORTING PERIOD, YEAR Contract #

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