

**2019-2022 TITLE II FORMULA GRANT
BOARD OF STATE AND COMMUNITY CORRECTION (BSCC)
CENTER FOR TRAINING AND CAREERS PROGRESS REPORT
PART B
BSCC 301-19**

Includes the following:

- 1. OFFICE OF JUVENILE JUSTICE AND DELINQUENCY
PREVENTION **TITLE II FORMULA GRANT PROGRAM**
PA 13: MENTORING, COUNSELING AND TRAINING PROGRAMS**
- 2. CPGP STANDARD DATA COLLECTION MEASURES**

CENTER FOR TRAINING AND CAREERS PROGRESS REPORT PART B

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION TITLE II FORMULA GRANT PROGRAM

PA 13: MENTORING, COUNSELING AND TRAINING PROGRAMS

Bold indicates mandatory measures

Programs to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk youth, youth who have offended, or youth with a parent or legal guardian who is or was incarcerated (mentee) that takes place on a regular basis. These programs may support academic tutoring, vocational and technical training, and drug and violence prevention counseling.

Enter data for all mandatory and applicable measures.

Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain in the text box available at the end of data reporting.

**OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
TITLE II FORMULA GRANT PROGRAM**

PA 13: MENTORING, COUNSELING AND TRAINING PROGRAMS

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#	Measure	Definition	Data Grantee Reports	Record Data Here
1	Number of MOUs developed	The number of Memoranda of Understanding (MOUs) or interagency agreements developed during the reporting period. Include all formal partnership or coordination agreements. Program records are the preferred data source.	A. Number of MOUs developed during the reporting period	
2	Number of program slots available	The number of client service slots available during the reporting period. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	A. Number of client service slots available during the reporting period	
3	Number of FTEs funded by Formula Grant funds	The number of staff funded by Formula Grants (FGs), as measured through the number of full-time equivalent (FTE) staff working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	A. Number of program FTEs funded by FG funds	
4	Number of program materials developed during the reporting period	The number of program materials that were developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, and lists of local service providers. Do not include program advertisements or administrative forms, such as sign-in sheets or client-tracking forms. Count the number of pieces developed. Program records are the preferred data source.	A. Number of program materials developed	
5	Number and percent of program staff trained	The number and percent of program staff who are trained during the reporting period. Program staff includes full- and part-time employees and/or volunteers. The number is the raw number of staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to be completed during the reporting period. To get the percent, divide the raw number by the total number of program staff. Program records are the preferred data source.	A. Number of staff who participated in training B. Total number of program staff C. Percent (A/B)	
6	Number of hours of training provided to program staff	The number of training hours that program staff are provided during the reporting period. Training includes in-house and external trainings.	A. Number of hours of training provided to program staff	
7	Number and percent of mentors trained	The number and percent of mentors who are trained during the reporting period. The number is the raw number of mentors to receive any formal training relevant to the program or their position as program mentor. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to be completed during the program. To get the percent, divide the raw number by the total number of program mentors. Program records are the preferred data source.	A. Number of mentors who participated in training B. Total number of mentors C. Percent (A/B)	
8	Number of hours of mentor training provided	The number of training hours provided to program mentors during the reporting period. Training includes in-house and external trainings as long as it is possible to verify that the targeted mentors were aware of the training opportunity.	A. Number of hours of training provided to mentors	
9	Average tenure of mentors	The average length of time, in days, that mentors remain with the program. Program records are the preferred data source.	A. Total number of days of service across all mentors B. Number of mentors C. Average A/B	
10	Number of planning activities conducted	The number of planning activities undertaken during the reporting period. Planning activities include meetings held and needs assessments undertaken.	A. Number of planning activities undertaken	

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11	Number of program/agency policies or procedures created, amended, or rescinded	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include program policies that are either relevant to the topic area or affect program operations.	A. Number of policies or procedures created, amended, or rescinded	
12	Number of program youth served	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period	
13	Number of enrolled parents or guardians served during the reporting period	An unduplicated count of the number of enrolled parents or guardians served by the program during the reporting period. Program records are the preferred data source.	A. Number of enrolled parents or guardians carried over from the previous reporting period B. New admissions during the reporting period C. Total of enrolled parents and guardians served during the reporting period (A+B)	
14	Number of additional family members served during the reporting period	An unduplicated count of the number of additional family members (youth and adults) served by the program during the reporting period. Program records are the preferred data source.	A. Number of additional family members carried over from the previous reporting period B. New admissions during the reporting period C. Total (A+B)	
15	Number of service hours completed	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals that is dedicated to completing the program requirements. Program records are the preferred data source.	A. Total program number of service hours	
16	Average length of stay in program	The average number of days that participating youth remain in the program. Include data for youth who complete program requirements prior to program exit and for those who do not. Program records are the preferred data source.	A. Total number of days between intake and program exit across all program youth exiting program B. Number of cases closed C. Average (A/B)	

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#	Measure	Definition	Data Grantee Reports	Record Data Here
17	Number and percent of program youth who OFFEND (short term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>A youth may be "committed" to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as "sentences."</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, then B would be 50. Of these 50 program youth I am tracking, if 25 were arrested or had a delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth offending who are measured short term will be autocalculated in G.</p>	<p>A. Total number of program youth served during the reporting period</p> <p>B. Number of program youth tracked during the reporting period</p> <p>C. Of B, the number of program youth who had an arrest or delinquent offense during the reporting period</p> <p>D. Number of program youth who were committed to a juvenile facility during the reporting period</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>F. Number of youth who received another sentence during the reporting period</p> <p>G. Percent OFFENDING (C/B)</p>	
18	Number and percent of program youth who OFFEND (long term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>A youth may be "committed" to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as "sentences."</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be autocalculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6-12 months ago</p> <p>B. Of A, the number of program youth who had an arrest or delinquent offense during the reporting period</p> <p>C. Number of program youth who were committed to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent OFFENDING (B/A)</p>	

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#	Measure	Definition	Data Grantee Reports	Record Data Here
19	Number and percent of program youth who RE-OFFEND (short term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for new arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>Certain jurisdictions refer to adjudications as "sentences." Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, the B value would be 50. Of these 50 program youth I am tracking, if 25 had a new arrest or a new delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth reoffending who are measured short term will be autocalculated in G.</p>	<p>A. Total number of program youth served during the reporting period</p> <p>B. Number of program youth tracked during the reporting period</p> <p>C. Of B, number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>D. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>F. Number of youth who received another sentence during the reporting period</p> <p>G. Percent RECIDIVISM (C/B)</p>	
20	Number and percent of program youth who RE-OFFEND (long term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>Certain jurisdictions refer to adjudications as "sentences." Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be autocalculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6-12 months ago</p> <p>B. Of A, the number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>C. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent RECIDIVISM (B/A)</p>	
21a	Antisocial behavior (short term)	<p>The number and percent of program youth who have exhibited a desired change in antisocial behavior during the reporting period. Antisocial behavior is defined as a pervasive pattern of behavior that displays disregard for and violation of the rights of others, societal mores, or the law (such as deceitfulness, irritability, fighting, disruptive behavior, consistent irresponsibility, lack of remorse, or failure to conform to social norms).</p> <p>Self-report or staff ratings are the most likely data sources.</p>	<p>A. Number of program youth served during the reporting period with the noted behavioral change</p> <p>B. Total number of youth receiving services for the target behavior during the reporting period</p> <p>C. Percent (A/B)</p>	

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21a	Antisocial behavior (long term)	The number and percent of program youth who exhibited a desired change in antisocial behavior 6–12 months after exiting the program. Antisocial behavior is defined as a pervasive pattern of behavior that displays disregard for and violation of the rights of others, societal mores, or the law (such as deceitfulness, irritability, fighting, disruptive behavior, consistent irresponsibility, lack of remorse, or failure to conform to social norms). The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or staff ratings are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
22b	Substance use (short term)	The number and percent of program youth who have exhibited a decrease in substance use during the reporting period. Self-report, staff rating, or urinalysis are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for target behavior during the reporting period C. Percent (A/B)	
22b	Substance use (long term)	The number and percent of program youth who exhibited a decrease in substance use 6–12 months after exiting the program. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report, staff rating, or urinalysis are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
22c	Family relationships (short term)	The number and percent of program youth who have exhibited a desired change in family relationships during the reporting period. Such changes are positive ones that could be related to increased positive interaction with family members. Examples are improved communication and increased emotional and practical support. Self-report or staff ratings are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for target behavior during the reporting period C. Percent (A/B)	
22c	Family relationships (long term)	The number and percent of program youth who have exhibited a desired change in family relationships 6–12 months after exiting the program. Such changes are positive ones that could be related to increased positive interaction with family members. Examples are improved communication and increased emotional and practical support. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or staff ratings are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
22d	Social competence (short term)	The number and percent of program youth who have exhibited a desired change in social competencies during the reporting period. Social competence is the ability to achieve personal goals in social interaction while simultaneously maintaining positive relationships with others over time and across situations. Self-report or staff ratings are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for the target behavior during the reporting period C. Percent (A/B)	

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#	Measure	Definition	Data Grantee Reports	Record Data Here
22d	Social competence (long term)	The number and percent of program youth who exhibited a desired change in social competencies 6–12 months after exiting the program. Social competence is defined as the ability to achieve personal goals in social interaction while simultaneously maintaining positive relationships with others over time and across situations. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or staff ratings are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
22e	Vocational/technical training (short term)	The number and percent of program youth who exhibited an increase in vocational/technical skills during the reporting period. Self-report or staff rating is the most likely data source.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for target behavior during the reporting period C. Percent (A/B)	
22e	Vocational/ technical training (long term)	The number of program youth who exhibited an increase in vocational/technical skills 6–12 months after exiting the program. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or staff rating is the most likely data source.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
23	Number and percent of program youth completing program requirements	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still participating in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that youth must meet before program completion. The total number of youth (the B value) includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully) C. Percent (A/B)	
24	Number and percent of program families satisfied with the program	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program families satisfied with the program during the reporting period B. Total number of program families served by the program during the reporting period C. Percent (A/B)	
25	Number and percent of program youth satisfied with the program	The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program youth satisfied with the program during the reporting period B. Total number of program youth served by the program during the reporting period C. Percent (A/B)	
26	Number and percent of program staff with increased knowledge of the program area	The number and percent of program staff who gained a greater knowledge of the program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not have to be given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of program staff trained during the reporting period who report increased knowledge B. Number of program staff trained during the reporting period C. Percent (A/B)	

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#	Measure	Definition	Data Grantee Reports	Record Data Here
27	Number and percent of program youth formally placed out of their home (short term)	The number and percent of program youth who are formally placed out of their home. Program case files are the preferred data source.	A. Number of program youth formally placed out of their home B. Number of program youth served C. Percent (A/B)	
28	Number and percent of program youth formally placed out of their home (long term)	The number and percent of program youth who are formally placed out of their home who exited the program 6-12 months ago. Program case files are the preferred data source.	A. Number of program youth who exited the program 6–12 months ago who were formally placed out of their home B. Number of program youth served who exited the program 6–12 months earlier C. Percent (A/B)	

Additional Comments

Please Note: Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain.

CPGP STANDARD DATA COLLECTION MEASURES
TITLE II FORMULA GRANT 2019-2022
GRANTEE CENTER FOR TRAINING AND CAREERS
REPORTING PERIOD YEAR 1/ QUARTER 1

PARTICIPANT INFORMATION		DATA
#	Provide the number of new unduplicated participants who received first-time services funded by this Grant Program for this reporting period?	*
#	Provide the total number of new unduplicated participants for each age group who received first-time services this reporting period:	
#a	0 - 10	
#b	11 -12	
#c	13 - 14	
#d	15 - 16	
#e	17 - 18	
#f	19 - 21	
#g	22 - 25	
#h	26 - 44	
#i	45 - 64	
#j	65 and older	
*	Provide the total number of new unduplicated participants who identify as a single ethnic origin, ethnicity or race that received first-time services this reporting period:	
*	Provide the total number of new unduplicated participants who identify as having multi-ethnic origin, ethnicity or race that received first-time services this reporting period:	
*	Provide the total number of new unduplicated participants who declined-to-state their ethnic origin, ethnicity or race that received first-time services this reporting period:	
Total number of new unduplicated participants		
#	Of those participants who identified as a single race in question ¹ , provide a total number for each ethnic group:	
#a	Black or African-American	
#b	Hispanic, Latino, or Spanish	
#c	White	
#d	American Indian or Alaska Native	
#e	Asian:	
	Chinese	
	Japanese	
	Filipino	
	Korean	
	Vietnamese	
	Asian Indian	
	Laotian	
	Cambodian	
	Other	
#f	Native Hawaiian or other Pacific Islander:	
	Native Hawaiian	
	Guamanian	
	Samoan	
	Other	
#g	Middle Eastern or North African	
#h	Other identified ethnic origin, ethnicity, or race	

CPGP STANDARD DATA COLLECTION MEASURES
TITLE II FORMULA GRANT 2019-2022
GRANTEE CENTER FOR TRAINING AND CAREERS
REPORTING PERIOD YEAR 1/ QUARTER 1

#	Provide the number of new unduplicated participants by gender/sex who received first-time services this reporting period:	
#a	Female	
#b	Male	
#c	Non-Binary / Third Gender	
#e	Prefer to Self-Define	
#f	Prefer not to State	
#	Provide the number of new unduplicated participants with the following levels of education who received first-time services this reporting period:	
#a	Some High School	
#b	High School Graduate	
#c	GED	
#d	Some College	
#e	College Graduate	
#f	Other	
#	Provide the number of new unduplicated participants with the following levels of employment who received first-time services this reporting period:	
#a	Full-Time	
#b	Part-Time	
#c	Not working due to age (under 15 years of age) or full-time student status	
#d	Unemployed	
#e	Other/Unknown	
#	Provide the number of new unduplicated participants with the following housing statuses who received first-time services this reporting period:	
#a	Independent Living/Housing	
#b	Family/Relative Homes	
#c	Foster Care	
#d	Permanent Supportive Housing	
#e	Bridge Housing	
#f	Transitional Housing	
#g	Rapid Rehousing	
#h	Sober Living Homes	
#i	Homeless	
#j	Other	
#	Check (X) the geographical area-type of the project's main services location:	
#a	Rural	
#b	Suburban	
#c	Tribal	
#d	Urban	

¹ Although quarterly progress reports do not require disaggregate multi-racial data, the collection and reporting of multi-racial demographic data shall be disaggregated by each project as a requirement for the final Local Evaluation Report. BSCC will provide technical assistance on how to complete this requirement to comply with GC Section 8310.9.