2020 Mentoring Reporting Tools Webinar

July 22, 2020 – 9am Pacific Time

CASA ® GAL

Court Appointed Special Advocates
Guardians ad Litem

FOR CHILDREN

Presenters:

Coral Edward, Grants Administration Specialist, National CASA/GAL Association

Erica Owens, Director of Accountability, National CASA/GAL Association

Sarah Catherine Williams, Research Scientist, Child Trends

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Contents

OBJECTIVE

2020 Mentoring Grant data collection and reporting

AGENDA

Purpose of the grant

Importance of data collection and reporting

Description of the reporting tools:

1) Evaluation ID

2) Tracking Sheet

3) Volunteer Knowledge Survey

4) Youth Life Skills Assessment

Grantee Reporting Requirements

Data Collection and Reporting Requirements

Mentoring Grant

The goal of this grant is to increase the number of children/youth 0-17 experiencing abuse and neglect served by volunteer advocates. The grant will target five specific children/youth populations: American Indian/Alaska Native, rural areas, impacted by opioid crises, incarcerated parents and risk for child sex trafficking.

The grant will also focus on increasing cultural competency training, opioid abuse specialist training and *Fostering Futures* training for volunteers serving these populations.

Grant Period: May 1, 2020 – April 30, 2022

38 Mentoring Grantees

Importance of Reporting

To show outputs and outcomes in relation to:

Volunteers:

Recruited, trained, activated and retained

Youth:

Served, improved life skills and delinquency involvement

Evaluation ID Assignment Instructions

To link pre and post assessments and surveys

For volunteers:

- National CASA/GAL Program Number plus unique three digit number (example – 12345-001)

For youth:

- The ID # of the volunteer assigned plus a one digit identifier (example – 12345-001-1)

Grantee Report Tracking Sheet

To track required grant related information:

o Tracking sheet has eight tabs – Notes, Volunteer, Youth and a tab
   for each of the reporting periods

o It is required that all grantees use the tracking sheet provided by
   National CASA/GAL

Tracking Sheet – Volunteer Information

Components:

- Volunteer evaluation ID # and name

- Dates related to volunteer recruitment, training, assignment and retention

Tracking Sheet – Youth Information

Components:

- Youth evaluation ID # and name
- Volunteer evaluation ID # and name
- If child/youth is Native American/Alaska Native
- If child/youth lives in a rural area
- If child/youth has been affected by the opioid crisis
- If child/youth has an incarcerated parent
- If child/youth is at-risk of child sex trafficking

- Date of birth, date of assignment and age at assignment
- Dates Youth Life Skills Assessment (YLSA) taken
- Dates relating to arrest, sentencing and incarceration
- If child/youth is engaged with the volunteer
- Date case closed
- If child/youth achieves permanency

Volunteer Knowledge Survey

- To measure the volunteer's understanding of advocacy and mentoring for older youth

- Taken before and after completion of the *Fostering Futures* training

- Takes 10-15 minutes to complete

- Available online or by hard copy

- Online administration –
  - Note: there is no way to save the survey and come back later – all answers must be entered at one time
- Paper administration –
  - Form made available to volunteer and results entered into Survey Gizmo online

Youth Life Skills Assessment

- To measure changes in youth (12-17) life skills over time

- 65 items categorized within three areas:
  - Work and study skills
  - Self care
  - Social support

- To be completed by youth and advocate

- Online administration –
  - Note: you are unable to save the survey and come back later – all answers must be entered at one time

- Paper administration –
  - Form made available to volunteer and results entered into Survey Gizmo online

Semiannual Grantee Report

- To report grantee related outputs and outcomes

- Report has three components
  - Program information, reporting period, training information
  - Volunteer – recruitment, training, assignment and retention
  - Children/Youth – assigned, target population, permanency and offending

- All fields must be numbers/digits

- Semiannual Grant Report instructions provide detailed instructions on completing the form including definitions for information requested

- Semiannual Grantee Report due dates:
  - By the 15th of the month past the eight-month, six-month, six-month and four-month periods
  - January 15, 2021, July 15, 2021, January 15, 2022 and May 15, 2022

Grantee Additional Reporting

- Monthly Expense Reports
  - Due by the 15th of each month for the month prior
  - Online at Grantee Budget Information System (GBIS)
  - Emailing supporting documents
- Grantee Narrative Report
  - Due 30 days after the six-month period
  - Report form will be emailed to grantee one month prior to due date
  - Nov 30, 2020, May 30, 2021, Nov 30, 2021 and May 30, 2022

- Quarterly Volunteer/Children Data
  - By the 15th of the month past the quarter
  - Aug 15; Nov 15 - 2020, Feb 15, May 15 and Aug 15, Nov 15 – 2021; Feb 15, May 15 - 2022
- Quarterly Phone Calls
  - Grantees will be notified one month prior

Fingerprinting Requirements

A new condition of OJJDP grant awards addresses the determination of suitability required, in advance, for certain individuals who may interact with participating minors for each individual at least 18 years of age who is covered under this award a fingerprint search (or, if the recipient or sub-recipient documents that a fingerprint search is not legally available, a name-based search, using current and, if applicable, previous names and aliases) is required. The search must encompass at least the time period beginning seven* calendar years preceding the date of the search request -- of pertinent state (and, if applicable, local and tribal) criminal history registries or similar repositories must be completed no earlier than six months before the determination regarding suitability.

* Note the seven calendar year requirement is consistent with National CASA/GAL standards. Although the OJJDP condition requires five, National CASA/GAL members must adhere to the Standards.

- http://fastfingerprints.com/Public/LocationList.aspx

- https://www.nbinformation.com/locations/

Fostering Futures Training

If you selected to serve children ages 0-17 years in the population served section on your application, your program can provide Fostering Futures Training; however, the children 12-17 do not need to be served by volunteers trained in Fostering Futures Training.

If you applied to serve children ages 12-17 or 15-17, your program must provide Fostering Futures Training to the volunteers assigned to serve this age group.

Here are some programs in our network that provide Fostering Futures Training. If your program is unable to provide the training to your volunteers the other programs may be a resource:

- Alaska CASA - https://irp-cdn.multiscreensite.com/839b50f1/files/uploaded/Fostering%20Futures%20Alaska%20FAQs-Volunteers.pdf

- CASA for Children of Mercer and Burlington Counties – NJ https://casamb.org/events/fostering-futures-2/

- Richland County CASA – SC https://www.rccasa.org/contact

- CASA of Baltimore County, Inc. - https://casabaltco.org/events/fostering-futures-3/

- CASA of Southwest Missouri - https://casaswmo.org/become-a-volunteer/fostering-futures.html

- CASA Child Advocates of Montgomery County - https://casaspeaks4kids.com/events/event/fostering-futures-training-2/

Navigate the Member Portal

- Reporting Tools
  - Evaluation ID - Instructions
  - Tracking Sheet – Instructions and Sheet
  - Volunteer Knowledge Survey – Instructions, Paper Form and link to survey
  - Youth Life Skills Assessment – Instructions, Paper Form and link to survey
  - Semiannual Grantee Report – Instructions and link to survey
- Reports available for download
  - Completion list for Youth Life Skills Assessments
  - Completion list for Volunteer Knowledge Survey
- Grantee Budget Information System
  - Expense Reports
  - Volunteer/Children data

Q&A

Contact Information

Grants Administration:

For grants and reporting related inquiries – grants@nationalcasagal.org

For expense related inquiries – grantexpenses@nationalcasagal.org

Please note: Always indicate your program ID # and/or grant ID # in the subject line

Upcoming Webinars

- Advocating for Trafficked and High-Risk Child and Youth Victims, 7/23/2020, 11:00 – 12:30 pm PT and 2:00 – 3:30 pm ET
  - Register

- Volunteer Engagement: Rethinking Volunteer Recognition, 7/28/2020, 10:00 – 11:30 am PT and 1:00 – 2:30 pm ET
  - Register

- A Local Program's Community-based Approach to Ending Racism: Interrupting Racism for Children, 8/6/2020, 10:00 – 11:30 am PT and 1:00 – 2:30 pm ET
  - Register

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past session materials and recordings

Thank You

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