

Community Mentoring Reporting Guidance

Key Changes

There have been changes to the functionality of how mentoring data is entered into the new Minerva 2.0 system. This guidance document can be used as a tool to support entering Community-Mentoring data.

Minerva 1.0

In Minerva 1.0, we created one session for each month of Mentor-Match meetings using the last calendar day of the month as the session date. We were able to report each Mentor-Match meeting that took place during the month by selecting each Mentor-Mentee Match and adding sessions for each meeting held for that match during the month of service.

Minerva 2.0

In Minerva 2.0, we will create a separate entry by date and individual match meeting for each M-M match during the month. Each M-S meeting can be entered by date with multiple participants during the month. Each M-G meeting can be entered by date with multiple participants during the month. Support hours will be dispersed across all of the Mentor-Match Meetings for the month of service.

Note: We understand that this does require additional data entry, however unfortunately this new system does not have the capabilities to do single page data entry. We are continuing to explore this possibility with the vendor for the future.

Key Definitions

Mentoring – Match Activities: To report on one-to-one service activities that are recurring meetings between two individuals (mentors and mentees), often to include survey data.

Mentoring – Support Activities: To report on one-to-one service activities that involve only service providers (mentors).

Mentoring – Group Activities: To report on one-to-one service activities where groups of service providers (mentors) and service recipients (mentees) engage in activities together.

Community Mentoring Hours Reporting

This reporting is required for CPWI/CBO entering Community Mentoring hours for the related categories.

The table on the following page provides a visual depiction of the data entry options available to select under each Activity Type.

Table 1

EXAMPLE of Data Types and Reporting Participation in Minerva 2.0

Data Entry Type	How to Report Participation
Mentoring – Match	<p>Participants: Mentors and Mentees are individual participants who have been previously added to the M-M cohort.</p> <p>The M-M cohort is used to track when mentors and mentees meet for individual mentoring sessions.</p> <p>In the Implement Channel you will add activity by each day and individual mentor-mentee match. (Example: if a mentor met with their match four times that month, each day they met would be entered in the “Implement Channel” using “Add Activity”)</p> <p><u>New: For Staff time entered - All individual support check-ins and other program support activity hours will be dispersed across all of the M-M match meetings.</u></p> <p>One-to-one service entry examples:</p> <ol style="list-style-type: none"> 1) One-to-one individual mentor and mentee match meetings 2) New match and match closure meetings 3) Other staff time support activities - Community/partner planning meetings, soliciting community activity coupons, mentor recruitment, and Minerva data entry time will be distributed across all M-M meetings for the month.
Mentoring – Support	<p>Participants: Mentors are individual participants who have been previously added to the M-S cohort.</p> <p>The M-S cohort is used to track when mentors gather for a training or support session together.</p> <p>In the Implement Channel you will add activity each time they meet as a support group entering all participants and specifically related staff time into the one activity session.</p> <p>One-to one service entry examples:</p> <ol style="list-style-type: none"> 1) Mentor Support session – all mentors gather for a support session- open agenda meeting 2) Mentor support training session – (Coordinator & Mentors)- specific agenda – skill building, TA or trainer on a specific identified topic or mentor need

Mentoring – Group	<p>Participants: Mentors and Mentees are individual participants who have been previously added to the M-G cohort.</p> <p>The M-G cohort is used to track when all mentors gather for a mentor-mentee large event together and/or a mentor gathering a group of mentees.</p> <p>In the Implement Channel you will add activity each time they meet as a group entering all participants into the one activity session.</p> <p>One-to one service entry examples:</p> <p>1) Mentor Group – Mentors with Mentees – Large gathering event with all M-M matches invited</p> <p>2) Mentor Group – a mentor (or small number of mentors) works with multiple mentees /youth involved in mentoring program in an ongoing, set group. This includes standard group mentoring (one mentor working with a group of mentees /youth involved in mentoring program), co-mentoring (where two to three mentors work with a larger group of mentees /youth involved in mentoring program), and “team” mentoring (where a group of mentors with specific and complementary skill sets work with a group of mentees /youth involved in mentoring program).</p>
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Calculating Community Mentoring Hours Sample

This reporting is required for Community Mentoring hours as determined by approved Action Plan. Each month the coordinator must calculate the total number support hours prior to initiating entry of M-M individual M-M data entry. Support hours will be added to each M-M data entry.

Table 2 on the following page provides a visual depiction of the data entry options available to select under each Activity Type. The last category to enter must be M-M activities, as the support hours are calculated from your other monthly category type entries.

Table 2

EXAMPLE of Capturing staff and mentoring hours in the Implement and Build Channels in Minerva 2.0

Type of Entry	Examples of Activities	Number of entries and location in Minerva 2.0	Staff hours
Mentor Group	<ul style="list-style-type: none"> Held an Activity at a park for all mentors & Mentees Middle Schools boys – outdoor skill building activity with Mentors and mentees /youth involved in mentoring program 	2 separate activities in Implement Channel on dates of activities	Direct: 4.0 Support: 2.0
Mentor Support	<ul style="list-style-type: none"> Held a training on “Getting Together Again Safely Role Play Scenarios” 	1 activity in Implement Channel on dates of activity	Direct: 3.0 Support: 1.0
Mentor Match	<ul style="list-style-type: none"> 22 mentors met with their matches once a week for 1 hour in the month of May 2 mentor match closure meetings 	90 separate activities in Implement Channel on dates of activities	<p><u>Option 1:</u> Support: divided across matches not including new match or closure meetings.</p> $M \text{ support hours} = \frac{T - (G + S + C + N)}{\text{Total \# of } M \text{ activities}}$ <p>EXAMPLE:</p> $54 M \text{ support hours} = \frac{74 - (6 + 4 + 8 + 2)}{88}$ <p><u>Option 2:</u> If you want to know how much time you are spending supporting each mentor, you can enter the exact support time up to 24 hours of staff time for each entry, showing the time to support the individual mentors.</p>
Build Capacity	<ul style="list-style-type: none"> TA call with PSM Staff Meeting Training Mentor WA 	3 separate activities in Build Capacity Channel as monthly roll up of time spent doing each activity within these categories	Direct: 8
Total Hours	M-G (G) = 6.0 (Direct: 4.0; Support: 2.0) M-S (S) = 4.0 (Direct: 3.0; Support: 1.0) M-M (M) = 54.0 (Support: 54.0) M-M new/closure meeting (N)= 2.0 (Direct: 1.0; Support 1.0) Build Capacity (C)= 8.0 (Direct: 8.0) Total (T) - 74 hours		