M&E Development Series

WRITING INDICATOR DEFINITIONS

(MENTEE CORE)

Indicator Definitions Review

Written indicator definitions :

- Help to control the quality of services and program delivery

- Provide a reference for standardized reporting

- Create a common language for referring to the program and the number of people who complete the program

Indicator Definitions Review

Indicator Definitions should:

- Be written for each indicator on the M&E framework

- Outline how numbers are counted or calculated

- Account for all essential parameters [from Parameters workbook]

- Include all disaggregation variables [from M&E framework]

Mentee Core Indicators

1. Increase in number/percent of youth enrolled [Number of new youth enrolled since the program began]

2. Number/Percent of program youth who exited the program having completed program requirements

Mentee Core Indicators

3. Number/Percent of mentor-mentee relationships that meet minimum standards for evidence-based mentoring programs:
   a. Number of relationships that meet minimum contact standards parameters for frequency, duration, consistency, and commitment.
   b. Number of mentees for which individual growth plans were established to include short and long term goals
   c. Number of mentees that achieved or made progress toward goals
   d. Number of mentee youth reporting a "good" relationship with their mentor

Mentee Core Indicators

4. Number/Percent of program youth that report being satisfied with the program

5. Number/Percent of program youth who offend or reoffend (while enrolled/ 6 months after exit)

Mentee Core Indicators

6. Number/percent of program youth who exhibit the desired behavior change in targeted behaviors (during reporting period/6 months after exit)

7. Number/Percent of program youth who exhibited an improvement in the perception of social support (while enrolled/6 months after exit)

Mentee Core Indicators

- There are 7 Mentee Core Indicators that must be reported by each site.

- <u>Each site should create indicator definitions for the first 5 Mentee Core Indicators.</u>

- NCMI will create standard indicator definitions for the remaining 2 indicators which are behavioral outcomes that will be verified using the Outcomes Assessment Tool being developed by PIRE.

Example:

55/75% OF MENTOR-MENTEE RELATIONSHIPS MEET MINIMUM STANDARDS FOR EVIDENCE-BASED MENTORING PROGRAMS

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Name of indicator: Number/Percent of mentor-mentee relationships that meet minimum standards for evidence-based mentoring programs	
Results to which indicator responds:	
Level of indicator:	
Is this a OJJDP indicator:	

Step 1: Describe the indicator in brief, simple terms. The Indicator Name included in the documented definition should match the one listed on the M&E framework.

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Step 2: List a program area or desired result that the indicator measures. Examples are recruitment, training, retention, matching, satisfaction, etc.

Name of indicator:
Results to which indicator responds: **Match Quality**
Level of indicator:
Is this a OJJDP indicator:

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Step 3: List the indicator's classification as an impact, outcome, or output.

Name of indicator:	
Results to which indicator responds:	
Level of indicator: **Outcome**	
Is this a OJJDP indicator:	

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Step 4: Specify whether the indicator has been predefined by the donor (OJJDP) in writing.

Name of indicator:
Results to which indicator responds:
Level of indicator:
Is this a OJJDP indicator: YES

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Definition: Tracking this indicator will demonstrate that the program emphasized incorporating best practices and evidence-based approaches for youth mentoring, specifically minimum contact standards, individual growth plans for youth and tracking progress toward goals, and determining youth perception of the mentoring match. This measure will assess model implementation adheres to selected proven strategies.

Step 5:

Write an *overview*:

- What is the indicator designed to measure?

- Why is the measure important for the program?

- What will it tell you?

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Step 6:

Describe the means of verification:

- Specific data collection tools

- Who will complete them?

- How often will they be completed?

- What are the aggregation methods?

Definition: *Purpose....etc...*

Data to calculate this indicator will be obtained from mentor-mentee attendance and activity logs, mentee individual growth plan, and the Mentee Match Survey. The attendance and activity log will be completed by the mentor at each match meeting and maintained in the match file. Attendance will also be entered into the client management database, and a query will be applied to determine if the contact standards have been met. Mentors will create mentee individual growth plans based on discussions with the mentee, and will record the observed degree of progress toward those goals quarterly. Mentees will complete the Mentee Match Survey at 2 months and 9 months after being matched. Their responses will be entered into a database to calculate the overall match score.

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Definition: *Purpose....etc... Overview....etc...*

This outcome is based on four sub-indicators:

1) Number of relationships that meet minimum contact standards parameters for frequency, duration, consistency, and commitment

   Mentees will be counted if the following can be demonstrated on their mentor-mentee match attendance records:

   a. Weekly in-person contact (>45 weeks per year)
   b. At least four hours of contact per month
   c. Meeting times consistently coincide with scheduled times agreed upon by mentor and mentee
   d. Mentor contacts mentee by telephone, email, or text at least once during the weeks when in-person meeting is not possible

Step 7:

Outline definition details :

- Explain who will be reported

- What requirements must they complete to be counted?

- What are all the essential parameters?

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Definition: *Purpose....etc... Overview....etc...*

This outcome is based on four sub-indicators:

1) Sub-indicator 1 details....etc.

2) **Number of mentees for which individual growth plans were established to include short and long term goals**

   Mentees will be counted if their mentor completed the Individual Growth Plan (IGP) outlining the mentee's goals AND the mentee has signed the IGP

3) **Number of mentees that achieved or made progress toward goals**

   Mentees will be counted if their mentor indicates observes that the mentee has made progress toward stated goals. Mentors will revisit goals with mentees monthly as an opportunity to self-assess progress and set additional goals.

Step 7:

Outline definition details :

- Explain who will be reported

- What requirements must they complete to be counted?

- What are all the essential parameters?

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Definition: *Purpose....etc... Overview....etc...*

This outcome is based on four sub-indicators:

1) *Sub-indicator 1 details....etc.*
2) *Sub-indicator 2 details...etc.*
3) *Sub-indicator 3 details... etc.*
4) **Number of mentee youth reporting a "good" relationship with their mentor**

   Mentees will be counted if they respond (3) "pretty true" or (4) "very true" the following questions on the Mentee Match Survey given at 2 months and 9 months after match :
   a. Being with my mentor makes me happy
   b. My mentor knows what is going on in my life
   c. My mentor is a good match for me
   d. My mentor makes me feel special
   e. I know a lot about my mentor's life

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55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

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   e. I know a lot about my mentor's life

For indicators verified by interview questionnaire, include the specific questions that will be asked to determine the indicator outcome.

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Definition: *Purpose....etc... Overview....etc...*

This outcome is based on four sub-indicators:

1) *Sub-indicator 1 details....etc.*
2) *Sub-indicator 2 details...etc.*
3) *Sub-indicator 3 details... etc.*
4) *Sub-indicator 4 details... etc.*

Mentees whose match can be counted for ALL four sub-indicators will also be reported under the general indicator as mentor-mentee relationships that meets the overall minimum standards for evidence-based mentoring programs.

Step 7:

Outline definition details :

- Explain who will be reported

- What requirements must they complete to be counted?

- What are all the essential parameters?

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Step 8: Describe any categories for disaggregation (by sex, race, age group [adult/peer], location, referral source, etc).

Definition:

. *Purpose....etc...*
Overview...etc
Outline definition details...etc

This indicator will be disaggregated by sex, race, and age group *of the mentee*.

55/75% of mentor-mentee relationships meet minimum standards for evidence-based mentoring programs

Step 10: Describe the "success" criteria for being counted or included in the numerator.

Step 11: Describe the criteria for being included in the denominator.

Unit of measure:

(Numerator)

Number of youth mentees in a mentor-mentee relationship that meets the requirements all four sub-indicators as described above

(Denominator)

Total number of youth mentees in matched mentor-mentee relationships

Q&A: Writing Indicator Definitions

QUESTIONS....?

To Do

- Write site-specific indicator definitions for the first 5 indicators on the Youth Mentee Core.

- Include definitions for any additional indicators developed for your site.