



COLLEGE AND CAREER MENTORING

Program Assessment of Effective CCM Practices

AGENCY/PROGRAM NAME _____ SELF-ASSESSMENT DATE _____

REVIEWER NAMES _____

BLOCK ONE: DESIGN AND MANAGEMENT

Map out a clear direction, with strategic inputs, to leverage the result of more students completing postsecondary.

Elements Of Effective Practice with Supporting Objectives	Level of Implementation				Supporting Resources <i>(See Footnotes for How to Access)</i>	Notes/ Next Steps
	Awareness (1)	Development (2)	Implementation (3)	Sustainable (4)		
1. Use Data Effectively						
1A STUDENT DATA: Agency utilizes its student data to develop impactful college and career mentoring services and provide customized CCM support and intervention.					<ul style="list-style-type: none"> <input type="checkbox"/> CCM Resource: Data Inventory Template/ Sample <input type="checkbox"/> CCM Resource: Data Dashboard Template/ Sample <input type="checkbox"/> National Student Clearinghouse** <input type="checkbox"/> PSM Database* <input type="checkbox"/> College Readiness Reports**** <input type="checkbox"/> ScholarTrack access (for your 21st Century Scholars)**** 	
1B DATA AND RESEARCH FROM THE FIELD: Agency is informed of the broader research and findings related to the college and career success of students who are similar to the students it is serving.					<ul style="list-style-type: none"> <input type="checkbox"/> Primer: College Success Movement* <input type="checkbox"/> Complete College America** <input type="checkbox"/> Lumina Foundation** <input type="checkbox"/> Indiana Commission for Higher Educ.**** 	
2. Assess and Align CCM Vision with Agency Mission						
2A ASSESSMENT AND AGENCY ALIGNMENT: Agency leadership and staff understand the relationship between the agency's mission and target outcomes and its students' level of postsecondary success.					<ul style="list-style-type: none"> <input type="checkbox"/> CCM Strategic Planning Questions* <input type="checkbox"/> Inventory: Search for local mentoring organizations at abetterhour.org*** <input type="checkbox"/> Inventory: Search for other college or career programs at indianaafterschool.org** 	
2B AGENCY COMMITMENT: Agency leadership and staff commit to providing college and career mentoring support to students in order to advance agency's mission and target outcomes.					<ul style="list-style-type: none"> <input type="checkbox"/> CCM Board Resolution * (TBD) 	

3. Design and Develop an Impactful CCM Strategy							
3A	DEVELOP. REFINE CCM MODEL: Agency develop and refines its own model of CCM that is aligned with its mission, strategically focused on target outcomes and informed by student data.					<input type="checkbox"/> CCM Resource: Logic Model Template/ Sample <input type="checkbox"/> CCM Program Development Planning Questions <input type="checkbox"/>	
3B	IMPLEMENT AND SUSTAIN OWN MODEL OF CCM: Agency implements a high quality model of CCM that achieves desired and sustainable results.					<input type="checkbox"/> Indiana Quality Mentoring Standards*	
4. Leverage External Resource: Partners and Funders							
4B	LEVERAGE PARTNERS: External partners are engaged in shared goal of increasing student postsecondary completion.					<input type="checkbox"/> County College Success Coalitions**** <input type="checkbox"/> College Readiness Reports for partner high schools**** <input type="checkbox"/> ScholarTrack access (for 21 st Century Scholars)****	
4C	LEVERAGE FINANCIAL RESOURCES: Financial resources are leveraged to implement and sustain agency's CCM program.					<input type="checkbox"/> Free prospect research re: funders***	

* Electronic copies of these documents are available

** Resources should be easily accessed through online search

*** Resources available through the Indiana Youth Institute (iyi.org)/ Indiana Mentoring Partnership (abetterhour.org). If unable to find online, call 1-800-343-7060.

**** Resources available through the Indiana Commission for Higher Education (www.in.gov/che) or one of its supporting programs of Learn More Indiana (www.in.gov/learnmoreindiana) or the 21st Century Scholars Program (scholars.in.gov). If unable to find online, call 1-317-464-4400.

BLOCK TWO: MENTORING

Provide sustained relationships that inspire your youth to dream and support them to and through postsecondary to achieve that dream.

Elements Of Effective Practice with Supporting Objectives		Level of Implementation				Supporting Resources	Notes/ Next Steps
		Awareness (1)	Development (2)	Implementation (3)	Sustainable (4)		
5. Prepare Youth And Mentors With Training And Materials							
5A	CURRICULUM AND MATERIALS: Curriculum and materials are in place that support youth and mentors understanding of how to build a successful relationship that results in the youth taking identified steps toward accessing and completing postsecondary.					<ul style="list-style-type: none"> <input type="checkbox"/> CCM Student Toolkit (TBD)* <input type="checkbox"/> <i>Student benchmarks for College and Career Success*</i> <input type="checkbox"/> <i>Triptocollege.org**</i> <input type="checkbox"/> <i>Learnmoreindiana.org**</i> <input type="checkbox"/> <i>Scholars.in.gov**</i> <input type="checkbox"/> <i>WhyTry (resilience education)</i> 	
5B	TRAINING: Youth and mentors are informed of how to build an effective college and career mentoring relationship through orientation training and ongoing training and messaging.					<ul style="list-style-type: none"> <input type="checkbox"/> <i>Indiana Quality Mentoring Standards*</i> <input type="checkbox"/> <i>CCM Training Powerpoint: Mentoring Students To and Through the Transition to Postsecondary*</i> <input type="checkbox"/> <i>CCM Training Powerpoint: Mentoring Students' Grit</i> <input type="checkbox"/> <i>CCM Training Powerpoint: Engaging Parents in CCM</i> 	
6. Provide Youth and Mentors with CCM Relationships							
6A	MATCH MANAGEMENT: Mentoring matches are managed and supported to ensure mentors and youth fulfill the commitment they have made to the relationship.					<ul style="list-style-type: none"> <input type="checkbox"/> <i>Indiana Quality Mentoring Standards*</i> <input type="checkbox"/> <i>Indiana Mentoring Partnership***</i> <input type="checkbox"/> <i>National Mentoring Partnership**</i> 	
6B	STUDENT AND MATCH TRANSITIONS: In instance of a student change (in school or home location) and/or match closure or dissolution, agency sustains mentoring for the youth and enhances support during the time of transition.					<ul style="list-style-type: none"> <input type="checkbox"/> <i>Indiana Quality Mentoring Standards*</i> <input type="checkbox"/> <i>ICHE College Success Guide*</i> <input type="checkbox"/> <i>College Bound's Summer To Do List for HS Graduates*</i> 	

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BLOCK THREE: PARTNERSHIPS

Build a village of partners who work together to inspire and support youth to and through postsecondary.

Elements Of Effective Practice with Supporting Objectives		Level of Implementation				Supporting Resources	Notes/ Next Steps
		Awareness (1)	Development (2)	Implementation (3)	Sustainable (4)		
7. Involve Adult Caregivers							
7A	Agency involves and educates adult caregivers in their youths' college and career goals, decisions and support system.					<input type="checkbox"/> CCM Training Powerpoint: Engaging Parents in CCM	
8. Involve Frontline Partners from Schools and Community							
8A	CONNECT TO SCHOOLS: Agency connects to at least one staff person at the student's school who provides direct support to the youth and can partner with the CCM program staff and mentors.					<input type="checkbox"/> K12 Partners: Your data regarding where your students attend school and online staff directors <input type="checkbox"/> PS Partners: Indiana ScholarCorps Campuses*	
8B	CONNECT TO SERVICE PARTNERS: Agency connects to local partners who can also provide direct support to youth that advances their postsecondary completion.					<input type="checkbox"/> IYI Outreach Managers*** <input type="checkbox"/> 21 st Century Scholar Outreach Managers**** <input type="checkbox"/> County College Success Coalitions**** <input type="checkbox"/> Local United Way (211, if available)** <input type="checkbox"/> Local Community Foundation**	

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BLOCK FOUR: PROGRAMS

Ensure youth possess academic, social and financial skills needed to go to and through postsecondary.

Elements Of Effective Practice with Supporting Objectives		Level of Implementation				Supporting Resources	Notes/ Next Steps
		Awareness (1)	Development (2)	Implementation (3)	Sustainable (4)		
9. Prepare Youth Academically							
9A	Program ensures youth are prepared academically to succeed in college.					<ul style="list-style-type: none"> <input type="checkbox"/> <i>Indiana standardized test samples and info (idoe.gov)</i> <input type="checkbox"/> <i>HS Graduation Plan (and planning) at Indiana careereexplorer.org</i> 	
9B	As needed, youth receive support services that increase their level of academic preparation for postsecondary success.					<ul style="list-style-type: none"> <input type="checkbox"/> <i>Rose Hulman Homework Hotline (for math and science)</i> <input type="checkbox"/> <i>Indiana Afterschool Network (online searchable database of programs)**</i> 	
10. Prepare Youth Socially							
10A	COLLEGE AND CAREER PLANNING: Program ensures youth have identified their life dreams and college and career paths that can help them achieve their dreams.					<ul style="list-style-type: none"> <input type="checkbox"/> <i>Driveofyourlife.org</i> <input type="checkbox"/> <i>Triptocollege.org**</i> <input type="checkbox"/> <i>Learnmoreindiana.org**</i> <input type="checkbox"/> <i>Indianacareereexplorer.org</i> <input type="checkbox"/> <i>Scholars.in.gov**</i> <input type="checkbox"/> <i>Readyindiana.org</i> <input type="checkbox"/> <i>Hoosier Hot 50 Jobs**</i> <input type="checkbox"/> <i>Bigfuture.collegboard.org**</i> <input type="checkbox"/> <i>Contact campuses to schedule campus tours</i> <input type="checkbox"/> <i>"Virtual" campus tours available on many websites</i> 	
10B	SOFT SKILLS DEVELOPMENT: Program ensures youth possess the soft skills needed to access and complete postsecondary.					<ul style="list-style-type: none"> <input type="checkbox"/> <i>CCM Training Powerpoint: Mentoring Students' Grit</i> <input type="checkbox"/> <i>Curriculum: WhyTry</i> <input type="checkbox"/> <i>Activity:</i> <input type="checkbox"/> <i>Book: Mind Set</i> <input type="checkbox"/> <i>Book: How Children Succeed</i> <input type="checkbox"/> <i>Assessment: Grit Scale (Duckworth Lab)**</i> <input type="checkbox"/> <i>Assessment: UEP (Universal Encouragement Program)**</i> <input type="checkbox"/> <i>Assessment: LASSI**</i> <input type="checkbox"/> <i>Assessments: WhyTry**</i> <input type="checkbox"/> <i>Assessment: Nowicki-Strickland (locus of control)**</i> 	

11. Prepare Youth Financially							
11A	Program ensures youth are prepared financially for college with financial literacy and access to non-loan aid.						<input type="checkbox"/> National Center for College Costs (including College Cost Estimator)** <input type="checkbox"/> FAFSA.gov <input type="checkbox"/> Cash for College (campaign of Learn More Indiana) <input type="checkbox"/> Fafsafriday.org <input type="checkbox"/> Driveofyourlife.org <input type="checkbox"/> Triptocollege.org** <input type="checkbox"/> Learnmoreindiana.org** <input type="checkbox"/> Indianacareerexplorer.org <input type="checkbox"/> Scholars.in.gov** (look under financial aid) <input type="checkbox"/> Bigfuture.collegboard.org**

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