

I. SCOPE OF SERVICES, CONTRACT PERFORMANCE, BUDGET, REPORTS AND OTHER PROGRAM-SPECIFIC PROVISIONS

The contractor shall provide the following specific services for the **One on One Mentoring Program**, (OOMP), and agrees to comply with the terms and conditions set forth as required by the Department, including but not limited to the requirements and measurements for scope of services, contract performance, quality assurance, reports, terms of payment and budget. No provisions shall be contained in this Part I that negate, supercede or contradict any provision of Part II. In the event of any such inconsistency between Part I and Part II, the provisions of Part II shall control.

<i>Scope of Services Program Specific Information</i>		
Contractor Legal Name:		Program Name: (if applicable)
Service Type: One On One Mentoring		One On One Mentoring Program
Towns Served:	DCF Area Offices Served by program: <input type="checkbox"/> Bridgeport <input type="checkbox"/> Middletown <input type="checkbox"/> Norwich <input type="checkbox"/> Danbury <input type="checkbox"/> New Britain <input type="checkbox"/> Torrington <input type="checkbox"/> Hartford <input type="checkbox"/> Grtr N Haven <input type="checkbox"/> Waterbury <input type="checkbox"/> Manchester <input type="checkbox"/> N Haven Metro <input type="checkbox"/> Willimantic <input type="checkbox"/> Meriden <input type="checkbox"/> Norwalk-Stamford <input type="checkbox"/> Statewide	
<i>Program Contact Information</i>		
Program Contact:		Title:
Phone:	Fax:	Email Address:
Fiscal Contact:		Title:
Phone:	Fax:	Email Address:
<i>Program Site(s) Information</i>		
Address # 1:	Contact Person (Name, Title, Phone, Email)	
Address # 2:	Contact Person (Name, Title, Phone, Email)	

Definitions:

- I. Active matches are defined as those that consistently comply with all the minimum requirements.
- II. Involved matches are defined as those that only partially comply with the basic requirements.
- III. Terminated matches are defined as those that do not comply consistently with the minimum requirements for a period of over 2 months.

A. Description, Contract Capacity and Unit of Service**1. Service Description**

This service recruits, trains and supervises individual mentors, who are matched with a youth ages 14 to 21, as an adult mentor for a minimum of one year.

2. Contract Capacity

The contractor will provide a total number of ____ active matches annually.

3. Payment Mechanism and Process

The Department agrees to fund each unit of service slot at a rate of \$1,250.00, annually. This is an inclusive rate covering all expenses including, but not limited to, transportation, meals, recruiting, training, etc. The contract funding level shall not exceed the formula of:

Number of matches being contracted for x \$1,250.00 = contract funding level

B. Service Delivery Requirements**1. Target Population**

The target population includes male and female youth ages 14 years old up to but not exceeding age 21 that have been referred to the contractor by DCF. The focus will be to provide mentoring services to DCF committed youth who are residing in the towns identified in this contract. These youth will be residing in foster homes; group homes (excluding PASS group homes); transitional living apartment programs; Community Housing Assistance Programs (CHAP); or residential settings.

2. Referral Process

The contractor will accept all referrals that meet the target population for this service. All referrals will be DCF involved youth. The contractor will work to establish mentors for referred youth based upon the following order of priority:

- a. Youth in foster care
- b. Youth in Group Home care, excluding PASS Group Homes
- c. Youth in transitional living apartment programs, excluding SWETP
- d. Youth in independent living or Community Housing Assistance Programs (CHAP)
- e. Youth in residential treatment settings

The matching of mentors and mentees will be conducted through the use of a standardized Interest Inventory tool that focuses upon general interests, hobbies, skills, times of availability, etc. The OOMP Program Coordinator (PC) will meet with both the mentor and mentee for an interview before a match is completed.

3. Length of Stay

Length of stay is defined as the length of a match. There is a minimum program requirement of one year for the length of the match. Active matches may exceed the one year time period as long as both the mentor and mentee continue to meet the program basic requirements : three (3) meetings a month at minimum, weekly phone contact,

attend four (4) scheduled group events and one (1) scheduled yearly agency-wide event ,and provide regular written mentor and mentee surveys to the Program Coordinator.

4. Recruitment and Screening of Mentors:

The contractor will recruit mentors who demonstrate stability, maturity, and the capacity for commitment to youth. The screening of potential mentors will include police checks, Protective Services checks, and motor vehicle history checks to be done by DCF, a minimum of two references, and an individual interview conducted by the contractor.

5. Training of Mentors:

All prospective mentors are required to complete DCF Mentor Training prior to being considered eligible to be matched with a mentee. The contractor will provide at least three (3) hours of orientation/pre-service training. Training topic will be based on a written curriculum which has been reviewed and approved by DCF. The training will include, but not be limited to: separation and loss; out of home care issues, adolescent development; youth leadership development; listening skills; expectations of mentors; appropriate boundaries in mentor-mentee relationships; confidentiality; cultural competency; low cost area activity resources; independent living skills training and guidance; tutoring skills; vocational skills; and the importance of the first meeting.

6. On-going Supervision and Support of Mentors:

Mentors will be supervised by the OOMP Program Coordinator (PC). The OOMP PC will review and discuss the mentor-mentee relationship with each mentor and mentee at least once a month and other times as needed. The OOMP PC will facilitate a bi-monthly group meeting for all mentors for the purpose of support and on-going training and supervision. Training topics will include the above mentioned topics. The mentor and mentee will complete a mentor program evaluation form once a year. The OOMP PC will provide, twice a year, a Recognition Event such as awards dinner, picnic, sports activity, etc. for all the mentors and mentees within their agency.

7. Documentation of Contacts:

The OOMP PC will keep on file monthly reports summarizing each mentor's contact with each youth, including the number of contacts, nature and type of contact. The OOMP PC will keep on file monthly contact logs with the mentees caregiver regarding the mentor program.

8. Mentor-Mentee Group Activity:

The OOMP shall be responsible for providing a group activity such as an awards dinner, picnic, sports activity, etc. at least twice a year. All mentors and mentees will be invited to these group activities.

9. Operating Hours

The OOMP will be operational 52 weeks per year. The OOMP PC, or approved designee, will be available to mentors and/or mentees 24 hours a day through cellular phone and/or voice mail access. Crisis plans are developed with each mentor including an after hour and weekend support plan. Each mentor and mentee will be provided with the DCF Hotline telephone number.

10. Staffing

Position	Minimum Staffing Level Required and or FTE Required
Program Coordinator	FTE

- a. The OOMP PC staff shall have at a minimum a Bachelor degree in the human services field and experience or related experience working with challenging children and youth, recruitment and training.
- b. The contractor agrees to provide DCF OOMP Training to all employees within 30 days of hire date.
- c. The OOMP PC's annual time is estimated to be as follows:
 - I. 60% in the agency office with training and supervision of mentors
 - II. 10% in the client/participant home
 - III. 25% recruiting in the community and in the community activities with mentors/mentees

- IV. 5% at DCF facilitated OOMP Providers meeting, training, conferences, etc. The OOMP PC will attend at least 80% of the DCF facilitated monthly OOPM Providers meetings. The OOMP PC shall participate in Area Office meetings for the Area Office(s) served at least once per calendar year, as requested by DCF Central Office (CO) OOMP Liaison.
- V. The mentors are in the community 85% of the time and in training 15% of the time.

11. Recreational and Enrichment Activities

The contractor shall plan for and provide at least two (2) group activities per year that will serve to increase positive identification with mentors/mentees; increase social networking among peers and awareness of social and recreational resources for independent living.

12. Educational/Vocational Programming

The contractor will support the mentee in realizing their educational and/or vocational program goals.

13. Emergency and Crisis Intervention Services

The contractor shall develop a policy to ensure that all paid and unpaid staff shall be informed of the methods to contact DCF during and after working hours. This policy shall also address the criteria for contacting emergency services.

14. Transportation

Transportation of the mentees shall be restricted to vehicles operated by properly licensed individuals and properly insured vehicles. The contractor will have on file a copy of the mentor's driver's license and insurance policy covering vehicle.

C. Data and Outcome Reporting Requirements

The contractor will submit the following reports:

1. Monthly Program Report to the Department of Children and Families Bureau of Adolescent and Transitional Services OOMP Liaison, no later than the 10th of the month for the prior month, including but not limited to, reports summarizing each mentor's contact with each youth, including the number of contacts for the month, nature and type of contact
2. Annual Program Reports to the Adolescent and Transitional Services Liaison no later than 30 days after the end of the contract year;
3. Each mentee will complete the Youth Questionnaire within 45 days of the start of service; at the 6th month ; and 1 year dates. The OOMP PC will submit these Questionnaires to the DCF Adolescent and Transitional Services Bureau;
4. The OOMP PC will maintain comprehensive files on each mentor and mentee for DCF review.