

## **The Mentoring Collaborative Grant Database Builder (DbB) Expectations**

### **Parental Consent:**

Consent requirements vary and depend on whether the mentoring program is community or school based. Consent is based on school district policy if the program is school-based and is based on agency policy if the program is community-based. All parents should have the opportunity to review the pre/post survey instrument before their youth takes the survey if they so choose. There are two different types of consent:

- Informed or Active Consent – An active or informed consent procedure provides a method to document permission such as a signed and returned permission slip from a parent or guardian
- Passive Consent - A passive consent procedure typically involves distributing a letter to the young person's parents or guardians explaining the nature of the survey and providing a method to retract permission

IDPH provides a Parental Consent form that should be signed by an Administrator at the locations where the survey will be implemented. These forms should be filled out each Fiscal Year and then kept on file at the mentoring program agency.

### **The Mentoring Collaborative Survey Form Used:**

#### **Youth Survey -**

- This survey is used with youth in grades 6 through 12. Any exceptions should be pre-approved through Julie Hibben at IDPH.

#### **When to Pre Survey Youth:**

- Every youth in the mentoring program takes the pre program survey at the beginning of the contract year. This survey needs to be a part of the registration process.
- Every time a new young person starts in the mentoring program they should be given a pre program survey before being matched.

#### **When to Post Survey Youth:**

- Every youth in the mentoring program takes the post program survey at the end of each Fiscal Year of the contract.
- If a young person is leaving the mentoring program they need to be given a post program survey beforehand, if possible.
- If a young person starts in the mentoring program less than 2 months before the end of the Fiscal Year, do give a pre program survey but do not give a post program survey the first year they are in the program.
- All post program surveys need to be entered into the DbB by **June 10<sup>th</sup>, 2011**. This is so the Consortium has adequate time to collate year end data. Any exceptions need to be pre-approved by Julie Hibben at IDPH.

**Database Builder Tracking Form:**

- The tracking form is submitted via e-mail to Kris White ([Kristin-L-White@uiowa.edu](mailto:Kristin-L-White@uiowa.edu)) at the Consortium within 30 days after data entry has been completed.

**Database Builder Training:**

- Kris White from the Consortium is available for ongoing training on use of the DbB. Contact Kris to schedule a training time at 319-335-4494 or at [Kristin-L-White@uiowa.edu](mailto:Kristin-L-White@uiowa.edu)

**Contract Conditions**

- Use of the Database Builder is a requirement of The Mentoring Collaborative contract and is explained in the Request for Proposal (RFP) application.