



## DEPARTMENT OF HEALTH

### ADAP Strategy/Activity Planning Tool

STRATEGY	MENTORING
Goal	Reduce underage and binge drinking among persons aged 12 to 20, Reduce cannabis use among persons aged 12 to 25
Evidence based?	Yes
IOM Category	Selected
CSAP Strategy type	Alternative Activities

*\*All key activities included in the Mobius Quality Mentoring System (QMS) tool are marked with an asterisk\**

KEY ACTIVITIES:
<i>Description of key activities (fidelity steps) that will be completed to fully implement the strategy</i>
1. All program staff read “ <a href="#">Elements of Effective Practice for Mentoring</a> ” (EPPM) 4 <sup>th</sup> edition to be acquainted with best practices expectations for community mentoring and decide if mentoring is an appropriate strategy to achieve your agency’s objectives and reach your target audience.
2. Program staff contact Mobius to receive guidance/consultation for planning mentoring programs and access to survey tools, including use of the QMS tool. If not using the VT Mentoring Database with Mobius, ensure a similar program management system is in place to manage mentor/mentee data.
3. *Complete a resource development plan and budget, marketing and communications plan, program processes, and an evaluation plan for at least 1 year of service provision (EPPM pp 77-78). Submit to the Regional Prevention Partnerships Program Manager.
4. *Create a program mission statement of overall vision – this should align with your agency’s mission statement and address any specific populations you will focus the intervention on (ex. LGBTQ+, low SES, military families).
5. *Follow the EPPM benchmarks for the 6 standards for mentoring best practices: <b>recruitment, screening, training, matching and initiating, monitoring and support, and closure</b> . All benchmarks are suggested for best practice fidelity. Each standard also lists enhancements to further structure a mentoring program.
6. Ensure key program staff have experience or formal education in youth development programming, child psychology, education, social work, or other relevant fields. They should reflect the diversity and lived experience of the population served and reflect the values of the program. Ensure the planned mentoring site is appropriate using EPPM best practices.
7. *Prepare materials needed for start of the program (*QMS self-assessment).
8. Recruit mentors and mentees according to best practices (EPPM pp. 11-22). Mentors should expect to spend at least 4 hours a month over a school or calendar year with their mentees.
9. *Screen mentees and mentors (EPPM pp. 25-53).
10. Train mentees and mentors (EPPM pp. 25-53). Ensure intake forms are completed before the first session, including the VT Mentoring pre-survey provided by Mobius (Survey Monkey).



## DEPARTMENT OF HEALTH

- |  |
|--|
| 11. Plan how to match mentors and mentees (e.g. common interests, “voice and choice,” parental feedback) and initiate the mentorship according to best practices (EEPM pp. 55-59).   |
| 13. *Program staff contact 1) mentors, 2) mentees, and 3) a responsible adult in the mentee’s life at a minimum frequency of twice per month for the first month of the match and once a month thereafter to assess all matches to determine if they should be closed or encouraged to continue. (EEPM pp. 61-69). |
| 14. Facilitate bringing the match to closure in a way that affirms the contributions of the mentor and mentee, and offers them the opportunity to prepare for the closure and assess the experience (EEPM pp. 71 - 75).  |
| 15. At the last session, ask participants to complete the program evaluation and the VT Mentoring post-survey provided by Mobius.  |
| 16. Analyze pre- and post-survey results and develop a summary report to share with stakeholders. Email summary to the Regional Prevention Partnerships Program Manager.   |

Additional indicators to be reported to ADAP (further indicators may be added in the future):

- a. Please indicate the total number of **new** individuals (i.e. mentees) reached by this intervention during the past quarter. If no **new** individuals were reached by this intervention during the past quarter, please enter 0.

Sources:

<https://www.mentoring.org/resource/elements-of-effective-practice-for-mentoring/>

Mobius, Vermont's Mentoring Partnership - <https://www.mentorvt.org/>

National Mentoring Resource Center – [www.nationalmentoringresourcecenter.org](http://www.nationalmentoringresourcecenter.org)