



National Mentoring Resource Center Performance Questions and Definitions

PERFORMANCE QUESTIONS	DEFINITIONS
ACTIVITIES AND OUTPUTS	
1. How many trainings were offered during this reporting period?	Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframe covered by this report.
2. How many trainings were completed during this reporting period? _____	Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Completed means the training or technical assistance was delivered and has concluded. Reporting period refers to the specific timeframe covered by this report.
3. How many unique individuals attended the trainings during this reporting period? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframe covered by this report.
4. Of the individuals who attended training during this reporting period, how many completed an evaluation form? _____	Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframe covered by this report.

	Evaluation forms can be online or paper-based and are typically offered to participants near the end or after the conclusion of the training or technical assistance. Their purpose is to collect structured feedback from participants about the quality, relevance, and effectiveness of the training or technical assistance. The forms help assess satisfaction, trainer or provider performance, content value, and areas for future improvement to ensure training or technical assistance goals are met.
5. How many unique individuals were successfully contacted to follow up on the training received during this reporting period? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Successfully contacted means the individual was reached and responded to follow-up questions about the training they received. Follow up refers to the systematic, ongoing support and evaluation provided after an initial learning event to ensure that new knowledge, skills, or strategies are successfully applied in real-world settings. Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframe covered by this report.
6. How many technical assistance requests were received during this reporting period? _____	Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframe covered by this report.
7. Of the technical assistance requests granted during this reporting period, how many requests were completed? _____	Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Completed means the training or technical assistance was delivered and has concluded. Reporting period refers to the specific timeframe covered by this report.
8. How many unique individuals received technical assistance during this reporting period? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy,

	procedure, or practice. Reporting period refers to the specific timeframe covered by this report.
9. Of the unique individuals who received technical assistance during this reporting period, how many completed an evaluation form? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframe covered by this report. Evaluation forms can be online or paper-based and are typically offered to participants near the end or after the conclusion of the training or technical assistance. Their purpose is to collect structured feedback from participants about the quality, relevance, and effectiveness of the training or technical assistance. The forms help assess satisfaction, trainer or provider performance, content value, and areas for future improvement to ensure training or technical assistance goals are met.
10. How many unique individuals were successfully contacted to follow up on the technical assistance received during this reporting period? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Also, unique individuals should not be counted in more than one reporting period. Individuals refer to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframe covered by this report.
11. How many resources were developed for the mentoring field during this reporting period? _____	Resources refers to any documents and web-based products made available to the mentoring field to improve the quality of mentoring services. This may include, but is not limited to, toolkits, practice/process briefs, publications, guides, research reviews, and performance measurement tools.
12. Did you adjust the program plan as described in your application's proposal narrative? If yes, what adjustments did you make, and why? ☐ Yes: _____ ☐ No	

13. Did you experience any challenges during this reporting period that impacted service delivery to program participants? If yes, how did you address the challenges or do the challenges remain unresolved? ○ Yes: _____ ○ No	Challenges related to project activities can vary; examples might include: • Scope expansion: requirements expanding beyond the original scope. • Resource constraints: insufficient personnel, equipment, or materials, or overbooked or mismanaged resources. • Scheduling: unachievable deadlines leading to missed milestones, burnout, or reduced quality. • Communications: poor communication practices that result in rework. • Technical: inadequate skills for specific tasks, improper tool usage, or difficulty in determining the best approach for complex activities. • Risk management: failure to anticipate, plan for, or mitigate risks, causing unexpected delays or stoppages. • Accountability: confusion over who is responsible for project tasks or outcomes. • Documentation: difficulty locating project documents, assets, or maintaining consistent, real-time progress tracking. Reporting period refers to the specific timeframe covered by this report.
---	---

OUTCOMES

14. Of the unique individuals who completed a training evaluation form during this reporting period, how many reported increased knowledge of mentoring best practices? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Evaluation forms can be online or paper-based and are typically offered to participants near the end or after the conclusion of the training or technical assistance. Their purpose is to collect structured feedback from participants about the quality, relevance, and effectiveness of the training or technical assistance. The forms help assess satisfaction, trainer or provider performance, content value, and areas for future improvement to ensure training or technical assistance goals are met. Reporting period refers to the specific timeframe covered by this report. Knowledge gains might focus on program implementation approaches such as coordinating with other organizations, or delivering services for child victims and their families, subject matter topics related to child victims and abuse, or practical job-related skills and competencies that learners can immediately apply in their work. Mentoring best practices include a set of tasks or strategies for implementing a mentoring program component that are supported by documented research or prior evaluation and deemed promising or effective.
--	--

15. Of the unique individuals who completed a technical assistance evaluation form during this reporting period, how many reported that the technical assistance met their needs? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Evaluation forms can be online or paper-based and are typically offered to participants near the end or after the conclusion of the training or technical assistance. Their purpose is to collect structured feedback from participants about the quality, relevance, and effectiveness of the training or technical assistance. The forms help assess satisfaction, trainer or provider performance, content value, and areas for future improvement to ensure training or technical assistance goals are met. Reporting period refers to the specific timeframe covered by this report.
16. Of the unique individuals who were successfully contacted for a follow-up evaluation regarding the training they received during this reporting period, how many reported improved quality and effectiveness of mentoring program services? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Successfully contacted means the individual was reached and responded to follow-up questions about the training they received. Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframe covered by this report. Improved quality and effectiveness refers to an observation that components of the mentoring program have achieved changes or movement toward program goals. Mentoring program services refers to structured relationships in which individuals guide and support the personal growth of others. These services facilitate skill transfer, career development, and confidence building by fostering supportive, trusted relationships as mentors share knowledge and insights to help mentees reach their full potential.
17. Of the unique individuals who were successfully contacted for a follow-up evaluation regarding technical assistance received during this reporting period, how many reported improved quality and effectiveness of mentoring program services? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities.

	Successfully contacted means the individual was reached and responded to follow-up questions about the technical assistance they received. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframe covered by this report. Improved quality and effectiveness refers to an observation that components of the mentoring program have achieved changes or movement toward program goals. Mentoring program services refers to structured relationships in which individuals guide and support the personal growth of others. These services facilitate skill transfer, career development, and confidence building by fostering supportive, trusted relationships as mentors share knowledge and insights to help mentees reach their full potential.
18. Of the unique individuals who were successfully contacted to follow up on the training they received during this reporting period, how many reported increased use of mentoring best practices? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Successfully contacted means the individual was reached and responded to follow-up questions about the training they received. Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframe covered by this report. Mentoring best practices include a set of tasks or strategies for implementing a mentoring program component that are supported by documented research or prior evaluation and deemed promising or effective.
19. Of the unique individuals who were successfully contacted to follow up on the technical assistance they received, how many reported increased use of mentoring best practices? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Mentoring best practices include a set of tasks or strategies for implementing a mentoring program component that are supported by documented research or prior evaluation and deemed promising or effective. Reporting period refers to the specific timeframe covered by this report.

20. During this reporting period, did you experience any challenges related to external factors beyond your control that impacted program outcomes? If yes, please describe the challenges. ○ Yes: _____ ○ No	Reporting period refers to the specific timeframe covered by this report. Challenges related to external factors can vary; examples might include: • Unexpected costs: for example, due to price surges for necessary resources. • New compliance or standards: such as changes in laws, regulations, or guidance. • Supply: unexpected hurdles related to resource availability. • Skilled labor: labor markets making it difficult to find, hire, or retain skilled labor. • Technology: changes in stability and threats related to technology. Program refers to the training and/or technical assistance services and related tools, resources, and products provided.
21. How would you describe progress made toward this award's goals and objectives? ○ Not started ○ Behind schedule ○ On track ○ Ahead of schedule ○ Complete	
PROGRAM QUESTIONS (These are asked one time at the beginning of the award.)	DEFINITIONS
1. What types of training and technical assistance do you provide? <i>Select all that apply.</i> ○ Mentoring program services ○ Mentoring best practices ○ Strategic planning ○ Policy and procedures development ○ Standard operating procedures development ○ Family engagement training ○ Skills-based training ○ Other, specify: _____	Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Mentoring program services refers to structured relationships in which individuals guide and support the personal growth of others. These services facilitate skill transfer, career development, and confidence building by fostering supportive, trusted relationships as mentors share knowledge and insights to help mentees reach their full potential. Mentoring best practices include a set of tasks or strategies for implementing a mentoring program component that are supported by documented research or prior evaluation and deemed promising or effective. Strategic planning is the process an organization uses to define its long-term vision, set goals, and create actionable strategies and resource allocations to achieve its future direction. The plan essentially creates a roadmap for turning vision into measurable results by aligning efforts and adapting to change. It involves understanding the current situation (using tools like SWOT analysis) and outlining steps, timelines, and responsibilities for success over several years. Policy and procedures development is the structured process of creating, documenting, and implementing rules and step-by-step instructions to guide an organization's operations, ensure consistent

	performance, maintain compliance, and achieve strategic goals by defining what to do and how to do it. Policies and procedures provide a framework for decision-making, clarify employee roles, and promote efficiency and accountability. Standard operating procedures development is the systematic process of creating detailed, step-by-step instructions to guide employees in consistently and correctly performing routine tasks, ensuring quality, efficiency, compliance, and knowledge retention across an organization. Family engagement training teaches mentoring service providers the skills to build strong, respectful partnerships with families. Trainings typically focus on communication, building trust, and empowering families to be active participants in their children's well-being, recognizing them as experts on their own children. Skills-based training is a targeted educational approach focusing on teaching specific, practical abilities needed for job performance, rather than broad theoretical knowledge. It prioritizes hands-on experience, actionable techniques, and measurable competency development to directly improve workplace proficiency and efficiency.
2. How many training requests does the program expect to receive each reporting period? _____	Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframe covered by this report.
3. How many training requests does the program expect to complete each reporting period? _____	Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Complete means the training or technical assistance will be delivered and concluded. Reporting period refers to the specific timeframe covered by this report.
4. How many unique individuals does the program expect to train each reporting period? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframe covered by this report.

5. How many technical assistance requests does the program expect to receive each reporting period? _____	Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframe covered by this report.
6. How many technical assistance requests does the program expect to complete each reporting period? _____	Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Complete means the training or technical assistance will be delivered and concluded. Reporting period refers to the specific timeframe covered by this report.
7. How many unique individuals does the program expect to serve with technical assistance each reporting period? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to consumers of the National Mentoring Resource Center activities, including but not limited to: professionals in national and local mentoring organizations, school personnel, and other community-based service providers interested in mentoring activities. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframe covered by this report.
8. Who is the target population for your training and technical assistance? Select all that apply. ☐ Mentors ☐ Mentoring program staff (national) ☐ Mentoring program staff (multistate) ☐ Mentoring program staff (non-DOJ grantee) ☐ Child welfare or juvenile justice system staff ☐ Mental health/substance use treatment providers ☐ School personnel ☐ Researchers ☐ Law enforcement ☐ Other, specify: _____	Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice.
9. When are training or technical assistance recipients contacted to follow up on the services that they received? ☐ 3 months ☐ 6 months ☐ Other, specify: _____ ☐ We do not follow up with our training and technical assistance recipients to determine our outcomes.	Training refers to in-person or virtual teaching and learning activities—including planning, curriculum development, and delivery, as well as skills-based training—that teach practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Follow up refers to the systematic, ongoing support and evaluation provided after an initial learning event to ensure that new knowledge, skills, or strategies are successfully applied in real-world settings.