

2022-2023 Reengagement Collaborative Grant Reporting: Quarterly Program Report Guide

Below are the program numbers you will report on quarterly. Please let your grant manager know if you have any questions.

1) Total Number of Youth Outreach This Quarter*

(Outreach is defined as a contact or referral that the youth is aware of. Include any outreach contact/referral even if the youth ultimately does not enroll in the reengagement program.)

Record the number of youth who were newly contacted by or newly referred to the Reengagement Program during the reporting period. (Count the number of distinct youth new to the program each quarter, not the number of outreach attempts.) In this category only, include all youth whether or not they are ultimately eligible for reengagement funds under the reengagement eligibility requirements, and include all youth whether or not they ultimately enroll in the reengagement program.

Use these definitions to guide your count/report: “Contacted” and “Referred” are defined as:

- A “contacted youth” is a youth who has had at least one interaction with outreach/program staff such as a phone call, video conference, other individual or small group interaction, a home visit, or an individual/personalized text exchange. (Self-referrals, peer-referrals, and walk-ins which resulted in the youth having contact with program staff should be included.)
- A “referred youth” is a youth who has been specifically referred to a reengagement program by another organization in some method whereby the youth is aware of the referral, such as a referring agency staff introducing the youth to program staff or other formal referral processes.

PROCESS NOTE: Ensure your program maintains records for tracking referrals and contacts as defined above.

2) Total Number of Eligible Youth Enrolled This Quarter*

Record the total number of Eligible Youth enrolled in the reengagement program during the reporting period. (Count the number of distinct youth enrolled each quarter, not the enrollment events.)

Eligibility Codes

Eligibility Code Organization assigned eligibility code, as defined in Reengagement RFA, Grant Agreement, and Oregon Administrative Rule.

ELIGIBILITY CRITERIA: Each youth enrolled in the YDD-funded reengagement programming must meet one of four criteria.

A. Youth ages 14-21, listed as a dropout under ORS 339.505.

B. Youth ages 14-21, referred by eligible referring agency:

- Oregon Youth Authority
- Department of Human Services
- Juvenile Court Judges
- A County Juvenile Department
- A Federally-Recognized Tribe (or agency thereof)
- A School District, or
- An Education Service District

C. Youth ages 14-21 who are not enrolled in school, and have not earned a high school diploma or GED.

D. Youth ages 16-21 enrolled in a public high school, one or more years prior, and have earned 3 or more credits fewer than the expected based on the duration of enrollment.

Eligibility (Age Eligibility updated fall 2022 under the *Data Manual Addendum #2*)

ELIGIBILITY FOR REENGAGEMENT PROGRAMMING:

To be eligible for enrollment in an YDD-funded Reengagement Program, a reengaged youth:

1. Must meet one of the 4 eligibility criteria specified in the Grant Agreement (and must adhere to age requirements established within the eligibility criteria).
2. Must be 14-21 years old at enrollment.
 - a. If the youth's eligibility is based on Criterion D, they must not be younger than 16 years at Reengagement Program enrollment.
3. Must not have completed their high school credential prior to enrollment in the 2021-2023 Reengagement Program (no earlier than July 1, 2021).

PROCESS NOTE: In addition to verifying eligibility and age requirements as noted directly above, ensure that your program establishes criteria for what constitutes (a) youth enrollment and (b) youth exit from the Reengagement Program.

3) Total Number of Enrolled Youth Making Educational Progress*

(Total Number of Enrolled Youth Making Educational progress, such as High school credits earned; official GED tests passed; GED practice tests passed; or regular attendance in classes or tutoring.)

Record the number of reengaged youth who are making progress toward a high school credential through educational engagement and are expected to earn high school credits or passed official GED tests during this educational grading period. “Making Progress” for this category is defined as regular attendance in high school, a GED classes, or tutoring; earning high school credit; passing an official GED practice test; and passing an official GED test.

PROCESS NOTE: Programs must have a way to track the educational progress. Programs may need to have an explicit data sharing agreement in place to obtain accurate data on Educational Progress.

4) Total Number of Enrolled Youth Case Managed This Quarter*

(Total Number of Reengaged Youth in one-on-one Coaching, Mentoring, and Case Management this reporting period.)

Record the number of reengaged youth who received one-on-one coaching, mentoring, or case management during the reporting period. COUNT ALL YOUTH ENGAGED ONE-ON-ONE WITH A COACH, MENTOR, OR CASE MANAGER EACH QUARTER. Count the number of youth each quarter, not the number of services.

5) Total Number of Youth Enrolled Since July 1, 2022*

(Unduplicated number.)

Record the total number of youth enrolled in reengagement services since the start of this grant on July 1, 2022, or when you started services. Count any eligible youth enrolled who received services even if they have already exited.