


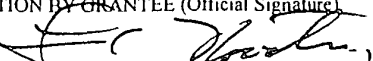


U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

CATEGORICAL ASSISTANCE PROGRESS REPORT

The information provided will be used by the grantor agency to monitor grantee cash flow to ensure proper use of Federal funds. No further monies or other benefits may be paid out under this program unless this report is complete and filed as required by existing law and regulations (Uniform Administrative Requirements for Grants and Cooperative Agreements-28 CFR, Part 66, Common Rule, and OMB Circular A-110).

1. GRANTEE Information Technology International	2. AGENCY GRANT NUMBER 97-JN-FX-0003	3. REPORT NUMBER Final
4. IMPLEMENTING SUBGRANTEE N/A	5. REPORTING PERIOD (Dates) FROM: 01/01/2000 TO: 06/30/2000	
6. SHORT TITLE OF PROJECT National JUMP Evaluation	7. GRANT AMOUNT \$149,573	8. TYPE OF REPORT <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Final Report <input type="checkbox"/> Special Request
9. NAME AND TITLE OF PROJECT DIRECTOR Laurence C. Novotney	10. SIGNATURE OF PROJECT DIRECTOR 	11. DATE OF REPORT 07/15/2000
12. COMMENCE REPORT HERE (Continue on plain paper) This is the final Categorical Assistance Progress Report for Grant Award 97-JN-FX-0003. All activities supported by this grant were continued by Grant Number 98-JG-FX-0002, awarded on 05/27/1998.		
13. CERTIFICATION BY GRANTEE (Official Signature) 	14. DATE 07/15/2000	

NATIONAL JUMP EVALUATION

Information Technology International
Semi-Annual Categorical Assistance Progress Report
January 1, 2000 – June 30, 2000

192851

1. Goal Achievement

Effective September 30, 1999, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) authorized continued funding for the National JUMP evaluation for an additional 18-month period from November 1, 1999 through March 31, 2001. This semi-annual report is the fifth submitted under the continued authorization (the seventh since the inception of the original JUMP evaluation project). The report reflects tasks and activities as they were outlined in the ITI continuation proposal. **This section responds to items 1-4 in the *Instructions for Completing OJP Categorical Assistance Progress Reports*.**

Goal 1: Initiate Project – Completed.

The first project initiation meeting was conducted on June 27, 1997 with the project Officer and other key staff from OJJDP. ITI also developed a revised workplan following the award of the continuation funds. The revised workplan was discussed with the Project Officer and continues to be reviewed regularly to ensure timely completion of activities.

Goal 2: Prepare Monthly Reports – Current

Each month since the initiation of the project, ITI has submitted a monthly summary report to the Evaluation Project Officer. This report has discussed issues of importance, activities completed, and activities planned for the upcoming month.

Goal 3: Develop Semi-Annual Reports – Current.

Currently, development of semi-annual (represented by this Categorical Assistance Progress Report), and other special reports are included in the workplan goals. Each semi-annual report has been prepared and submitted on time. In addition, a variety of special reports have been prepared for OJJDP staff. These include:

- o Grantee data submission reports;
- o Summary of grantee hardware and software capabilities
- o FY 1998 Report to Congress
- o Site Visit Reports (20 total)

- OJJDP Juvenile Justice Bulletin, *Juvenile Mentoring Program: A Progress Review*, August, 2000;
- *Evaluating Your Program: A Beginner's Self-Evaluation Workbook for Mentoring Programs*;
- Summary of grantee technical assistance requests and needs;
- Detailed descriptions of grantee mentoring project models.

Goal 4: Obtain OMB Clearance – Completed

A final determination that OMB Clearance is not required for the JUMP evaluation was made by OJJDP on October 29, 1998.

Goal 5: Develop Mentoring Self-Evaluation Workbook – Current.

The development of a self-evaluation workbook is a new task that was added to the expanded continuation project. We gathered a variety of evaluation materials including samples of evaluation workbooks, planned a conceptual design, and prepared a draft outline for the contents of the manual. We submitted a final draft of the workbook to OJJDP on July 1, 1999 and made modifications based on review comments. Approval to publish the workbook outside of the Government Printing Office (GPO) due to the complex color formatting of the document was received on July 14, 2000. Currently this document is being reviewed, converted to appropriate print software, and is due for release in October, 2000.

Goal 6: Prepare Annual Reports and the Report to Congress – Current.

The development of the *FY 1998 Report to Congress (RTC)* was added as a new task in the scope of work. The RTC was published by OJJDP in December, 1998.

In 1999, we prepared an OJJDP Juvenile Justice Bulletin, *Juvenile Mentoring Program: A Progress Review*, which was submitted to OJJDP for review on July 15, 1999. Currently this document is being reviewed (with our input) by editors at Aspen Systems. It is anticipated that this document will be available for dissemination in August, 2000.

In 2000, we began preparation of an Annual Report, for dissemination to a wide audience, detailing the interim findings of the JUMP National Evaluation. A table of contents and draft outline for this document was submitted to the project officer and approved. We anticipate submitting a draft of this publication to OJJDP on September 30, 2000.

Goal 7: Finalize Process Evaluation Design – Current.

The design for the revised process evaluation was included in the proposal for continuation funding. The process evaluation utilizes quarterly data submitted by grantees, as well as intensive case studies. Information for the case studies is gathered through selected site visits to active JUMP project sites and is detailed in reports submitted to OJJDP at the conclusion of each site-visit. To date, we have completed 20 site visits, representing a variety of project models, target populations and geographic areas.

Goal 8: Finalize Outcome Evaluation Design – Current.

As with the process evaluation design, the revised outcome evaluation design was included in the proposal for continuation funding. The outcome evaluation utilizes pre and post-mentoring assessments, including documentation of information about youth academic and juvenile justice involvement. In addition, measures of client satisfaction and perceived benefits are obtained from youth and mentors following each mentoring experience.

Goal 9: Develop and Implement Data Analysis Plan – Current.

The data analysis plan that was presented in the original proposal continues to serve as the foundation for the evaluation. Modifications have been, and will continue to be, made as the data is reviewed, new questions are raised, or new OJJDP needs are identified. Currently the national JUMP database contains approximately 175 agency records, 11,625 youth records, 9,451 mentor records and 9,052 match records.

Goal 10: Design/Develop a JUMP MIS – Current

We have designed and developed the application software for the JUMP MIS, including the necessary data entry, data edit, reporting and system utility models. We have prepared various technical documents to assist grantees in using the JUMP MIS at individual grantee sites. We have created CD and documentation packages for all grantees, which were distributed in August, 1999. All currently active JUMP projects are utilizing the system to collect and report data to the national evaluation. Based on feedback from end users, as well as internal beta testing, we currently are developing an upgraded version of the JUMP MIS (Version 2.0). We anticipate releasing this enhanced version of the software during the winter of 2001.

In addition to creating software to be used at each of the local JUMP grantee sites, we have developed and integrated data system, JUMP Integrated Reports (JUMP IR), to be used internally by members of the national evaluation team, as well as by OJJDP staff. This software allows the user to

create a variety of reports based on data from all of the JUMP grantee sites. This software was delivered to OJJDP in April, 2000 and currently is used by our project officer and selected staff members in the Special Emphasis Division.

Goal 11: Establish/Document Data Collection Procedures – Current.

We established procedures for gathering and tracking basic information from grantees. We have conducted training sessions at regional trainings sponsored by the National Mentoring Center (NMC) and have been providing ongoing technical assistance to grantees as needed by phone, mail, email and fax. We post relevant technical assistance information on our website and periodically communicate with grantees via Listserve announcements. We continue to receive information through the grantee quarterly status reports and have developed our own internal process and mechanism for electronic storage of that information as we receive it. The receipt, tracking and logging of data are ongoing processes. We communicate regularly with OJJDP staff members regarding the status of data submission by JUMP grantees.

Goal 12: Provide Ongoing Technical Assistance (TA) – Current.

JUMP grantees have relied on the project team for a wide range of technical assistance (TA) needs related both to evaluation activities as well as to more general programmatic issues. Since 1998, we have collaborated with the T&TA provider to the JUMP projects, the Northwest Regional Educational Laboratories (NWREL) on issues related to the JUMP project specifically and to juvenile mentoring in general. We have frequent phone, fax, mail and email contact with grantees and OJJDP Program Managers. In addition, we have posted regular evaluation updates and other information bulletins on the OJJDP ListServe for broad distribution. We have developed and maintain an ITI website, which contains useful information to JUMP grantees. This website is linked to similar sites sponsored by OJJDP and NWREL, to assure that grantees have ready access to our website.

WE utilize a standard letter and checklist to inform grantees of non-critical issues related to the data they submit to the national evaluation. Email and fax transmissions are also used to clarify data submitted by grantees. For data concerns of a more critical nature, we make immediate contact by phone with grantees and provide the assistance necessary to ensure the quality and integrity of the information used in evaluation analyses.

Goal 13: Develop/Implement QA Procedures – Current

Quality assurance (QA) procedures are an integral part of effective data collection. We have established procedures for our initial activities, and will

continue to modify these procedures as the evaluation progresses. One key component of the initial QA is an instruction manual, the *JUMP Data Elements and Definitions Manual*, that we developed and distributed to each of the grantee programs. This manual includes guidance regarding:

- What information is needed
- The schedule on which it should be gathered, recorded and submitted
- The format that should be used for the submission
- Definitions to ensure standardization of language from all grantees

In addition, periodic guidelines posted to ListServe have helped ensure that all grantees are gathering, recording and reporting information consistently and with greater accuracy. We also have developed a variety of quality assurance reports that we use to examine the JUMP data for missing, inconsistent, or other problematic data. When difficulties are found, we contact project staff directly by phone for clarification. All initial calls and follow-up contacts are documented.

Goal 14: Receive/Process Grantee Progress Reports – Current

The evaluation team has been working closely with the OJJDP Program Managers to make it possible to gather grantee information through use of their standardized progress reporting format. Quarterly Narrative Progress Reports are received from JUMP grantees according to the following schedule:

- Quarter 1: due January 15
- Quarter 2: due April 15
- Quarter 3: due July 15
- Quarter 4: due October 15

Quarterly Narrative Progress Reports are submitted by mail or fax and are submitted with updates to JUMP data. Grantees may use the JUMP MIS to complete their Quarterly Narrative Progress Report, although they cannot transmit this report electronically to the national evaluation team at this time.

Goal 15: Implement MIS

The JUMP Management Information System has been implemented successfully and is being utilized by all of the currently active JUMP grantees to submit data. The JUMP Integrated Reports (JUMP IR) currently is installed on the OJJDP network. Our OJJDP program manager and selected staff members from the Special Emphasis Division have access to this software.

Goal 16: Implement Ongoing Data Collection – Current

As stated above, we have implemented a process for gathering information from JUMP grantees. We gather information from grantees regarding their mentoring project model, implementation activities, barriers they have faced, creative ways they addressed those barriers, and anecdotal success stories about the youth that they serve. In addition, we have continued to gather information regarding the youth being served, the mentors working with the projects, and the matches made between youth and mentors. This will be an ongoing activity and will incorporate pre- and post-mentoring assessment measures. Use of the JUMP MIS enhances grantee ability to gather and submit accurate information in a timely manner.

The current evaluation includes intensive project case studies based on data gathered through site-visits. We have developed a standardized protocol for conducting the site-visits, which are documented via written reports to OJJDP at the conclusion of each individual visit. We also have a screening process in place to select appropriate representative sites for inclusion in the case studies. The evaluation team recognizes the additional effort required of sites who host a visit. We make every effort to minimize disruption to the projects during our visits. Participation by JUMP grantees in the site visit is voluntary.

5. Technical Assistance

We have been working closely with OJJDP, and specifically with our Project Officer to ensure that the project goals are met in a timely manner. We have appreciated all of the help and support that our Project Officer has provided including:

- Serving as a liaison with other key OJJDP staff;
- Ensuring that we receive critical information in a timely manner;
- Facilitating meetings and other communications with key players;
- Providing substantial background information related to the JUMP program.

6. Results Achieved

- Conducted regular evaluation team project meetings;
- Participated in evaluation team meetings with key OJJDP staff;
- Recommended conducting periodic meetings with JUMP Program Managers to keep them informed of evaluation activities and answer questions or concerns they have regarding the evaluation;

- Continued to maintain a database with current grantee mailing addresses and other identifying information to facilitate our QA procedures and our ongoing communications with all grantees;
- Continued to maintain and utilize an automated tracking log with which to document information received from grantees, the nature of the information and the date on which it was received;
- Developed, implemented, operate and maintain the JUMP MIS to store relevant information received from JUMP grantees related to youth academic and juvenile justice status, identification of risk and protective factors, and client satisfaction and perceived benefits;
- Received, logged, and tracked information received from grantees through their standardized progress reports submitted quarterly;
- Prepared and submitted updated Data Submission Reports documenting our receipt of grantee quarterly progress reports;
- Entered grantee data into the internal project JUMP MIS to support ongoing analysis and reporting;
- Conducted a comprehensive review an analysis of grantee information and prepared summary tables and charts for inclusion in various publications including the 1998 Report to Congress, the OJJDP Juvenile Justice Bulletin and the 2000 Annual Report;
- Prepared several draft data reports for OJJDP based on initial grantee information describing the mentoring program models, requirements, and activities, and the hardware/software capabilities of grantee agencies;
- Developed and distributed Youth and Mentor Exit Information forms for grantees; received and logged both the completed forms and the feedback comments from grantees;
- Created the Self-Evaluation Workbook. Continued to review this document and finalize plans for publication and dissemination;
- Revised data collection forms to incorporate enhanced evaluation requirements and to serve as a model for both the JUMP database and the computer data entry screens;
- Provided ongoing evaluation technical assistance to grantees via national conferences, regional training conferences, phone, mail, email and fax;

- Developed and implemented standard forms with which to notify a grantee for non-critical issues with data;
- Prepared and distributed by mail and email a series of evaluation updates and guides to all grantees;
- Prepared and submitted monthly project summary reports to the Project Officer;
- Continued to research other related projects and possible instruments that are potentially relevant to the national evaluation;
- Disseminated information related to the JUMP program to a wider audience via participation in various conferences (e.g. the American Society of Criminology, the OJJDP National Conference) and responses to requests for information via phone, fax and email.

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FINANCIAL STATUS REPORT (Short Form)

TTT File Copy

1. Federal Agency and Organizational Element to which Report is Submitted: U.S. Department of Justice, Office of Justice Programs

2. Federal Grant or Other Identifying Number Assigned By Federal Agency: 97-JN-FX-0003

OMB Approval No: 0348-0039, Page 1 of 1

3. Recipient Organization (Name and complete address, including ZIP code): Information Technology International, 10000 Falls Road, Suite 214, Potomac, MD 20854

4. Employer Identification Number: 521594456

5. Recipient Account Number or Identifying Number

6. Final Report: Yes (checked), No

7. Basis: Cash, Accrual (checked)

8. Funding/Grant Period (See Instructions): From: 05/01/1997, To: 04/30/2000

9. Period Covered by this Report: From: 04/01/2000, To: 06/30/2000

10. Transactions: Table with columns: I Previously Reported, II This Period, III Cumulative

11. Indirect Expense: a. Type of Rate (Provisional checked), b. Rate, c. Base, d. Total Amount, e. Federal Share

12. Remarks: attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. Includes PROGRAM INCOME table.

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Typed or Printed Name and Title: Laurence C. Novotney, President

Telephone (Area code, number, extension): (301) 765-0060

Signature of Authorized Certifying Official: [Handwritten Signature]

Date Report Submitted: 05/25/2000



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

9

CHECK APPROPRIATE BOX OJP BJS BJA NIJ OJJDP OVC PAGE 1 OF 1

1. GRANTEE NAME AND ADDRESS (Including Zip Code) Information Technology International 6701 Democracy Boulevard Suite 700 Bethesda, MD 20817-1572		3. GRANT NUMBER 97-JN-FX-0003
1A. GRANTEE IRS/VENDOR NUMBER 52-1594456		4. ADJUSTMENT NUMBER 1
2. PROJECT TITLE Evaluation of the Juvenile Mentoring Program		5. DATE 03 FEB 1998
		6. GRANT MANAGER Eric Peterson

SECTION I. DEOBLIGATIONS & REOBLIGATIONS

7. ACCOUNTING CLASSIFICATION CODE FISCAL YEAR FUND CODE BUD. ACT. OPC. DIV. REG. SUB. MBO	9. PREVIOUS GRANT AWARD AMOUNT \$ 149,573.00
	10. REOBLIGATION AMT. \$ 0.00
DOCUMENT CONTROL NUMBER	11. ADJUSTED AWARD AMOUNT \$ 149,573.00

SECTION II CHANGES

12. CHANGE GRANT MANAGER	FROM _____	TO _____
13. CHANGE GRANT PERIOD	FROM _____	TO _____

SECTION III. OTHER ADJUSTMENTS & INFORMATION

14. This Grant Adjustment Notice is to amend the grant in the following ways:
- The grantee will increase the coverage of the evaluation to include the 52 awards made with FY 1996 and 1997 funds in addition to the 41 initial grantees already covered under the existing grant. The grantee will include a full process evaluation of the 41 initial sites and survey information on the impact of mentoring on the reduction of delinquency; gang involvement; academic performance, and the rate of dropping out.
 - The grantee is no longer required to evaluate the SafeFutures mentoring sites. The evaluation of these sites is provided for through another grant.
 - The project period is increased by two years, from the current period of 5/1/97 to 4/30/99 to a new period of 5/1/97 to 4/30/01.
 - The grantee is to finalize data collection forms.
 - The grantee shall draft the required report to Congress.

15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL Shay Bilchik Administrator, OJJDP	16. SIGNATURE OF AUTHORIZED OFFICIAL
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(D)



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

AWARD

OJP BJA OJJD
 BJS NIJ OVC
CHECK APPROPRIATE BOX

GRANT
 COOPERATIVE AGREEMENT

PAGE 1 OF 6

1. GRANTEE NAME AND ADDRESS (Including Zip Code) Information Technology International 6701 Democracy Boulevard Suite 700 Bethesda, MD 20817-1572	4. AWARD NUMBER 98-JG-FX-0002
	5. PROJECT PERIOD: FROM 05/01/97 TO 04/30/01 BUDGET PERIOD: FROM 05/01/98 TO 10/31/99

1A. GRANTEE IRS/VENDOR NO. 52-1594456	6. AWARD DATE: May 27, 1998	7. ACTION <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> SUPPLEMENTAL
2. SUBGRANTEE NAME AND ADDRESS (Including Zip Code) N/A	8. SUPPLEMENT NUMBER	

2A. SUBGRANTEE IRS/VENDOR NO.	9. PREVIOUS AWARD AMOUNT \$ 0.00
3. PROJECT TITLE Evaluation of the Juvenile Mentoring Program	10. AMOUNT OF THIS AWARD \$ 899,955.00
	11. TOTAL AWARD \$ 899,955.00

12. SPECIAL CONDITIONS (Check, if applicable)
 THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED 4 PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

TITLE I OF THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968.
42 U.S.C. 3701, ET. SEQ., AS AMENDED.

TITLE II OF THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 1974.
42 U.S.C. 5601, ET. SEQ., AS AMENDED

VICTIMS OF CRIME ACT OF 1984, 42 U.S.C. 10601, ET. SEQ., PUBLIC LAW 98-473, AS AMENDED.

OTHER (Specify): This is a continuation of Grant #97-JN-FX-0003, but shown as an initial award because of change in the funding source.

14. FUTURE FISCAL YEAR(S) SUPPORT:

SECOND YEAR'S BUDGET PERIOD: FROM 11/01/99 TO 04/30/00
 AMOUNT OF FUNDS: TO BE DETERMINED TYPE OF FUNDS: _____

THIRD YEAR'S BUDGET PERIOD: FROM 05/01/00 TO 04/30/01
 AMOUNT OF FUNDS: TO BE DETERMINED TYPE OF FUNDS: _____

15. METHOD OF PAYMENT
 THE GRANTEE WILL RECEIVE CASH VIA A LETTER OF CREDIT YES NO

AGENCY APPROVAL GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OJP OFFICIAL
 Shay Bilchik
 Administrator, OJJD

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL
 Laurence C. Novotney
 President

17. SIGNATURE OF APPROVING OJP OFFICIAL

19. SIGNATURE OF AUTHORIZED GRANTEE

 19A. DATE 5/27/98

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODE

FISCAL YEAR	FUND CODE	BUD. ACT.	OPC.	DIV. REG.	SUB.	POMS
X	F	JG	70	00	00	

21. Jg8005 2