

INTRODUCTION TO THE DATA INVENTORY

Purpose of the Data Inventory:

- Identify which data points you currently track and which you will track moving forward
- Review list of potential and recommended data points from the fields of college and career success and mentoring
- Identify additional data points that your agency/ program value related to college and career mentoring
- Understand which areas of college and career mentoring your model is working within (e.g. readiness, access and success)

Using the Data Inventory:

1. Review listed data points from the fields college and career mentoring.
2. Add additional data points that are not listed, but you feel are important to assessing your student and program level metrics related to college and career mentoring.
3. Identify which data points you currently track (by checking box under “we do” column).
4. Identify which data points you will begin tracking *by checking box under “we will” column).
5. Take a step back, and consider these questions:
 - Are the data points we do and we will track related to our area(s) of focus? (e.g. if we are working on college readiness, are we tracking metrics related to college readiness?)
 - Even if we are not providing support after they graduate from high school, what “success” metrics should we track to better understand if our readiness and/or access program is effective?
 - What metrics can we track to wrap our minds around the “relationship/ mentoring” component? How can we measure something as organic as relationship, to ensure that every student receives one on one support?
6. As a reference, look at “CCM Resource: Data Sources” for additional information regarding how specific data points can be accessed.

CCM RESOURCE: DATA INVENTORY

Template

	Mentoring		Readiness		Access		Success					
		We Collect	We Will	We Collect	We Will	We Collect	We Will	We Collect	We Will			
Middle School	Who is each student matched with?			Soft Skills*			Career Interests & Goals*					
	Screening/ Background Check			Grades *			Enrollment in 21 st Century Scholars*					
	Mentor trained in CC			Rigor of Course Selection								
	Frequency of contact b/n mentor and student			Has begun a college savings plan/ 529 acct.								
	Frequency of contact b/n staff and mentor			Demonstrates improved understanding of budgeting/ fin'l literacy								
	Is CC content in the match?											
High School	Who is each student matched with?			Assessed Level of soft skills/ social readiness			Visit to PS Setting*					
	Screening/ Background Check			Assessed level of fin'l literacy			Entrance Exam					
	Mentor trained in CC			Grade Point Average*			Application to PS*					
	Frequency of contact b/n mentor and student			HS Diplomas (Goal & Rec'd)*			FAFSA Submission*					
	Frequency of contact b/n staff and mentor			AP/ Credit Dual Course(Enrolled /Earned)			FAFSA Correction (as needed)					
	Is CC content in the match?			College budget developed			21CS Requirements/ Affirmation					

	Mentoring	Readiness	Access	Success
	We	We	We	We

						Add'l Scholarships Awarded					
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		Collect	Will	Collect	Will	Collect	Will	Collect	Will
Bridge/ Transition	Who is each student matched with?					Selection of PS School*			
	Screening/ Background Check					Enrollment in PS School*			
	Mentor trained in CC?					Orientation/ Registration Complete*			
	Frequency of contact b/n mentor and student					Bridge Program Attendance			
	Frequency of contact b/n staff and mentor					Add'l Enrollment Steps Completed			
	Is CC content in the match?					Transportation Arrangements			
College/ PS	Who is each student matched with?							Enrollment Status (FT/PT/De' d)*	
	Screening/ Background Check							Credits (enrolled in & earned)*	
	Mentor trained in CC?							Satisf. Acad. Progress	
	Frequency of contact b/n mentor and student							Annual FAFSA Submissions*	
	Frequency of contact b/n staff and mentor							FAFSA Corrections (as needed)	
	Is CC content in the match?							Financial Aid Status	
	Who is visiting student on campus?							Remediation*	
								Met with Academic Advisor	
								Course-specific Support	
								Connecting to campus activities?	
								Transportation?	

* Indicates suggested priority data points