



# CHECK & CONNECT MENTOR PROGRAM: ROLES AND RESPONSIBILITIES

## A TECHNICAL ASSISTANCE GUIDE

April 2024

### Purpose

The intent of this information is to provide a better understanding of the role and responsibilities of mentor program administrators and coordinators, and to better implement the Check & Connect (C&C) program with fidelity statewide.

Please contact the USBE, Youth in Care (YIC), Program Specialist [Amanda Charlesworth](#) or Prevention Specialist [Garrett Russell](#), if you have any questions.

### C&C ROLES AND RESPONSIBILITIES

#### USBE EXPECTATIONS FOR LEAS

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The following describes the expectations USBE has for Local Education Agencies (LEA) when implementing the [Check & Connect Mentor Program](#). These expectations are outlined as the responsibilities each role has in implementing the C&C program with fidelity statewide.

#### *PROGRAM ADMINISTRATORS AND COORDINATORS*

- Determine need and scope of use
  - Develop local understanding of C&C

- Introduce C&C to key school personnel such as principals, counselors, etc.
  - Monitor fidelity of implementation
- Hire dedicated C&C mentors
  - Provide mentor support and supervision, including regular local professional learning
- Manage “Check” data access and reporting, including local use of outcome data
- Coordinate quarterly submission of C&C Mentor Caseload Summary to USBE for all trained C&C Mentors

### *CHECK & CONNECT TRAINED STAFF*

- Collect weekly “Check” data of assigned students on:
  - Attendance
  - Behavior
  - Course performance
- Meet with assigned students weekly for “Connect” meetings
- Implement family engagement, including regular “Check” updates
- Report end of quarter “Check” data to USBE

### USBE SUPPORTS FOR LEAS

The following outlines what USBE provides to support LEAs in their implementation of the C&C program:

- Technical assistance including:
  - Utah Mentor's Quick Start
  - Utah Mentor Best Practices and Practice Profile
  - Check & Connect Implementing with Fidelity Key Points
  - Utah State Check & Connect Data Dashboard
- Trainings provided by locally certified C&C Trainers:
  - Preparation and Implementation Training for administrators
  - Initial Mentor Training for new mentors
  - Utah Refresher Training for existing C&C mentors and mentor coordinators
  - Ongoing Mentor Webinars and Protective Factors Framework Overview Trainings