

## **IDPH AmeriCorps Quarterly Report Guidance**

### **AmeriCorps Member Recruitment**

In this section, you will need to record the number of AmeriCorps Member Applicants you had for the previous quarter. An AmeriCorps Applicant is anyone that completed and online application that was sent to your agency, sent in a resume, or was interviewed for the member position. IF you have a member serving at your site, you will have at least one applicant. Please note, you will not have applicants each quarter, only the ones you are actively recruiting members.

### **Mentoring Certification Status**

It is a requirement within the RFP of the IDPH AmeriCorps Substance Abuse Prevention Program for all mentoring agencies to be certified or to become certified within the first contract year by the Iowa Mentoring Partnership. AmeriCorps members may be asked to help with certification if the agency is not already certified. In the Narrative box, describe the progress being made with your agency to work towards certification through the Iowa Mentoring Partnership. If your agency is already certified, your host-site supervisor should be able to get the date of certification for you.

### **IDPH AmeriCorps Substance Abuse Prevention Program's Progress**

In this section, you will need to record separately the number of Mentors, Volunteers and One-Time Volunteers who you have recruited. You will also be asked to record the number of hours the Mentors, Volunteers and One-Time Volunteers served for that Quarter. You will also be asked to record the Cumulative hours (total number of hours since your start date for the IDPH AmeriCorps Substance Abuse Program) for the Mentors, Volunteers and One-Time Volunteers you recruited. This information is required by the Corporation for National and Community Service and also by the Iowa Commission on Volunteer Service.

- Mentors=Mentors who you recruited who will be or are matched with a mentee.
- Volunteers=People who regularly, or more than once, assist with your mentor or substance abuse prevention program who you recruited who do activities other than mentoring.
- One-Time Volunteers=People who assisted one-time with your mentor or substance abuse prevention program who you were responsible for recruiting.

In the narrative box, provide an overview of your experience in recruiting Mentors, Volunteers and One-Time Volunteers.

### **One Great Story**

Record "One Great Story" from the member's AmeriCorps service experience this quarter. It should reflect the positive impact the member is having on the program and how they are making a difference for mentors, mentees, your agency or your community; or how the experience is making a difference for you.

List any challenges you are experiencing this quarter and how you are working to address these challenges within the narrative box for Challenges.

## **Iowa Department of Public Health Mentoring Program Goals**

### Sustainability Plan

One of your goals is to create a sustainability plan or to help update an existing one for your agency. In the narrative box in this section, discuss the status of your work in creating or updating the mentoring sustainability plan for your agency. In this section, also include any training or guidance provided by IDPH in regards to sustainability planning during the quarter.

### Substance Abuse Training

One of your goals is to create and facilitate a total of 2 or 1 (depending on full time or half time member) Substance Abuse Prevention education trainings focusing on Opioids and Prescription Drug Use. You will also be asked to record the number of trainings conducted in the quarter, the numbers of attendees, and the number of medical/pharmacy personnel in attendance. You will also be asked to record the number of community based resources and materials that have been distributed in the community and to medical/pharmacy personnel this quarter. This information is reported on by the members each month.

In the narrative box, discuss your experience in working with other members and your host-site in creating and/or facilitating your Substance Abuse Prevention presentations.

### **Service Project Information**

During your term as an AmeriCorps member, you are required to participate in at least two Day of Service projects. Members may participate in even more as long as they abide by the Requirements for Organizing Day of Service Projects found in the Member Handbook. Enter the number of projects the member has participated in for the quarter as well as a narrative about your experience.

In the narrative box, discuss your experience with the service project.

### **Recovery Community Organization Activities (Only for members serving at a RCO)**

During the term as an AmeriCorps member serving at a Recovery Community Organization (RCO), members are required to report on the number of hours spent on coordinating and planning RCO activities for the month and number of people engaged in RCO activities.

In the narrative box, discuss your experience with RCO activities for the month.

### **Training**

Training is an integral part of the IDPH AmeriCorps Substance Abuse Prevention Program. Required IDPH trainings, in addition to training your host-site supervisor wanted you to attend, should be recorded in this section. This includes webinars as well.

In the narrative box, briefly discuss the trainings you attended.

### **Technical Assistance or Training Needed**

Enter any technical assistance or training you believe would be beneficial in helping you accomplish your goals or enhance your term of service.

### **Host Site Services**

Provide a summary of the mentoring or substance abuse prevention services your agency provides.

Provide the number of hours your Host-Site Supervisor and agency is providing this quarter, each week on average per member, during your term of service. In the RFP, supervisors are to dedicate at least 3-7 hours per week, per member, and they are to be located in the same office with the member.

Write a narrative in each of the boxes describing the assistance the Site Supervisor is providing this quarter to help accomplish each of the program goals in building a Sustainability Plan, Mentor/Volunteer Recruitment, and Substance Abuse Prevention Presentation and Resource Development, Distribution, and Facilitation.