Thresholds Encounter Form
Completion Instructions. 2018

This is a short instruction sheet to help you use our web-based Mentee contact reporting form. By clicking on the link provided on our website or using the address sent to you, you will be taken to the Thresholds Encounter form. Your team Leader or someone from your team should submit an encounter form for every interaction with your Mentee, this includes face to face contact, phone contact, prison visit, etc.

Take a second to look it over before you fill anything out. You will notice that there are places for a text entry and other questions have pull down windows. The text boxes will be where you enter information via your keyboard, the Mentee’s name, Mentors name, and so forth.

The pull down window questions have the answers already prepared for you. You will see a “down arrow” after the question. Click on that arrow and a window will pop open for you to select and click on your answer. For example, in the Activities section, by clicking on the arrow you will see a window pop up with about 30 different activities to choose from. You can use the arrow key to highlight your answer and then click with your mouse or hit the enter key.

We realize that there are a lot of things discussed during the encounter with your Mentee. In order to make the form usable, we’ve limited your answers to only six items. You don’t have to use them all, but if you need to, you should select the six most important items discussed.

Please make sure to complete every section of the encounter. Once you’ve finished, click the submit button at the bottom of the form and you are done. You’ll notice that the form asks you if you want to submit another encounter. If you’d like to submit another encounter, go ahead and click on the link and fill out the form, if not, close the webpage. That’s it.

In order to avoid duplication for Mentee team meetings, the team should select one person to submit the form after each encounter. For other activities, such as phone contact or transportation, please submit your individual encounter form.

Once you get use to the form, it will take you less than a minute to complete. Please type in exactly what it ask you. DO NOT USE LAST NAMES. Always complete the encounter immediately after your meeting (the same day). Call the Mentor Coordinator if you have any questions.
Name: **Type** the First name and last Initial of the Mentee followed by a period. (John D. Herman D.)

Mentor Initials: **Type** the First name and last Initial of all the Mentors who are present. The Mentor writing the report puts their name first. (Mike H. Herman D.)

Location: Pick one of the locations identified.

Date: Enter the actual date of contact.

Time spent in activity: Pick one. Always go to the longest time frame of your activity.

Purpose of contact: Pick one. Most of the time it will be “Mentor Meeting with Mentee”.

Activities: There are 6 activity entries. Choose from the 42 possible choices. If you only covered 4 areas then open 4 activity entries and select the ones you addressed.

Other activities: Write a brief statement of what you discussed.

Comments: Write anything you feel will provide insight into the Mentees situation. They were nervous, happy, upset, this was the first meeting, etc.

Mentee Transported: You only choose this if you transport the Mentee somewhere; social services, to the VA, to a job appointment, etc. If there is no transport, say NO and go to the next item.

Transported to & from: If you transported, where did you take the Mentee.

Total miles: How many miles did you transport to and from.

Mentee status: Check one.

PRESS **SUBMIT** AND THE FORM COMES TO US.