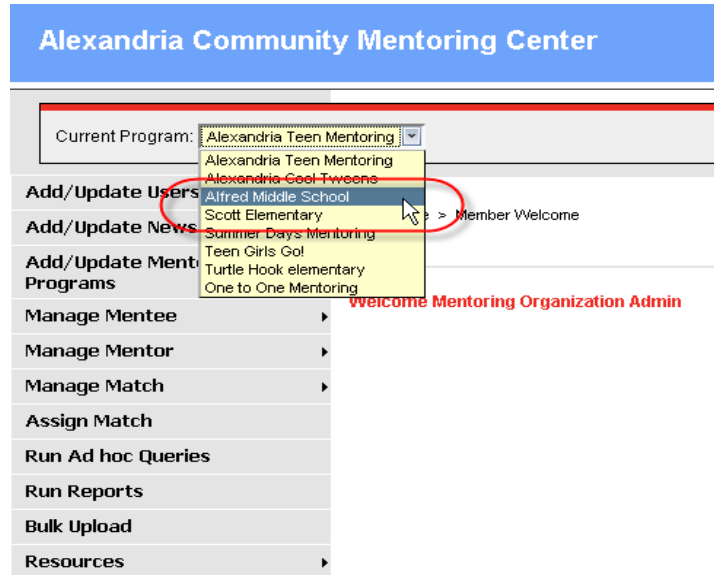


How-to Enter Match Supervision Details

1. Log-in to MentorPRO. Make sure you select the correct mentoring program from the drop-down box!



2. Navigate to the menu on the left side of the page and select “Manage Match” → “Manage Match.”



- You will be able to search by Mentor or Mentee. If you leave the "Enter Name" field blank and hit search, you will be given a list of all the matches in your program.
- Select the match you want to manage and click "Manage"

Manage Match

Fields marked by * are

Search for a Match by: *

Enter Name:

Status:

Search

Search Results

Mentee	Mentor	Status	View
Bradd Dean	Jenna Amberson	Inactive	View
Bradd Dean	Robert Thomas Brown	Active	Manage
Bradd Dean	Roger Jones	Active	Manage
Bradd Dean	Marion Stark	Inactive	View

- Click on the "Match Supervision" Tab, then "Add More."

Manage Match

Match Start Date: **09/16/2008**
 Match Condition: **N/A**
 Mentor Name(s): **Robert Brown**

Program Type: **One-to-One**
 Program Name: **Alexandria Teen Mentoring**
 Mentee Name(s): **Bradd Dean**

[Match Overview](#)
[Match Supervision](#)
[Match Activities/Meetings](#)
[Case Notes](#)
[Match Closure](#)
[Attachments](#)

Contact

No Manage Match details added. Add details to continue.

Add More

6. On the Match Supervision” page, you can track a a variety of different things about your supervision of the match and the match itself. You can enter the date of your contact, who you contacted, and any issues or concerns that were raised during the supervision.

Fields r

Date: May 28 2009 *

Person(s) Contacted:

- Mentee
- Mentor
- Match
- Parent/Guardian
- Program Staff
- Other

Type: -Select One- *

Issues and Concerns: None

Contacts

- Calls not returned
- Incorrect contact information
- Difficulty contacting mentee/parent before meetings
- Difficult for program staff to reach

Additionally, there is a field for comments (case notes) and a place to record the “Stoplight” status of the match.

Comments:

750 Characters left

(750 Max)

Match Condition:

- Green (Relationship progressing well)
- Yellow (Minor issues, relationship not threatened)
- Red (Major issues, relationship threatened)

7. Finally, there is a place to record any “Follow-Up Action” that needs to be taken. If you enter follow-up action, an automatic reminder will be generated in the “Reminders” box on the date which you specify.

8. When you have finished entering data, make sure to hit “Save” on the bottom of the page! All of the data will be lost if you don't!

9. Remember, the “Match Supervision” report can pull all of your Match Supervision data into an Excel Spreadsheet, which can be very useful for reporting purposes. Simply navigate to “Run Reports” → “Match Reports” → “Match Supervision.”



The screenshot shows a navigation menu on the left with the following items: Run Reports (circled in red), Bulk Upload, and Resources. Below this is a Reminders section for Thursday, May 28, 2009, listing various metrics like Mentor Referrals, Match Follow Up (11), and Match Supervision (2). On the right, there are two main report categories: Mentor Reports and Match Reports. The Match Reports category is circled in red, and the Match Supervision link within it is also circled in red with a mouse cursor pointing to it. A red arrow points from the circled 'Run Reports' link to the circled 'Match Supervision' link.

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