

**INDIANA DEPARTMENT OF CHILD SERVICES  
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR 2-14

Effective Date: February 9, 2016

Version: 1.0

**[NEW] POLICY TITLE: FIELD MENTOR AND PEER COACH BONUS PROGRAM**

**OVERVIEW:** The Indiana Department of Child Services (DCS) Mentor and Peer Coach Bonus Program has been developed to reward successful Family Case Manager (FCM) Field Mentors and Peer Coaches by recognizing their efforts to support new FCMs in their professional development and new worker learning processes.

**I. DEFINITIONS**

N/A

**II. REFERENCES**

N/A

**III. STATEMENTS OF PURPOSE**

- A. The Regional Managers (RMs) and Local Office Directors (LODs) will identify FCMs to serve as a Field Mentor and/or Peer Coach. To be considered for a Field Mentor and/or Peer Coach position, the FCM should:
1. Demonstrate a strong commitment to best practice and agency policies and procedures;
  2. Have the ability to coach, mentor, and relate well with diverse populations; and
  3. Have a minimum of two (2) years of experience as a successful FCM (recommended).
- B. The Mentor and Peer Coach Bonus Program is available to all FCM Field Mentors and Peer Coaches that meet the program requirements, which include the following:
1. The FCM must be successful in meeting all performance expectations and competencies;
  2. The FCM must make at least a six (6) month commitment to serve as a Field Mentor or Peer Coach;
  3. The FCM must have actively been a peer coach and/or mentor for six (6) consecutive months during the eligibility period; and
  4. The FCM must not be on a work improvement plan, have had disciplinary action, or a letter of counseling issued in the last six (6) months.
- C. There are two (2) eligibility periods per year. The awards for the eligibility period of January 1 through June 30 will be paid in July, and the awards for the eligibility period of July 1 through December 31 will be paid in January.
- D. The award for the Field Mentor and Peer Coach Bonus Program is a \$150 bonus.
- E. FCMs serving as both a Field Mentor and Peer Coach may receive one (1) bonus award per eligibility period.
- F. The Regional Manager (RM) will determine eligibility and use the [DCS Field Mentor and Peer Coach Bonus Program Submission Form](#) to submit a list of eligible Field Mentors and Peer Coaches to [DCSRecognitionProgram@dcs.in.gov](mailto:DCSRecognitionProgram@dcs.in.gov) for processing.
- G. The FCM must be actively employed with DCS at the time of the award approval and

payout.

#### IV. PROCEDURE

- A. The performance expectations of a Field Mentor include:
  1. Modeling superior practice in the various skills on the rating sheets in the [Field Mentor Training Program Participant Manual](#);
  2. Assessing Mentees on the skills identified on the rating sheets in the [Field Mentor Training Program Participant Manual](#) through observation, and provide the mentees with feedback on their strengths and/or needs relating to these skills; and
  3. Completing one (1) comprehensive Skill Assessment Scale in the [Field Mentor Training Program Participant Manual](#) at the time of each Mentee's graduation.
- B. The performance expectations of a Peer Coach include:
  1. Attending all scheduled regional Peer Coach meetings;
  2. Keeping regional leaders apprised of any needs and/or strengths of the peer coaching process in order to problem solve and provide support as needed; and
  3. Participating in regular and ongoing opportunities for guidance and coaching to aid continued skill development.
- C. The RM will determine whether a Field Mentor or Peer Coach has met the program and eligibility period requirements.
  1. Field Mentors must complete the three (3) month formal mentoring period and subsequent three (3) months of informal mentoring and consultation.
  2. Peer Coaches must complete six (6) months of actively coaching a new FCM.
  3. Peer Coaches who are not actively coaching a new FCM are eligible by:
    - a. Co-facilitating Child and Family Team (CFT) Meetings,
    - b. Working with FCM Supervisors to support newly trained FCMs,
    - c. Working with Practice Consultants to update Teaming Stations, and
    - d. Participating in the development and facilitation of in-service trainings.
- D. The RM will use the [DCS Field Mentor and Peer Coach Bonus Program Submission Form](#) to submit the list of eligible Field Mentors and Peer Coaches from January to June on the first Friday in July, and submit the list for those eligible from July to December on the first Friday in January.
- E. The RM will send the list of eligible Field Mentors and Peer Coaches to the [DCSRecognitionProgram@dcs.in.gov](mailto:DCSRecognitionProgram@dcs.in.gov) for processing. The list will include the following information:
  1. The employee's name;
  2. The name of the local office; and
  3. The employee's current position/title.
- F. The award will be processed no later than the following pay period in which the approved form was received by payroll. The amount of the award will be "grossed up" (i.e., the "take home pay" will be \$150). Please see the [Mentor and Peer Coach Recognition Bonus Program FAQ](#) for further information or clarity if needed.

**V. FORMS**

- A. [Mentor and Peer Coach Recognition Bonus Program FAQ](#)
- B. [Field Mentor Training Program Participant Manual](#)- Available in hard copy
- C. [DCS Field Mentor and Peer Coach Bonus Program Submission Form](#)

DATE: TBD

Mary Beth Bonaventura, Director Department of  
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A signed copy is on file.

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