

AmeriCorps National Performance Measures

Pilot Year 1: 2010-2011

Output Instrument Packet

ALLEVIATE LONG-TERM HUNGER

*The information in this National Performance Measure packet pertains to **Pilot Year 1 (program year 2010-2011)**. See *National Performance Measures, Pilot Year 2 (program year 2011-2012)*, at the Resource Center for updated information.*

Economic Opportunity Focus Area

National Performance Measure

Output Number of unduplicated individuals receiving support, services, education and/or referrals to alleviate long-term hunger (O7).

Note: There is a different national performance measure output (O6) for measuring emergency food relief. If your program provides food assistance primarily for emergency situations, use that alternative measure.

Definition of Key Terms¹

- **Long-term hunger:** refers to USDA's definition of "low food security" or "very low food security".²

<u>USDA Term</u>	<u>USDA Definition</u>
<i>Low food security</i>	Description of conditions in the household: Reports of reduced quality, variety, or desirability of diet. Little or no indication of reduced food intake.
<i>Very low food security</i>	Reports of multiple indications of disrupted eating patterns and reduced food intake.

- **Support, services, education, or referrals:** helps qualifying individuals access food, provides nutritional services, education and life skills to alleviate the food insecurity experienced by the individual/family. The direct provision of food meets an immediate need while other services provide long term benefits, helping people move forward toward greater self-sufficiency so they do not routinely experience hunger. Service requires an engagement with the individual in person, by phone, or through a web-interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient. Programs may not focus their services solely on providing referrals to Federal Assistance programs.

¹ 2010 National Performance Measures: Background Information References and Authorities, Definitions, Suggestions Regarding Data Collection, and Additional Notes, CNCS:

http://www.americorps.gov/pdf/09_0918_nofa_ac_background.pdf.

² U.S. Department of Agriculture Economic Research Service:

<http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels>.

Considerations for this National Performance Measure³

Output

- Does your program provide education and/or training in the areas of health, nutrition, or life skills to alleviate hunger, rather than solely referrals or one-time emergency food assistance?⁴
- Do you have a way to determine if recipients of your services meet the definition of low or very low food security?
- Do your services involve human interaction, and are individuals directly engaged in-person, by phone, or through a web-based interface?

Outcome

- You will be required to identify and measure an intermediate outcome, a change that you expect participants in your hunger alleviation program to achieve. Are there measurable gains that can be expected for the participants in your program (e.g., improvement in diet, economic or health status, knowledge, skills, attitudes, or behaviors)?
- Will the participants receive the level of service needed to show measurable gains?

Data Collection Challenges

- Will you be able to document the unduplicated number of individuals receiving education and/or training in the areas of health, nutrition, life skills to alleviate hunger, including those that may receive more than one type of service?
- If participants “drop-in” to your program for services, will you be able to document unduplicated number of individuals participating in your program?
- For those services where participants attend a specified number of sessions, such as nutrition classes, have you determined what counts as “completed service”? For example, what is the minimum number of classes or sessions a participant must attend to benefit from the service?
- After collecting output data (i.e., unduplicated number of participants), will you be able to collect outcome data to show measurable gains in these participants because of your service activities? For example, will you be able to contact participants after they have left the program, if necessary?
- After using the data collection instrument to document outputs, do you have a safe place to store these documents? These “raw data” will be the justification that you collected the data in a systematic manner and are the evidence/verification of the results reported.

Data Collection Strategies

- To avoid counting individuals more than once (unduplicated counts), list the individuals in your instrument in alphabetical order. If participants tend to have the same names, you may need to also use birth dates, zip codes, or other identifiers that will differentiate these individuals.

³ For more on alignment of performance measures, see the AmeriCorps Toolkit:

<http://nationalserviceresources.org/star/ac-program-toolkit>.

⁴ If your program provides primarily emergency food assistance, use the alternative national performance measure (O6).

- If your program services include classes or sessions where the same participants attend over a period of time, you will need to track attendance so you know whether these participants received the minimum amount of service to benefit.
- Consider developing your instrument in an Excel spreadsheet, or at least transferring your data to an Excel spreadsheet. This will allow you to add new participants and “sort” your list so that it remains in alphabetical order, and allows you to easily check if a participant has already been counted (listed in your spreadsheet). You can also easily add columns for participants who receive several types of services.
- Track the type of services participants receive, including the length of time participants are involved in your program (entry and exit dates). If appropriate, consider tracking the number of hours of services that each participant receives. These kinds of details show that you are providing a level of service that contributes to measureable outcomes.

Sample Instruments in this Packet

Participant Output Summary Log

This instrument can be used to track the number of individuals who receive long-term hunger alleviation services.

- This log collects output data on individuals receiving services by recording the participant name and level of food security at the start of the program; description of the service provided, beginning and end dates of service; and whether the participant completed service.
- Documenting the number of individuals who completed service responds to the output measure.
- Documenting the level of food security at the start of the program will demonstrate that the service is providing assistance to the people for whom it was intended.
- Documenting the type of service and duration of time with the program provides information on the level and scope of service that participants receive.

Session Attendance Form

This instrument can be used to track attendance at a multi-session training or educational course (e.g. nutrition classes).

- This log collects output data on participants who enroll in the training or course, their level of participation (attendance), and whether or not they completed the training or course. Tracking attendance documents whether participants receive a level of service that could result in expected outcomes.
- The instrument is similar to a class attendance sheet; use a new Session Attendance Form for each class offered.
- You are encouraged to develop an Excel spreadsheet with room to add more sessions if needed. A spreadsheet can also assist in documenting unduplicated participants.

Alleviation of Long-Term Hunger

Sample Instruments:

Participant Output Summary Log

Session Attendance Form

Participant Output Summary Log

Instructions

What is the purpose?	<p>To determine how many qualified individuals received long-term hunger alleviation services</p> <p>If your program provides primarily emergency food assistance, you should be tracking this information with the alternative national performance measure, O6, for emergency food assistance.</p>
Who should complete this instrument?	Trained staff or service providers can complete the instrument.
When should we complete this instrument?	As participants enroll in the program, begin to receive services, and as services are completed
What should we do to prepare?	<p>If participants typically receive more than one type of service, modify the “Participant Output Log” to add additional columns. Consider using an Excel spreadsheet.</p> <p>Determine the minimum amount of service a participant should receive to show benefits from the program (i.e. “completed service”). For example, “a participant completes service if he/she attends at least 8 of 10 nutrition classes”.</p> <p><u>You will need to track attendance</u> to determine whether a participant has met the minimum requirement. See the “Session Attendance Form” on the last page for an example.</p>
What should we do afterwards?	Keep all the logs together in a safe place; these are your data . You will aggregate these data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who receive hunger alleviation services. For example, you may want to develop a tracking database (e.g., Excel spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save this “raw” data as proof that a systematic process was used to document the outputs.

Participant Output Summary Log

(Alleviation of Long-Term Hunger) Program Name: _____

Person completing this Log: _____

Instructions: Enter the name of each individual who receives service in the first columns, and level of food security at the time he/she enters the program. Enter a service description or the code for the type of service(s) provided. Enter the date that the participant started receiving services at your program (“Entry date”) and the last date of service (“Exit date”). Enter a “1” in the last column if the participant completed service (i.e. attended the minimum number of hours required to benefit from the service).

PARTICIPANT			SERVICE			
Last Name	First Name	Food Security level (1)	Service Description (2)	Entry date	Exit date	Enter “1” if completed service (3)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Notes:

(1) Participant’s level of food security at start of program will be “low” or “very low” (see USDA <http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels>).

(2) Develop a list of typical services and code those for entry into this column. For example: 1=nutrition classes; 2=cooking/food safety classes; 3=food distribution; 4=kitchen gardening; 5=life skills classes; 6=family budgeting counseling, 7=referrals, etc.

(3) Participant completed service if he/she attended at least ___ hours/sessions. You will need to track attendance on another log to determine if participants completed service. See the Session Attendance Form for an example of how you might do this.

Output: Total number of unduplicated individuals that completed hunger alleviation services: _____.

Session Attendance Form

Instructions

What is the purpose?	To determine how many individuals completed a multi-session class or training
Who should complete this instrument?	The course/training facilitator or a trained assistant should complete the instrument.
When should we complete this instrument?	As participants attend sessions, and after course/training has finished.
What should we do to prepare?	<p>For services that require participants to attend more than one time, you must take attendance (or have access to attendance records) to determine whether they completed services after enrolling. The “Session Attendance Form” is intended to track attendance for one training or course. If you provide more than one type of training or course, use a new “Session Attendance Form.”</p> <p>Decide in advance how many sessions participants must attend to “complete” service (e.g. participants must attend at least 8 of 10, or 80% of sessions in Course X).</p> <p>Be sure that individuals who participate in more than one service (course, class, training) are only counted once during the program year.</p>
What should we do afterwards?	Keep a copy of all “Session Attendance Forms”, output logs, and any other attendance records in a safe place; these are your data . You will aggregate these data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who participate in your hunger alleviation services and complete the services. For example, you may want to develop an Excel spreadsheet to keep records of participants’ attendance in different courses, and use the “sort” function to check for duplication. However, whether your instrument is in paper format or electronic format, remember to save this “raw” data as proof that a systematic process was used to document the outputs.

Session Attendance Form

Hunger Alleviation Program Name: _____

Person completing this Log: _____

Hunger Alleviation Training/Course Name (1): _____

Instructions: Enter the names of the participants enrolled in this training/course in the first two columns. Enter the date of each scheduled session in the following columns. As the sessions are conducted, check off those participants that attended and stayed for the duration of the session. When the training/course is finished, indicate which participants met the program’s completion requirement by entering “1” in the last column.

PARTICIPANT		SERVICE (Trainings or Course)								
Last Name	First Name	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Enter “1” if completed (2)
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Notes:

(1) This document tracks attendance at this training/course only. Use a new Session Attendance Form for each new training/course.

(2) Participants completed the service if he/she attended at least ___ (# or %) of classes/trainings.

Output: Total number of unduplicated individuals that completed this course/training: _____.