

**AmeriCorps National Performance Measures
Pilot Year 2: 2011-2012
Output Instrument Packet
PARTICIPATION IN EARLY CHILDHOOD EDUCATION PROGRAM**

Education Focus Area

National Performance Measures: *If you select these national performance measures (you must measure both outputs ED20 and ED21), you must choose and measure at least one other early childhood education national performance measure: ED22, ED23, ED24 or ED25.*

Output: Number of children who start in an AmeriCorps early childhood education (ED20).

Output: Number of children who complete participation in an AmeriCorps early childhood education program (ED21).

Definition of Key Terms¹

- **Education program:** AmeriCorps members help pre-K students maintain enrollment in and succeed in early childhood education programs. The help that AmeriCorps members provide does not need to be in direct service to the students. However, the AmeriCorps members must provide direct support that makes the program possible.
- **Start in:** students enrolled in the early childhood education program at the beginning of the program year. Counts may be updated if the number of participants increases.
- **Complete participation:** At the outset of the activity, the program should indicate how many days or hours are required in order to complete the activity. Then they will only count the number of students who meet that threshold by the end of the year. This number will be used as the denominator for selected measures and therefore the amount of attendance should be enough to influence the results.

Considerations for this National Performance Measure²**Output**

- Will your program meet the definition of an education program for early childhood as stated in the Definition of Key Terms?
- Will you be able to document unduplicated number of students who begin participation in your early childhood education program and the number of students who complete your program?
- Do you have a definition stating how many days or hours students need to participate to be counted as having completed your early childhood education program (e.g., at least 35 hours of 40 possible)?

¹ 2011 National Performance Measures: Background Information References and Authorities, Definitions, Suggestions Regarding Data Collection, and Additional Notes, CNCS

http://www.americorps.gov/pdf/11_1018_ameri_corps_nofa_background_document.pdf

² For more on alignment of performance measures, see the AmeriCorps Toolkit,

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

Other Output and Outcomes

- You will be required to choose and measure at least one other early childhood education national measure, an output measure (ED22) or one of three outcome measures (ED23-ED25), listed in the 2011 National Performance Measures: Background Information. Does your early childhood education program address at least one of these national measures, program quality or the change that you expect participants to achieve?
- Is the quality of your program or the developmental level (age) of the students participating in your early childhood education program in line with the other national output or outcome measure you chose? **If one of the other national performance measures, output (ED22) or outcome (ED23, ED24, ED25), does not fit your service activity, you cannot opt-in to measure the national output performance measures ED20 and ED21.**

Data Collection Challenges

- If students “drop-in” to your early childhood education program for services, will you be able to document unduplicated number of students participating in your program?
- Will you be able to determine how many of the students who begin your early childhood education program, complete your early childhood education program?
- Will the students receive the level of service needed so that measurable gains can be expected as stated in the national outcome performance measure that you chose?
- Of those students who complete your early childhood education program, will you be able to collect outcome data to show measurable gains because of your program? Will you be able to measure the change?
- After using data collection instruments to document students, do you have a safe place to store these documents? These “raw data” will be the evidence that you collected the outputs in a systematic manner and will verify the results reported.

Data Collection Strategies

- To avoid counting students more than once, list the individuals in your instrument in alphabetical order. If your students tend to have the same or similar names, you may need to also use birth dates, zip codes, or other identifiers that will differentiate these students. Consider developing your instrument in an Excel Spreadsheet or other electronic database. This will allow you to add new students and then sort your list so that it remains in alphabetical order. The sorting function will provide a check to ensure that no student is counted more than once (as listed in your spreadsheet).
- If your program offers early childhood education services in a structured format with a finite number of units (e.g. 12 sessions for a summer program), and students do not repeat the service, you can collect your output data in groups. You just need to make sure you do not double count students within the group.
- In addition to counting unduplicated students, you will need to collect outcome data on those students who complete the early childhood education program. The type of data collected will depend on the national outcome performance measure you choose. Therefore, be sure you can track the progress of these students and/or know who to contact to collect these data.

Sample Instruments in this Packet***Early Childhood Education Program: Student Monthly Contact Log***

This instrument can be used to track regular contact between a student and an AmeriCorps member or other adult volunteer. The logs can be tallied to determine how many times the student met with the AmeriCorps member or other volunteer and how many hours were spent with the student. The log also asks the member to describe the activity and provides room for “comments”. These notes might be helpful to members and other volunteers who are serving more than one student and need to keep track of the individual needs. Comments would also be helpful to members and other volunteers who begin working with a student previously served by another member/volunteer.

Early Childhood Education Program: Education Service Output Summary

This instrument can be used to track the number of students who participate in a series of educational activities. This log collects output data on the amount or “dosage” of service students received, or level of participation of the students. This log also documents those students who complete the early childhood education program.

Student Participation in Early Childhood Education Program

Sample Instrument Packets

**Early Childhood Education Program:
Student Monthly Contact Log**

**Early Childhood Education Program:
Education Service Output Summary**

Early Childhood Education Program: Student Monthly Contact Log

Instructions

What is the purpose?	To determine the number of hours and number of contacts per month between the student and an AmeriCorps member or other volunteer. The instrument also documents the type of activity, when, how long, and where the contact was made.
Who should complete this instrument?	The AmeriCorps member or volunteer should be responsible for documenting the contacts made with each student.
When should we complete this instrument?	Each time the AmeriCorps member or volunteer meets with the student
What should we do to prepare?	<p>Modify the “Early Childhood Education Program Student Monthly Contact Log” to fit the needs of your early childhood education program. Develop a log for each student receiving services. A new log should be developed each month for each student working with an AmeriCorps member.</p> <p>The log has rows for eight contacts; if the AmeriCorps member or volunteer has more contacts with the student each month, use additional logs or add more rows to the document.</p>
What should we do afterwards?	<p>AmeriCorps members and other volunteers should submit the “Early Childhood Education Program Student Monthly Contact Log” to the AmeriCorps project director each month. If requested by the AmeriCorps project director, the member/volunteer may want to make a copy of the logs before submitting them to ensure against lost data.</p> <p>The person responsible for the data – member and/or AmeriCorps project director—should keep all the contact logs together in a safe place; these are your data.</p>
Can I use an alternative instrument?	Different forms can be developed or used to document contacts with students who participate in your early childhood education program. For example, you may want to develop an electronic monthly contact system (e.g., Excel Spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save these “raw” data as proof that a systematic process was used to document these outputs.

Organization Name
AmeriCorps Early Childhood Education Program Name

Early Childhood Education Program: Student Monthly Contact Log

Student Name: _____ Age: _____

Program Name: _____

Pre-school: _____

AmeriCorps member providing service: _____ Month of service: _____

Educational goal: _____

(e.g., pre-literacy skills, social skills, etc.)

Instructions: The AmeriCorps member or other volunteer enters information in this log each time he or she meets with a student (one log per student per month). Completed logs are to be turned into a supervisor at the end of each month. If the AmeriCorps member or volunteer meets with more than one student at the same time, she or he needs to document the contact on each of the student's logs and note when more than one student participated in the activity session in the "Comments" column.

	Activity session description	Date	Amount of Time*	Location	Comments
EX	Led student in literacy readiness activities.	4/16/10	30 minutes	Play Center	Look for new games to help with letters.
1					
2					
3					
4					
5					
6					
7					
8	<i>add rows as needed</i>				

Total hours:

Total sessions:

* Suggest you track hours in whole and decimal number for easy addition (e.g. .5 hour or .75 hour)
Reminder: At the end of each month, submit this log to your supervisor and develop a new log for the student.

Early Childhood Education Program: Education Service Output Summary

Instructions

What is the purpose?	To determine how many students started your early childhood education program (ED20) and how many completed your program as measured by those attending the minimum required hours or activity sessions (ED21).
Who should complete this instrument?	Designated persons (e.g., member, supervisor) should be responsible for documenting attendance at all sessions.
When should we complete this instrument?	At the beginning of your early childhood education service or at the beginning of each early childhood education program session. The “Early Childhood Education Program Student Monthly Contact Logs” can be collected, tallied and added to this summary as they are completed.
What should we do to prepare?	Enter the names of the students you expect to work with in alphabetical order. Developing this log in an Excel Spreadsheet will allow you to easily add more names and sort for duplications. Modify the “Early Childhood Education Program Service Output Summary” to fit your early childhood education program. For example, you will need to add rows as you enter more children.
What should we do afterwards?	Keep all the summaries together in a safe place; these are your data . You will aggregate this 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 early childhood education program’s service. It is suggested that you develop an electronic attendance summary system (e.g., Excel Spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save these “raw” data as proof that a systematic process was used to document these outputs.

Early Childhood Education Program: Service Output Summary

Early Childhood Education Program Name: _____

Person completing this form: _____ **Month/Year:** _____

Instructions: Enter the students' names in the first column followed by the start date. Take the information from the tallied "Early Childhood Education Program Monthly Student Contact Logs" and enter the total number of activity sessions and the number of hours for each student for the designated period of service. Students who have attended the required number of sessions or hours will have met the program's completion requirement (output).* Document those students who met output ED21 by placing a "1" in the column.

Student Name				Activity Sessions	Hours	ED21 Place a "1" if completed the education program (at least ____ hours/sessions).
Last	First	Start Date of Student	End Date of Student	Total # Sessions: _____	Total # of hours: _____	Met Output ED21
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10. <i>add rows</i>						

*To complete participation, students must participate in at least ____ sessions or receive ____ hours of service.

Total number of students that started the early childhood education program service: _____ (ED20)

Total number of students that completed the required number of hours/sessions: _____ (ED21).