

AmeriCorps National Performance Measures Pilot Year 2: 2011-2012 Output Instrument Packet

YOUTH PARTICIPATION IN MENTORING PROGRAM

Education Focus Area

National Performance Measures: *If you select this national performance measure, you must choose both outputs.*

Output: Number of unduplicated disadvantaged youth/mentor matches that are commenced by the AmeriCorps program (ED3A).

Output: Number of unduplicated disadvantaged youth/mentor matches that were sustained by the AmeriCorps program for at least the required time period (ED4A).

NOTE: If you opt-in to measuring this national performance measure, you must measure both outputs above. In addition, you must choose and measure at least one of eight national outcome measures (see the Education Outcome Packets).

Definition of Key Terms¹

Mentoring Program

- **Mentors** are adults who provide support to children or youth through either community based programs or school based programs:
- **School-based:** A continuous match, with the same mentor for one hour per week (or as age-appropriate for older mentees), for at least 6 months of one school year.
- **Community-based:** A continuous match, with the same mentor for 2-3 hours per week, for at least 12 months and up to 24 months.
- **Mentoring relationships** are ideally one mentor per child, but could be small group with a ratio of no more than 1:3.
- **Disadvantaged youth:** “includes those youth who are economically disadvantaged and 1 or more of the following: (A) Who are out-of-school youth, including out-of-school youth who are unemployed. (B) Who are in or aging out of foster care. (C) Who have limited English proficiency. (D) Who are homeless or who have run away from home. (E) Who are at-risk to leave secondary school without a diploma. (F) Who are former juvenile offenders or at risk of delinquency. (G) Who are individuals with disabilities.” (From Serve America Act)
- **Economic Disadvantage:** eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch; may or may not actually be accessing free/reduced lunch. See: <http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm>.

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_ameriCorps_nofa_background_document.pdf

Considerations for this National Performance Measure²

Output

- Will your youth/mentor program provide sufficient months of service and number of youth/mentor contacts and hours as defined in the Definition of Key Terms?
- Will the youth who participate in the youth/mentor program meet the definitions of “disadvantaged youth” and “economic disadvantage”?
- Will you be able to document unduplicated number of youth who begin participation in your youth/mentor program and the number of these youth who complete your program?
- Will youth have the opportunity to meet the minimum requirements of youth/mentor contacts and the minimum number of months of participation in the program as defined in the Definition of Key Terms (e.g., one-hour weekly meetings for at least 6 months)?

Outcome

- You will be required to choose one of eight national outcome measures listed in the 2011 National Performance Measures: Background Information. Does one of these national outcome measures represent the change that you expect youth in your youth/mentor program to achieve? Will you be able to measure this change?
- Is the developmental phase (age) of the youth participating in your youth/mentor program in line with the national outcome measure you choose? **If no national outcome performance measure fits your service activity, you cannot opt-in to measure these national output performance measures.**

Data Collection Challenges

- Will you be able to determine how many of the youth begin your youth/mentoring program, and how many of these youth complete your youth/mentoring program?
- Will you be able to document the contacts mentors make with youth and the number of hours mentors meet with youth over a period of time?
- Will youth receive the level of service needed so that measurable gains can be expected as stated in your intermediate outcome?
- After collecting output data (i.e., unduplicated number of youth), will you be able to collect data to show measurable gains in these youth (outcomes) because of your youth/mentoring program?
- After using data collection instruments to document youth, do you have a safe place to store these documents? This “raw data” will serve as evidence that you collected the outputs in a systematic manner and will verify the results reported.

² For more on alignment of performance measures, see the AmeriCorps Toolkit:
<http://nationalserviceresources.org/star/ac-program-toolkit>.

Data Collection Strategies

- To avoid counting youth more than once, list the youth in your instrument in alphabetical order. If the youth tend to have the same names, you may need to also use birth dates, zip codes, or other identifiers that will differentiate these youth. Consider developing your instrument in an Excel Spreadsheet. This will allow you to add new youth and sort your list to keep the names in alphabetical order, and easily check if a youth is already counted (listed in your spreadsheet).
- Most likely the mentors will need to document the dates and amount of time they meet with the youth. Provide training to the mentors on how to correctly complete the contact documentation form (“Youth/Mentor Monthly Contact Log”) and when and where to submit the forms.
- It is recommended that you collect the contact documentation forms at least monthly. Regular collection of these forms will allow you to monitor the ongoing youth/mentor contacts. It will also minimize the opportunity for mentors to misplace the forms and keep you from losing data.
- In addition to counting unduplicated youth, you will also need to collect outcome data on these youth to determine the benefits youth gain by participating in your youth/mentoring program. Therefore, be sure you can track the progress of these youth and/or know how to contact them again to collect this data. The type of data to collect will depend on the intermediate outcome you identify.

Sample Instruments in this Packet

Youth/Mentor Monthly Contact Log

This log collects output data on the number of contacts the mentor has with the youth, type of activity during the meeting, the amount of time spent with the youth, and location where the contact was made. Mentors should keep a monthly contact log for each youth being mentored. These logs should be submitted to their supervisor each month.

Youth/Mentor Participation Summary Output Log

This instrument can be used by the AmeriCorps Project Director supervising the mentors. When mentors submit their “Youth/Mentor Monthly Contact Logs”, the director can aggregate the data from each log and transfer this data to the “Youth/Mentor Participation Summary Output Log”. At the end of the program year, the AmeriCorps Project Director can easily analyze the data to determine how many of the youth completed the program and can be counted toward the output target.

Youth Participation in Mentoring Program

Sample Instruments:

Youth/Mentor Monthly Contact Log

Youth/Mentor Participation Summary Output Log

Youth/Mentor Monthly Contact Log

Instructions

What is the purpose?	To determine the number of hours per week that youth and mentor meet. To document the type of activity, when, how long, and where the contact was made.
Who should complete this instrument?	A mentor should be responsible for documenting the contacts made for each youth matched.
When should we complete this instrument?	Each time the mentor meets with the matched youth.
What should we do to prepare?	<p>Modify the “Youth/Mentor Monthly Contact Log” to fit your youth/mentor program needs. Develop a log for each youth receiving mentor services. A new log should be used each month for each matched youth.</p> <p>The Log has rows for eight contacts; if the mentor has more than eight youth/mentor contacts each month, use additional logs or modify the document.</p>
What should we do afterwards?	<p>Ask the mentor to submit the “Youth/Mentor Monthly Contact Log” to the AmeriCorps project director each month. If requested by the AmeriCorps project director, the mentor may want to make a copy of the logs before submitting them.</p> <p>The person responsible for the data – mentor 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 youth/mentor contacts of youth who participate in your youth/mentor program. For example, you may want to develop an electronic youth/mentor monthly contact system (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 these outputs.

Organization Name
AmeriCorps Youth/Mentor Program Name
Youth/Mentor Monthly Contact Log

Mentor Name: _____ **Month of Service:** _____

Youth Name(s): _____ **School:** _____

Instructions: This log is to be completed monthly for each youth matched with a mentor. The mentor completes one “Youth/Mentor Monthly Contact Log” for each of his/her youth matches. After each month of service, the Mentor totals weekly contact hours and submits the log to his/her supervisor. A new monthly log should be developed for the following month. If the Mentor meets with more than one youth (up to three youth) at the same time, the Mentor needs to document the contact on each of the youth’s logs and note when more than one youth participated in the contact/activity in the “Comments” column.

Week #	Week of	Date	Amount of Time	Location	Type of Contact/Activity	Additional Comments
1	<i>Example: 1/2/2011 – 1/8/2011</i>	<i>Jan. 3</i>	<i>1 hour</i>	<i>Smith Elementary</i>	<i>Discussed conflict resolution skills</i>	<i>We plan to meet again on Wed.</i>
	<i>add rows as needed</i>					

* Suggest you track hours in whole and decimal number for easy addition (e.g. .5 hour or .75 hour)

Total # meeting hours per week: Week 1 ____ **Week 2** ____ **Week 3** ____ **Week 4** ____

Total # meeting hours for this month: ____

Reminder: At the end of each month, total your meeting hours and submit this log to your supervisor. Use a new log for next month.

Youth/Mentor Participation Summary Output Log

Instructions

What is the purpose?	To determine how many youth participated in the youth/mentor program. To determine how many youth completed the youth/mentor program as measured by total youth/mentor hours completed. For example, for a school-based program, the youth/mentor should meet one hour per week for six months; this totals to approximately 4 hours per month, or 24 hours for 6 months.
Who should complete this instrument?	AmeriCorps project director or designated person (e.g., supervisor) should be responsible for documenting the monthly youth/mentor contacts.
When should we complete this instrument?	At the end of each month of your youth/mentor program or when you request the mentors to submit their “Youth/Mentor Monthly Contact Logs”.
What should we do to prepare?	Modify the “Youth/Mentor Participation Summary Output Log” to fit your education program’s schedule. Enter the names of the expected students in alphabetical order. The log has columns for nine months; if your mentor program is more than nine months; modify this document to include additional months. Developing this log in an Excel Spreadsheet will give you the flexibility to easily add months.
What should we do afterwards?	Keep all the “Youth/Mentor Monthly Contact Logs” submitted by your mentors together in a safe place; these are your data . Also, keep your “Youth/Mentor Participation Summary Output Log” in a safe place for the same reason. 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 youths who participate in your youth/mentor program. For example, you may want to develop an electronic youth/mentor summary system (e.g., Excel Spreadsheet) to document contacts and hours. 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 these outputs.

Youth/Mentor Participation Summary Output Log

Mentoring Program Name: _____

Person completing this Log: _____ **Program Year:** _____

Instructions: For each youth mentored, enter their name and start date in the first columns under “Participant”. Enter the months of the youth/mentor program in columns under “Service”. For each month, document the number of contact hours spent with each youth (transfer data from the “Youth/Mentor Monthly Contact Log”). When the youth/mentor program is completed, count the number of contact hours for each participant. For youth who participated in at least [enter your minimum number*] hours, indicate that they met the program’s completion requirement (output) by placing a numerical “1” in the last column.

PARTICIPANT			SERVICE (for each participant, enter total youth/mentor contact hours per month)										OUTPUT	
Last Name	First Name	Youth/Mentor Start Date	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	Total # contact hours	*Place a “1” if youth received at least _____ # contact hours
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														

*To complete participation in the program, the youth must participate in at least _____ # youth/mentor contact hours.

Total number of youth that completed the required number of youth/mentor contact hours: _____ participants.