

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

Opportunity Focus Area

National Performance Measure
Output: Number of unduplicated economically disadvantaged individuals receiving job training and other skill development services (O2).

Definition of Key Terms¹

- **Economically disadvantaged:** Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.
- **Job Training:** Occupational skill training delivered in an institutional or classroom setting or skill training provided in an experiential workplace setting (may be called on-the-job training or work experience).²
- **Other Skill Development Services include:** (1) Remedial Education such as Adult Basic Education, GED Education, Adult ESL Education; and (2) classroom soft skills training that provides information about appropriate workplace behavior or job search skills.³

Considerations for this Performance Measure⁴

Output

- Will the individuals participating in the job training services meet the definition of “economically disadvantaged”?
- Is your program providing job training or other skill development services as described above?
- Is the amount and type of service you provide likely to result in measurable gains?

Outcome

- You will be required to identify and measure an intermediate outcome, a change that you expect participants in your job training/skill development program to achieve. What measurable gain can be expected of the individuals participating in your program (e.g., improvement in knowledge, skills, attitudes, behaviors, or employment status)?

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

² P. 3, Job Training Policy in the United States, The Upjohn Institute, 2004.

³ P. 3, Job Training Policy in the United States, The Upjohn Institute, 2004.

⁴ For more on alignment of performance measures, see the AmeriCorps Toolkit:

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

Data Collection Challenges

- Will you be able to document unduplicated number of individuals participating in your job training/skill development services, especially if they participate in more than one service?
- Will you be able to track attendance, or access complete attendance records, of all individual participants?
- Have you determined what counts as “completed service”? For example, what is the minimum number of classes, sessions, or hours a participant must attend to benefit from the service?
- After collecting output data (i.e., unduplicated number of participants that complete service), will you be able to collect data to show measurable gains (i.e., outcomes) in these participants because of your service activities?
- After using the data collection instruments to document outputs, do you have a safe place to store these documents? This “raw data” will be the justification that you collected the data in a systematic manner and provide the evidence/verification of the results reported.

Data Collection Strategies

- To avoid counting individuals more than once, list the individuals in your instrument in alphabetical order. If your clients tend to have the same names, you may need to also use birth dates, zip codes, or other identifiers that will differentiate these clients.
- 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 clients and “sort” your list so that it remains in alphabetical order, and allows you to have the ability to easily check to see if a client has already been counted (listed in your spreadsheet). You can also easily add columns for additional types of services or courses provided to clients.
- Ensure in advance that you will have access to attendance records for all services where clients must attend more than one session.

Sample Instrument in this Packet***Client Attendance and Output Log***

This instrument can be used to track the number of individuals who receive and complete job training services.

- This instrument can be used to track the number of individuals who participate in a job training component or course with multiple sessions (e.g., GED courses or skill training in a particular area). This log collects output data on clients who enroll in the training or course, their level of participation (attendance), and whether or not they completed the training or course. The instrument is similar to a class attendance sheet; if more than one class is offered, more than one attendance sheet should be used.
You are encouraged to develop an Excel spreadsheet with room to add more sessions and services, and use the spreadsheet to document unduplicated participants.

Job Training/Skill Development Services

Sample Instrument:

Client Attendance and Output Log

Client Attendance and Output Log

Instructions

What is the purpose?	To determine how many individuals completed the job training services for which they signed up.
Who should complete this instrument?	Training or class instructors can complete the instrument.
When should we complete this instrument?	As clients enroll in job training services, attend sessions, and after course/training has finished
What should we do to prepare?	You must take attendance or have access to attendance records to determine whether clients completed services after enrolling. The “Client Attendance and Output Log” is intended to track attendance for one training series or course. If you provide more than one type of training or course, use more than one log. Decide in advance how many classes/trainings clients must attend to “complete” service (e.g. client must attend at least 8 or 10, or 80% of classes in Course X). Be sure that individuals who participate in more than one service (course, class, training) are only counted once during the program year.
What should we do afterwards?	Keep a copy of all “Client Attendance and Output Logs” and any other attendance records in a safe place; this is your data . You will aggregate this data later to determine if you met your output targets.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who participate in your job training services and complete the services. For example, you may want to develop an Excel spreadsheet to keep records of clients’ attendance in different courses, and use the “sort” function to check for client 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.

Client Attendance and Output Log

Job Training/Skill Development Program Name: _____

Person completing this Log: _____

Job Training/Skill Development Course Name (1): _____

Instructions: Enter the names of the clients 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 clients’ names that attended and stayed for the duration of the session. When the training/course is finished, indicate which clients met the program’s completion requirement by entering “1” in the last column.

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

(1) See definitions of job training and other skill development services on p. 1, *Definition of Key Terms*. Note this document tracks attendance for this training/course only. Use another log to track participation in other training/courses.

(2) Client completed the service if he/she attended at least ___ (# or %) of classes/trainings, based on attendance records.

Output Total: Number of unduplicated individuals that completed this job training/skill development service: _____.