

## Performance Measures Review Activity - Economic Opportunity Answer Key

### 1. Read example.

### 2. Discuss: What CNCS resources and tools could you use to evaluate these performance measures?

- Performance Measure Template – *are all of the components present and in the correct place?*
- 2017 National Performance Measure Instructions (includes Performance Measure Example, Review Notes, FAQs, Checklist in Appendix B) – *is everything included? Does the measure meet all requirements?*
- Sample clarification items based on the Checklist – *How can I describe what needs to be improved by the applicant?*

### 3. Discuss: How would you approach working with this applicant on their performance measures?

- The performance measures are on the right track, so the applicant does not need to start from scratch. Still, the performance measures need to be improved in order to meet requirements. I could:
  - Use standard clarification item document as a starting point for drafting clarification items. This may require more than one round of clarification to get it right.
  - If necessary, complete pre-award revisions or add a special condition to fix performance measures, likely prior to member enrollment

### 4. Practice: Use the CNCS resources and tools you have selected to review the performance measure and determine what needs to be improved.

What aspect(s) of this performance measure need improvement? Why?

After completing the Performance Measure instruction Checklist (Appendix B), I know:

- The applicant does not provide an explanation of the program participants meet the definition of economically disadvantaged as required in the NPM instructions. This should be provided in the Problem Statement.
- The instrument in O1 does not detail how the program will ensure that individuals are not double counted (this includes ensure the program doesn't count multiple individuals within the same family.)
- O9 does not detail how many sessions an individual will need to complete to be counted in this measure. Does a participant need to attend one or multiple sessions?
- O9 does not provide a definition of financial knowledge.
- O9 does not clearly describe the level of increase/improvement in knowledge needed to be counted in this measure.
- O9 is missing a description of the learning objectives and how the instrument will measure in increase in knowledge within the learning objectives.
- O9 does not detail how the applicant will match pre and post-tests.

What would you clarify or fix pre-award? If time allows, draft your clarification items.

Using the sample clarification items based on the Checklist, I write:

- In the Described Instrument section of the measure of Output O1, please describe how the individuals counted under this measure meet the definition of "economically disadvantaged" as specified in the National Performance Measure Instructions for this particular measure.
- The instrument used to measure Output O1 does not include a mechanism to ensure non-duplication of participants. In the Described Instruments section of the measure, please describe how the program will ensure that individuals are not double-counted under this measure.
- In Outcome O9, the applicant does not specify the level of program completion required of a participant to be counted under this measure. Please provide the required participant completion dosage in order to be counted under this measure.
- In Outcome O9, the applicant does not state the amount of increase / improvement needed in knowledge attainment to be count under this measure. Please clearly describe the amount of increase needed to be counted under this measure.
- For Outcome O9, please describe how the applicant will match pre and post surveys.
- Potential area for clarification: Since the applicant does not provide the name of the survey they are using this may indicate this is an applicant design survey. It is highly recommended that reviewers seek clarification regarding the validity and reliability of the survey. In situations where an applicant has designed their own survey, you would want to see in their response that the applicant has pilot tested the survey, or intends to, before implementation.

As a result of the clarification, see changes made to the performance measure in [track-changes](#) mode below.

**5. Discuss: If this application is awarded, what Training and Technical Assistance strategies could you use to help the grantee strengthen or use their performance measures?**

- If this is a new grantee, I will require that they complete the Knowledge Network courses on Performance Measurement and High Quality Data. We can discuss these courses and any grantee questions during check-in calls.
- I will request to review the pre- post-survey to ensure it is a true pre-post and measures a change in knowledge (not attitude, behavior, or condition)
- I will request to see screenshots or examples of the program's weekly report forms to see if they capture the correct information to track participation and completion.
- When the program enrolls members / at the beginning of the program year, I will ask for updates on the pre-test during a check-in call.
- When I conduct a site visit with this grantee, we will do a data quality test of their reported performance measures to ensure program documentation can back up the numbers they report

## Performance Measure Review Activity – Economic Opportunity

### Background Information about Program:

*The Reduce Poverty Through Education Initiative AmeriCorps Program engages 40 AmeriCorps members in anti-poverty programming, including dedicating 8 members to Financial Literacy workshops. The goal of the program is to help low-income residents and families of Springfield improve their financial situation by providing financial education workshops, which will provide them with the resourced and knowledge to make informed financial decisions.*

Performance Measure Title: Economic Opportunity

<b>Focus Area:</b> Economic Opportunity	<b>Objective:</b> Financial Literacy	<b>No. of MSY's:</b> 4.0	<b>No. of Members:</b> 8
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### Problem Statement:

Poverty continues to plague many Springfield neighborhoods and families. A majority of economically disadvantaged individuals do not know about resources available to them, such as financial education and asset building seminars as well as free tax preparation.

### Selected Interventions:

Trainings

### Describe Interventions:

IRS certified, AmeriCorps members will be placed at four community sites throughout Springfield. Members will present six, four hour financial education and asset building seminars. Each seminar will include information on the following: Managing Credit, Understanding Roles Financial Institutions, How to Create a Realistic Savings Plan, Exploring Tax Credits and Associated Eligibility.

### Output:

O1: Number of economically disadvantaged individuals receiving financial literacy services.

**Target:** 800 Economically Disadvantaged Individuals

**Measured By:** Attendance Log

**Described Instrument:** A sign in sheet will be created for participants to print their contact information: name, home address, and phone number. Per county level data, 80% percent of Springfield residents are currently receiving TANF and SNAP and/or living in Section 8 housing. When participants enroll in the financial literacy workshops they will be required to provide documentation showing their receipt of or eligibility to receive TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance. This will be recorded and kept confidential. At this time each participant will receive a unique identified code to use on their pre-post tests. Sign in sheet data will reviewed to ensure individuals are only counted once and to ensure only one individual per household is counted.

**Outcome:**

O9: Number of economically disadvantaged individuals with improved financial knowledge.

**Target:** 690 Economically Disadvantaged Individuals

**Measured By:** Pre-Post Test

**Described Instrument:** There will be a pre and post test to determine increased financial knowledge. Only those individuals who attend at least one financial literacy workshop and complete both the pre and post-test will be counted under this measure. For those who attend the workshops more than once, they will be counted only once and their test scores from the first workshop attended will be counted. The financial literacy survey will consist of 20 questions which cover each of the topics presented in the workshop. Participants must answer 4 additional questions correctly to be counted as having improved financial knowledge. Participants will use their unique participant ID on the pre and post-tests as a means to ensuring matching of the tests.