

AmeriCorps National Performance Measures Program Year 1: 2010-2011 Output Instrument Packet

VETERANS ENGAGED IN MENTORING RELATIONSHIPS

*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.*

Veterans and Military Families Focus Area

National Performance Measure

Output: Number of unduplicated veterans engaged in mentoring relationships with economically disadvantaged students (V5).

Definition of Key Terms¹

- **Veteran:** “a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.”²
- **Mentors:** adults who provide support to children or youth through either community based programs or school based programs.
 - In school based programs, mentors provide support to children for at least one hour/once a week over nine months.
 - In community based programs, mentors provide support to children for an average of four hours a month over a twelve month period.
- **Mentoring relationships:** ideally one mentor per child, but could be small group with a ratio of no more than 1:3.
- **Economically disadvantaged students:** 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.³

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 Section 101 of Title 38,23 United States Code: <http://veterans.house.gov/documents/title38.pdf/>

³ See: <http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm>

Considerations for this National Performance Measure⁴***Output***

- Will the mentoring program be a school-based program (provide services for nine months) or a community-based program (provide services for twelve months)?
- Will the veterans provide support to students an average of one hour per week for school-based programs or four hours per month for community-based programs?
- Will you be able to verify that the veterans enlisted to engage in mentoring relationships meet the Definition of Key Terms?
- Will the students who participate in the mentor program meet the definition of “economically disadvantaged students”?
- Will your AmeriCorps program sponsor a mentoring program for which veterans are placed, or will your AmeriCorps program place veterans as mentors in other youth mentor organizations?

Outcome

- You will be required to identify and measure an intermediate outcome, a change that will occur because of the person’s participation in the mentoring program. You can choose to measure, 1) the change that you anticipate veterans will achieve by serving as mentors, or 2) the change that you anticipate the economically disadvantaged students will achieve because of their participation in the mentoring program. Whether you choose an outcome that measures change of veterans or of economically disadvantaged students, what measurable gain can be expected due to their engagement in the mentoring program?

Data Collection Challenges

- Will you be able to document the number of unduplicated veterans and students that begin mentoring relationships, and document how many of these veterans and students complete the mentoring program?
- Will you be able to document the number of hours mentors spend with the students over the required time period (at least one hour per week over nine consecutive months for school-based programs, or an average of four hours per month over twelve consecutive months for community-based programs)?
- After collecting output data (i.e., unduplicated number of veterans mentoring students), will you be able to collect data to show measurable gains in these veterans or in the students (outcomes) because of their participation in the mentoring program?
- After using data collection instruments to document the veterans engaging in mentoring activities with students, do you have a safe place to store these documents? This “raw data” will be the justification that you collected the outputs in a systematic manner and will provide evidence/verification of the results reported.

⁴ For more on alignment of performance measures, see the AmeriCorps Toolkit:
<http://nationalserviceresources.org/star/ac-program-toolkit>.

Data Collection Strategies

Output

- If veterans are placed in other organizations that sponsor mentor programs, you may want to enter into a Memorandum of Understanding (MOU) with the organizations requesting that they collect output data (e.g., hours served) and outcome data needed for your performance measures.
- Veterans who mentor more than one student one-on-one, or conduct group mentoring (i.e., not more than three students per group), are encouraged to use one Youth/Mentor Monthly Contact Log per student.
- In addition to the Youth/Mentor Monthly Contact Log, there are two “output logs” provided. You may want to develop your output logs in an Excel spreadsheet. This will allow you to add new youth or veterans and refresh your list so that the names remain in alphabetical order. You will then be able to easily check if a youth or veteran is already counted (listed in your spreadsheet more than once).

Outcome

- In addition to counting unduplicated number of veterans matched with students, you will need to collect additional data to measure outcomes. What benefits will the veterans gain from being a mentor, or what benefits will the economically disadvantaged youth gain from participating in the mentoring program? Be sure you can track the progress of these beneficiaries and/or know how to contact them to collect this data.

Sample Instruments in this Packet

Youth/Mentor Monthly Contact Log

The Youth/Mentor Monthly Contact Log is to be used by the mentor to document the type of activity with the student, date of contact, where the contact was made, the hours of the activity, and any comments about the meeting that the mentor would like to make. The mentor should complete and submit the log to an identified AmeriCorps staff person monthly. Veterans should complete one Youth/Mentor Monthly Contact Log for each student mentored.

Youth/Mentor Participation Summary Output Log

This instrument tracks the number of students participating in the mentoring program, the time spent (hours of contact) with the mentor each month, and the total hours of contact for a nine-month program year. After collecting the Youth/Mentor Monthly Contact Logs from the mentors each month, transfer the data to this Summary Output Log. This instrument includes columns for nine months, the length of a school-based mentoring program. If you plan to implement a community-based mentoring program, add three columns to this instrument under the service category for a total of 12 months (the Definition of Key Terms states that a community-based program will be a twelve month period).

Veterans Engaged in Mentoring Program – Output Log

This instrument will track the number of veterans who mentor students, the total number of students mentored, and the type of mentoring conducted (i.e., one-on-one, group) during a program year. Students should be counted only one time. For example if a student participates in one-on-one mentoring and in group mentoring, the student can be counted in only one of these types of mentoring. Identify the minimum number of hours the veteran and student need to meet over the required time period for the student to be counted as having “completed the program.” The veterans should be counted only one time, regardless of the number of students they mentor. Developing the log in an Excel spreadsheet will allow you to sort the output data and easily identify if veterans have been listed in this log more than one time.

Veterans Engaged in Mentoring

Sample Instruments:

Youth/Mentor Monthly Contact Log

Youth/Mentor Participation Summary Output Log

Veterans Engaged in Mentoring Program –Output Log

Youth/Mentor Monthly Contact Log

Instructions

| | |
|--|--|
| What is the purpose? | To determine the number of contacts and hours veterans spend with the mentee in mentoring activities during the program year. |
| Who should complete this instrument? | Veterans serving as mentors who have been trained how to fill out the instrument will complete it. |
| When should we complete this instrument? | As veterans schedule activities and meet with matched students to participate in mentoring until mentoring is complete. |
| What should we do to prepare? | Identify students that will be matched with veterans who will serve as mentors; complete a "Youth/Mentor Monthly Contact Log" for each student. |
| What should we do afterwards? | <p>Logs should be submitted to the identified AmeriCorps staff person on a monthly basis.</p> <p>Keep all the logs together in a safe place; this is your data. You will aggregate this data later to determine if you met your output target.</p> <p>This data should be transferred on to "Youth/Mentor Participation Summary Output Log".</p> |
| Can I use an alternative instrument? | Different forms can be developed/used to document number of contact hours veterans spend with students when engaging in mentoring. For example, you may want to develop a database using an 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. |

Organization Name
AmeriCorps Veterans Engaged in Mentoring Program Name

Youth/Mentor Monthly Contact Log

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

Youth Name: _____ **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 submits the log to an identified AmeriCorps staff person and a new monthly log is developed for the youth. If the mentor provides group mentoring (up to three youth at the same time), the mentor needs to document the contact of each youth on each of the youth’s logs and note the number of youth who participated in the contact/activity in the “Comments” column.

| | Type of Contact/Activity | Date | Amount of Time | Location | Comments |
|----|--|----------------|----------------|-------------------------|----------------------------|
| | <i>Example: Discussed conflict resolution skills</i> | <i>Feb. 26</i> | <i>1 hour</i> | <i>Smith Elementary</i> | <i>Positive discussion</i> |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

Total number of hours in activities with the mentee

Reminder: At the end of each month, submit this log to your supervisor and develop a new log for this youth.

Youth/Mentor Participation Summary Output Log

Instructions

| | |
|--|---|
| What is the purpose? | To determine how many students engaged in mentoring during the program year |
| Who should complete this instrument? | Project director or designee can complete the instrument. |
| When should we complete this instrument? | As students are matched with veterans to participate in mentoring, and each month until mentoring is complete. |
| What should we do to prepare? | <p>Identify students who will participate in the mentoring program and enter their names in the log.</p> <p>Develop a system to receive the Youth/Mentor Monthly Contact Logs monthly from the veteran mentors and enter this data into the Youth/Mentor Participation Summary Output Log.</p> <p>The log has columns for nine months. Note that if you are a community-based mentoring program, you will need to add three extra months to this log.</p> |
| What should we do afterwards? | Keep all the logs together in a safe place; this is 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 students engaged in mentoring. For example, you may want to develop a database using an 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. |

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 “Youth 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 over the required time period, indicate that they met the program’s completion requirement (output) by placing a numerical “1” in the last column.

| YOUTH 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 for this youth | *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 for ____ (nine/twelve) months.

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

Veterans Engaged in Mentoring Program – Output Log

Instructions

| | |
|--|--|
| What is the purpose? | To determine how many veterans engaged in mentoring during the program year and the total number of students mentored. |
| Who should complete this instrument? | Project director or designee can complete the instrument. |
| When should we complete this instrument? | As veterans are matched with students to participate in mentoring, and as students finish the program. |
| What should we do to prepare? | Identify veterans who will serve as mentors and enter their names in the log. Identify the minimum number of hours over the required time period that the student needs to meet with the veteran to be counted as “completed the program.” |
| What should we do afterwards? | Keep all the logs together in a safe place; this is 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 veterans engaged in mentoring. For example, you may want to develop a database using an 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. |

Veterans Engaged in Mentoring Program – Output Log

Program Name: _____

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

Instructions: Enter the veteran’s name in the first two columns followed by the date the veteran started to mentor students. Document the total number of students the veteran mentored one-on-one, total number of students mentored in groups, and total number of students mentored. Document the total number of students who met with his/her mentor for at least _____ hours over the required time period, defined as completed the program for program year.

| VETERAN | | Start Date | # OF STUDENTS MENTORED | | Total | # OF STUDENTS COMPLETED* | | TOTAL COMPLETED |
|---------|-------|------------|------------------------|-------|-------|--------------------------|-------|-----------------|
| Last | First | | One-on-One | Group | | One-on-One | Group | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |

*Students who meet with their mentor at least _____ hours over the required time period will have completed the mentoring program.

Total number of veterans serving as mentors: _____

Total number of students that completed mentoring: _____