Sample Instrument

MEMBER GED/ DIPLOMA ATTAINMENT

Economic Opportunity Focus Area: AmeriCorps Members

*Outcome***:** Number of unduplicated [economically disadvantaged] members that obtain a GED/diploma while serving in AmeriCorps or within one year after finishing AmeriCorps term of service (O16).

Sample Instruments

Note: The Corporation is exploring the capability of *My AmeriCorps* to handle the collection of exit and follow-up data for those national performance measures pertinent to AmeriCorps members. However, at this time, each program will need to collect and report their own data.

Member GED/Diploma Questions

On the following pages, you will find specific questions which allow you to ascertain the educational status of members, as required of this performance measure. No doubt, your program has intake and exit instruments and possibly a follow-up or Alumni instrument (surveys, interviews). Follow-up or Alumni instruments are routinely administered by programs and in addition to assessing skills, satisfaction with assignment, and civic engagement in the community, they inquire about career or educational activities and aspirations of the members. Consider adding those questions to your current instruments.

Member GED/Diploma Summary Log

This summary log can be used to document members who fit the eligibility criteria (enter service without a GED/diploma and complete their service or leave due to compelling circumstances) and obtain a GED/diploma. You are encouraged to develop an Excel spreadsheet with this information and use the spreadsheet to document unduplicated members.

Member GED/Diploma Questions

Instructions

What is the purpose?	To determine how many members obtain a GED/diploma (in-service or post-service)
Who should complete this instrument?	AmeriCorps members should be responsible for reporting whether they obtained a GED/diploma.
When should we complete this instrument?	At the end of the service year and/or 6 and 12 months after service ends.
What should we do to prepare?	Review and modify your current exit and follow-up instruments used to track members in order to ensure that you can collect and report the data according to the performance measure specifications. Consider adding or adapting the educational status questions to your existing instruments, as needed.
What should we do afterwards?	Keep all completed instruments together in a safe place; **these are your data.** You will enter the data into a log (Excel spreadsheet, database) to determine if you met your and outcome target.
Can I use an alternative instrument?	It is very likely that your AmeriCorps program has an existing database or Excel spreadsheet to track members from the beginning of service. Likewise, many programs have exit and follow-up or Alumni instruments used to gather information after the term of service ends. The questions on the following page can be added to your program instruments (electronic or paper).
	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 outcome.

Member GED/Diploma Questions

End of Service: Exit question. Add the question to your existing exit instrument, to be completed at the end of the term of service.

1. Have you obtained your GED/diploma since [enter date of enrollment in the AmeriCorps program]?

☐ Yes
☐ No

Post-Service: Follow-up or Alumni question. Add the question to your follow-up or Alumni instrument to collect information within 12 months after the end of service. It is recommended that the follow-up instrument be administered at two intervals after the term of service ends: at 6 months and again at 12 months (only to those who did not obtain a GED/diploma when last contacted).

1. Have you obtained your GED/diploma since leaving the [AmeriCorps] program on [enter exit date]?

☐ Yes
☐ No

Member GED/Diploma Summary Log

Instructions

What is the purpose?	To track and determine how many members that fit the criteria (economically disadvantaged, did not have GED/diploma, completed service or left due to compelling circumstances) and obtained a GED/diploma.
Who should complete this instrument?	A designated person (e.g. the program staff member) should be responsible for entering eligibility criteria and results from exit/follow-up instrument (obtain GED).
When should we complete this instrument?	At the end of the service year and after collection of follow-up or Alumni data (within one year).
What should we do to prepare?	Enter the names of the enrolled members. Collect and record information from other tracking systems (intake, *My AmeriCorps*, member database) to determine eligibility and completion of service. Enter results from educational status questions at the end of service and 12 months afterwards.
What should we do afterwards?	Keep all the logs together in a safe place; **these are your data.** You will aggregate this data later to determine if you met your outcome target.
Can I use an alternative instrument?	Different forms can be developed or revised in order to track unduplicated members who obtain a GED/diploma. For example, you may want to develop an electronic member log (e.g., Excel spreadsheet). Whether your instrument is in paper format or electronic format, remember to save the "raw" data as proof that a systematic process was used to document the outcome.

Member GED/Diploma Summary Log

Program Name: _____

Person completing this Log: _____ Program Year: _____

Instructions:

1. Enter the members' names in the first columns. Document those members who met outcome eligibility (Columns 1 and 2) and place a "1" in Column A.
2. At the end of the program year: Of those who met the criteria (A), document those who obtained their GED/diploma (Column 3) and place a "1" in Column B.
3. Within one year after end of service: Of those remaining who met the criteria (A), document those who obtained their GED/diploma (Column 4) and place a "1" in Column B.

Member		Criteria			Outcome		
Member Name		**Column 1:** Economically disadvantaged and no GED/diploma prior to service. yes=1	**Column 2:** Left for a compelling reason or completed term and earned Ed. Award. yes=1	**Column A: Met criteria** in both columns 1 and 2. yes=1	**Column 3:** Obtained GED/diploma by end of term. yes=1	**Column 4:** Obtained GED/diploma within year after end of service. yes=1	**Column B: Met outcome** in columns 3 or 4. yes=1
Last	**First**						
Example: Lore	*Eve*	*1*	*1*	*1*		*1*	*1*
1.							
2.							
3.							
4.							
5.							
6. *Add rows*							

Outcome Total: Number of members that met criteria (A) and obtained a GED/diploma within 12 months of completing service (B): _____