

Sample Instruments

MEMBER EMPLOYMENT PRIOR TO AMERICORPS

Economic Opportunity Focus Area: AmeriCorps Members

Output: Number of unduplicated economically disadvantaged AmeriCorps members who are unemployed prior to their term of service (O12).

Sample Instruments in this Packet

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 Eligibility and Employment Questions

No doubt, your program has intake instruments and possibly a follow-up or Alumni instrument (survey, interview). On the following pages, you will find specific questions which ascertain the employment status of members, pre-service. Consider adding those questions to your current intake instrument.

Summary Sheet: Member Employment Prior to Service

This summary log can be used to document members who fit the eligibility criteria and complete their service. You are encouraged to develop an Excel spreadsheet with this information and use the spreadsheet to document unduplicated members.

Member Eligibility and Employment Questions

Instructions

What is the purpose?	To determine how many members fit the unemployed criteria.
Who should complete this instrument?	AmeriCorps members should be responsible for reporting employment status (pre-service).
When should we complete this instrument?	At the start of the service year.
What should we do to prepare?	Review and modify your current intake to ensure that you can collect and report the data according to the performance measure specifications. Consider adding the employment 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 output target.
Can I use an alternative instrument?	<p>It is very likely that your AmeriCorps program has an existing database or Excel spreadsheet to track members from the beginning of service. The questions on the following page can be added to your program instruments (electronic or paper) or instruments can be developed or revised in order to document unduplicated members who meet the unemployment eligibility requirement.</p> <p>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 output.</p>

Pre-service: Intake or start of service instruments. Add these questions to your existing intake instrument or form to be completed before or at the time AmeriCorps members begin service. Questions 1 and 2 respond directly to the performance measures. Questions 3 and 4 serve as a “check” to ensure unemployment status.

Employment/Military/National Guard status questions

1. During the last month, were you working at a regular job?

- Yes [STOP]
- No [Continue to next question]

2. During the last month, were you serving in the military/National Guard/Reserves?

- Yes [STOP]
- No [Continue to next question]

3. What were you doing during the last month?

4. When was the last time you had a regular job? Date (month/year): _____

Summary Sheet: Member Employment Prior to Service

Instructions

What is the purpose?	To track and determine how many members fit the criteria (economically disadvantaged, unemployed) and complete service and earn an Education Award.
Who should complete this instrument?	A designated person (e.g. the program staff member) should be responsible for entering eligibility criteria, completion of service and results from employment questions.
When should we complete this instrument?	At the start of the service year (eligibility requirements). At the end of the service year (completion of service - output).
What should we do to prepare?	Enter the names of the enrolled members and the eligibility status of members. Collect and record information from other tracking systems to determine eligibility and completion of service (intake, <i>My AmeriCorps</i> , member database). Enter results from employment status questions at the end of service and at 6 and 12 months after the end of service.
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 output target.
Can I use an alternative instrument?	Different forms can be developed or revised in order to document unduplicated members who meet the eligibility requirements (unemployed and economically disadvantaged), complete their term of service and earn an Education Award. 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 summarize the output.

Summary Sheet: Member Employment Prior to Service

Program Name: _____

Person completing this Log: _____ Program Year: _____

Instructions: Enter the members' names in the first columns. Document those members who met output eligibility (Columns 1 and 2), completed their term of service (Column 3 or Columns 4 and 5) by placing a numerical "1" in the column. Put a "1" in the summary columns (A: met output criteria; B: met output) if conditions have been met.

Member		Eligibility prior to service			Output (O12)			
Member Name		Column 1: Economically disadvantaged. yes=1	Column 2: Unemployed. yes=1	Column A: Met output criteria in columns 1 and 2. yes=1	Column 3: Left for a compelling reason. yes=1	Column 4: Completed term. yes=1	Column 5: Earned Ed. Award. yes=1	Column B: Met output in column 3 or columns 4 and 5. yes=1
Last	First							
<i>Example: Doe</i>	John	1	1	1		1	1	1

Notes

(1) and (2) Before determining whether the output has been met, members must meet output eligibility; members must be economically disadvantaged and unemployed.

(3) or (4) and (5) Count members that left service due to compelling circumstance OR members that completed their term of service and earned an Education Award.

Output Total: Total number of eligible members (A) that completed term of service and earned Education Award or left due to compelling circumstances (B): _____