

Sample Instrument

MEMBER GED/ DIPLOMA ATTAINMENT

Economic Opportunity Focus Area: AmeriCorps Members

Output: Number of unduplicated economically disadvantaged AmeriCorps members who have not obtained their high school diploma or equivalent prior to the start of their term of service (O13).

Sample Instrument

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 GED/Diploma Question

No doubt, your program has intake instruments and possibly a follow-up or Alumni instrument (survey, interview). On the following page is a question you can ask to ascertain the educational status of members, pre-service. Consider adding this question to your current intake instrument.

Summary Log: Member GED/Diploma 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 GED/Diploma Question

Instructions

What is the purpose?	To determine how many members fit the eligibility requirement for this performance measure (i.e. do not have a GED or high school diploma prior to serving).
Who should complete this instrument?	AmeriCorps members should be responsible for reporting educational eligibility.
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 instruments to ensure that you can collect and report the data according to the performance measure specifications. Consider adding or adapting the educational status question 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?	It is very likely that your AmeriCorps program has an existing database or Excel spreadsheet to track members from the beginning of service. The question can be added to your program instruments (electronic or paper). 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.

Question

1. Have you obtained your GED or high school diploma?

Yes

No

Not sure. Explain. _____

[If a member answers “not sure”, follow up to determine the eligibility (need a “yes” or “no” in order to know how to count the member) and the education plan.]

Summary Log: Member GED/Diploma Prior to Service

Instructions

What is the purpose?	To track and determine how many members fit the criteria (economically disadvantaged, do not have GED or high school diploma), complete their term of service, earn an Education Award, or leave service due to a compelling circumstances.
Who should complete this instrument?	A designated person (e.g. the program staff member) should be responsible for documenting eligibility criteria and completion of service.
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).
What should we do to prepare?	Enter the names of the enrolled members. Collect and record information from other tracking systems (intake, <i>My AmeriCorps</i> , member database) to determine eligibility and completion 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 track unduplicated members who meet the eligibility requirements and complete their term of service, earn an Education Award, or leave due to compelling circumstances. 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 output.

Summary Log: Member GED/Diploma Prior to Service

Program Name: _____

Person completing this Log: _____ Program Year: _____

Instructions:

1. At the beginning of the program year: Enter the members' names in the first columns. Document those members who met output eligibility (Columns 1 and 2) and place a "1" in the Column A.
2. At the end of the program year: Of those who met the criteria (A), document those who can be counted in the output (Column 3 or 4 and 5) and place a "1" in the Column B.

Member		Beginning of service (Eligibility)			End of service (Output)			
Member Name		Column 1: economically disadvantaged. yes=1	Column 2: no GED/ diploma prior to service. yes=1	Column A: Met 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 <u>or</u> in columns 4 and 5. yes=1
Last	First							
<i>Example: Lore</i>	<i>Eve</i>	1	1	1		1	1	1
1.								
2.								
3.								
4.								
5.								
6. <i>Add rows</i>								

Notes

- (1) and (2) Both must be present to meet output criteria.
 (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: Number of eligible members (A) that completed term of service and earned Education Award or left due to compelling circumstances (B): _____