Sample Instrument

JOB TRAINING

Economic Opportunity Focus Area

Output: Number of unduplicated economically disadvantaged individuals receiving job training and other skill development services (O2).

Sample Instrument

Client Attendance and Output Log

This instrument can be used to track the number of individuals who participate in a job training component or course with multiple sessions (e.g., GED courses or skill training in a particular area). This log collects output data on clients who enroll in the training or course, their level of participation (attendance), and whether or not they completed the training or course. The instrument is similar to a class attendance sheet; if more than one class is offered, more than one attendance sheet should be used.

You are encouraged to develop an Excel spreadsheet with room to add more sessions and services, and use the spreadsheet to document unduplicated participants.

Client Attendance and Output Log

Instructions

What is the purpose?	To determine how many individuals completed the job training services for which they signed up.
Who should complete this instrument?	Training or class instructors can complete the instrument.
When should we complete this instrument?	As clients enroll in job training services, attend sessions, and after course/training has finished
What should we do to prepare?	**You must take attendance or have access to attendance records** to determine whether clients completed services after enrolling. The "Client Attendance and Output Log" is intended to track attendance for one training series or course. If you provide more than one type of training or course, use more than one log. Decide in advance how many classes/trainings clients must attend to "complete" service (e.g. client must attend at least 8 or 10, or 80% of classes in Course X). Be sure that individuals who participate in more than one service (course, class, training) are only counted once during the program year.
What should we do afterwards?	Keep a copy of all "Client Attendance and Output Logs" and any other attendance records in a safe place; **these are your data.** You will aggregate the data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who participate in your job training services and complete the services. For example, you may want to develop an Excel spreadsheet to keep records of clients' attendance in different courses, and use the "sort" function to check for client duplication. 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 output.

Client Attendance and Output Log

Job Training/Skill Development Program Name: _____

Person completing this Log: _____

Job Training/Skill Development Course Name[1]: _____

Instructions: Enter the names of the clients enrolled in this training/course in the first two columns. Enter the date of each scheduled session in the following columns. As the sessions are conducted, check off those clients' names that attended and stayed for the duration of the session. When the training/course is finished, indicate which clients met the program's completion requirement by entering "1" in the last column.

CLIENT		SERVICE (Trainings or Sessions)								
Last Name	**First Name**	**Date:** _____	**Date:** _____	**Date:** _____	**Date:** _____	**Date:** _____	**Date:** _____	**Date:** _____	**Date:** _____	**Enter "1" if completed[2]**
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Output Total: Number of unduplicated individuals that completed this job training/skill development service: _____.

---

[1] Note this document tracks attendance for this training/course only. Use another log to track participation in other trainings/courses.
[2] Client completed the service if he/she attended at least ___(# or %) of classes/trainings, based on attendance records.