

Sample Instrument

HEALTH INFORMATION

Healthy Futures Focus Area

Output: Number of unduplicated clients to whom information on health insurance, health care access, or health benefits programs is delivered (H2).

Sample Instrument

Health Information Session Attendance Log

This instrument measures how many clients received information on health services (health insurance, health care access, or health benefits) and which sessions/information events clients attended.

Health Information Session Attendance Log

Instructions

What is the purpose?	To determine how many clients received information on health services (health insurance, health care access, or health benefits) and which sessions clients attended (H2).
Who should complete this instrument?	A designated person (e.g. a national service participant, the facilitator) should be responsible for tracking attendance at all sessions/events and the collection of enrollment forms.
When should we complete this instrument?	At the start of every health service information session or event.
What should we do to prepare?	Modify the “Health Information Session Attendance Log” to fit your health program’s service delivery (e.g., the log has columns for two sessions; add more as needed). Developing this log in an Excel Spreadsheet will allow you to easily add more names and sort alphabetically for duplications.
What should we do afterwards?	Keep all the logs together in a safe place; these are your data . You will aggregate these 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 health program. It is recommended that you develop an electronic attendance system (e.g., Excel Spreadsheet). However, 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 these outputs.

Health Information Session Attendance Log

Health Program Name: _____ Information event/session: _____

Person completing this Log: _____ Program Year: _____

Instructions: Enter the clients' names in the first column; enter the title and date of each session or information event in the top row. Record attendance of clients at each session or information event (put in a "1" when client attends).

CLIENT CONTACT Information event/session delivered on health care access and health service programs¹ (H2)

Client Name		Phone	Email	Session Title: _____	Session Title: _____	Total Sessions Attended:
Last	First			Date: _____ 1=Yes	Date: _____ 1=Yes	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8. <i>add rows</i>						

H2. Total number of clients that received information on _____ [health insurance, health care access or health benefits programs]: _____.

¹ **Health service programs** include health insurance, health services or health benefits programs