

Sample Instrument

ENROLLMENT IN HEALTH SERVICES

Healthy Futures Focus Area

Output: Number of unduplicated clients enrolled in health insurance, health services, or health benefits programs (H3).

Sample Instrument

Health Program Enrollment Log (H3)

This instrument tracks how many clients enrolled in health insurance, health services, or health benefits programs (H3).

Health Program Enrollment Log

Instructions

What is the purpose?	To determine how many clients enrolled in health insurance, health services, or health benefits programs (H3).
Who should complete this instrument?	A designated person (e.g. national service participant, the facilitator) should be responsible for tracking enrollment in programs.
When should we complete this instrument?	At the time enrollment forms are completed.
What should we do to prepare?	Modify the “Health Program Enrollment Log” to fit your service delivery. 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 enroll in health programs. 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 Program Enrollment Log

Program Name: _____

Person completing this Log: _____ **Program Year:** _____

Instructions: Enter client’s names and contact information in the first four columns. Indicate whether the client enrolled in a health insurance program, health services, and/or health benefits program. Track this information through client self-report at a specified later date or through the collection of enrollment forms by your program.

In the last column, mark “1” for each client who enrolled in at least one type of program and “0” for those who did not. Add this column to determine your output total.

CLIENT CONTACT		Clients enrolled in health service programs ¹					Output (H3)
Client Name		Phone	Email	Health Insurance	Health Services	Health Benefits	Enrolled in at least one program
Last	First			1=Yes	1=Yes	1=Yes	1=Yes 0=No
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8. <i>add rows</i>							

H3. Total number of clients that enrolled in health insurance, health services, or health benefits programs: ____.

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