

Sample Instruments

HEALTH EDUCATION

Healthy Futures Focus Area

Output: Number of unduplicated clients participating in health education programs (H4).

Sample Instruments (H4)

Health Education Multiple Session Attendance Log

This instrument can be used to track the number of clients who participate in a series of sessions or events (e.g., classes). This log collects output data on the dosage, or level of participation of individuals.

Health Program Summary Sheet

This instrument should be used only if you have a program that offers services in a structured format with a finite number of units (e.g., a ten session nutrition education program), where clients do not repeat the service, and after collecting data on the “Health Education Multiple Session Attendance Log”. This instrument summarizes the events by transferring the total number of unduplicated clients from the attendance log, making it easier to aggregate the total number of individuals that participated in your health education program during a program year.

Health Education Multiple Session Attendance Log

Instructions

What is the purpose?	To determine how many clients (adults, children, or youth) attended the health program, and which sessions they attended. To determine how many clients completed the health program's event/course as measured by attending a minimal number of sessions (e.g., must attend 8 of 10 sessions).
Who should complete this instrument?	A designated person (e.g. the facilitator) should be responsible for taking attendance at all sessions.
When should we complete this instrument?	At the start of every scheduled session.
What should we do to prepare?	<p>Modify the "Health Education Multiple Session Attendance Log" to fit your health program's schedule. Enter the names of the clients in alphabetical order, and the names and dates of the scheduled sessions.</p> <p>The Log has columns for six sessions; if you have more than six sessions, use additional logs or modify the document.</p>
What should we do afterwards?	Keep all the attendance 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 the "Health Education Multiple Session Attendance Log" as 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 Education Multiple Session Attendance Log

Health Program Name: _____ Course Name: _____

Person completing this Log: _____ Program Year: _____

Instructions: Enter the clients' names in the first column; enter the title and date of each scheduled session in the top row. Record attendance of clients at each session (put in a "1" when client attends). When the course is finished, count the number of clients who participated and the number that met the program's completion requirement.¹ Note the number that met the completion requirement in the "total" statement at the bottom of this sheet.

Client Name		Session Title:	Total Sessions Attended					
Last	First	Date:	Date:	Date:	Date:	Date:	Date:	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

Total number of clients that completed the required number (____) of sessions: _____.

¹ Completion Requirement: To be counted as "completed participation", clients must attend at least ____ sessions.

Health Program Summary Sheet

Instructions

What is the purpose?	To determine the total number of clients that attended your health education program during the entire program year. This instrument should be used only if you have a program that offers services in a structured format with a finite number of units (e.g., a ten session health education program), where clients do not repeat the service. Unduplicated data collected by the “Health Education Multiple Session Tracking Log” should be entered into this document, the “Health Program Summary Sheet”, to determine if you met your output target.
Who should complete this instrument?	The person responsible for aggregating data and reporting results should complete the “Health Program Summary Sheet.”
When should we complete this instrument?	The “Health Program Summary Sheet” can be completed at the end of each reporting cycle, or as data come in from the “Health Education Multiple Session Attendance Log”.
What should we do to prepare?	The “Health Program Summary Sheet” has rows for 15 events; if you have more than 15 events, use additional sheets or modify the document. This format can also be adapted to a spreadsheet (e.g., Excel Spreadsheet) with formulas for totaling numbers of clients.
What should we do afterwards?	Different forms can be developed/used to document unduplicated individuals who participate in your health program. It is recommended that you develop the “Health Program Summary Sheet” as an electronic attendance system (e.g., Excel Spreadsheet). Keep it in a safe place as it provides evidence that you served clients at health events.

Health Program Summary Sheet

Instructions: Enter the title of each health program event or course in the first column. Use several summary sheets if necessary. Enter the location, date(s), and supervisor or instructor of each event or course. Enter the number of unduplicated clients that attended the events/courses and the number of unduplicated clients that completed it (i.e. met the course'/event's completion requirement).

Health Program Event or Course	Location	Date(s)	Supervisor or Instructor	Total # of Clients*	# of Clients Completing Program*
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

*Unduplicated clients **Total** number of clients completing the program (H4):