

Sample Instrument

VETERANS PURSUING EDUCATIONAL OPPORTUNITIES

Veterans and Military Families Focus Area

Output: Number of unduplicated veterans assisted in pursuing educational opportunities (V3).

Sample Instrument

Veteran Educational Program Enrollment and/or Professional Certification

This instrument can be used to track the number of unduplicated veterans assisted with enrollment in an educational program.

- Use one row for each veteran assisted. Indicate when assistance begins. Follow up with veterans to find out if they enrolled in an educational program. Obtain copies of official documents (e.g., enrollment acceptance letters, transcripts, diplomas, certificates, etc.) to verify that veterans enrolled in an educational program.
- If a veteran pursues more than one educational program during the same program year, do not count this veteran more than once.
- Developing the log as an Excel spreadsheet will allow you to sort the output data and easily identify multiple entries for the same veteran. A spreadsheet will also allow you to automatically calculate totals.

Veteran Educational Program Enrollment

Instructions

What is the purpose?	To determine how many veterans received assistance with enrollment in an educational program.
Who should complete this instrument?	Program staff should complete the instrument.
When should we complete this instrument?	As veterans request and receive assistance, when assistance is completed, and when veterans are enrolled in an education program.
What should we do to prepare?	Develop a list of services you plan to provide to veterans. For example, advising/identifying the appropriate educational program, assist with completing an enrollment application, and assist with obtaining veteran education benefits (i.e., GI Bill).
What should we do afterwards?	Keep all the logs and official documents (e.g., copies of enrollment documents) together 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 veterans assisted with education program enrollment. For example, you may want to develop a database using an 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 the output.

Veteran Educational Program Enrollment

Program Name: _____

Person completing this Log: _____ Program Year: _____

Instructions: Enter the name of each veteran who receives assistance to enroll in an education program. Document the educational assistance information in the appropriate cells. Place a “1” in “Output V3” column if the veteran enrolled in an educational program. Count each veteran only one time during the program year.

VETERAN		EDUCATIONAL ASSISTANCE			Output V3
Last Name	First Name	Assistance Start Date	Type and Amount of Assistance Provided	School Name or Type of Education Program	Mark “1” if Enrolled in Ed Program
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8. <i>Add rows</i>					

Output: Total number of veterans enrolled in an educational program (V3)

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