

## Sample Instruments

### EMERGENCY FOOD ASSISTANCE

#### Healthy Futures Focus Area

**Output:** Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations (H10).<sup>1</sup>

#### Sample Instruments in this Packet

There are two sample instruments in this packet; both instruments can be used to track the number of individuals who receive emergency food services. Use the “Individual Emergency Food Assistance Output Log” when you are able to collect information from individual recipients. Use the “Rapid Response Community Emergency Food Assistance Output Log” in situations where there is no time to collect information from individual recipients, as when the entire community experiences a natural disaster.

#### ***Individual Emergency Food Assistance Output Log***

- This log collects output data on the number of unduplicated individuals for whom food assistance is intended. It identifies the type of emergency and date of service. It also documents the name and contact information for the person who picks up the food, number of people in their family or group, and whether individuals are receiving food for the first time.
- Documents the total number of individuals in a family or group for whom assistance is intended.
- Documenting the type of emergency demonstrates that the service is providing “emergency assistance” to people for whom it is intended.
- Collecting contact information from the recipient allows you to follow up with participants later, if you need to contact them to measure your intermediate outcome.

#### ***Rapid Response Community Emergency Food Assistance Output Log***

- This log collects output data on the number of unduplicated individuals for whom food assistance is intended. It also notes details such as the distribution location, time and date. It does not require that individuals are identified by name.
- Documenting the number of individuals for whom assistance is intended responds directly to the output measure.
- Documenting the location, time and date verifies that the distribution took place.
- (Optional) Documenting the amount and type of food distributed describes the amount of assistance each person received.

---

<sup>1</sup> Note: There is a different national performance measure output (H11) for measuring services that address long-term hunger issues. If your program provides food assistance primarily to alleviate long-term hunger, use that alternative measure.

## Individual Emergency Food Assistance Output Log

### Instructions

What is the purpose?	To determine how many individuals received emergency food assistance in an emergency where specific information can be obtained
Who should complete this instrument?	Trained staff or service providers can complete the instrument.
When should we complete this instrument?	At the time individuals receive food distribution services. Use one (more if needed) output log for each emergency.
What should we do to prepare?	<p>If food is distributed at multiple sites, use a log at each location.</p> <p>If participants are able to receive food more than one time, consider modifying the “Individual Emergency Food Assistance Output Log” to add additional “date of service” columns.</p> <p>You may need to follow up with the recipient to measure your outcome. If recipients do not have addresses and telephone access due to the nature of the emergency, consider asking for an emergency contact person who does not live in the area. Inform recipients that they are not required to provide contact information to receive food.</p>
What should we do afterwards?	<p>Keep all the logs together in a safe place; <b>these are your data</b>. You will aggregate these data later to determine if you met your output target.</p> <p>If you used logs for different locations, merge the data to get an unduplicated count as best you can. An Excel spreadsheet can be helpful for this process.</p>
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who receive services. For example, you may want to develop a tracking database (e.g., Excel spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save these “raw” data as proof that a systematic process was used to document the outputs.

## Individual Emergency Food Assistance Output Log

**Program Name:** Emergency Description (1):

**Person completing this Log:** Date of Service:

**Instructions:** Enter the name of each individual (primary contact person) who receives food assistance in the first columns. Enter the total number of recipients for whom the assistance is intended (e.g. family members), **including the individual named**, in the third column. Enter the individual’s address and telephone number. Check the box if the recipients are receiving food for the first time, and comment if applicable.

RECIPIENT INFORMATION					SERVICE	
Last Name (2)	First Name	Total # recipients (3)	Address (4)	Telephone (4)	Check if first time receiving food (5)	Comments
1.					<input type="checkbox"/>	
2.					<input type="checkbox"/>	
3.					<input type="checkbox"/>	
4.					<input type="checkbox"/>	
5.					<input type="checkbox"/>	
6.					<input type="checkbox"/>	
7.					<input type="checkbox"/>	
8.					<input type="checkbox"/>	
9.					<input type="checkbox"/>	
10.					<input type="checkbox"/>	
<b>TOTAL (5)</b>						

Notes:

(1) For example, flood, fire, earthquake, etc.

(2) Primary contact in family/household/group that the program served directly.

(3) Total number of recipients, **including the individual named**, for whom the food assistance is intended (e.g. total number in family).

(4) If available. Address and telephone number will be helpful for follow-up but is not required for services.

(5) Participants may need food distribution more than one time (e.g., more than one day) or at more than one site during an emergency. Check first time participants to maintain unduplicated counts.

**Output:** Total number of unduplicated service recipients (“total # recipients”, which includes the primary contact person): \_\_\_\_\_

## Rapid Response Community Emergency Food Assistance Output Log

### Instructions

What is the purpose?	To determine how many individuals received emergency food assistance during a large emergency (e.g., natural disaster) that requires rapid distribution of food to large groups quickly.
Who should complete this instrument?	The person in charge of food distribution in the area should complete the log.
When should we complete this instrument?	As food is distributed at each location.
What should we do to prepare?	<p>Rapid response teams or designated individuals should be trained in how to document and use this log prior to possible large scale disasters. In the event of a disaster, there may not be time for such training.</p> <p>At each location, at least one member of the team should be responsible for counting individual recipients, including asking individuals how many people (e.g. family members) will also share the food.</p>
What should we do afterwards?	Keep all the logs together in a safe place; <b>these are your data.</b> 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 receive services. For example, you may want to develop a tracking database (e.g., Excel spreadsheet) and use that on-site if the situation allows, or transfer data to a spreadsheet later. However, whether your instrument is in paper format or electronic format, remember to save these “raw” data as proof that a systematic process was used to document the outputs.

## Rapid Response Community Emergency Food Assistance Output Log

**Type of Emergency: Date Emergency Occurred:**

**Area of Emergency:**

**Person Completing Log:**

**Who Should Complete This Log:** The person in charge of food distribution in an emergency area should complete this Log. If the emergency covers a large area, more than one person may need to oversee the distribution of food. Each person overseeing the distribution of food should complete a log covering their distribution location.

**Instructions:** Document the location, date, and time of distribution. Enter the total number of recipients at each location. Try to be accurate in your count and try not to count individuals twice. As food is distributed to individuals, ask how many will share the food (e.g., family members) and include that total in the number of recipients at that location. You may want to include a description of the amount of food distributed.

Distribution Location	Distribution Date	Time	# of recipients	Food Distributed (optional)
<i>Example: Washington High School, 332 Geary Ave. Richmond, CA</i>	<i>3/22/10</i>	<i>3:00-5:00pm</i>	<i>435</i>	<i>Each person received canned goods/fresh fruit (1-2 bags), and water (1-2 gallons).</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**Output: Total unduplicated recipients from all locations**