

Sample Instrument

ALLEVIATE LONG-TERM HUNGER

Healthy Futures Focus Area

Output: Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger (H11).¹

Sample Instruments in this Packet

Participant Output Summary Log

This instrument can be used to track the number of individuals who receive long-term hunger alleviation services.

- This log collects output data on unduplicated individuals receiving services by recording the participant name and level of food security at the start of the program; description of the service provided, beginning and end dates of service; and whether the participant completed service.
- Documenting the number of unduplicated individuals who completed service responds to the output measure.
- Documenting the level of food security at the start of the program will demonstrate that the service is providing assistance to the people for whom it was intended.
- Documenting the type of service and duration of time with the program provides information on the level and scope of service that participants receive.

Session Attendance Form

This instrument can be used to track attendance at a multi-session training or educational course (e.g. nutrition classes).

- This log collects output data on unduplicated participants who enroll in the training or course, their level of participation (attendance), and whether or not they completed the training or course. Tracking attendance documents whether participants receive a level of service that could result in expected outcomes.
- The instrument is similar to a class attendance sheet; use a new Session Attendance Form for each class offered.
- You are encouraged to develop an Excel spreadsheet with room to add more sessions if needed. A spreadsheet can also assist in documenting unduplicated participants.

¹ Note: There is a different national performance measure output (H10) for measuring emergency food relief. If your program provides food assistance primarily for emergency situations, use that alternative measure.

Participant Output Summary Log

Instructions

What is the purpose?	<p>To determine how many qualified individuals received long-term hunger alleviation services.</p> <p>If your program provides primarily emergency food assistance, you should be tracking this information with the alternative national performance measure, H10, for emergency food assistance.</p>
Who should complete this instrument?	Trained staff or service providers can complete the instrument.
When should we complete this instrument?	As participants enroll in the program, begin to receive services, and as services are completed.
What should we do to prepare?	<p>If participants typically receive more than one type of service, modify the “Participant Output Log” to add additional columns. Consider using an Excel spreadsheet. Determine the minimum amount of service (“dosage”) a participant should receive to show benefits from the program (i.e. “completed service”). For example, “a participant completes service if he/she attends at least 8 of 10 nutrition classes”.</p> <p><u>You will need to track attendance</u> to determine whether a participant has met the minimum requirement. See the “Session Attendance Form” on the last page for an example.</p>
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 receive hunger alleviation 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.

Participant Output Summary Log

(Alleviation of Long-Term Hunger) Program Name:

Person completing this Log:

Instructions: Enter the name of each individual who receives service in the first columns, and level of food security at the time he/she enters the program. Enter a service description or the code for the type of service(s) provided. Enter the date that the participant started receiving services at your program (“Entry date”) and the last date of service (“Exit date”). Enter a “1” in the last column if the participant completed service (i.e. attended the minimum number of hours required to benefit from the service).

PARTICIPANT			SERVICE			
Last Name	First Name	Food Security level (1)	Service Description (2)	Entry date	Exit date	Enter “1” if completed service (3)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Notes:

(1) Participant’s level of food security at start of program will be “low” or “very low” (see USDA <http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels>).

(2) Develop a list of typical services and code those for entry into this column. For example: 1=nutrition classes; 2=cooking/food safety classes; 3=food distribution; 4=kitchen gardening; 5=life skills classes; 6=family budgeting counseling, 7=referrals, etc.

(3) Participant completed service if he/she attended at least ___ hours/sessions. You will need to track attendance on another log to determine if participants completed service. See the Session Attendance Form for an example of how you might do this.

Output: Total number of unduplicated individuals that completed hunger alleviation services: _____.

Session Attendance Form

Instructions

What is the purpose?	To determine how many individuals completed a multi-session class or training.
Who should complete this instrument?	The course/training facilitator or a trained assistant should complete the instrument.
When should we complete this instrument?	As participants attend sessions, and after course/training has finished.
What should we do to prepare?	<p>For services that require participants to attend more than one time, you must take attendance (or have access to attendance records) to determine whether they completed services after enrolling. The “Session Attendance Form” is intended to track attendance for one training or course. If you provide more than one type of training or course, use a new “Session Attendance Form.”</p> <p>Decide in advance how many sessions participants must attend to “complete” service (e.g. participants must attend at least 8 of 10, or 80% of sessions in Course X).</p> <p>Be sure that individuals who participate in more than one service (course, class, training) are only counted once during the program year.</p>
What should we do afterwards?	Keep a copy of all “Session Attendance Forms”, output logs, and any other attendance records 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 hunger alleviation services and complete the services. For example, you may want to develop an Excel spreadsheet to keep records of participants’ attendance in different courses, and use the “sort” function to check for duplication. 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.

Session Attendance Form

Hunger Alleviation Program Name:

Person completing this Log:

Hunger Alleviation Training/Course Name (1):

Instructions: Enter the names of the participants enrolled in this training/course in the first two columns. Enter the date of each scheduled session in the following columns. As the sessions are conducted, check off those participants that attended and stayed for the duration of the session. When the training/course is finished, indicate which participants met the program’s completion requirement by entering “1” in the last column.

PARTICIPANT		SERVICE (Trainings or Course)								
Last Name	First Name	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Enter “1” if completed (2)
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Notes:

(1) This document tracks attendance at this training/course only. Use a new Session Attendance Form for each new training/course.

(2) Participants completed the service if he/she attended at least ___ (# or %) of classes/trainings.

Output: Total number of unduplicated individuals that completed this course/training: _____.