

Sample Instrument

MILITARY FAMILY SERVICES

Veterans and Military Families Focus Area

Output: Number of family members of active duty military service members that received CNCS-supported assistance. (V7).

Sample Instrument

Military Family Services Output Log

This instrument can be used to track the unduplicated number of military family members that receive services. This log collects output data on type of service the family member received, when they received service, and the amount of service (number of hours). This instrument contains space for one family member receiving one type of service per active duty military member. You are encouraged to develop an Excel spreadsheet with room to add additional family members and types of service, if applicable.

Documenting details of the service provides information on the scope and level of services your program delivers. Documenting family members who receive service under the name of their active duty military member provides a simple way to ensure that you are delivering service to the intended beneficiaries (members of a military family).

Military Family Services Output Log

Instructions

What is the purpose?	To determine how many military family members received assistance and the kinds of services received.
Who should complete this instrument?	Trained staff or service providers can complete the instrument.
When should we complete this instrument?	As family members enroll in the program, begin to receive services, and as services are completed.
What should we do to prepare?	<p>Determine the unique identifier you will use to differentiate active duty military members.</p> <p>If not available already, develop a list of typical services and code them for entry into this form under “type of service”. Each row of the log documents one member of the family receiving services. If more than one family member typically receives services, add rows to the “Military Family Services Output Log”. Whether the whole family participates in a service (e.g. family counseling), or individual family members, count each member separately.</p> <p>The log has space to document one type of service for the family member. If family members typically receive more than one type of service, modify the “Military Family Services Output Log” to add columns but count them only once during the program year. Consider using an Excel spreadsheet to avoid duplication and increase flexibility (add rows, columns).</p>
What should we do afterwards?	Keep all the logs 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 unduplicated families that 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 the “raw” data as proof that a systematic process was used to document the outputs.

Military Family Services Output Log

Military Family Services Program Name: _____

Person completing this Log: _____

Instructions: Enter the name of the active duty military family member and identifier in the first three columns, and then add information about the family member who receives service in the “Family Member” column. Add details about the type and dates of service, and total hours of service the family member received.

ACTIVE DUTY MILITARY MEMBER			FAMILY MEMBER (SERVICE RECIPIENT)			SERVICE		
Last Name	First Name	Unique Identifier (1)	Last Name	First Name	Relationship to Military Member	Type of Service (2)	Dates of service	Hours of service
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

- Notes:
- (1) Recommended: use an identifier, such as military ID number, to differentiate military members that have the same names and avoid duplication.
 - (2) Recommended: develop a list of common services offered by the program and provide a code for each, to be entered into this column (e.g. 1= family counseling, 2=legal services, 3=stress management, 4=relocation assistance, 5= financial counseling, etc.).

Output Total: Number of military family members that received services: _____.