Sample Instrument

HOUSING SERVICES

Economic Opportunity Focus Area

Output: Number of economically disadvantaged individuals, including homeless individuals, receiving housing services (O5).

Sample Instrument

Client Output Log

This instrument can be used to track the number of unduplicated individuals (and household members) who receive housing services. This log can be used to collect output data on the dosage, or level of participation of individuals, by recording service details (date, duration, method of meeting, and type of service). This instrument only provides space for one meeting per client. You are encouraged to develop an Excel spreadsheet with the flexibility to expand and include meetings and ensure unduplicated participants.

Client Output Log

Instructions

What is the purpose?	To determine how many individuals received housing services.
Who should complete this instrument?	Trained staff or service providers can complete the instrument.
When should we complete this instrument?	At the end of every contact with a client.
What should we do to prepare?	If clients typically receive more than one unit of service (meeting), modify the "Client Output Log" to add additional columns. Consider using an Excel spreadsheet. Develop a list of typical services and code them for entry into this form under "type of service."
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 housing placement services. For example, you may want to develop an electronic 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 the output.

Client Output Log

Housing Placement Program Name: _____

Person completing this Log: _____

Instructions: For each client served, list the primary contact person and total number of persons in the household (if applicable), and indicate whether the individual/family is homeless. Note details on the housing services provided. For example, note the date of service, duration/amount of time spent with client, how the service was provided (meeting method), and type of service provided.

Client (1)				Service			
Last name or unique ID	First Name	Total number in household (2)	Enter "1" if homeless (3)	Date	Duration	Meeting method (4)	Type of service (5)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8. Add rows							

Notes:
(1) Primary contact in family/person that the program served directly.
(2) Total number of family members, *including the primary contact person,* that would benefit from housing placement services (i.e. living together).
(3) See HUD homeless definition: http://www.hud.gov/homeless/definition.cfm
(4) In person, email, telephone, or web-interface
(5) Recommended: develop a list of common services offered by the program and provide a code for each, to be entered into this column. For instance, housing services (qualifying for or accessing housing), housing development (building new units, extensive rehabilitating), housing repair (modest level of physical work on unit).

Output Total: Number of individuals served; count the total number in household including the primary contact person: _____.