2019-20 California Performance Measurement Worksheets (PMWs)

Program Information--complete for the entire program

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| Program Name: | **Insert Program Name here** |
| Total Number of MSY: | **# MSY (ie. 20 MSY)** |
| Total Number of Slots: | **# slots (ie. 20 HT + 10 FT = 30 slots/members)** |
| Member Hours Per Slot Type for PROGRAM: | **1700 x \_10\_\_ = \_\_\_; 1200 x \_\_\_ = \_\_\_; 900 x \_20\_\_ = \_\_\_; 675 x \_\_\_ = \_\_\_; 450 x \_\_\_ = \_\_\_; 300 x \_\_\_ = \_\_\_** |
| Total Member Hours for the PROGRAM: |  |
| Will Member perform ANY fundraising activities? | **YES** and a Fundraising PMW is included. (CV requires this – see RFA for details)  **NO,** members will not do any fundraising activities |

Performance Measures–*.* Be sure to consult the CV *RFA Application Instructions*, Performance Measurement Worksheets Instructions section and the CNCS *Performance Measure Instructions* before completing these worksheets. They change annually and have critical information.

California Performance Measurement Worksheet (PMW) --DO NOT change the format of PMW

### **Needs and Service PMW**

For more than one Needs and Service Performance Measure duplicate pages 1-2 as needed. See SAMPLE PMWs following page 5 of this template.

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| **Answer for THIS Performance Measure (PM)** |  | |
| **Performance Measure Title:** | *Insert a short, descriptive title for your performance measure here* | |
| **Performance Measure Type:** *check all that apply* | PRIMARY PMW—where members spend most of their hours  Non-primary PMW | National Performance Measure (NPM)  Applicant-Determined Measure (APM) |
| **Number of MSYs and Slots Dedicated to This PM:** | # of MSYs: *(total hrs in row 3.e ÷ 1,700)* | # of Slots: (# members) |

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| **PMW Elements** | | **PROGRAM DESIGN** |
| **1** | **Problem Statement/Need**  State the community problem and the specific need addressed by the program. This is a brief summary highlighting key relevant data not to exceed 500 characters with spaces. | *This should be from your Narrative Theory of Change and match the Community Problem/Need section of your Logic Model.* |
| **2** | **Target Population:**  Answer a. through c. for the high-need target population. | 1. Describe the high need target population: 2. # of direct high need beneficiaries: (ie., 200 3rd & 4th graders for mentoring) 3. Describe the high need beneficiary ***selection*** process: |
| **3** | **Amount of Service**  Amount of member service hours dedicated to this intervention. Answer a. through e. for this PM. *This focuses on the total activities of the AmeriCorps members in this measure*.  NOTE: *No member service hours may be earned from home without written CV approval.* | This is the amount of member service hours dedicated to this aspect of the program intervention. *It should be determined by thinking about the specific activity & amount of time it may take to achieve the desired output & outcomes in row 8. This is how you know how many and what type of member to request to achieve the desired outcome(s) or meet the community need*.   * 1. # of members in this activity (indicate the types of member positions):   2. # of hours per day for this activity:   3. # of days per week for this activity:   4. Duration/interval of activity or # of days or weeks that this activity will take place:   5. Total number of member hours for this activity. Calculated by multiplying a through d: |
| **4** | **Intervention** **/Activities**  Describe the **core activities** that define the intervention members will implement or deliver, including:  a. Frequency or number of sessions per/ week; b. Intensity or length of each session; and c. Duration or total number of hours, weeks, sessions or months of the intervention.  **The total of a\*b\*c =** \****dosage,*** the level of intervention/servicethat research /experience indicate is needed to see the desired change in each beneficiary  (should match your Logic Model & Narrative)  *This is focused on the activities from the perspective of the beneficiaries and what they’ll receive.* | 1. Describe core activities: (ie. ‘Each member will mentor 10 students using the Mentoring for Success curriculum’...)   (ie.20 FT AmeriCorps members will mentor 200 3rd & 4th graders in weekly 1:1 ratio 1 hr. sessions for 30 weeks using Mentoring for Success Curriculum.)   1. \*Dosage: Describe amount and selection of dosage level that each beneficiary will receive by participating in member service activities [a\*b\*c] (ie.,1 hr/week x 30 weeks = **30 hrs** of mentoring per student)]. |

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| **PMW Elements** | | **OUTPUT** | **OUTCOME** |
| 5 | **Result**  A brief statement of the desired result (i.e., Increase academic skills; or Increase recycling awareness, etc.). Reflects the result the community desires. | *Rows 5 & 6 help build your target statements in row 8.*  ie. ‘students receive regular mentoring’ | *Rows 5 & 6 help build your target statements in row 8.*  ie. ‘students show a reduction in disciplinary referrals’ |
| 6 | **Indicator**  The thing the community will look at to gauge progress toward the result. | Ie. ‘the number of students who are mentored | ie. ’the number of students with a reduction in disciplinary referrals’ |
| 7 | **Instrument**  Describe the specific instrument(s)/assessment you will use to track and measure the output or outcome data. Fill in a – f (output) and a – h (outcome).  If using CNCS National Performance Measures check their Instructions to ensure use of correct identifiers (ED 1A, etc), output/outcome alignment, measurement & data collection.  *The information from this row will be copy/pasted and entered in the’ Data Collection’ tab/section of egrants Performance Measures.* | *Fill in a – f*  Instrument Description to include the following:   1. Name or title of instrument: (ie. Attendance tracking log) 2. Specific data it will collect: (ie. Unique student identifier, time at each session) 3. Who will administer the instrument: (ie.’Members will track student attendance at each mentoring session & length of session’) 4. How often it will be administered: (ie. Daily with bi-weekly submittal to program staff) 5. How double-counting will be prevented: (ie. Unique identifier for each student) 6. The level of participation needed to be counted under this measure: (ie. ‘Students must attend at least 30 hrs of mentoring to be counted’) | Instrument Description to include the following: *Fill in a – i*   1. Name or title of instrument used to measure growth/change: (ie. School Disciplinary Referral data) 2. What the instrument will measure and how the construct to be measured is defined: (ie.# of disciplinary referrals) 3. The minimum number of hours, days, or other units of participation required to be counted: (ie. 30 hours of mentoring) 4. The level of improvement that is necessary to meet target and be counted as having improved: (ie. 20% reduction in disciplinary referrals at the individual student level compared to previous year) 5. Procedure for ensuring service recipients will not be double-counted: (ie. unique identifiers assigned to each student) 6. Details on instrument’s reliability and validity (if applicable):N/A 7. Who will administer the instrument: (ie. ‘Teacher or school reporting’) 8. How often each service recipient will be assessed: (ie. 3x/year at start, mid and after completion of dosage) 9. If using a National Performance Measure, how the instrument meets the data collection requirements outlined in CNCS Performance Measures Instructions: (ie. ‘School/classroom discipline records comparing incidents at the individual beneficiary level will be used.’) |

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| 8 | **Target**  The desired results of the intervention, including the targeted number of each.  **Output** # of people received X service.**Outcome** targets must have four components:   1. # of people/things that changed 2. *Minimum dosage of services to be counted* 3. What changed 4. Amount of change needed to be counted in this measure | *OUTPUT: These should mirror your* ***output*** *from your Logic Model.*  (ie.,ED1A: 175 students will receive 30 hrs of mentoring’  Note the target # accounts for some attrition of students – not all will reach 30 hrs.) | *OUTCOME: These should mirror the resultant short-term or medium* ***outcome*** *from your Logic Model.*  (ie. ED 7A: 125 of 175 students who receive at least 30 hrs. of mentoring will show a 20% reduction in disciplinary referrals  Note the target # accounts for that not all will meet the 20% growth target.) |
| 9 | **Prior Data**  **Output and Outcome Targets**  The past results of the intervention. They should also include the number achieved of each using the format in row 8. | **FILL THIS IN** with relevant prior data!  **Output** # of people received X service. | **FILL THIS IN** with relevant prior data!  ***Outcome*** *statement must have four components: 1. # of people/things that changed 2. Minimum dosage of service they received 3. What changed 4. Amount of change needed to be counted in this measure* |

**CALIFORNIA PERFORMANCE MEASUREMENT WORKSHEET**

### Common Fellow/Member Development

**Answer for THIS Performance Measure (PM)**

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| **Performance Measure Title:** | **Member Development** |
| **Performance Measure Type:** *check all that apply* | Self-nominated or applicant-determined  National performance measure  PRIMARY PMW—where members spend most of their hours  Non-primary PMW |

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| **PMW Elements** | | **PROGRAM DESIGN** |
| 1 | **Community Need**  This section has CV – standardized language – no need to edit this: | *Members deserve to be appropriately trained to perform the services assigned, to increase both professional skills and community development skills, and to enhance their esprit de corps experience.* |
| 2 | **Target Population**  Answer a-f regarding AmeriCorps members. | a. # of FT Members [1700 hrs.]: \_\_\_\_\_\_\_\_ d. # of TQT Members [1200 hrs.]: \_\_\_\_\_\_\_\_  b. # of HT Members [900 hrs.]: \_\_\_\_\_\_\_\_ e. # of RHT Members [675 hrs.]: \_\_\_\_\_\_\_\_  b. # of QT Members [450 hrs.]: \_\_\_\_\_\_\_\_ e. # of MT Members [300 hrs.]: \_\_\_\_\_\_\_\_  f. # MSY: \_\_\_\_\_\_\_\_ |
| 3 | **Amount of Training**  Enter the number of hours per member. See <http://www.nationalservice.gov/sites/default/files/upload/policy%20FAQs%207.31.14%20final.pdf> for orientation requirements*.* *No member service hours may be earned from home without written CV approval.* | a. Orientation: [# of members \_\_\_\_\_\_\_] x [# of hours \_\_\_\_\_\_\_\_] = \_\_\_\_\_\_\_\_\_\_\_  b. Ongoing Hours: [# of members \_\_\_\_\_\_\_] x [# of hours \_\_\_\_\_\_\_\_] = \_\_\_\_\_\_\_\_\_\_\_  c. National Service: [# of members \_\_\_\_\_\_\_] x [# of hours \_\_\_\_\_\_\_\_] = \_\_\_\_\_\_\_\_\_\_\_  d. Other: [# of members \_\_\_\_\_\_\_] x [# of hours \_\_\_\_\_\_\_\_] = \_\_\_\_\_\_\_\_\_\_\_  e. Total Member Training Hours [add a., b., c., and d.] \_\_\_\_\_\_\_\_\_\_\_\_ |
| 4 | **Intervention/Activity**  Briefly outline the training and support your programwill provide to members. | This should include mandated AC topics (e.g. Prohibited Activities, code of conduct, etc) & training needed to deliver services (ie. Child abuse reporting, Mentoring for Success, etc) and Life After AmeriCorps and other ongoing topics. Include frequency/number of hours. *For new applicants, this should align with your Training Plan that’s part of the RFA.* |

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| **PMW Elements** | | **OUTPUT** | **OUTCOME** |
| 5 | **Result** A brief statement of the desired result (i.e., Increase academic skills; or Increase recycling awareness, etc.). Reflects the result the community desires. | Members receive the training to provide quality service to the community and *…[add as needed for program]* | Members increase knowledge & skills, gain insight into the community, experience the power of national service, and…*[add as needed for program]* |
| 6 | **Indicator** The thing the community will look at to gauge progress toward the result. | *The number of members trained in program’s Core Training* | *The number of members who increase their knowledge and skills and [add as needed for program]…* |
| 7 | **Instrument**  What **data** and **instruments** will be used to measure indicators? | 1. Instrument Description: Training Log to collect data on member names, specific topic, and # of hours 2. Completed by: Member, Verified by Member Supervisor   Frequency: As needed for each training provided. | 1. Instrument Description: Member Performance Review to collect data on member skill increases. 2. Completed by: Member Supervisor   Frequency: Two times per year (minimum) – *members must have at least a mid-term and end of term performance review per regulations.* |
| 8 | **Targets**  State the **targets** that you expect to meet on this PM for each of three years. The statements here are CV-standardized language. | XX members will complete the Core Training. | XX members will increase skills by XX%. |
| 9 | **Prior Data** | **FILL THIS IN** with relevant prior data! | **FILL THIS IN** with relevant prior data! |