CALIFORNIA VOLUNTEERS
Office of the Governor

AmeriCorps California

Developing Performance Measures

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CALIFORNIA VOLUNTEERS
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AmeriCorps California

Technical Assistance Webinars

AmeriCorps State Funding Opportunity Overview and Q+A

- Tuesday, September 27, 1pm PST

AmeriCorps Budget Development

- Tuesday, October 4, 2pm PST

AmeriCorps State Funding Application Forms and Selection Criteria

- Thursday, October 6, 1pm PST

Developing Performance Measures

- Tuesday, October 11, 1pm PST

Demonstrating Evidence

- Thursday, October 13, 1pm PST

Session Objectives

Understanding of:

- California Performance Measurement Worksheets

- Performance Measure Modules in eGrants

Why Measure Performance?

- Accountability to funders, internal, external stakeholders
- Recognizing progress/reflecting changes
- Inform program improvement
- Celebrate success

AmeriCorps Performance Measurement

- Systematic process for measuring program outputs and outcomes

- **Outputs**
  - Amount of service provided

- **Outcomes**
  - Changes or benefits that occur as a result of the intervention/service
  - Changes in individuals, organizations, communities, or the environment
  - Changes in attitudes/beliefs, knowledge/skills, behavior, or conditions

AmeriCorps Performance Measurement

- Performance Measurement Worksheets
  - CV provides template
  - Uploaded as an Additional Document in Salesforce
  - More detailed
- Performance Measurement Module in eGrants
  - Included as part of eGrants application
  - Less detailed

Performance Measurement Worksheets

- Word document submitted to CV as Additional Document

- Tells the complete story of your program design

- Includes all components of your Theory of Change (Problem Statement, Intervention/Activities, Outcomes) with more detail

- Identifies Targets for outputs and outcomes

- Targets are critical; programs will report against targets semi-annually

Key Requirements

- Complete set of Performance Measurement Worksheets (PMW)
  - Fully-aligned primary needs and service PMW
  - Any non-primary needs and service PMW (optional)
  - Community Engagement PMW
  - Member Development PMW
  - Fundraising PMW (optional, uncommon)

Primary Needs and Service

- Aligned performance measure required for primary activities
  - Includes output and outcome that logically align
- All non-primary activities must have separate aligned performance measures
- Proposed outcomes must be measurable in one program year
- Proposed outcomes must be a result of AmeriCorps member activities

National Performance Measures

- AmeriCorps has a standard set of Performance Measures for each funding priority

- [National Performance Measures Instructions](#)

- Programs may also choose to create Applicant-Determined performance measures

- Note: CV encourages applicants to consider quality vs. quantity when it comes to performance measures

Community Engagement PMW

- PMW template provided by CV

- All programs required to recruit volunteers, but not all members are required to perform volunteer recruitment activities

- Not required to report outcomes associated with volunteer recruitment, unless volunteer recruitment is primary service

Member Development PMW

- PMW template provided by CV

- Output = training hours

- Outcome set by CV = X members will report a positive service experience and professional growth

- Survey provided by CV

- Additional outcomes may be added as appropriate

- May not exceed 20% of total aggregate service hours

Fundraising PMW

- Required if members will engage in fundraising

- Include as a separate Needs and Service PMW

  ◦ Output should be total dollar amount raised, no outcome required

- Cannot exceed 10% of member's total service hours

- Fundraising activities:

  ◦ Must be in support of the program, not organizational expenses

  ◦ May not provide matching funds to cover program operating expenses

  ◦ May not prepare federal grant applications

  ◦ Must be specifically outlined in the PMW and member service agreement

  ◦ Most commonly seen as: book drives, soliciting donations of items for program use i.e. consumables, products for beneficiaries, etc.

Anatomy of a PMW

Performance Measure							
Performance Measure Title: *Enter a brief title for the performance measure.*							
Performance Measure Type: *Select whether this is a Primary or Non-Primary PM. The Primary PM is where members spend the majority of their time.*	☐ Primary PM ☐ Non-Primary PM						
Focus Area: *Enter the AmeriCorps Focus Area related to the PM (ie. Education, Healthy Futures) If no focus area applies, enter "Other."*							
Objective: *Enter the AmeriCorps Strategic Plan Objective related to the Performance Measures. See the National Performance Measure Instructions column 1 for the Focus Area.*							
Number of MSY: *Enter the number of MSY assigned to the PM (performing the intervention). The sum of the Number of MSY for all Performance Measures should equal the Total MSY for the program.*							
Number of Member Slots: *For each member slot type, enter the number of members performing the intervention. This number may be higher than the Number of MSY.*	FT (1700)	TQT (1200)	HT (900)	RHT (675)	QT (450)	MT (300)	AT (100)

Anatomy of a PMW

Intervention	
1) Problem Statement: *Briefly describe the problem your program will address in this performance measure (should match logic model).*	
2) Target Demographic: *Enter who will be served (beneficiaries) by members and their selection process*	a. high need target population: b. # of direct high need beneficiaries: c. Beneficiary *selection* process:

3) Describe Intervention:
 	
  a) *AmeriCorps Member Weekly Schedule*
 	
  b) *Describe member activities.*
 	
  c) *Include the dosage (frequency, intensity, duration) that each person served will receive (eg. a student mentored 1 hour x 2/week x 15 weeks = 30 hours). This can be from the service provided by one or several members.*
	Replace example answers with yours
	# of Members and slot type: 20 FT
	Schedule: M -Thurs: 8 – 5pm; Friday 8-3pm (afternoon is training)
	# of days per week: 5
	Duration [in weeks]: 40
	Total Hours per member type: FT: 1,620 total hrs
	
	Describe Activities:
	
	Dosage each person served will receive:

Targets

4) Target Statement: The desired results of the intervention, including the targeted number of each. **Output** target # of people that will receive service. **Outcome** how many served will change as a result - must include: # of people/things that changed what changed and by how much	**OUTPUT** *These should mirror your output from your Logic Model.* (ED1A: 200 students will receive weekly literacy tutoring)	**OUTCOME** *These should mirror the resultant short-term outcome from your Logic Model.* (ED 7A: 160 students mentored will show a 20% reduction in disciplinary referrals")
5) Describe 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 – g (outcome).* Use the _National Performance Measures Instructions_ *regarding use of correct identifiers (eg. ED 1A), output/outcome alignment, measurement & data collection. In each column, provide the following:* a. *Name or title of instrument* b. *What the instrument will measure* c. *The minimum amount of participation required to be counted* d. *Process to prevent double-counting: (eg. unique identifiers assigned to each student)* e. *Who will administer the instrument* f. *How often? (eg. 3x/year at start, mid and after completion of dosage)* **Outcome column also include**: g. *The level of improvement that is necessary to be counted as having improved: (eg. 20% reduction in disciplinary referrals at the individual student level compared to previous year)* **The information from this row will be entered in the 'Data Collection' tab/section of egrants Performance Measures.**	**OUTPUT Instrument** Description to include the following: *Fill in a – f* **Output Instrument Description** a. Name or title of instrument: b. It will measure: c. The minimum hours to be counted: d. Process to avoid double counting: e. Who will administer: f. How often:	**OUTCOME Instrument** Description to include the following: *Fill in a – g* **Outcome Instrument Description** a. Name or title of instrument: b. It will measure: c. The minimum hours to be counted: d. Process to avoid double counting: e. Who will administer: f. How often: g. The level of improvement needed to be counted as having improved:

Performance Measures Module eGrants

- Provide information about your program's connection to AmeriCorps focus areas and objectives

- Show MSY and member allocation to activities

- Create the required performance measures using Needs and Services PMW

- Set targets and describe data collection instruments and strategies for performance measures

Home Page

- Summarizes your work and provides links to edit parts of the module you have completed

- After you create at least one performance measure, the Home Page will display a chart summarizing your measures

Objectives Tab

- On the objectives tab, applicants will account for full range of their program activity

- Applicants will need to select all of the objectives and interventions that are part of their program

AmeriCorps

eGrants Performance Measures

Grant application ID: 19AC228652

NOFA: FY 2019 AmeriCorps State and Territory Commission (New and Continuations)

Type: Amendment

Status: Submitted to Prime

Submitted:

Legal Applicant Name: Child Abuse Prevention Council, Inc.

| Home Page | Objective | MSY/Members | Performance Measure | Data Collection | Summary |

Screen Instructions ◄ ✕

On this screen you will select all objectives for your project.

You must choose a primary focus area.

* Focus Areas ▣

▸ Disaster Services

▸ Economic Opportunity

▸ Education

▸ Environmental Stewardship

▸ Healthy Futures

▸ Veterans and Military Families

▸ Capacity Building

▸ Other Community Priorities

---

* Select Primary Focus Area **Education**   * Select Primary Intervention **Other Education: Other**

Select Secondary Focus Area **--Select Secondary Focus Area--**   Select Secondary Intervention **--Select Secondary Intervention--**

Save   **Back** **Next**

MSY/ Members Tab

- Enter information about the allocation of MSY and members across focus areas and objectives you have selected

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Screen Instructions ◄ ✕

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) ▼

Summary

Program:	AmeriCorps
Focus Areas:	Education
Objectives:	Other Education

Resource Allocation

* Enter Total MSYs for the project: [0.00]

Enter the number of MSYs allocated to each objective. For planning grants, enter 0.

Focus Area	Objective		MSY	% of total MSY		Members
Education	Other Education	*	0.00	0.00	*	0
	Sub Total:		0.00	0.00		0
	GRAND TOTAL:		0.0	0.0		0

Save | Back | Next

508 Approved Contact Help Desk

Release Version: 7.1.2

Performance Measure Tab

- Allows you to create performance measures for all grant activities you intend to measure

- Begin by creating aligned performance measure for primary intervention

- After creating required performance measure, you will be able to create additional performance measures if desired

- Community Engagement and Member Development are NOT represented in eGrants

Data Collection Tab

- Provide additional information about interventions, instruments, and plans for data collection

- Describe design and dosage (frequency, intensity, duration) of interventions you have selected

- Expand each output and outcome; enter data collection information

  ◦ Data collection method

  ◦ Target

  ◦ Unit of measurement
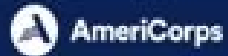
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Home Page	Objective	MSY/Members	Performance Measure	Data Collection	Summary

Screen Instructions

On this tab, you will provide additional information about your interventions, instruments and plan for data collection. Remember that targets must be numbers, not percentages. Do not enter percentages or member hours as units of measure.

Selected Interventions

Selected Interventions

N/A

* **Description of Interventions**

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected.

N/A

Expand each output and outcome and enter data collection information.

▸ Output: N/A

▸ Outcome: N/A

Save

Delete PM in Progress | Mark Complete

Back | Next

Performance Measure Tab

- After entering data collection information for all outputs and outcomes, click "Mark Complete." You will return to the Performance Measures tab

- Repeat the process to enter more performance measures as needed

- Once all measures are entered and complete, click "Next" to proceed to Summary tab

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AmeriCorps
eGrants Performance Measures

Home Page | Objective | MSY/Members | **Performance Measure** | Data Collection | Summary

Summary of Performance Measures

Objective	ID	Title	Interventions	Output	Outcome	End Outcome	MSY	Members	Complete	Delete	Edit
Other Education	1	None	N/A	OUTPT69755	OUTCM69756		0.00	0	Yes	Delete	Edit

Screen Instructions ◄ ✕

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure.

Begin by selecting an objective for your aligned performance measure.

Provide a short, descriptive title for your aligned performance measure.

Provide a brief description of the problem your program will address in this performance measure.

Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected "other intervention" on the

Performance Measures

* Objective ☑ --Select Objective-- ▼

* Title ☑ [   ]

* Problem Statement
[   ]

* Selected Interventions ☑ ▼
No records found.

* Outputs ☑ ▼
No records found.

* Outcomes ☑ ▼
No records found.

Save

Delete PM in Progress

Back **Next**

Summary Tab

- Click "Validate Performance Measures"

- A Success or Error message will show at the top of the module in red

- Click "Back to eGrants Application" when complete

AmeriCorps

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eGrants Performance Measures

Home Page | Objective | MSY/Members | Performance Measure | Data Collection | **Summary**

Screen Instructions

This page provides a summary of all the information you have entered in this module.

To print the entire summary, click "Print PDF for all Performance Measures".

To print one performance measure, expand the measure and click "Print This Measure".

Click "Edit Performance Measures" to return to the Performance Measure tab.

Click "Edit Data Collection" to return to the Data Collection tab.

Click "Validate Performance Measures" to validate this module prior to submitting your application.

Summary

MSYs and Members Count by Objective

Objective	No of MSYs	No of Members
Other Education	0.00	0
Total	0.0	0

Print PDF for all Performance Measures

▾ **None**

Focus Area:	Education	Objective:	Other Education	Title:	None
No of MSYs:	0.00	No of Members:	0		

Problem Statement:

N/A

Selected Interventions:

N/A

Describe Interventions:

Back | **Validate Performance Measures**

Questions & Answers

PLEASE TYPE YOUR QUESTIONS IN THE CHAT OR UNMUTE

Thank you!

SEND ADDITIONAL QUESTIONS TO FUNDING@CV.CA.GOV