

# Appendix B: AmeriCorps Seniors FGP Performance Measure Instructions

References and Authorities Definitions, Suggestions regarding Data Collection, and Additional Notes

Last Updated: October 2020



This document explains specific performance measure instructions for the AmeriCorps Seniors Foster Grandparent Program (FGP). It contains the menu of available service activities and output and outcome measures, with additional information on how to use each of them. This document should be used in tandem with the Notice of Funding Opportunity (NOFO).

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# AmeriCorps Seniors FGP Performance Measure Requirements

## Measured in Unduplicated Volunteers\*

1. **Primary Focus Area:** Education is the AmeriCorps Seniors Foster Grandparent Program's Primary Focus Area.
2. **Work Plans:** All unduplicated AmeriCorps Seniors volunteers\* must be placed in work plans. Work plans must meet the maximum cost per unduplicated volunteer in outcome assignments requirement below. Work plans may include some combination of national performance measures and other community priorities.
3. **National Performance Measures.** Every national performance measure output must be paired with a single outcome. For each work plan, applicants must select one output and one of the associated outcomes. While beneficiaries may receive benefits associated with more than one available outcome, select only one outcome for each beneficiary served. "Other Community Priorities" work plans are not considered national performance measures.
4. **Other Available Measures or Other Community Priorities.** All remaining unduplicated volunteers may be placed in work plans in Economic Opportunity, Health Futures, or Other Community Priorities. A work plan consisting of "Other Community Priorities" work plans are not considered national performance measures.
5. **Maximum Cost per Unduplicated Volunteer in Outcome Assignments.** For every \$6,500 in annual base federal funding, at least one unduplicated AmeriCorps Seniors volunteer\* must be placed in work plans that result in national performance measure outcome in the Education focus area.
6. **Rounding Unduplicated Volunteers in Outcome Assignments.** Common arithmetic rules should be used to determine how to round unduplicated volunteers in outcome-based work plans. Grantees should round to the nearest whole number. For example, an AmeriCorps Seniors FGP grantee with \$98,000 in federal funding would require 15.07 unduplicated volunteers in work plans that result in national performance measure outcome. Since 15.07 is less than 15.5, this would be rounded down to 15 unduplicated volunteers in work plans that result in national performance measure outcomes. In contrast, a grantee with \$175,000 in federal funding (26.92 volunteers in outcome-based work plans) would round up and require 27 unduplicated volunteers in work plans that result in national performance measures outcomes.

\* *Unduplicated FGP Volunteers:* Each volunteer can only be counted once even if they are assigned to more than one service activity. The volunteer should be counted in the area where he/she will make the most impact – in terms of the focus area, the type of service, or the scope of service (such as the greatest number of hours served).

## Complete List of AmeriCorps Seniors FGP National Performance Measures

These selection rules specify allowable output/outcome pairings for National Performance Measures. Applicants must follow these selection rules when using National Performance Measures. Applicants may not select any National Performance Measures that may appear in eGrants if they are not present on this list. Please see the NOFO for additional information about application requirements.

Applicants who experience issues finding the appropriate measures in the Performance Measure Module of eGrants, should ensure that the objectives of the measures they would like to use are marked in the “Objective” tab. Then, in the “Performance Measure” tab, that the “Other” category in “Select Category Title” is selected. More detailed instructions are included in Volume 2 of the [AmeriCorps Seniors Application Instructions](#).

### Focus Area: Education

Objective	Selection Rules		Service Activity
	Outputs	Outcomes	
School Readiness	ED1A: Number of individuals served	ED23A: Number of children demonstrating gains in school readiness	Tutoring Mentoring Other Classroom Support Out-of-School Time Family Involvement Service Learning Summer Learning Classroom Teaching Social and Emotional Support
K-12 Success	ED1A: Number of individuals served	ED5A: Number of students with improved academic performance ED9: Number of students graduating from high school on time ED10: Number of students enrolling in post-secondary education/training ED27C: Number of students with improved academic engagement or social-emotional skills ED6: Number of students with increased attendance ED7A: Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)	Tutoring Mentoring Other Classroom Support Out-of-School Time Family Involvement Service Learning Summer Learning Classroom Teaching Opioid/Drug Intervention

Focus Area: Economic Opportunity

Strategic Plan Objective	Selection Rules		Service Activity
	Outputs	Outcomes	
Employment	O1A: Number of individuals served	O10: Number of individuals who secure employment  O21: Number of individuals with improved job readiness	Job Training Job Placement GED Education Other Adult Education

Focus Area: Healthy Futures

Objective	Selection Rules		Service Activity
	Outputs	Outcomes	
Obesity & Food	H4A: Number of individuals served	H12: Number of individuals who report increased food security  H17: Number of individuals with increased health knowledge  H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health  H19: Number of individuals with improved health	Outreach Education/Training Referrals Medical Services Nutrition/Food Support Physical Activities Counseling/Coaching Opioid/Drug Intervention
Access to Care	H4A: Number of individuals served	H15A: Number of individuals with developmental disabilities receiving services that promote integration and inclusion (for legacy programming only)  H17: Number of individuals with increased health knowledge  H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health  H19: Number of individuals with improved health  H20: Number of individuals with improved access to medical care	Outreach Education/Training Referrals Medical Services Counseling/Coaching Opioid/Drug Intervention Disability Inclusion

Other Community Priorities

Objective	Selection Rules		Service Activity
	Outputs	Outcomes	
Other	SC1: Grantee met their target for community priority activity (Yes/No)	None	N/A

## Education Focus Area

### Focus Area Notes:

- These performance measures are intended to measure the impact of activities that support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children.
- These activities must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants.

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Applicants that select output ED1A may select outcome ED5A, ED6, ED7A, ED9, ED10, ED23A, or ED27C.

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<b>ED1A (output)</b>	Number of individuals served
<b>Definition of Key Terms</b>	<b>Individuals:</b> recipients of AmeriCorps-supported services related to education; may include students enrolled in grades K-12, out-of-school youth, preschool age children, and/or individuals pursuing postsecondary education <b>Served:</b> substantive engagement of individuals with a specific education-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
<b>How to Measure/Collect Data</b>	Tracking mechanism that ensures an unduplicated count of individuals who have received services

<b>ED5A (outcome)</b>	Number of students with improved academic performance
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in ED1A <b>Improved academic performance:</b> an improved demonstration of skill or knowledge in one or more academic subjects
<b>How to Measure/Collect Data</b>	Standardized test, report card grade, or other instrument capable of measuring changes in academic performance at the individual beneficiary level. When possible, pre-post assessments should be utilized.

<b>ED6 (outcome)</b>	Number of students with increased school attendance
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in ED1A <b>Increased school attendance:</b> higher rate of presence and/or on-time arrival at school as compared to a previous comparable time period
<b>How to Measure/Collect Data</b>	School/district/classroom attendance records or other instrument capable of measuring changes in attendance at the individual beneficiary level

<b>ED7A (outcome)</b>	Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in ED1A <b>Decreased disciplinary incidents:</b> lower rate of incidents as compared to a previous comparable time period
<b>How to Measure/Collect Data</b>	School/district/classroom records, police records, or other instrument capable of measuring changes in disciplinary incidents at the individual beneficiary level

<b>ED9 (outcome)</b>	Number of students graduating from high school on time with a diploma
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in ED1A <b>On Time:</b> Within four years of starting 9th grade
<b>How to Measure/Collect Data</b>	Preferred method is school/district graduation records for student beneficiaries. Beneficiary self-reports may also be utilized.

<b>ED10 (outcome)</b>	Number of students enrolling in post-secondary education or training
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in ED1A <b>Post-secondary education or training</b> may include two- or four-year college programs or occupational/vocational programs <b>Enrolling:</b> means matriculating as a full-time or part-time student
<b>How to Measure/Collect Data</b>	Preferred method is registration records that confirm student enrollments. Beneficiary self-reports may also be utilized.

<b>ED23A (outcome)</b>	Number of children demonstrating gains in school readiness
<b>Definition of Key Terms</b>	<b>Children:</b> those reported in ED1A <b>School readiness:</b> Preparation for Kindergarten which includes multiple indicators assessed across developmental and behavioral domains including but not limited to physical well-being, health and motor development, social and emotional development, approaches to learning, language development, cognitive development, and age-appropriate academic skills and behavior.
<b>How to Measure/Collect Data</b>	Teacher observation, standardized test, or other instrument capable of measuring changes in school readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

<b>ED27C (outcome)</b>	Number of students with improved academic engagement or social and emotional skills
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in ED1A <b>Improved academic engagement or social and emotional skills:</b> A positive change in student skills, attitude, and/or mindset that is likely to contribute to increased educational success. May include increased interest in school, improved perspective on school climate, increased attachment to school, and/or increased educational aspirations.
<b>How to Measure/Collect Data</b>	Survey, observation, or other instrument capable of measuring changes in academic engagement or social and emotional skills at the individual beneficiary level. When possible, pre-post assessments should be utilized.
<b>Notes</b>	Academic or behavioral improvements counted under ED5A, ED6, or ED7A cannot be counted under this measure

## Economic Opportunity Focus Area

### Focus Area Notes:

- These performance measures are intended to measure the impact of activities that support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people.
- These activities must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants.

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Applicants that select output O1A may select outcome O10, **or** O21.

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<b>O1A (output)</b>	Number of individuals served
<b>Definition of Key Terms</b>	<b>Individuals:</b> recipients of AmeriCorps-supported services related to increasing economic opportunity <b>Served:</b> substantive engagement of individuals with a specific goal in mind related to economic opportunity. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
<b>How to Measure/Collect Data</b>	Tracking mechanism that ensures an unduplicated count of individuals who have received services

<b>O10 (outcome)</b>	Number of individuals who secure employment
<b>Definition of Key Terms</b>	<b>Individuals:</b> those reported in measure O1A or V1, V7A, V8 <b>Secure employment:</b> individual is hired in a new job as a result of AmeriCorps-supported services provided; individual may have been previously working in a different job or previously unemployed
<b>How to Measure/Collect Data</b>	Preferred method is a copy of acceptance letter from employer or copy of first pay stub. Beneficiary self-reports may also be utilized.

<b>O21 (outcome)</b>	Number of individuals with improved job readiness
<b>Definition of Key Terms</b>	<b>Individuals:</b> those reported in measure O1A or V1, V7A, V8 <b>Improved job readiness:</b> increased knowledge or skills related to seeking, obtaining, or successfully retaining a job.
<b>How to Measure/Collect Data</b>	Survey, interview, observation, or other instrument capable of measuring changes in job readiness at the individual beneficiary level. When possible, pre-post assessments should be utilized.

## Healthy Futures Focus Area

### Focus Area Notes:

- These performance measures are intended to measure the impact of activities that meet health needs within communities including access to care, aging in place, and addressing childhood obesity.
- These activities must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants.

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Applicants that select output H4A may select outcome H12, H15A, H17, H18, H19, **or** H20.

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<b>H4A (output)</b>	Number of individuals served
<b>Definition of Key Terms</b>	<b>Individuals:</b> recipients of AmeriCorps-supported services related to improving health-related outcomes <b>Served:</b> substantive engagement of individuals with a specific health-related goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.
<b>How to Measure/Collect Data</b>	Tracking mechanism that ensures an unduplicated count of individuals who have received services

<b>H12 (outcome)</b>	Number of individuals who report increased food security
<b>Definition of Key Terms</b>	<b>Individuals:</b> those reported in H4A or V1, V7A, V8 <b>Food security:</b> Access, at all times, to enough food for an active, healthy life. Food security includes at a minimum: (1) the ready availability of nutritionally adequate and safe foods, and (2) an assured ability to acquire acceptable foods in socially acceptable ways (that is, without resorting to emergency food supplies, scavenging, stealing, or other coping strategies). [USDA]
<b>How to Measure/Collect Data</b>	Survey, interview, caseworker assessment, or other instrument capable of measuring changes in food security at the individual beneficiary level. When possible, pre-post assessments should be utilized.

<b>H15A (outcome)</b>	H15A Number of individuals with developmental disabilities receiving services that promote integration and inclusion
<b>NOTE</b>	AmeriCorps Seniors applicants may only select this measure if they have historically supported programming in this area.
<b>Definition of Key Terms</b>	<b>Individuals:</b> those reported in H4A
<b>How to Measure/Collect Data</b>	Survey, interview, caseworker assessment, or other instrument capable of measuring changes in social support or perceived social support and/or independent living capacity at the individual beneficiary level. When possible, pre-post assessments should be utilized.

<b>H17 (outcome)</b>	Number of individuals with increased health knowledge
<b>Definition of Key Terms</b>	<b>Individuals:</b> those reported in H4A or V1, V7A, V8
<b>How to Measure/Collect Data</b>	Survey, test, or other instrument capable of measuring changes in knowledge at the individual beneficiary level. When possible, pre-post assessments should be utilized.

<b>H18 (outcome)</b>	Number of individuals reporting a change in behavior or intent to change behavior to improve their health
<b>Definition of Key Terms</b>	<b>Individuals:</b> those reported in H4A or V1, V7A, V8
<b>How to Measure/Collect Data</b>	Survey, interview, or other instrument capable of measuring changes in behavior at the individual beneficiary level. When possible, pre-post assessments should be utilized.

<b>H19 (outcome)</b>	Number of individuals with improved health
<b>Definition of Key Terms</b>	<b>Individuals:</b> those reported in H4A or V1, V7A, V8
<b>How to Measure/Collect Data</b>	Assessment by a healthcare professional, survey, or other instrument capable of measuring changes in health condition at the individual beneficiary level. When possible, pre-post assessments should be utilized.

<b>H20 (outcome)</b>	Number of individuals with improved access to medical care
<b>Definition of Key Terms</b>	<b>Individuals:</b> those reported in H4A or V1, V7A, V8
<b>How to Measure/Collect Data</b>	Survey, interview, caseworker assessment, or other instrument capable of measuring changes in healthy care access at the individual beneficiary level. When possible, pre-post assessments should be utilized.

## Other Community Priorities

### Notes:

- Community Priority Service Activities ensure that AmeriCorps Seniors FGP programs can continue to engage in appropriate service activities that may not necessarily lead to national performance measures outcomes but do support the intent of the authorizing legislation.
- This work plan is designed to ensure that an activity supported by appropriated funds is represented in the grant application while minimizing data collection burden.
- These activities must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants.

<b>SC1 (output)</b>	Yes/ No met all Applicant-Determined Community Priority Service Activity Targets
<b>Definition of Key Terms</b>	<p><b>Community Priority Service Activity:</b></p> <ol style="list-style-type: none"> <li>1. Service activity conducted by AmeriCorps Seniors volunteers that may not necessarily lead to national performance measures but:             <ol style="list-style-type: none"> <li>a. Provides opportunities for senior service to meet unmet local and state needs;</li> <li>b. Empowers people 55 years of age or older to contribute to their communities through service, enhance the lives of those who serve and those whom they serve, and provide communities with valuable services; and</li> <li>c. Provides opportunities for people 55 years of age or older to share their knowledge, experiences, abilities, and skills for the betterment of their communities and themselves.</li> </ol> </li> <li>2. Community priority service activities shall not include any prohibited activities.</li> </ol> <p><b>Applicant- Determined Community Priority Service Activity Targets:</b> Target goals for Community Priority Service Activity that are identified by the program. Unlike national performance measure outputs, these targets are not reported to AmeriCorps. Instead, grantees will report yes/no that they have achieved the target goals for all their Community Priority Service Activities.</p>

## Change Log

This table lists all changes made to this document since September 2018.

<b>Date</b>	<b>Change(s)</b>
<i>September 2019</i>	<ul style="list-style-type: none"> <li>• A few cosmetic updates were made to the document</li> <li>• References to measure OA1 were corrected to read O1A</li> <li>• Instructions on what to select, should performance measure options be missing in eGrants were added (pg. 3 )</li> </ul>
<i>March 2020</i>	<ul style="list-style-type: none"> <li>• Update to the cost per VSY threshold from \$6,000 to \$6,500. Updated threshold is effective as of April 1, 2020.</li> </ul>
<i>October 2020</i>	<ul style="list-style-type: none"> <li>• Updated branding of CNCS to AmeriCorps, Senior Corps to AmeriCorps Seniors, FGP to AmeriCorps Seniors FGP, and FGP volunteers to AmeriCorps Seniors Volunteers.</li> </ul>