

How to Document Performance Measures

1. Reach	<p>Outline the number of adolescents enrolled in the program who participated in at least one program activity during the reporting period, broken down by specific characteristics.</p> <p>Utilize sign in sheets and outline by age and ethnicity.</p>
2. Dosage	<p>Take attendance at each program event and create an average percentage of curriculum-based sessions attended by program participants. Youth should receive at least 75% or more of program sessions.</p> <p>Outline each lesson along with time outputs of the presentation.</p>
3. Fidelity and Quality	<p>Outline the observer-reported adherence to program. The average percentage of required program activities facilitators completed during observed program sessions, as reported by independent observers.</p> <p>Outline the observer-reported overall quality utilizing a 1-5 scale of program quality and customer satisfaction.</p>
4. Training	<p>Outline number of new facilitators trained</p> <p>Outline the number of facilitators receiving follow-up training and ongoing support and professional development</p>
5. Partners	<p>Outline the number of partners in the project broken down into formal partners as evidenced by a signed partnership agreement or memorandum of understanding and the number of informal partners which are partners without a formal partnership agreement or Memorandum of Understanding The number of partners grantees worked with without formal agreements .</p>
6. Evaluation	<ul style="list-style-type: none">• Contract with local evaluator from university, college or school district administration office• Ensure recording of all baseline data in community that you are serving• Create pre and post testing questions based on implementation content• Outline how many pre and post-test touch points 30, 60, 90 days?• Will evaluator also do data collection?• Will agency be measuring qualitative data in the form of customer satisfaction surveys, competency surveys, focus groups, stories of impact?
7. Dissemination	<p>Outline the number of manuscripts published or accepted for publication in peer-reviewed journals</p> <p>Outline the number of presentations delivered at the local, state, regional and state levels</p> <p>Outline how many times the program was highlighted in print, on radio, in parent groups, etc.</p>