![AmeriCorps logo]

Public Health AmeriCorps 2022 End-of-Year Project Progress Report Instructions

AmeriCorps State and National
June 2023

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How Will AmeriCorps Use the Information Reported?

The Public Health AmeriCorps (PHA) Project Progress Report (PPR) provides information for AmeriCorps staff to monitor grantee progress and to respond to requests from Congress and other stakeholders. Some information provided in your PPR may be used by AmeriCorps to promote service. Program staff will use the information you provide to identify trends and issues that may lead to changes in policies and procedures, allocation of training and technical assistance, or opportunities for peer learning.

Information in the PHA PPR will also be used to support the evaluation of the Public Health AmeriCorps program, which is conducted by a third-party contractor, JBS International.

What Are the Components of the End-of-Year PPR?

The End-of-Year PPR consists of four sections: Performance Data Elements, Performance Indicators, Performance Measures, and Narratives.

Please complete the report using eGrants, AmeriCorps' integrated, secure, web-based system for grants management, and follow these instructions.

Please note: Public Health AmeriCorps PPRs are not visible to grantees in eGrants until 4 months prior to their due date.

When Is the End-of-Year PPR Due?

The PPR is due on November 30, 2023. If you cannot meet the submission deadline for the progress report, you must request an extension from your Portfolio Manager. Requests for extensions may be granted when:

1. The report cannot be finished in a timely manner for reasons legitimately beyond the control of the grantee, and

2. AmeriCorps receives a request explaining the need for an extension before the due date of the report.

Selecting the Right PPR

After logging into eGrants:
1. Click the Progress Report link in the lower right corner of the screen.

Figure 1: Home page of eGrants Phase 2 with the Progress Report link circled.

You will see a list of possible progress reports for each of your existing grants.

2. Find the grant number that includes the 2022-23 program year and expand the list by clicking on the orange arrow key to the right of the grant number.

3. Find the progress report with a due date of **11/30/2023** labeled **Progress Report Annual** and click on the **edit** link.

You will be taken to the main progress report screen.

Please note: Please be sure to select the grant and PPR associated with your Public Health AmeriCorps grant. Non-PHA AmeriCorps State and National (ASN) grantees also have a Progress Report Annual due on 11/30/2023. All data for ASN grants should be included in the ASN PPR, which have a separate set of instructions.

Reporting Period

The reporting period is from the beginning of your 2022 grant year through September 30, 2023.

- Report all Performance Data Elements collected during the time period 10/1/2022-9/30/2023, regardless of the member cohort or program year to which the data are connected.

- Report all Performance Measures data pertaining to your 2022 program year. Any activities taking place during the reporting period that correspond to a later grant year (e.g., FY 23 PHA grant award) should be reported on the subsequent end-of-year PPR.

Data submitted in the progress report must be valid (i.e., the data collected and reported must accurately align with the performance measure instructions, approved program design, and grant application) and verifiable (i.e., the grantee must be able to demonstrate the data are accurate). Source documentation that supports the reported results must be maintained as grant records.

Completing the PPR

General Information Tab

The General Information tab displays information for the progress report you have selected. Check the grant number and due date to ensure you have selected the correct report. If you have not selected the correct report for the reporting period and due date, click the **Cancel** button and select the correct report. If you have selected the correct report, click the **Begin** button to open the progress report. If you return to this tab after starting the report, you will see a **Continue Working** button that allows you to open the report that is in progress.

Open amendments on the same grant year as the PPR may interfere with data entry in the PPR. If you have amendment(s) currently in process that fit this description, please work with your Portfolio Manager to get the amendment(s) awarded or withdrawn before you start entering data into the PPR. Also, it is best to avoid initiating amendments on the same grant year while you are entering data into the PPR (i.e., after you open the PPR for the first time but prior to submitting the PPR to AmeriCorps). Same-year amendments awarded during the PPR data-entry process may result in the need to re-enter all of the data from scratch.

Performance Data Elements Tab

The Performance Data Elements tab contains a list of data elements of interest to AmeriCorps. The definition of each Performance Data Element can be found in Appendix 1: 2022 PPR Supplemental Instructions. If you do not see all of the Performance Data Elements listed below, you will need to start a new PPR. **Your responses on this tab should include all data collected for these elements during**

the time period 10/1/2022-9/30/2023, regardless of the member cohort or program year to which the data are connected.

The following elements are **required for all grantees**:

- Number of individuals who applied to be AmeriCorps members

- Number of volunteers recruited or managed

- Dollar amount of resources leveraged by the program

The following elements are **required for all grantees for whom the indicator is relevant** to their program model where "relevant" refers to something that is a significant part of a grantee's program design and Theory of Change:

- Number of hours served by recruited or managed volunteers

- Number of individuals affected by disaster served

- Number of individuals assisted in preparing for disasters

- Number of children and youth served

- Number of individuals receiving job training or placement

- Number of individuals receiving independent living services

- Number of veterans served

- Number of veteran family members served

- Number of military family members served

- Number of active duty military members served

- Dollar amount of resources leveraged by national service participants

- Number of acres of public land supported

- Number of individuals receiving opioid/drug intervention services

The following elements are **optional for all grantees**:

- Number of previously unemployed AmeriCorps members who gain employment

- Number of veterans serving as AmeriCorps members who gain employment

- Number of AmeriCorps members who earn a high-school diploma or GED

- Number of AmeriCorps members who remain in the education field post-service

The following elements are **required only for Economic Mobility Corps grantees**:

- Number of certified CDFIs identified to receive AmeriCorps members

- Number of AmeriCorps members placed at one or more certified CDFIs

The following elements are **required only for Public Health AmeriCorps grantees**:

- Number of AmeriCorps members recruited from the geographic or demographic communities the program operates

- Number of AmeriCorps members with increased knowledge about public health

- Number of AmeriCorps members who remain the public health field post-service

To complete the Performance Data Elements tab, refer to the definitions in Appendix 1: 2022 PPR Supplemental Instructions. Enter the appropriate numerical value for each element for which you are expected to report data. If you are not reporting data on an element, enter a zero (0) in that field.

The progress report cannot be submitted until there is a numerical value, including zero, entered in every field on this tab.

If you wish to provide an explanation about the data you have entered on this tab, clicking on the **Grantee Narrative** bar will open a text box for this purpose. This is not required. (Please note: the **Grantee Narrative** text box has a 2,000-character limit. Any text entered above the character limit will not be saved.)

Data reported should not be duplicated in any other AmeriCorps program progress reports including but not limited to AmeriCorps State and National, Commission

Support Grant, Commission Investment Fund, Volunteer Generation Fund, VISTA, or AmeriCorps Seniors progress reports.

Click **Next** to proceed to the next tab.

Performance Indicators Tab

The Performance Indicators Tab shows enrollment, retention, 8-day enrollment rates and 30-day exit rates for the 2022 program year. **These data are pulled from the Portal the first time the tab is opened. The data do not refresh when the tab is re-opened. As a result, please do not open this tab until you are ready to complete it.** Use the horizontal scroll bar at the bottom of the page to see the chart in its entirety.

Enrollment and Retention

For enrollment and retention, a **Yes** or **No** appears in the **Meets AmeriCorps Expectations** column. AmeriCorps expects grantees to provide an explanation for retention rates below 85% and to achieve the highest retention rate possible. Enrollment rates below 100% is assessed as not meeting AmeriCorps expectations.

For National grantees and state subgrantees with enrollment rates less than 100% and/or retention rates less than 85%:

- In the **Explanation** column to the right of the **Meets AmeriCorps Expectations** column, explain why and identify corrective actions that are being planned to improve recruitment and retention practices, or any planned reduction in slots requested.

- Click on the button that says, **Enter Explanation**, type your explanation and corrective action plan, and click the **Close** button.

The progress report cannot be submitted unless all required explanations have been provided. (Please note: each explanation has a 1,000-character limit. Any text entered above the character limit will not be saved.)

8-Day Enrollment and 30-Day Exit

For 8-day enrollment and 30-day exit rates, a **Yes** or **No** appears in the **Compliant** column. Any rate below 100% is not compliant.

For National grantees or state subgrantees with enrollment or exit rates below 100% **for reasons entirely beyond the grantee or subgrantee's control**, provide an

explanation in the **Grantee Narrative** section. (Please note: each explanation has a 1,000-character limit. Any text entered above the character limit will not be saved.)

Based on this explanation, your Portfolio Manager may change the compliance status to **Yes**. No other explanations are required.

Click **Next** to go to the next tab.

Performance Measures Tab

The Performance Measures tab asks grantees to enter performance measure data for the 2022 program year and to compare achieved (actual) values to the targets set in the grant application. Your responses on this tab should include all data pertaining to your 2022 program year (i.e., the outputs and outcomes accomplished by your 2022 cohort of AmeriCorps members). Any activities taking place during the reporting period that correspond to a later grant year (2023 or beyond) should be reported on the subsequent end-of-year PPR.

Each performance measure panel contains a chart showing each output and outcome for the performance measure, as well as the MSYs and members allocated to the measure. Grantees will report on output and outcome data only. As MSY and member data are not required, please enter zeroes in the **Actual** boxes for MSYs and members on this tab. Failure to do so will result in the PPR being returned for correction. Use the horizontal scroll bar at the bottom of the page to see the chart in its entirety.

For each output and outcome, enter a numerical value documenting progress toward the target. Round any decimals to the nearest whole number. When you have entered all data for one performance measure, check the **Done with Section** box. This action will cause a green checkmark to appear on the accordion panel when it is collapsed, signaling that you are done entering data in this panel. If you leave any fields blank or include any characters other than numbers (commas, decimals, percent symbols, etc.) these fields will default to values of zero when you move to the next tab or save the report.

Once data have been entered for each performance measure, click the **Calculate** button at the bottom of the page. This action will enable eGrants to calculate the numerical difference between each performance measure target and actual, as well as the percent of the target that was reached. In each performance measure panel, these values will appear in the **Diff** and **% of Target** columns. A **Yes** or **No** will automatically appear in the **Met Target** column.

An explanation is required for any output or outcome measure for which one or more of the following is true:

- The actual is lower than the target value;

- The actual greatly exceeds the target value (i.e., by 400% or more);

- Program activities and/or data collection are still ongoing for this measure, even if targets have already been met; and/or

- Data from the previous grant year that were not reported on the previous end-of-year PPR have been included in the reported actual

The content of the explanations should be as follows:

Situation	Required Explanation
Actual that is lower than the target value	Reason(s) why the target was not met, and corrective action plan for how the program intends to meet this target in the next program year. If activities are still ongoing, please see below for the required explanation content.
Actual that exceeds the target value by 400% or more	Reason(s) why the actual value is significantly higher than originally projected. It must be clear in the explanation that no data were double-counted and that all data are directly attributable to program activities.
Ongoing program activities and/or data collection, even if the target is already met	State that activities are still ongoing and explain when program activities will be completed and a full set of data will be available. Any output or outcome data that are not reported in this PPR will need to be included in next year's end-of-year PPR.
Data included that were not reported in the previous grant year	Indicate what numerical portion of the actual value corresponds to the current grant year vs. the previous grant year. Only data that were not already reported on the previous year's end-of-year PPR should be included here.

Please note: If the situation is that the actual is lower than the target value, the explanations should be provided for any output or outcome where the actual value for the **current** grant year is lower than the target value.

To enter an explanation, click on the **Enter Explanation** button in the **Explanation/Corrective Action** column. Clicking this button opens a text box where the explanation should be entered. (Please note: each explanation has a 1,000-character limit. Any text entered above the character limit will not be saved.)
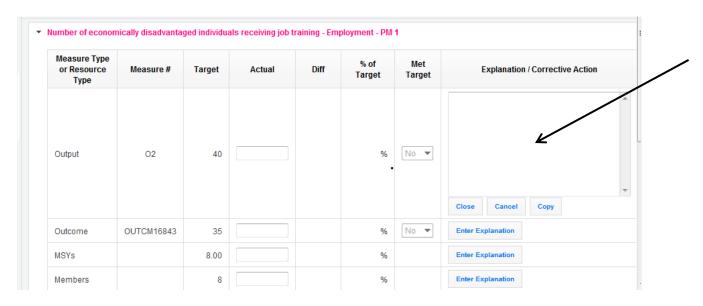
Figure 2: Performance Measure chart with arrow pointing to Explanation/Corrective Action field.

If the explanation entered for one output or outcome target applies to other targets for the measure (e.g., an output and outcome were unmet for the same reason), clicking the **Copy** button will automatically copy the explanation to the other outputs and outcomes in the measure. If you wish to provide a different explanation for other outputs or outcomes in the measure, enter those explanations by clicking on the **Enter Explanation** button for those outputs or outcomes.

Performance measurement data reported in this PPR should not be duplicated in any other AmeriCorps progress reports submitted by your organization, including but not limited to other AmeriCorps State and National, Commission Support Grant, Commission Investment Fund, Volunteer Generation Fund, VISTA, or AmeriCorps Seniors progress reports.

The progress report cannot be submitted unless all required data has been entered.

Click **Next** to go to the next tab.

Narratives Tab

The Narratives tab asks grantees to reflect on activities and accomplishments during the 2022 program year. State Commissions should not provide information from every Public Health AmeriCorps subgrantee when responding to narrative questions; rather, they should provide high-level analysis of their Public Health AmeriCorps portfolio supplemented by relevant examples.

Click on the accordion panels to enter narratives. When accordion panels are closed, green checkmarks indicate that text has been entered in the text box. Text must be

entered in every narrative field before submitting the PPR. For fields that are not required, if not providing narrative, enter "N/A" in the text box.

Provide the following narratives. Please limit your remarks in each section to 1,500 words or less. (The Progress Report screens will accept 32,000 characters per narrative field and will save the entire narrative entered up to that limit. However, the PDF printout of the PPR often truncates the narratives entered in the Progress Report interface and may not display fully in the PDF.)

Data Quality (Required)

National Grantees: Describe the specific steps you took to verify data from sites reported in this PPR.

State Commissions: Describe the specific steps you took to verify the subgrantee data reported in this PPR.

Performance Management (Required)

National Grantees: Describe how you have used the data you have collected about your processes or outcomes (including performance measurement and evaluation data) during the reporting period to improve your program. Based on the data you have collected, what has worked well in your program during the reporting period, and what changes will you make in the coming year to improve processes and/or outcomes to better address identified community needs?

State Commissions: Describe how you have supported subgrantees during the reporting period to use data they have collected about their processes or outcomes (including performance measurement and evaluation data) to improve their programs. Provide examples of how subgrantees have used data during the reporting period, and/or plan to use data in the coming year, to make improvements to program processes and/or outcomes to better address their identified community needs.

TTA and Monitoring (Required for National grantees only; State Commissions provide this information in the Commission Support Grant PPR)

National Grantees:
- Describe the training and technical assistance you provided to your sites during the reporting period.

- Describe how you monitored your sites during the reporting period. Discuss any significant issues or trends you have identified through programmatic and fiscal monitoring and how you are responding to them.

State Commissions: enter N/A

Other Explanations (Optional)

If required narrative explanations in other sections of the PPR exceeded character limits, provide overflow explanations here.

Click **Next** to go to the next tab.

Summary Tab

This tab provides a summary of the data entered in previous tabs. Pie charts and an MSY/Member summary chart show resource allocations and member activities. Graphs show performance against National Performance Measure targets. For State Commissions, these data are aggregated at the prime level. The subgrantee performance summary provides a quick visual reference for subgrantee performance.

From this tab, you can view or print all text and data entered into the PPR by clicking **Print Overall GPR Summary**.

For National grantees, to print a visual summary similar to the summary screen, click **Print Grantee Report**.

For State Commissions, to view or print a summary of all data entered for a single subgrantee, select a subgrantee in the **Select Subgrantee** dropdown box and click **Print Subgrantee Report**.

To comment on this summary, enter text in the **Overall Grantee Note** text box. (Please note: the **Overall Grantee Note** text box has a 3,980-character limit. Any text entered above the character limit will not be saved.)

Submitting the PPR

When all data have been entered into the progress report, go to the Summary tab and click the **Grantee – Submit to AmeriCorps** button.

Reviewing Feedback and Responding to Clarification Items in the PPR

For each tab where data are entered, the AmeriCorps Portfolio Manager reviews data and determines whether clarification is necessary. If no clarification is required, the Portfolio Manager closes out the PPR. If clarification is required, the Portfolio Manager

checks the **Clarification Required** box on each tab that requires clarification and returns the PPR for rework.

The following text fields for feedback and clarification appear on all tabs where data are entered:

- Program Officer Feedback – May contain feedback from the AmeriCorps Portfolio Manager. Grantees are not required to provide clarification regarding this feedback.

- Program Officer Clarification Items – Contains clarification items from the AmeriCorps Portfolio Manager. Grantees are required to respond to these clarification items by making the necessary changes/corrections to the PPR content.

- Grantee Clarification Items – Grantees use this text field to enter their responses to the clarification items that appear in the Program Officer Clarification Items field. (Please note: the **Grantee Clarification** text box has a 1,984-character limit. Any text entered above the character limit will not be saved.)

Charts on the **Performance Indicators tab** and the **Performance Measures tab** may also contain clarification columns to signal specific items on the chart that require clarification.

After responding to all clarification items, the grantee returns the report to AmeriCorps by clicking the **Grantee – Submit to AmeriCorps** button on the **Summary tab**.

If the progress report does not require clarification or all clarification items have been satisfactorily addressed, the AmeriCorps Portfolio Manager will set the PPR status to **Reviewed**. The grantee will receive email notification and will be able to review any feedback provided in the progress report when the report is in **Reviewed** status.

Appendix 1: Project Progress Report Supplemental Instructions: Performance Data Elements

Data reported for Performance Data Elements in the Project Progress Report (PPR) must adhere to the following definitions.

Please note: All Performance Data Elements should reflect unduplicated counts and should not be double-counted in any other progress report submitted to

AmeriCorps. State Commissions should report the sum of the counts provided by their subgrantees.

Required for All Grantees

Number of individuals who applied to be AmeriCorps members:
Number of individuals who submitted applications for AmeriCorps member positions in your program during the time period from October 1-September 30. National direct grantees and state commissions are required to coordinate to ensure that they are not reporting duplicate counts. If an organization has both a national grant and a state subgrant, either the national grantee or the state commission should count the number of applicants for the state program, not both.

Number of volunteers recruited or managed:
Number of volunteers recruited, trained, managed, or coordinated by your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only volunteers recruited/trained/managed/coordinated through the efforts of the national service participant, and should not include the national service participants themselves. Each individual volunteer should be counted only once even if they participated in more than one volunteer opportunity.

Dollar amount of resources leveraged by the program:
Dollar amount of cash and in-kind resources leveraged by your program to support activities under this specific program during the time period from October 1-September 30. The reported value should not include resources reported as formal match or cost share (if applicable) and should also not include resources provided by AmeriCorps as federal grant share or member benefits. Rather, the reported value should reflect any actual expenditures beyond the formal budget (similar to the "Other Revenue" funds projected in the AmeriCorps State and National grant application). The reported amount should be backed up by your own accounting records but does not need to follow the documentation requirements for formal match or cost share. Resources raised by the national service participant (if applicable) should not be included in the reported value; this value should be reported in a separate Performance Data Element.

Required for All Grantees for Whom the Indicator Is Relevant to Their Program Model

Please note: Relevant = something that is a significant part of a grantee's program design and Theory of Change

Number of hours served by recruited or managed volunteers:
Total number of hours served by volunteers that were recruited, trained, managed, or coordinated by your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only hours served by volunteers recruited and/or supported through the efforts of the national service participant, and should not include hours served by the national service participants themselves.

Number of individuals affected by disaster served:
Number of individuals that received support or assistance from your program in the areas of disaster response (immediate actions to save lives, protect property and the environment, and/or meet basic human needs) and/or disaster recovery (longer-term care or restoration) during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

Number of individuals assisted in preparing for disasters:
Number of individuals that received support or assistance from your program in the area of disaster preparation (planning, training, educating, and/or increasing capability in advance of potential disasters) during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

Number of children and youth served:
Number of children and/or youth that receive support or assistance from your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

Number of individuals receiving job training or placement:
Number of individuals that received support or assistance from your program in the areas of job readiness/job skills training or job placement during the time period from October 1-September 30. For programs that engage national service

participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

Number of individuals receiving independent living services:
Number of individuals, including seniors and persons with disabilities, that received support or assistance from your program to facilitate independent living during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

Number of veterans served:
Number of veterans of the U.S. Armed Services that received support or assistance from your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only veterans supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each individual veteran should be counted only once even if they were assisted on more than one occasion.

Number of veteran family members served:
Number of veteran family members (persons related by blood, marriage or adoption to a veteran of the U.S. Armed Services, including one who is deceased) that received support or assistance from your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only family members supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each family member should be counted only once even if they were assisted on more than one occasion.

Number of military family members served:
Number of military family members (persons related by blood, marriage or adoption to an active duty member of the U.S. Armed Services, including National Guard members, reservists, and wounded warriors) that received support or assistance from your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only family members supported or assisted through the efforts of the national service participant, and should not include

the national service participants themselves. Each family member should be counted only once even if they were assisted on more than one occasion.

Number of active duty military members served:
Number of active duty members of the U.S. Armed Services (including National Guard members, reservists, and wounded warriors) that received support or assistance from your program during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only active duty Armed Service members supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each active duty military member should be counted only once even if they were assisted on more than one occasion.

Dollar amount of resources leveraged by national service participants:
Dollar amount of cash and in-kind resources raised directly by national service participants (AmeriCorps members or AmeriCorps Senior volunteers) to support activities under this specific program during the time period from October 1-September 30. The reported value should not include resources reported as formal match or cost share (if applicable) and should also not include resources provided by AmeriCorps as federal grant share or member benefits. Resources raised by program staff should not be included in the reported value; this value should be reported in a separate Performance Data Element.

Number of acres of public land supported:
Number of acres of public land treated by your program for the purpose of improving the condition of the land during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only acres of land treated through the efforts of the national service participant. Each acre should be counted only once even if it was treated on more than one occasion.

Number of individuals receiving opioid/drug intervention services:
Number of individuals who received services in prevention, treatment, or post-treatment of opioid or other drug use/abuse during the time period from October 1-September 30. For programs that engage national service participants (AmeriCorps members or AmeriCorps Senior volunteers), the count should represent only individuals supported or assisted through the efforts of the national service participant, and should not include the national service participants themselves. Each individual should be counted only once even if they were assisted on more than one occasion.

Number of previously unemployed AmeriCorps members who gain employment:
Number of AmeriCorps members who were unemployed prior to their term of service and who secure employment during the time period from October 1-September 30. In order to be counted, previously unemployed members must secure employment during their term of service or within 90 days after finishing their service term. Only AmeriCorps members who successfully complete their term of service OR who leave service due to compelling personal circumstances (see 45 CFR §2522.230) may be counted. "Secure employment" refers to paid, regular employment or serving in the military/national guard. Admission to another term of AmeriCorps service does not meet the definition of employment.

Number of veterans serving as AmeriCorps members who gain employment:
Number of veterans of the U.S. Armed Services who secure employment during the time period from October 1-September 30. In order to be counted, veteran members must secure employment during their term of service or within 90 days after finishing their service term. Only AmeriCorps members who successfully complete their term of service OR who leave service due to compelling personal circumstances (see 45 CFR §2522.230) may be counted. "Secure employment" refers to paid, regular employment or serving in the military/national guard. Admission to another term of AmeriCorps service does not meet the definition of employment.

Please note: Individuals who were previously unemployed AND are veterans should be counted under both the "Number of previously unemployed AmeriCorps members who gain employment" and "Number of veterans serving as AmeriCorps members who gain employment" Performance Data Elements.

Number of AmeriCorps members who earn a high-school diploma or GED:
Number of AmeriCorps members who earn a high-school diploma or GED during the time period from October 1-September 30. In order to be counted, members must obtain the high-school diploma/GED during their term of service or within 90 days after finishing their service term. Only AmeriCorps members who successfully complete their term of service OR who leave service due to compelling personal circumstances (see 45 CFR §2522.230) may be counted.

Number of AmeriCorps members who remain in the education field post-service:
Number of AmeriCorps members who accept a position in the education field during the time period from October 1-September 30. "Position in the education field" is defined as a position whose primary objective is to facilitate learning among students; this includes classroom teachers, school support staff, school administration, district administration, education non-profits, state/local/federal

government positions in the field of education, or additional education-focused AmeriCorps service terms. In order to be counted, members must accept the position during their term of service or within 90 days after finishing their service term. Only AmeriCorps members who successfully complete their term of service OR who leave service due to compelling personal circumstances (see 45 CFR §2522.230) may be counted.

Required Only for Economic Mobility Corps Grantees

These definitions are not included in these instructions as Economic Mobility Corps Performance Data Elements should be reported on the ASN PPR. Please see the 2022 AmeriCorps State and National PPR instructions for more information.

Required Only for Public Health AmeriCorps Grantees

Number of AmeriCorps members recruited from the geographic or demographic communities in which the program operates:

Number of AmeriCorps members who are recruited from the geographic or demographic communities in which the program operates during the time period from October 1 – September 30. "Geographic or demographic communities in which the program operates" is defined as location-based or population-based characteristics of the target population which the program serves. Grantees may select characteristics relevant to their community. For example, for geographic communities, the grantee may consider specific neighborhoods, cities, counties, or other geographic boundaries, or they may consider other geographic attributes, such as recruiting members from rural areas to serve in rural communities. For demographic communities, members may consider race, ethnicity, language spoken, age, or other demographic attributes.

Number of AmeriCorps members with increased knowledge about public health:

Number of AmeriCorps members who increase their knowledge of public health during the time period from October 1 – September 30. In order to be counted, members must have successfully completed public health-related training, professional development or coursework beyond what is offered by the Public Health AmeriCorps Program (such as CDC TRAIN required and optional courses, PHA-sponsored webinars, events etc.) and beyond training required to complete the duties of their AmeriCorps position.

Examples may include:

- A public health related supplemental job or workforce development training

- Public health related professional development opportunities such as public health networking or speaker events hosted on-site or by a third-party, etc.
- A pre-apprenticeship or registered apprenticeship program, professional and/or industry-recognized certifications
- A public health course,
- A stackable and portable credential. A stackable credential is defined as, "part of a sequence of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher paying jobs." Source: U.S Department of Labor.

If a member's Public Health AmeriCorps service experience is a registered apprenticeship or a member has completed a public health course (online or in-person) from a local college or university, or a member has received supplemental training outside of training required to do the duties of the AmeriCorps position, they should be included in this count.

If a member has only taken the optional or required public health courses in the CDC TRAIN platform or attended Public Health AmeriCorps provided trainings, events, or opportunities (e.g., Speaker Series, sponsored conference trip, etc.), they should NOT be included in this count.

AmeriCorps will use this metric and backend CDC TRAIN and AmeriCorps data to assess increased public health knowledge among Public Health AmeriCorps members.

Number of AmeriCorps members who remain in the public health field post-service:

Number of AmeriCorps members who seek a public health degree from an institution of higher education or accept a position in the public health field during the time period from October 1 – September 30 such as serving another Public Health AmeriCorps service term. In order to be counted, members must accept the job position or receive an acceptance letter from the institution during their term of service or within 90 days after finishing their service term. Only AmeriCorps members who successfully complete their term of service OR who leave service due to compelling personal circumstances (see 45 CFR §2522.230) may be counted.

A "position in the public health field" is defined as a position with the primary objective of promoting health, preventing disease, and advancing equitable health outcomes for all; this includes, but is not limited to, positions such as community health workers, health educators, public health administration staff, public health non-profit staff, state/local/federal government positions in the field of public health, or additional public health-focused AmeriCorps service terms. The field of public

health is broad, but one can align the definition of work with the CDC's 10 Essential Public Health Services:

1. Assess and monitor population health status, factors that influence health, and community needs and assets
2. Investigate, diagnose, and address health problems and hazards affecting the population
3. Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it
4. Strengthen, support, and mobilize communities and partnerships to improve health
5. Create, champion, and implement policies, plans, and laws that impact health
6. Utilize legal and regulatory actions designed to improve and protect the public's health
7. Assure an effective system that enables equitable access to the individual services and care needed to be healthy
8. Build and support a diverse and skilled public health workforce
9. Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement
10. Build and maintain a strong organizational infrastructure for public health

Please see additional information, resources and examples about the CDC's 10 Essential Public Health Services on this [webpage](). A position in which 50 percent or more of the work activities align with one or more of the listed essential services would qualify the job as a public health position.

For example, a member that is accepted to medical school or a traditional nursing program should not be included in this count. However, a member who is accepted to a public health nursing program, takes a job in health advocacy, becomes a social media intern for a non-profit focused on improving health outcomes or accepts a position to work in an ecological lab that reduces the prevalence of disease-carrying mosquitos should be included in this count.