AmeriCorps State and National Planning Grant Performance Measures

Fiscal Year 2021



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Planning Grant Performance Measure Requirements



- One applicant-determined performance measure
 - Corresponds to primary focus area of project being planned
 - Specific language provided for the title, output, and outcome
 - Target values of 1 for output and outcome
 - No MSYs or members
- Detailed instructions provided in the Planning Grant Performance Measure Instructions on the NOFO webpage
 - Include a Performance Measure checklist and FAQs for planning grantees

Home Page Tab

 Click "Begin" to add the required performance measure

Home Page	Objective	MSY	/Members	Perfo	rmance M	easure	Data Collection	Summary					
Screen In	nstructions	ж	Add Nev	/ Perfo	rmance I	Measure	es			- 1			
Welcome to the Performance Measures Module. Please click on the "Begin" button to start		^								1)		Begin	
the proces			Edit Obj	ectives	/MSYs/I	Member	'S				_		
	s will complete ing tasks in the order:										Object		
- Selecting interventio	g objectives and ons.		Delete o	r Edit P	erforma	nce Me	asures Created						
secondary	g primary and / focus areas and		Object		ID D	Title	Interventions		Outcome	End Outcome	MSY	Members	
interventio			There a	e currer	itty no pe	normanic	e measure createu i						
	mbers to each												
	one or more nce measure.												
plan and s													
	ice targets.	~											

Next



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Access to Care: Other

Select Secondary Intervention --Select Secondary Intervention--



Healthy Futures

Select Secondary Focus Area -- Select Secondary Focus Area--

Summary

Select Primary Intervention

 \checkmark

Performance Measure

Medical Services

Outreach

Referrals

Other

Select Primary Focus Area

Opioid/Drug Intervention

Healthy Futures

Objectives

Access to Care

Objective Tab

Home Page

Save

Objective

Screen Instructions 4 ×

On this screen you will

select all objectives for your project.

You must choose a

primary focus area.

MSY/Members

- Click arrow next to primary focus area of project being planned (e.g., Healthy Futures)
- 2) Click arrow next to primary objective of project being planned (e.g., Access to Care)
- 3) Select any significant intervention(s) of project being planned (e.g., Opioid/Drug Intervention)
- 4) Select "Other" intervention
- 5) Select primary focus area of project being planned
- 6) Select "Other" as primary intervention



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V

Next

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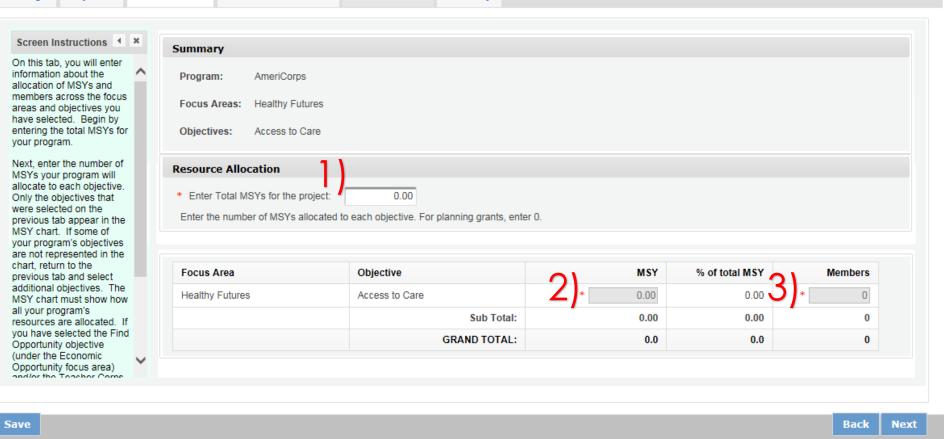
Back

Enter O Total MSYs for Home Page Objective MSY/Members the project

Performance Measure

- 2) Enter 0 MSY
- 3) Enter 0 Members

MSY/Members Tab



Summarv

Performance Measure Tab



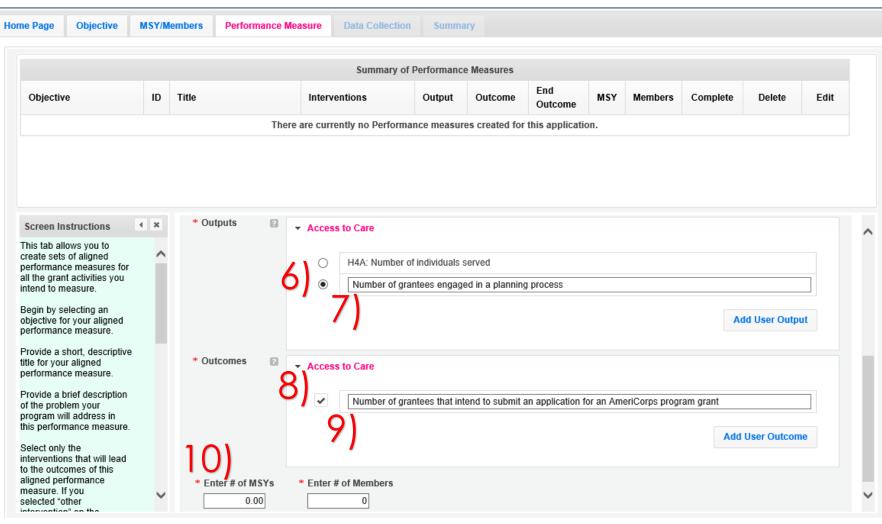
- Select primary objective of project being planned
- 2) Enter "Planning Grant" as the title
- 3) Enter "NA" in the Problem Statement text box
- 4) Check the box next to the empty intervention text box
- 5) Enter "Plan an AmeriCorps program"

н	ome Page	Objective	MSY/M	lembers Pe	rformance Me	asure	Data Collection	Summar	/						
							Summers of D								
	Summary of Performance Measures														
	Objective	e	ID	Title	itle Interventions		ventions	Output	Outcome	End Outcome	MSY	Members	Complete	Delete	Edit
					There	are curi	rently no Performan	ce measures	s created for	this application	on.				
	Screen In	structions	4 X		1)			Perf	ormance M	leasures					
	all the gran intend to m Begin by se	of aligned ce measures for t activities you easure. electing an or your aligned	^	* Objectiv * Title * Problem Stateme	, 2)	ccess to lanning G					•				¢
	title for your performanc Provide a b of the probl program wi this perform Select only	e measure. prief description lem your ill address in nance measure. the ns that will lead		* Selected Interven			51-	oid/Drug Intei In an AmeriC	vention orps program				Add Use	er Interventior	

Performance Measure Tab (continued)



- 6) Click the button next to the empty output text box
- 7) Enter "Number of grantees engaged in a planning process"
- 8) Check the box next to the empty outcome text box
- 9) Enter "Number of grantees that intend to submit an application for an AmeriCorps program grant" in the outcome text field
- 10) Enter zeroes for MSYs and Members



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Data Collection Tab

nbers

Enter "NA" for 1) Description of Interventions

Under the Output measure:

- Select "Other" 2) method
- 3) Enter "NA" for Instrument Description
- Enter "1" for Target 4) Number
- Enter "grantees" for 5) Unit of Measure

Berformance Measure	Data Collection Summary
escription of Interventions	Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected.
	NA
	Expand each output and outcome and enter data collection information.
	 Output: Number of grantees engaged in a planning process
	* Select Method 2 Other ~
	Add New Method Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable.
	* Enter Instrument 3 NA
	* Enter Target 4 1 Unit of Measure 5 grantees
	 Outcome: Number of grantees that intend to submit an application for an AmeriCorps program grant



Data Collection Tab (continued)

Under the Outcome measure:

- 6) Select "Other" method
- 7) Enter "Selfassessment by planning grantee" for Instrument Description
- 8) Enter "1" for Target Number
- 9) Enter "grantees" for Unit of Measure
- 10) Click the "Mark Complete" button to return to the Performance Measure tab

nbers	Performance Measure	Data Collection	Summary	
* Description of Intervention		Describe the design	n and dosage	ge (frequency, intensity, duration) of the interventions you have selected.
				es engaged in a planning process
		Outcome: Nun Select Meth		Itees that intend to submit an application for an AmeriCorps program grant Image: Comparison of the submit an application for an AmeriCorps program grant Image: Comparison of the submit an application for an AmeriCorps program grant
				Add New Method Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable.
		* Enter Instru Description		Self-assessment by planning grantee
		* Enter Targe Number	^t 8	1 * Unit of grantees
				10)
				Delete PM in Progress Mark Complete Back Next



Return to Performance Measure Tab

Save



Check the completed performance measure to make sure it has the correct components

1)

2) If so, click "Next" on the bottom of the tab

Objective MSY/Members Performance Measure Home Page Summary of Performance Measures End Objective ID Title Outcome MSY Members Complete Delete Interventions Output Edit Outcome Plan an AmeriCorps Access to Care 1 Planning Grant OUTPT2 OUTCM3 Edit 0.00 0 Yes Delete program - x Screen Instructions Performance Measures ~ This tab allows you to $\mathbf{\wedge}$ create sets of aligned * Objective --Select Objective-- \sim performance measures for all the grant activities you Title intend to measure. * Problem Begin by selecting an Statement objective for your aligned performance measure. * Selected 2 -Provide a short, descriptive title for your aligned Interventions performance measure. No records found. Provide a brief description of the problem your program will address in * Outputs 2 this performance measure. No records found. Select only the interventions that will lead to the outcomes of this aligned performance * Outcomes 2 measure. If you V V selected "other No records found. intonyoption" on the **Delete PM in Progress**

Next

Back

Summary Tab

1) Click "Validate Performance Measures"

pers Performance	e Measure Da	ta Collection S	ummary
Summary			
MSYs and M	embers Count by	Objective	
Objective	No of MSYs	No of Members	
Access to Care	0.00	0	
Total	0.0	0	
			Print PDF for all Performance Measures
Focus Area: Ho No of MSYs: 0. Problem Statem	00	Objectiv No of Member	
N/A			
Selected Interve	entions:		
Plan an Ameri	Corps program		
Describe Interve	entions:		1)
			Back Validate Performance Measures



Summary Tab (continued)

2)



- 1) Ensure that the message at the top of the screen says "Success: All Performance Measures are valid." If not, return to one of the earlier tabs to edit the performance measure
 - Click the "back to eGrants application" button help home back to eGrants application logout my account Grant application ID: AmeriCorps NOFA: Type: Status: Submitted: eGrants Performance Measures Legal Applicant Name: Performance Measure Home Page Objective MSY/Members Summary Screen Instructions Summary This page provides a summary of all the information you have are valid. Please exit the performance measures section and go back to the main application entered in this module. MSYs and Members Count by Objective To print the entire summary, click "Print PDF No of for all Performance Objective No of MSYs Measures". Members To print one performance 0 Access to Care 0.00 measure, expand the measure and click "Print 0.0 0 Total This Measure".

Troubleshooting



- If you are unable to submit your application with 0 MSYs in the Performance Measure screens, enter 1 MSY and 1 member on the MSYs/Members tab
- If your planning grant is under a focus area that does not allow for applicant-determined measures (e.g., Capacity Building), please also select the "Other" objective under Other Community Priorities and designate this as your primary focus area.
- DO NOT select any National Performance Measures for a planning grant