

This document is being provided as a resource only. Do not enter information into or submit this document.

### EGRANTS PERFORMANCE MEASURE MODULE INSTRUCTIONS

---

#### About the Performance Measures Module

In the performance measures module, you will:

- Provide information about your program's connection to CNCS focus areas and objectives.
- Show MSY and slot allocations.
- Create one or more aligned performance measures.
- Set targets and describe data collection plans for your performance measures.

#### Home Page

- To start the module, click the "Begin" button on the Home Page.
- As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.
- Once you have started the module, clicking "Continue Working" will return you to the tab you were on when you last closed the module.
- To edit the interventions, objectives, MSYs and slot allocations for your application, click the "Edit Objectives/MSYs/Slots" button.
- After you have created at least one aligned performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a measure, click "Delete". To create a new performance measure, click the "Add New Performance Measure" button.

#### Objectives Tab

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective.

- First click on a focus area. Then click on an objective and select all interventions that are part of your program design. Interventions are the activities that members and volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas.
- Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear on the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure that contains your primary intervention.
- You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

#### MSYs/Slots Tab

On this tab, you will enter information about the allocation of MSYs and slots 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.

- As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget.
- In the slots column, enter the number of members that will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members' slots to all applicable objectives. For example, if one member works on both school readiness and K-12 success, allocate one slot to each of these objectives. It is acceptable for slots in this table to exceed total slots requested in the application due to double counting members' service across multiple objectives.

### Performance Measure Tab

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure. You must create at least one aligned performance measure that includes your primary intervention. You may create additional aligned performance measures.

- To create an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.
- Provide a short, descriptive title for your performance measure.
- Briefly describe the problem your program will address in this performance measure.
- Select the intervention(s) to be delivered by members and member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outcomes of this aligned performance measure.
- Select output(s) for your aligned performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected.
- Select outcome(s). If you have selected a National Performance Measure output with a corresponding National Performance Measures outcome, these outcomes will be available to select.
- For Capacity Building National Performance Measures, you may select optional end outcomes. Complete the corresponding drop-down box for any end outcome selected.
- Enter the number of MSYs and slots your program will allocate to achieving the outcomes you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Slots tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Slots may be double-counted across performance measures, but MSYs may not.
- Click "next" to proceed to the data collection tab. Later you can return to this tab to create additional aligned measures.

### Data Collection Tab

On this tab, you will provide additional information about your interventions, instruments and plan for data collection.

- Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected.
- Expand each output and outcome and enter data collection information.
- Select the data collection method you will use to measure the output or outcome.
- 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 the target number for your output or outcome. Targets must be numbers, not percents.
- After entering data collection information for all outputs and outcomes, click "Mark Complete." You will return

to the Performance Measures tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click “Next.”

### Summary Tab

The summary tab shows all of the information you have entered in the module.

- To print a summary of all performance measures, click “Print PDF for all Performance Measures.”
- To print one performance measure, expand the measures 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.