**Measurement Worksheet - EXAMPLE**

**Team: ABC Agency** **Date: 11/12/2019**

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| **Measure**  **Type** | **Measure** | **Operational Definition** -Define the specific components of this measure.  Specify the numerator and denominator if it is a percent.  If it is an average, identify the calculation for deriving the average.  When a measure reflects concepts such as accuracy, complete, timely, or an error, describe the criteria to be used to determine “accuracy.” The more detail, the better! | **Reporting Period (Daily, Weekly, Monthly)** | **Data Collection**  Do you collect this already? If yes, how / where? ​If no, who can? How? Where?​ |
| Outcome Measure | 15% increase from baseline | The difference between the average number of referrals over 6 months (baseline) in comparison to average number of referrals over 6 months (final) | Weekly | Referral Report. Enter weekly referrals into run chart. Adriana will extract, Kailee with add to chart. |
| Process Measure | 1. Meeting with key partners (WIC, FMRI) quarterly to touch base and replenish printed resources.  2. E-mail every other month with referral forms attached. | 1. Measured by entering in progress to the excel tracking sheet.  Goal: 1 connection with each partner per subgrant quarter  2. Measured by entering in progress to the excel tracking sheet.  Goal: 1 e-mail every other month per each partner | Monthly | Excel tracking sheet for outreach efforts, Kailee will fill out tracking sheet for goals, each home visitor will enter in their outreach efforts |
| Balancing Measure | % of referrals that converted to clients | Numerator: clients who enroll in the program per month  Denominator: total referrals per month | Monthly | Referral Report. Enter monthly conversion rate into run chart. Adriana will extract, Kailee with add to chart. |