

INSTRUCTIONS FOR COMPLETING THE PROMISE STAFF ACTIVITY LOG

Mathematica, the national evaluator of PROMISE programs, is asking you to record how you spend your time over the course of a week on 12 broad PROMISE activities using the attached log. These activities represent the broad components of what PROMISE program staff might do on a day-to-day basis. In completing the attached log, please note the following:

- Your participation is voluntary and should take no more than five minutes per day.
- Table 1 provides descriptions of the activities we are interested in tracking. To help you record your time, the table includes examples from your PROMISE program corresponding to these activities.
- At the end of each day from **DATE to DATE**, please use the log to record how much time (in half-hour [30 minute] increments) you spent on each activity. You are not expected to have spent time on all of the activities listed.
- Record time for an activity only if the work was a substantive effort related to that activity. For example, time spent helping a youth develop a resume would be recorded as a “career services and work-based learning experiences” activity, whereas time spent referring a youth to an employment service provider would not (and would instead be recorded as a “case management services” activity).
- The 10th activity in the log is where you should record PROMISE-related travel time. The 11th activity is an ‘Other’ category in which you may record time spent on PROMISE-related work that does not correspond to any of the first 10 activities.
- Do not record time spent on activities unrelated to PROMISE.
- The total hours recorded should sum to the number of hours that you worked that day on PROMISE, including any “after hours” work.
- We will use the information from the completed logs, along with other information that we will collect as part of the national evaluation of PROMISE, to develop an understanding what is happening in your PROMISE program and to estimate the costs of activities on which staff spend their time. It will also help other organizations to replicate your program.
- [Additional instructions proposed by each PROMISE program, if any]
- If you have any questions about how to complete the log, contact us at XXXXX@mathematica-mpr.com or call XXX-XXX-XXXX.

Table 1: Evaluation activities and examples from your [PROMISE PROGRAM]

Activity	Program-specific examples of services and activities
<p>1. Case management services—services that involve working with youth and families on issues not included in categories 2-6, below, such as checking in, coordinating with other programs, providing life skills training, connecting youth to social and health services, and dealing with legal, transportation, or housing issues</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>2. Career services and work-based learning experiences—services for youth and family members related to employment, including career counseling, finding jobs and volunteer activities, preparing resumes, talking with employers, job coaching, summer employment experiences, and other employment support activities</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>3. Education- and school-related services—services for youth and family members related to secondary or postsecondary education and training, including transition meetings, individualized education program-related activities, education counseling, registration assistance, and education support services</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>4. Benefits counseling and financial literacy training services—services that involve working with or on behalf of youth and families about benefits (such as SSI, SNAP, and housing), work incentives, how earnings affect benefits, and financial literacy counseling and supports</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>5. Youth empowerment services—services related to empowering <i>youth</i> by encouraging self-advocacy and promoting self-sufficiency</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>6. Parent and family training and information services—services related to working with <i>parents or guardians and families</i> in supporting and advocating for their youth and families</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>7. Program administration: evaluation—activities related to program-initiated evaluation, reporting, and monitoring</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>8. Program administration: training and technical assistance—activities related to the receipt or delivery of staff training to improve knowledge and skills in working with youth, families, and the community</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>9. Program administration: other—all other activities related to oversight of the program and staff, reporting requirements of the Department of Education, and general administration</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>10. Travel—time spent traveling to or from meetings, events, and trainings, including those not specifically with or on behalf of youth and families</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>11. Other PROMISE—any activities related to your PROMISE program that do not fall into the above categories</p>	<p>[Cell to contain information provided by each PROMISE program]</p>
<p>12. Leave—time or days taken off (from your usual PROMISE work period) for holidays, vacations, illness, or personal/family reasons</p>	<p>[Cell to contain information provided by each PROMISE program]</p>

PROMISE Staff Activity Log

Name: _____ **Job Title:** _____ **Dates:** _____

Activity	Hours						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Total hours worked on PROMISE —Please write a zero in the days you do not usually work							
1. Case management services							
2. Career services and work-based learning experiences							
3. Education- and school-related services							
4. Benefits counseling and financial literacy training services							
5. Youth empowerment services							
6. Parent and family training and information services							
7. Program administration: evaluation							
8. Program administration: training and technical assistance							
9. Program administration: other							
10. Travel							
11. Other PROMISE —any activities related to your PROMISE program that do not fall into the above categories; if you use this category, please provide a brief explanation in the line below							
If you use the <i>other PROMISE</i> category, please write in this space to briefly tell us what you did							
12. Leave —time or days taken off (from your usual PROMISE work period) for holidays, vacations, illness, or personal/family reasons; you do <u>not</u> need to explain the type of leave taken							

- Please make sure the hours for each day sum to the total hours that you entered in the first row.
- If you have any questions about how to complete the log, contact XXXXX@mathematica-mpr.com or call XXX-XXX-XXXX.
- After you've completed the log for the week, please e-mail the form to XXXXX@mathematica-mpr.com or fax it to [staff name] at XXX-XXX-XXXX.