



Disaster Preparedness

Performance Measure Instructions



Washington Service Corps
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Contents

Overview	1
Intervention	1
Dosage.....	1
Performance Plan	2
Reporting	2
Quarterly reporting system and process.....	2
Quarterly report	2
Tracking document (roll-up report)	2
Outputs and Outcomes	3
Overview.....	3
# of individuals receiving education or training in disaster preparedness (output)	3
# of individuals who demonstrate an increase in disaster preparedness (outcome).....	3
Technical Assistance.....	3

Overview

Intervention

Socially vulnerable populations are disproportionately affected by natural and human-caused disasters because they often live in more vulnerable locations and have less access to resources. Despite our state’s increasing risk of disaster, many people, especially the socially vulnerable, have limited understanding of those risks and limited knowledge of how to prepare for disasters. While overwhelmed emergency response agencies may be unable to assist “during an event of any magnitude,” only one in ten households has created a family emergency plan, gathered an emergency supply kit, or taken First Aid/CPR training.

AmeriCorps members will provide evidence-informed disaster preparation training and education to Washington citizens. Members will focus on lower SEP communities and communities of color, which are at higher risk for disaster, lack knowledge about disaster preparation, and have fewer resources to prevent or respond to disasters.

Dosage

Each participant will receive at least a minimum dosage of one training or education session of at least one hour.

Washington Service Corps Disaster Preparedness Performance Measure Instructions

Performance Plan

- Before the start of each program year, Washington Service Corps will request that a representative from your organization complete and return a performance plan form.
- Use this [performance plan form](#) to:
 - Identify annual output and outcome targets;
 - Describe how performance data will be collected, stored, and analyzed; and
 - Provide the name and contact information of the staff person responsible for reporting WSC performance data.
- Complete and return the performance plan within your application.
- The information provided in the performance plan will help WSC understand your program, better enabling WSC to provide assistance and helpful resources.

Reporting

Quarterly reporting system and process

- Every service site will designate one staff person to complete WSC's online quarterly reports. This person will receive automated email reminders when it is time to complete the report.
- Every three months, the designated site staff person will log in to WSC's reporting system and enter output and outcome numbers covering the prior three months.

Quarterly report

- [Reporting system login page](#)
- Quarterly report schedule
 - Q1 (Sep-Nov): Report available December 1-15
 - Q2 (Dec-Feb): Report available March 1-15
 - Q3 (Mar-May): Report available June 1-15
 - Q4 (Jun-Aug): Report available Sept 1-15

Tracking document

- Service sites may develop their own tracking document or utilize [WSC's template tracking document](#).
- The tracking document should be designed to ensure unduplicated participant counts at the class level. They should include:
 - The number of individuals who participate in each session;
 - Data on training dosage (number of sessions and time spent);
 - Class title;
 - Location;
 - Presenter;
 - Core topic covered.
- Documentation must be maintained for a period of six years from August 31 and be available for review upon request by WSC, Serve Washington and/or AmeriCorps.

Washington Service Corps Disaster Preparedness Performance Measure Instructions

Outputs and Outcomes

Overview

- The designated staff person will report on one output and one outcome for the Disaster Preparedness measure each quarter.
 - Output: # of individuals receiving education or training in disaster preparedness that quarter.
 - Outcome # of individuals creating or reporting an intent to create at least a two-week emergency kit, and/or develop a family emergency plan.
- Each participant should only be counted once in each output and once in chosen outcome, even if they participated in multiple separate education sessions. This is called an unduplicated count.
- Performance documentation must be maintained for a period of six years from August 31 and be available for review upon request by WSC, Serve Washington, and/or AmeriCorps.

of individuals receiving education or training in disaster preparedness (output)

- Individuals should only be counted in this output if they satisfy the following criteria:
 - The education or training program in which they are enrolled will be delivered using evidence-informed curricula and presentation strategies and tailored to the populations being served.
 - The education or training program in which they are enrolled will meet or exceed WSC's minimum dosage.
 - The education or training program in which they are enrolled started during the quarter being reported on.

of individuals who demonstrate an increase in disaster preparedness (outcome)

- Individuals should only be counted in this outcome if they satisfy the following criteria: either creating or reporting an intent to create at least a two-week emergency kit, and/or develop a family emergency plan.

Technical Assistance

For assistance related to performance measurement and reporting, contact:

Robert Brader
WSC Data and Performance Measurement Analyst
Email: robert.brader@esd.wa.gov
Phone: 360-890-3524