

How to use the 2 tab Energy Corps Performance Measure (PM) Data Report Spreadsheet

This spreadsheet is for reporting performance measure data to NCAT on at least a quarterly basis. Use this spreadsheet if you are NOT using Turning Point or your own host site's data gathering systems to report quality-of-service or change- in-knowledge data.

The PM data report spreadsheet has two tabs to report the results of your Energy Corps community service work. Tab 1 is Hands-on Assistance projects for which you have gotten feedback on quality of service. Each of the fields is explained in more detail below.

Tab 2 is for educational events. You'll note both sheets have event topic/ title, date and location fields. From there, they diverge a bit:

Hands-on assistance:

- Column D, "*# served*" is the number receiving hands-on assistance, whether that is **in-home** energy education, weatherization services, low-water use device installations and the like.
- The next two columns ask if they are low income or seniors. Just mark Yes or No as needed. The assumption is that adults are receiving the hands-on assistance.
- *# surveyed* is just that, a number. Ideally the number surveyed is always 100%. Of the people served, how many were surveyed or provided some other formal means of feedback?
- *# responses* is how many people completed the survey or otherwise provided valid feedback.
- *# reporting high quality service* is, again, a number of those who rated the quality of service good to excellent.

Educational events

- Column D: *# attending event* is those attending the educational event.
- Low income/ K-12/seniors columns: enter Yes or No as applicable.
- *# surveyed/tested* is the number who *received* a survey or an exam/test.
- *# number responses* is how many actually completed the survey or exam.
- *# indicating a change-in-knowledge* – any learning advance that you measured through an exam, pre-test or post-test.

Please e-mail the completed forms to Michelle Kase (michellek@ncat.org) and cc your Energy Corps state coordinator. Please keep in mind that completing this spreadsheet is NOT a substitute for writing stories and reporting number of attendees at hands-on assistance or education through America Learns.