

Outcome Measurement Tool Policy and Procedure
(revised September 2017)

Policy: Beginning July 1, 2016, Youth Service Bureaus will track outcomes for all YSB funded youth and/or 20% of the total program youth served utilizing the standardized Outcome Measurement tool and collection procedures, as outlined below, in order to demonstrate the impact of delinquency prevention programming.

NOTE: Please be purposeful about the youth chosen as YSB-funded since the outcome measurement tool is designed for an older youth population (10 and above.)

Collection Procedures:

1. Staff should ensure the youth completing the tool is at an adequate reading level to guarantee an understanding of the questions being asked. Staff may read the questions to any youth and document the youth's responses.
2. At intake or within seven days of start of programming, all YSB funded youth and/or 20% of total program youth served will complete the initial pre outcome measurement tool, either on paper, which will then be entered into the database, or online at the link provided.

NOTE: A new pre-assessment is required for an individual youth under the following circumstances:

- a. The youth has been out of programming for more than 6 months
- b. The youth has experienced trauma or life-altering circumstances that would significantly change their answers on the pre-assessment.
- c. **For the new 2017 fiscal year only, all youth continuing programming beginning before September 2017 who have not already completed the new pre-assessment will complete the pre-assessment with the following directions:**
“Please answer the questions as you might have when you first started the program.”

3. **Parent Education** – Programming for parent education does require that a youth client is identified as the primary recipient of change through programming. It is this youth client that will complete the pre and post outcome measurement assessment tool.
4. In order for the youth to answer the questions directly online, a Client Information page must be created for the youth first. The Client ID number will be needed if the assessment is accessed using the external link.
https://geo-light.org/iysaysb/admin/assessexternal_edit.asp

5. The online link should only be used when there is at least 20 minutes for the youth to complete the assessment. NOTE: Completion of the survey should take no more than 5 – 7 minutes but the session will time out and no information will be saved if the time before hitting “submit” exceeds 20 minutes.
Staff should remain present while the youth completes the assessment.
https://geo-light.org/iysaysb/admin/assessexternal_edit.asp
6. The outcome measurement tool is provided by IYSA. Paper administration of the tool will allow for questions to be added by individual agencies but at no point should any of the questions be removed or changed. Online administration of the tool will include only those questions developed for the YSB Outcome Measurements.
7. The completion of the “post” outcome measurement tool can be done by paper or online and will be required as follows:
 - a. Three or less contacts with the youth – no post measurement required
 - b. At exit or discharge with 4 or more contacts with the youth or youth has been in programming more than two weeks
 - c. December – post for youth who have been in programming for more than two months or had more than 14 contacts.
 - d. May/June – post for youth who will not have an exit in the contract year.
8. The YSBs should make every attempt to gather post-measurement data for YSB funded youth. In the event that the youth leaves programming without completing the post-measurement tool, the reason for non-completion should be noted on the individual client information page.

IYSA Youth Information Administration

Youth ID:
Name: (First)
(Last)

Street Address:
City:
County:
Zip:

Phone#:
Cell#:
Email:
Referred by:

DOB:
mm/dd/yyyy
Entry Date:
Exit Date:
Gender:
 Male
 Female
 Transgender

Race:
Parent's Name:
Agency Name:

School:
Special Ed:
Family Income:
Family Size:

Poverty:
Family Structure:
Active:
IYSA Funded:
Open DCS Case:
On Probation:

Age @ Entry:
Age Today:
Reason for no post assessment:

Notes:
