

Outcome Measurement Tool Policy and Procedure
(revised August 2021)

Policy: Beginning July 1, 2016, Youth Service Bureaus will track outcomes for 80% of 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.)

Rationale for Changes: As indicated by the outcome assessment reports for YSBs, individually and collectively, there may be a discrepancy between the data reported and the actual impact of change for the youth served. Several reasons exist to explain this discrepancy, so beginning July 1, 2021, YSBs will use the following procedures to collect outcome data, utilizing a Retro pre/post assessment as outlined below. This will allow IYSA and YSBs to assess the accuracy of the data collected at the initial pre assessment and potentially increase the true measure of program impact.

Collection Procedures:
Pre-Assessment:

New Pre Outcome																					
Pre Outcomes																					
Date	#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

1. 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.
2. 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.
3. At about seven days after the 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 and this requires a new client information page:
 - a. The youth has been out of programming for more than 6 -12 months

- b. The youth has experienced trauma or life-altering circumstances that would significantly change their answers on the pre-assessment.
4. **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.
 5. 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
 6. 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

Retro Pre/Post:

New Retro Outcome																					
Retro Outcomes																					
Date	#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

7. The completion of the “retro” pre/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 months
 - c. December – post for youth who have been in programming for more than two months or had more than 14 contacts.

Note: A retro pre/post assessment will always be the next assessment step after the initial pre assessment has been completed. This will allow a comparison of the initial pre assessment and the retro pre assessment to measure accuracy.

Post Assessment:

New Post Outcome																					
Post Outcomes																					
Date	#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

8. Once the Retro pre/post assessment has been completed for existing and continuing clients, any subsequent assessments should be the regular post

assessment. You will use the regular post assessment under the following conditions:

- a. At exit **only after** a retro pre/post has been completed.
- b. May/June – post for youth who will not have an exit in the contract year.

9. 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: 1100-21878 Name: (First) Jane (Last) Doe

Street Address: City: Indianapolis * County: Marion Zip:

Phone#: Cell#: Email: Referred by: - None Selected -

DOB: 1/1/2002 * mm/dd/yyyy Entry Date: 3/3/2015 Exit Date: Gender: Male Female Transgender

Race: White * Parent's Name: Agency Name: IYSA

School: - None Selected - - Metropolitan Schc Special Ed: Family Income: -None Selected- Family Size: 0

Poverty: Family Structure: -None Selected- Active: IYSA Funded: Open DCS Case: On Probation:

Age @ Entry: 13 Age Today: 15 Reason for no post assessment: - None Selected -

Notes:

10. Any questions should be directed to Robin Donaldson at rdonaldson@indysb.org