

**AmeriCorps Nevada Data Collection Plan**

*Submit this plan as part of your pre-award requirements.*

**Part One: Data Collection and Storage**

**1) Please explain how data to will be stored to ensure that source documents are compliant with 7-year CNCS data retention policy and that confidentiality of participants is guaranteed.**

**2) How will data collectors (staff and AmeriCorps members) be trained?**

**3) Please outline your data collection schedule.**

**4) What steps will you take to ensure that you report unduplicated numbers?**

**5) For each Nationally Aligned Performance Measure, complete one attached worksheet.**

**Performance Measure:**

|  |  |  |
| --- | --- | --- |
| ***Please write out*** | **Output:**  | **Outcome:**  |
| **What qualifies as improvement?***(ex. Improved knowledge is defined as score increase of 10% or more from beginning to end or program)* | N/A |  |
| **Source(s) of data***(ex. beneficiaries)* |  |  |
| **Data collection instrument(s) to be used***(Survey’s, school records, etc.)* |  |  |
| **Person(s) responsible for data collection** |  |  |
| **How will data be analyzed?** |  |  |
| **How will data be used for program improvement?** |  |  |