

Instructions for completing Results Based Accountability form

In each quadrant the questions are answered with number or percent data statements:

- ♦ What will we do? (example: # clients served, # activities performed)
- ♦ How well will we do it? (example: % timely actions, % complete actions, client staff ratio, staff turnover rate, unit cost)
- ♦ Will anyone be better off? (example: # and % of clients who show improvement in skills/ knowledge, attitude, behavior or circumstance)

Step 1: Start with How Much We Will Do – 1st Quadrant (#)

- ♦ Identify the groups being served or impacted and list them by number. (examples: # of families served, # of youth involved, # of residents participating in an activity)
- ♦ Identify specific activities performed and list them by number. (examples: # of surveys conducted, # of child care workers certified)

Step 2: Determine How Well We Will Perform the Activities – 2nd Quadrant (%)

- ♦ Using activities listed in the first quadrant, list how the activity will be performed well. (% of participants able to read survey in own language, % of child care workers certificated who remain employed by childcare center)

Step 3: Is Anyone Better Off? - 3rd Quadrant (#)

- ♦ In what ways will participants be “better off” because of participating in the activity or service? Will people have new or better knowledge, skills, behaviors, or have circumstances changed? (example: 50 women will obtain jobs)

Is Anyone Better Off? – 4th Quadrant (%)

- ♦ Determine the percent of people who will be better off by dividing the number of people better off by the number people served. (example: 76% of women will obtain jobs – 38 of 50)

We will use this form at year-end to report your achievements related to your plans.



Sample information for RBA form
The items listed are for example purposes only.

	Quantity	Quality
Effort (Input)	What will we do? # of children/families served # of activities (by type)	<i>How well will we do it?</i> % Clients served well (% of clients satisfied, % children in community-based care) % Activities/functions performed well (% teacher-child ratio, % of children receiving services in 30 days)
Effect (Output)	Will anyone be # Skills (parenting) # Attitude (toward drugs) # Behavior (class attendance) # Circumstance (health coverage)	better off? % Skills (parenting) % Attitude (toward drugs) % Behavior (class attendance) % Circumstance (health coverage)