

Logic Model

Program: Culinary Rochester

Agency: Fresh Start

Date: January 2005

Purpose(s): For low-income, unemployed men and women to be recruited, trained and placed in full-time jobs in the local culinary services industry.

| Program Planning Section | | | | Evaluation Section | | | |
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| Inputs | Activities | Outcomes | Targets or Objectives | Indicators | Methods/Tools | Timeline | Who |
| Ingredients needed to conduct the activities and accomplish the outcomes | How, or, the methods and actions undertaken to achieve the outcomes | The benefits, changes or improvements that will result from your implemented program or project | Projected level of success or result you hope to achieve | The way change is observed and the data you will collect to measure the progression towards an outcome | The way in which you will collect the indicator data. How? | When you will measure the target(s) or objective(s) | Persons or entity responsible for evaluation |
| <ul style="list-style-type: none"> ▪ Students ▪ 3.5 FTE staff ▪ 16 volunteer instructors ▪ Professional development ▪ Employers ▪ Training supplies ▪ Curriculum materials ▪ Training equipment ▪ Field trip transport. ▪ Paid work experience sites ▪ Jobs ▪ Evaluation consultant ▪ Evaluation Plan <p>Value of above expenses = \$220,000 total</p> | <ul style="list-style-type: none"> ▪ Mailings ▪ Public service announcements ▪ Community outreach ▪ Network with agencies ▪ Informational meetings ▪ Application process ▪ Selection and enrollment ▪ Set up instructor and employer schedule ▪ Finalize evaluation plan | Low-income, unemployed men and women who are interested in the culinary services field are recruited and enrolled in the 12-week training program | <ul style="list-style-type: none"> ▪ 90 applications are received ▪ 75 students interviewed ▪ 50 students enrolled ▪ 10 employers are contacted | <ul style="list-style-type: none"> ▪ Recruitment notices sent to agencies ▪ Media placements ▪ Info meetings ▪ Applications received ▪ Interviews ▪ Employer contacts | <ul style="list-style-type: none"> ▪ Mailing list ▪ Log of info meetings and # present ▪ Log of applications rec'd ▪ Log of interviews ▪ Class enrollment log ▪ Record of contacts | Measured every 30 days from the start of the recruitment campaign (Sept 1) to the start of the program (Jan 15) | Program staff and Program Director (report to Executive Director and Board of Directors) |
| | <ul style="list-style-type: none"> ▪ Classroom instruction in job readiness training and employer expectations ▪ Employer visits and makes presentations ▪ In-class job fair ▪ Begin data entry | Students demonstrate basic job readiness skills and work habits: punctuality, attendance, responsibility, communication | <ul style="list-style-type: none"> ▪ 90% of enrolled students ▪ 8 employers make job/career presentations | <ul style="list-style-type: none"> ▪ Attendance ▪ Completion of assignments ▪ Contact with employers | <ul style="list-style-type: none"> ▪ Attendance records ▪ Log, Employer Contacts ▪ Instructor comment forms | 2-week intervals during training phase, final measurement at conclusion of program | Program staff and Program Director (report to Executive Director and Board of Directors) |
| | <ul style="list-style-type: none"> ▪ Classroom instruction ▪ Practical hands-on training ▪ Field trips ▪ Paid work experience with employers ▪ Continue data entry and data monitoring | Students complete the entire 12-week program and receive a "Basic Culinary Skills Certificate of Completion" | <ul style="list-style-type: none"> ▪ 75% of enrolled students | <ul style="list-style-type: none"> ▪ Demonstrate basic skills of the culinary field ▪ Required attendance ▪ Complete assignments | <ul style="list-style-type: none"> ▪ Culinary skills rubric ▪ Student skills are assessed & scored | 13 weeks after training commences | Program staff and Program Director (report to Executive Director and Board of Directors) |

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| | <ul style="list-style-type: none"> ▪ Instruction in job search skills ▪ Program job bank and job referrals ▪ Applications ▪ Interviews ▪ Student job search log | Students are actively engaged in job search and interview process with local restaurants and food service employers | 90% of students who receive a "Basic Culinary Skills Certificate of Completion" | <ul style="list-style-type: none"> ▪ # applications submitted ▪ # interviews ▪ Feedback from interviewers | <ul style="list-style-type: none"> ▪ Student application and interview log ▪ Employer feedback form ▪ Follow-up conversations between staff and employers | Measured every 2 weeks from week 8 of the program until 6 weeks after program completion | Program staff and Program Director (report to Executive Director and Board of Directors) |
| | <ul style="list-style-type: none"> ▪ Job placement activities, tracking, and follow-up with students and employers ▪ Instruction in job search skills ▪ Program job bank and job referrals ▪ Applications ▪ Interviews ▪ Student job search log | Students are placed in full-time employment with local restaurants and food service providers at an average rate of \$10.50 per hour | 75% of students who receive a "Basic Culinary Skills Certificate of Completion" | <ul style="list-style-type: none"> ▪ Job offers ▪ Job placement records ▪ # applications submitted ▪ # interviews ▪ Feedback from interviewers | <ul style="list-style-type: none"> ▪ Student placement form ▪ Pay stub ▪ Employer verification report ▪ Student application and interview log ▪ Employer feedback form ▪ Follow-up conversations between staff and employers | 8 to 12 weeks following student completion of program Measured every 2 weeks from week 8 of the program until 6 weeks after program completion | Program staff and Program Director (report to Executive Director and Board of Directors) |
| | <ul style="list-style-type: none"> ▪ Program visits and follow-up with student ▪ Program visits and follow-up with employer | Students who are placed in jobs remain employed in original job placement | <ul style="list-style-type: none"> ▪ 85% retained for 30 days ▪ 70% retained for 90 days ▪ 65% retained for 180 days | <ul style="list-style-type: none"> ▪ Employer feedback ▪ Employee feedback ▪ # days student remains in employment | <ul style="list-style-type: none"> ▪ Paycheck stub ▪ Employer verification report | Measured 30, 90, and 180 days from placement of student in job | Program staff and Program Director (report to Executive Director and Board of Directors) |
| | <ul style="list-style-type: none"> ▪ Tracking ▪ Measurement ▪ Evaluation ▪ Reporting | Student, graduate, and job placement results are tracked, measured and evaluated, and used to continuously improve program performance | <ul style="list-style-type: none"> ▪ 90% of available data entered ▪ 100% of data collection forms are ready for use ▪ 100% of evaluation plan completed | <ul style="list-style-type: none"> ▪ Data entry occurs at scheduled intervals ▪ Measurement tools are "data-entry" ready ▪ Evaluation plan agreed upon by staff ▪ Reporting results are decision-based | <ul style="list-style-type: none"> ▪ Data entry forms ▪ Software to manage data ▪ Evaluation design plan ▪ Reporting and planning framework | <ul style="list-style-type: none"> ▪ Within 10 days of receipt of data ▪ 2 days before program begins ▪ Plan completed in fourth week of program | Program staff and Program Director (report to Executive Director and Board of Directors) |