

Learning to Use the Web-Based PREP Performance Measures Reporting System: *A Live Demonstration for Tribal PREP Grantees*

December 5, 2013
Webinar
3:00 p.m.–4:30 p.m. EST

U.S. Department of Health and Human Services
Administration for Children, Youth and Families
Family and Youth Services Bureau
Personal Responsibility Education Program (PREP)



RTI International is a trade name of Research Triangle Institute.



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Webinar Agenda

- 3:00–3:05 Welcome and introductions
- 3:05–3:30 Background on performance measures
- 3:30–4:30 Live demonstration of PREP-PM Reporting System

Each segment includes time for questions

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Webinar Description

- To facilitate Tribal PREP grantees' use of the Web-Based PREP Performance Measures (PREP-PM) Reporting System, the webinar will include
 - Background on performance measures
 - Description of procedures for accessing credentials and requesting help
 - A live demonstration of data entry for program structure and program delivery measures



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Learning Objectives

- At the end of the webinar, participants will be able to
 - Understand which performance measures will be reported in winter 2013
 - Access the system
 - Find the online User Guide
 - Enter and save data
 - Understand how performance measures data will be used
 - Understand who has access to the data and how it will be analyzed
 - Determine from whom to request help
 - Recognize what error messages mean



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Background on Performance Measures

Purpose of performance measures

- Collect information on the extent to which Tribal PREP objectives are being met
- Contribute to lessons learned from scaling up the replication of evidence-based programs
- Create a foundation for program improvement efforts
- Report information about PREP to Congress

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Background on Performance Measures

How performance measures data will be analyzed

- Data will be reported by grantees and program providers in the PREP-PM Reporting System
- Final data will be provided to Mathematica for analysis
 - Mathematica will review data file and address issues related to incomplete or missing data
- Mathematica will clean and code data for analyses and will conduct analyses
- Aggregated results at the grantee, sub-awardee/provider, and program level will be presented to ACYF
 - Separate grantee profiles will also be developed

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Background on Performance Measures

Learning to Use the PREP-PM Reporting System

Three categories of performance measures

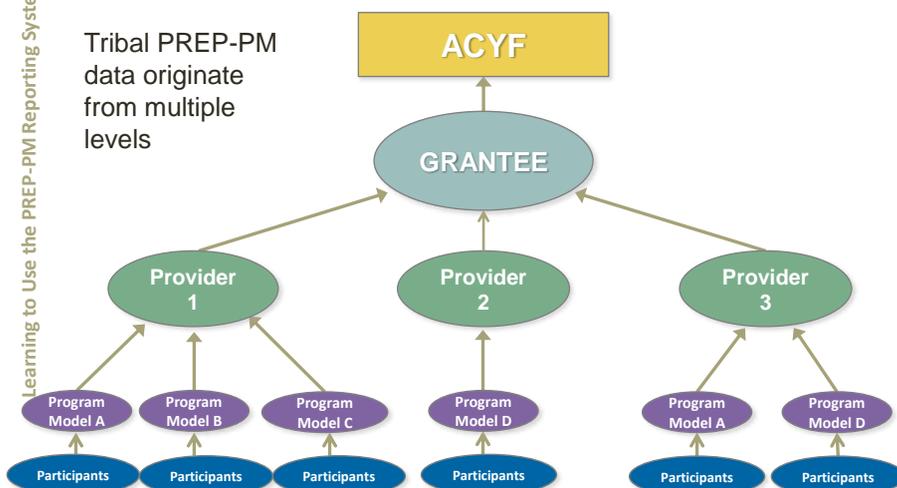
- Structure, cost, and support for program implementation
- Participant characteristics, perceptions of program experiences, and perceptions of program effects
- Attendance, reach, and dosage

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Tribal PREP-PM Reporting Structure

Learning to Use the PREP-PM Reporting System

Tribal PREP-PM data originate from multiple levels



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Tribal PREP-PM Winter 2013 Reporting

Three Levels of Data for Winter 2013 Reporting

1. Grantee data on structure, cost, and support for programs
2. Sub-awardee/Provider data on
 - a. structure, cost, and support for programs
 - b. implementation challenges and needs for technical assistance
3. Data on program models implemented by each sub-awardee/provider

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Grantee Data

GRANTEE

- **Structure, cost , and support for programs**
 - Tribal PREP funding
 - Grantee staffing
 - Training, technical assistance, and monitoring
- **ACYF will use these data to**
 - Understand where and how funding is used
 - Understand staffing to administer Tribal PREP programming
 - Understand the mix of activities undertaken across grantees

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Provider Data

PROVIDER

Learning to Use the PREP-PM Reporting System

For each provider, grantees will report

- **Structure, cost , and support for program implementation**
 - Tribal PREP funding
 - Tribal PREP facilitators
- **Implementation challenges and needs for technical assistance**
- **ACYF will use these data to**
 - Understand funding sources for PREP programs
 - Understand number of new providers each federal grant year
 - Understand total number of facilitators used to deliver Tribal PREP programming
 - Understand the degree to which facilitators are trained and observed
 - Understand challenges faced across grantees
 - Understand areas of greatest need for technical assistance across grantees
- *If a provider did not provide programming to youth during the October 2012 through September 2013 grant period, limited information will be collected about that provider and its programs.*

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Program Model Data

PROGRAM
MODEL

Learning to Use the PREP-PM Reporting System

For each program model being implemented by each provider, grantees will report

- **Structure**
 - Intended program delivery hours
 - Target populations
 - Adulthood preparation topics
- **ACYF will use these data to**
 - Understand the intended program dosage
 - Understand the primary target populations by program models
 - Understand adulthood preparation topics by program model

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Overall Plan for Tribal PREP-PM Data Collection and Reporting

	What will be reported	Data collection period	Reporting period
Winter 2013 reporting	Measures of structure, cost, and support for programs	Federal grant year (October 2012–September 2013)	December 5, 2013–January 8, 2014
Fall 2014 reporting (and every fall thereafter)	Measures of structure, cost, and support for programs	Federal grant year (October–September)	Date TBD
	Participant-level measures from entry and exit surveys	Tribal PREP program participation year (August 1–July 31)	Date TBD
	Program-level measures of attendance, reach, and dosage	Tribal PREP program participation year (August 1–July 31)	Date TBD

Using the Performance Measure Reporting System

Live Demonstration

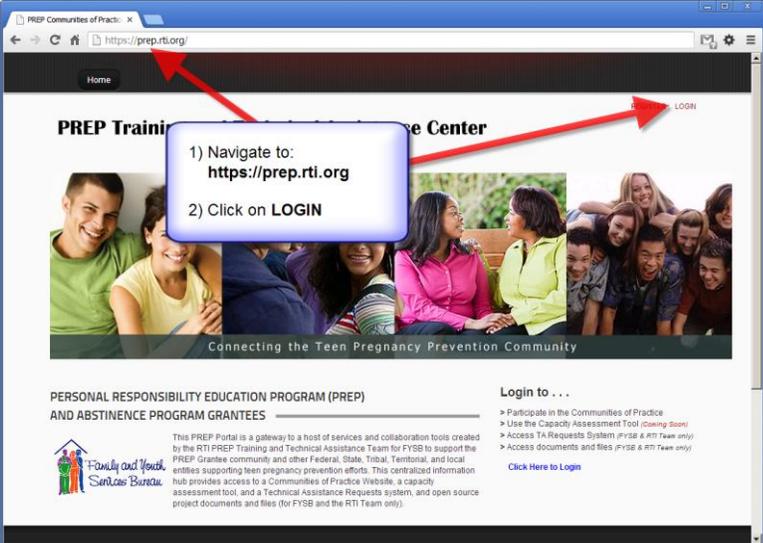
The following slides provide screenshots using sample data for reference

Accessing the System and Obtaining Credentials

- The Web-based PREP-PM Reporting System is located on the PREP Communities of Practice Website
- Each grantee organization will have one contact person who will be responsible for authorizing other individuals' access to the system
- Grantee contacts will be able to log on using existing user name and password
 - Once logged on, they can request access for others by providing name, e-mail, and provider status (see Slide 19)
- New users will receive an e-mail with instructions for accessing the system.

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Logging In



The screenshot shows a web browser window with the URL <https://prep.rti.org/>. The page features a header with a "Home" link and a "LOGIN" link. A red arrow points from the "LOGIN" link to a callout box containing the following instructions:

- 1) Navigate to: <https://prep.rti.org>
- 2) Click on **LOGIN**

The main content area includes a large image of a diverse group of young people and the text "Connecting the Teen Pregnancy Prevention Community". Below this, there is a section titled "PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP) AND ABSTINENCE PROGRAM GRANTEEES" and a "Login to . . ." section with the following links:

- Participate in the Communities of Practice
- Use the Capacity Assessment Tool (Coming Soon)
- Access TA Requests System (FY08 & RTI Team only)
- Access documents and files (FY08 & RTI Team only)

A "Click Here to Login" link is also present. At the bottom left, there is a logo for "Family and Youth Services Bureau".

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Requesting Additional Accounts

Personal Responsibility Education Program (PREP)
Performance Measures Reporting

Family and Youth Services Bureau

Grantee Data
Sub-awardee/Provider Data
Validation Report
Request User Accounts
User Guide
Contact Us
MGMT Only

Measures of Structure, Cost, and Support for Program Implementation
Grantee Data

Grantee Name:
Select the reporting period for which this information applies:
October 2012 - September 2013 Federal Grant Year

PREP Funding Amount

Personal Responsibility Education Program (PREP)
Performance Measures Reporting

Family and Youth Services Bureau

Grantee Data
Sub-awardee/Provider Data
Validation Report
Request User Accounts
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Contact Us
MGMT Only

Request User Accounts

Use the form below to request additional user accounts for other members of your organization or for your sub-awardees/providers.

If the user is NOT designated as a sub-awardee/provider in the form below, he/she will be granted access to your grantee-level data and will be able to modify grantee data and add or delete sub-awardees/providers.

If the user is designated as a sub-awardee/provider, he/she will only see the data related to the sub-awardee/provider to which he/she has been assigned. The user will not be able to delete the sub-awardee/provider nor will he/she be able to see your grantee data or the data of any other sub-awardee/provider.

NOTE: If you are requesting an account for a sub-awardee/provider, you must create that sub-awardee/provider first on the [Sub-awardee/Provider Data](#) page.

Name of person to receive new account:

E-mail address of person to receive new account:

to use a sub-awardee/provider? Yes No

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Grantee Data

- The grantee is the state, Tribal, or territorial agency that receives PREP funding and has fiduciary and administrative responsibility for the grant
- The Grantee Data page is the page you will be taken to when you click on the Performance Measures tab at the top of the Home page
- You can always go back to the page by clicking on the Grantee Data tab on the side of every page
- You must respond to all questions and counts on the Grantee Data page before adding data concerning sub-awardees
- To save input, click on the save button

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Grantee Data

Learning to Use the PREP-PM Reporting System

Personal Responsibility Education Program (PREP)
Performance Measures Reporting

Family and Youth Services Bureau

Grantee Data

Sub-awardee/Provider Data

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Measures of Structure, Cost, and Support for Program Implementation
Grantee Data

Grantee Name:

Select the reporting period for which this information applies:
 October 2012 - September 2013 Federal Grant Year

PREP Funding

PREP Funding	Amount
Total PREP funds available for the 2012-2013 federal grant year	\$1,000
NOTE: The following amounts may sum to less than or equal to the "Total PREP Funds Available" entered above, but may not sum to more than that amount.	
Funding allocated to sub-awardees/providers for PREP program services in the 2012-2013 federal grant year	\$500
Funding allocated to a state, tribal, or territory agency for PREP program services in the 2012-2013 federal grant year	\$200
Funding allocated for training, technical assistance, program monitoring, and evaluation activities conducted by the grantee or its designee in the 2012-2013 federal grant year	\$200
Funding retained for administrative purposes at the grantee level in the 2012-2013 federal grant year	\$100

Type and Tricks: Move your cursor over the info icon to receive guidance on the related input.

User Guide: Click on USER GUIDE in menu above to use an interactive User Guide or download a PDF version by clicking this link.

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Grantee Data

Learning to Use the PREP-PM Reporting System

Grantee Staffing

Number of grantee staff administering PREP

Total grantee staff FTEs involved in administering PREP

Training and Quality Monitoring

Grantee or its designee observed PREP program delivery to monitor quality and/or fidelity Yes No

Grantee or its designee conducted training of PREP program facilitators Yes No

Grantee or its designee provided technical assistance to support PREP program implementation Yes No

Save

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Sub-Awardee/Provider Data

- A sub-awardee includes organizations and state, Tribal, or territorial agencies/entities that are providing PREP programming directly to youth. A sub-awardee may also be a provider.
- Grantees are responsible for ensuring that all data are entered for sub-awardees/providers associated with their grants.
- Grantees may enter data or request a user account for the sub-awardee/provider to provide input directly.
- You will need to enter some sub-awardee/provider information before entering data (or having the sub-awardee/provider enter the data):
 - Sub-awardee/provider name
 - Sub-awardee/provider annual award amount
 - Whether sub-awardee/provider is new
- Once this is entered, you can enter the data for structure, cost, and support for program implementation as well as program models.

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Sub-Awardee/Provider Data (Main Page)

Personal Responsibility Education Program (PREP)
Performance Measures Reporting



Grantee Data

Sub-awardee/Provider Data

Validation Report

Request User Accounts

User Guide

Contact Us

Measures of Structure, Cost, and Support for Program Implementation

Sub-awardee/Provider Data

Grantee Name: Montana - SPREP

Select the reporting period for which this information applies:
 October 2012 - September 2013 Federal Grant Year

For the following measures, a sub-awardee/provider includes organizations and state, tribal, or territorial agencies/entities that are providing PREP programming directly to youth—for example, nongovernmental/nongovernmental organizations, local government agencies (such as school districts, individual schools, county health departments), or state, tribal, or territorial agencies/entities (such as a Department of Education or Department of Corrections) that are directly responsible for administering PREP-funded programs. Most states, tribes, or territories have more than one sub-awardee/provider. The following measures will be provided for each sub-awardee/provider.

Add sub-awardees/providers by clicking on the Add Sub-awardee/Provider button in the lower left hand corner of the table below. Once added, you may edit the data for the sub-awardee/provider. You may also use the quick link to the Program Models for the sub-awardee/provider when returning to enter additional program model information.

Sub-awardee/Provider	Award Amount	Edit	Program Models	Delete
Native American Teen Resources	\$500	✎	+	✕
Child Welfare Services	\$200	✎	+	✕
+ Add Sub-awardee/Provider				

User Guide
Click on USER GUIDE in menu above to use an Interactive User Guide or download a PDF version by [clicking this link](#).

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Sub-Awardee/Provider Data (Part 1)

Personal Responsibility Education Program (PREP)
Performance Measures
Reporting



Grantee Data

Sub-awardee/Provider Data

Validation Report

Request User Accounts

User Guide

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Measures of Structure, Cost, and Support for Program Implementation Sub-awardee/Provider Data

Required

Part 1 of 3

Grantee Name: _____

Report Period: October 2012- September 2013 Federal Grant Year

Sub-awardee/Provider Name: Native American Teen Resources

PREP sub-awardee/provider annual award amount:

Non-PREP funding received by sub-awardee/provider to deliver the PREP program during the same funding period:

Is sub-awardee/provider new for the reporting period? Yes No

Did sub-awardee/provider serve youth between October 2012 and September 2013? Yes No

Tips and Tricks
Move your cursor over the info icon to receive guidance on the related input.

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Sub-Awardee/Provider Data (Part 2)

Adolescent Pregnancy Prevention Program
Training and Technical Assistance Center

Grantee Data

Sub-awardee/Provider Data

Validation Report

Request User Accounts

User Guide

Contact Us

Measures of Structure, Cost, and Support for Program Implementation Sub-awardee/Provider Data

Part 2 of 3

Grantee Name: Montana - SIPREP

Sub-awardee/Provider Name: Native American Teen Resources

Report Period: October 2012- September 2013 Federal Grant Year

Number of PREP program facilitators working for sub-awardee/provider:

Number of PREP program facilitators trained to deliver program:

NOTE: The following counts should not sum to more than the total number of PREP program facilitators.

Number of PREP program facilitators observed exactly once:

Number of PREP program facilitators observed exactly twice:

Number of PREP facilitators observed more than twice:

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Sub-Awardee/Provider Data (Part 2)

Implementation Challenges

Use the scale to indicate how the sub-awardee/provider assessed the implementation challenges below.

	Not a problem	Somewhat a problem	A serious problem
Recruiting youth	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3
Keeping youth engaged	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3
Getting youth to attend regularly	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3
Recruiting qualified staff	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Ensuring facilitators understand content	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Covering program content	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Staff turnover	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Negative peer interactions	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3
Youth behavioral problems	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Natural disasters	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Program facilities	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3

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Sub-Awardee/Provider Data (Part 2)

Needs for Technical Assistance

Use the scale to indicate if the sub-awardee/provider has expressed interest in receiving technical assistance for the implementation factors below.

	Not interested	Somewhat interested	Very interested
Recruiting youth	<input type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3
Keeping youth engaged in program sessions	<input type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3
Getting youth to attend regularly	<input type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3
Recruiting qualified staff	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Training facilitators	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Retaining staff	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Minimizing negative peer interactions	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3
Addressing youth behavioral issues	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Other	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3

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Sub-Awardee/Provider Data (Part 3)

Grantee Data	Measures of Structure, Cost, and Support for Program Implementation														
Sub-awardee/Provider Data	Sub-awardee/Provider Data - Program Models														
Validation Report	Part 3 of 3														
Request User Accounts	Grantee Name: Montana - SPREP														
User Guide	Sub-awardee/Provider Name: Native American Teen Resources														
Contact Us	Report Period: October 2012- September 2013 Federal Grant Year														
<p>The PREP program model includes the core curriculum plus other lessons or activities that can be integrated with the core curriculum to meet the PREP funding objectives (for example, to include adulthood preparation subjects). For performance measures reporting, the program model should be referred to using the name of the core curriculum (regardless of any additional lessons or activities that may be added).</p> <p>A sub-awardee/provider may implement the same program model in more than one setting (such as schools and community centers). In these cases, please identify only one program model. Some sub-awardees/providers might operate different program models within the same setting or across different settings. In these cases, please identify the multiple, distinct program models that the sub-awardee/provider provides.</p> <p>Add programs administered by this sub-awardee/provider by clicking on the <i>Add Program Model</i> button in the lower left hand corner of the table below. Click on the <i>Edit</i> icon to revise program information previously entered.</p>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Program Model</th> <th style="width: 20%;">Intended Delivery Hours</th> <th style="width: 10%;">Edit</th> <th style="width: 10%;">Delete</th> </tr> </thead> <tbody> <tr> <td>Making a Difference!</td> <td style="text-align: center;">8</td> <td style="text-align: center;">✎</td> <td style="text-align: center;">✕</td> </tr> <tr> <td colspan="4" style="text-align: left; padding-left: 5px;"> + Add Program Model </td> </tr> </tbody> </table>				Program Model	Intended Delivery Hours	Edit	Delete	Making a Difference!	8	✎	✕	+ Add Program Model			
Program Model	Intended Delivery Hours	Edit	Delete												
Making a Difference!	8	✎	✕												
+ Add Program Model															
<input type="button" value="Previous"/> <input style="margin-left: 100px;" type="button" value="Cancel"/> <input style="margin-left: 100px;" type="button" value="I'm Done"/>															

Sub-Awardee/Provider Data (Part 3)

Personal Responsibility Education Program (PREP)

Performance Measures

Reporting



Grantee Data	Measures of Structure, Cost, and Support for Program Implementation		
Sub-awardee/Provider Data	Sub-awardee/Provider Data - Program Models		
Validation Report	Part 3 of 3		
Request User Accounts	Grantee Name: Montana - SPREP		
User Guide	Sub-awardee/Provider Name: Native American Teen Resources		
Contact Us	Report Period: October 2012- September 2013 Federal Grant Year		
<p>Enter or revise program information below.</p>			
<p>Program Delivery</p> <p>Core curriculum being delivered as part of PREP program model</p> <p>Enter the number of intended program delivery hours for program model</p>			
			<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px;">Making a Difference!</div> <div style="margin-left: 5px;">▼</div> </div> <div style="margin-top: 5px;"> <input style="width: 100px;" type="text" value="8"/> </div>

Sub-Awardee/Provider Data (Part 3)

Indicate which, if any, of the following youth groups are target populations for the sub-awardee's program

Target Population	
Youth in foster care	<input checked="" type="radio"/> Yes <input type="radio"/> No
Homeless or runaway youth	<input type="radio"/> Yes <input checked="" type="radio"/> No
Youth living with HIV/AIDS	<input checked="" type="radio"/> Yes <input type="radio"/> No
Pregnant or Parenting youth	<input type="radio"/> Yes <input checked="" type="radio"/> No
Hispanic / Latino youth	<input checked="" type="radio"/> Yes <input type="radio"/> No
African American youth	<input type="radio"/> Yes <input checked="" type="radio"/> No
Native American youth	<input checked="" type="radio"/> Yes <input type="radio"/> No
Lesbian, gay, bisexual, transgendered, or questioning (LGBTQ) youth	<input type="radio"/> Yes <input checked="" type="radio"/> No
Youth in adjudication systems	<input checked="" type="radio"/> Yes <input type="radio"/> No
Male youth	<input type="radio"/> Yes <input checked="" type="radio"/> No
Youth in high-need geographic areas	<input checked="" type="radio"/> Yes <input type="radio"/> No
Out of school /dropout youth	<input type="radio"/> Yes <input checked="" type="radio"/> No
In residential treatment for mental health issues	<input checked="" type="radio"/> Yes <input type="radio"/> No

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Sub-Awardee/Provider Data (Part 3)

Indicate which of the following adult preparation subjects are covered by the program.

Adult Preparation Subjects	
Healthy Relationships	<input type="radio"/> Yes <input checked="" type="radio"/> No
Adolescent Development	<input checked="" type="radio"/> Yes <input type="radio"/> No
Financial Literacy	<input type="radio"/> Yes <input checked="" type="radio"/> No
Parent Child Communication	<input checked="" type="radio"/> Yes <input type="radio"/> No
Educational and Career Success	<input type="radio"/> Yes <input checked="" type="radio"/> No
Healthy Life Skills	<input checked="" type="radio"/> Yes <input type="radio"/> No

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Validation Page

- Use the Validation Report to check whether your data are complete

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Website Help

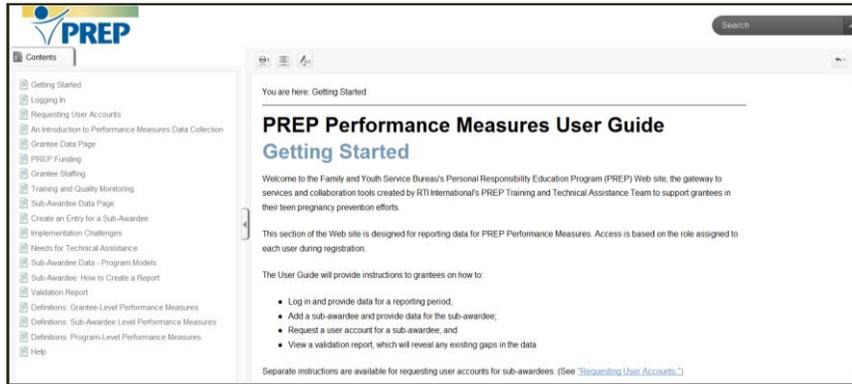
- You can find more information by clicking on the Help tab. Doing so will take you to the online User Guide

- You may also download a PDF file of the User Guide for your own reference

- You can move your cursor over on the info icon to receive guidance on the related input

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Help (User Guide)



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Contact Us

Having trouble with your account? Have a question about using this Website?

Evaluation and Performance Measures

Mathematica Policy Research, which is conducting the PREP evaluation, has additional information available about evaluation: <http://www.prepeval.com>

If you have questions about performance measures rather than the system, contact PREPPerformanceMeasures@mathematica-mpr.com or call us toll-free 1-855-267-6270.

Website Technical Assistance

For Website-related questions, please contact prepta@rti.org or call toll-free 1-800-334-8571, extension 28979 for Stacie White (credentials issues) or extension 28081 for Neelima Kunta (for other issues).

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