

Health Profession Opportunity Grants (HPOG)



Performance Reporting System (PRS) and Evaluation Closeout Guidance

As the HPOG grants come to an end, the PRS will also be closed out. This guidance describes the closeout procedures and what grantees can expect with respect to their participant data.

What does the PRS “closeout” mean?

The PRS is a web-based database hosted and maintained by the Urban Institute. Once the HPOG project ends, the PRS will no longer be operational. Grantee staff will no longer be able to log on to the system to add new information or view existing information.

What will happen to the information in the PRS?

PRS Support staff will provide each grantee with their own participant data. All information that a grantee has entered into the PRS will be put into data files that will be provided to each grantee. Grantees can choose the format in which they would like to receive their data: either as an Excel spreadsheet or a text (csv) file. The data will be organized as they are in the PRS, by data entry tab, and can either be delivered in one Excel databook (with multiple sheets), or several csv text files. We will provide a codebook describing the data files. The specifications for each data extract option will be distributed 90 days prior to the end of the grant so that each grantee can choose the type that is best for them.

How will grantees receive these data?

The participant data contain personally identifiable information, including individuals’ social security numbers (with the exception of Tribal HPOG grantees), names, and contact information. To maintain the privacy of participants and in accordance with our Internal Review Board-approved data security plan, an individual at each grantee designated by the grant director will be sent the encrypted data files on CD via Federal Express. The password to unencrypt the data will be sent separately by email.

Can grantee subsites receive their own separate datasets?

The data include an indicator for each subsite, so grant directors can choose to share all or portions of the dataset with subsites. Alternatively, grant directors may request a separate dataset for each subsite containing only that subsite’s participants. The grant director will be responsible for identifying an individual at each subsite to receive the encrypted data in the manner described above.

When will the PRS close down for grantees without no-cost extensions?

The HPOG Program grants end September 29, 2015 for grantees who do not receive a no-cost extension from OFA. To allow all grantees time to make final data entries and prepare their Year 5 PPR (due October 30, 2015), the PRS will remain open to all grantees through December 31, 2015. OFA will inform PRS Support when a grantee has completed its PPR and PRS Support staff will provide the grantee their final PRS data. All grantees not receiving an extension of their HPOG grant will receive their data by January 31, 2016.

When will the PRS close down for grantees with no-cost extensions?

The PRS will continue to operate in 2016 to allow grantees who receive no-cost extensions to continue to enter data. Grantees receiving an extension will submit a PPR on April 30, 2016 for program data through March 31, 2016. OFA will inform PRS Support when a grantee has completed this PPR and PRS Support staff will provide the grantee their final PRS data. All grantees receiving an extension of their HPOG grant will receive their data by July 31, 2016.

What are grantees' PRS and Evaluation closeout responsibilities?

Grantees are required to keep all hard copies of the HPOG participant signed informed consent documents (the original or a copy if the original was sent to Abt as part of random assignment) for three years after the end of the project. These documents should be kept in a secure location (such as a locked file cabinet). After the three years, these documents should be shredded. Any other documents related to participant information in the PRS or the evaluation (including hard copies of intake or supplemental baseline information forms) should be handled in accordance with each grantee's institutional requirements.

In addition, grantees that participated in the random assignment evaluation must continue to embargo control group members from receiving HPOG services for the course of the grant period, including any no-cost extension period.

Who should grantees contact with questions about the PRS and Evaluation closeout guidance?

If grantees have any questions about this closeout guidance, they should contact PRS Support by email at PRSSupport@urban.org, or by toll-free telephone at 1 (866) 341-9089.