



Building Pathways to a Brighter Future



PRS and Evaluation Closeout Webinar

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Wednesday, July 8th, 2015
1:00pm – 2:00pm EST

PRS Closeout

When the PRS ends operations (closes out):

- You will need to have entered all PRS data
- You need to provide the PRS Support team with information to help them get you your extract
- The PRS Support team will provide you with an extract of all of your participant PRS data

The timeline depends on whether or not your organization has a no-cost HPOG extension

Timetable: No HPOG Extension

Date	Event	Grantee Action Needed by Date
September 29, 2015	HPOG Program ends	Complete Year 5 participant services
October 30, 2015	Year 5 PPR due	Complete PRS data entry and submit Year 5 PPR
December 31, 2015	PRS closeout	Complete any final PRS data entry. <i>No data entry after this date for grantees without no-cost extension</i>
	Final PPRs covering the entire five year budget period are due	Submit Final PPR
January 30, 2016	Grantees receive PRS data from PRS Support Team	None

Timetable: No-Cost HPOG Extension

Date	Event	Grantee Action Needed by Date
October 30, 2015	Year 5 PPR due	Complete PRS data entry and submit Year 5 PPR
March 31, 2016	HPOG Program ends	Complete final participant services
April 30, 2016	Last semi-annual PPR	Complete PRS data entry and submit the last semi-annual PPR
June 30, 2016	PRS closeout	Complete any final PRS data entry. <i>No data entry after this date for grantees with no-cost extension</i>
	Final PPRs covering the entire five year budget period are due	Submit Final PPR
July 31, 2016	Grantees receive PRS data from PRS Support Team	None

What PRS Data Will I Receive?

One-to many sections (sections that have more than one entry per participant, such as training) are in **BOLD**. Data sections will be grouped together under several categories:

- New Participant (including social security number)
- Intake – Demographics
- Intake – Education/Employment History
- Intake – Contact
- Intake – Special Client Characteristics
- Random Assignment (if applicable)
- **Random Assignment – Enhancements (if applicable)**
- Random Assignment – Supplemental Baseline (if applicable)
- **Ed/Voc Training – Remedial/Pre-Training Activities**
- **Ed/Voc Training – Health Occupation/Vocational Activities**
- **Ed/Voc Training – Health Occupation/Vocational Activities - Classes**
- **Employment Development Activities**
- Supports
- Exit/Followup – Exit
- Exit/Followup - Followup
- Grantee Data – Remedial Programs
- Grantee Data – Health Programs
- Grantee Data – Vendors
- **Case Notes (All case notes will only be provided in a separate unprocessed .csv file)**

How will the dataset be formatted?

Two formats will be provided by default:

- **Excel data book.** Single Excel file (.xlsx) with one sheet per data section. Headers with 32-char. limit. Missing data encoded as blank cell. Standard Excel formats will apply.
- **ASCII CSV Text File.** One .txt extension file (comma separated values) per data section. These files can be opened in notepad without any change in format.

Data Sections (Excel Sheets or .txt Files)

- **Data Key.** variable names, descriptions, allowable values, value descriptions, data format descriptions, and database schema information (such as “skip patterns”).
- **Participant.** New Participant, Demographics, Education/Employment History, Contact, Special Client Characteristics, Random Assignment, Supplemental Baseline, Exit, Followup.
- **Pre-Training.** Contains Ed/Voc Training – Remedial/Pre-Training Activities.
- **Vocational.** Contains Ed/Voc Training – Health Occupation/Vocational Training Activities.
- **Employment Development.** Employment Development Activities.
- **Supports.** Contains Support services.
- **Enhancements.** Program Enhancements (if applicable).
- **Classes.** Ed/Voc Training – Health Occupation/Vocational Training Activities – Classes.
- **Grantee Programs.** Grantee Data – Remedial Programs, Grantee Data – Health Programs.
- **Grantee Vendors.** Grantee Data – Vendors.

Process for Receiving Data: Separate Sites

PRS Data Extracts can be provided by grantee site, by request:

- A site variable will be included in the standard dataset – so separate extracts are not necessary for data analysis by grantee site.
- If each grantee site will be utilizing or analyzing the data independently, you may want to select this option

Process for Receiving Data: What do you need to do?

Within 90 days of closeout, provide PRS Support team with:

- Person to whom final data are to be sent and their contact info: name, affiliation, mailing address, phone number and email.
- Whether separate datasets are requested by site, and if so the contact person at each site.

Data are confidential (includes SSNs) and need to be sent to a specific person for handling

What will I receive?

- The data will arrive to the contact person via **Federal Express** burned to a CD-R
- If multiple sites are specified, each contact individual will receive a separate disc.
- The data files will be **PGP encrypted**. Password will arrive in non-descript email.
- No special software is required to unlock the files – only the password.

HPOG Evaluation: Closeout Guidance and On-going Study Activities

- Overview
 - Wrap-up Activities
 - Ongoing Study Activities
 - Reporting Schedule

HPOG Evaluation: Wrap-up

- Document retention: What should Grantees keep?

Consent Forms

- Keep hard copies (originals or copies)
 - in a secure location (such as a locked file cabinet)
 - for three years after the end of the project
- Shred at the end of three years

HPOG Evaluation: Document Retention

- What should Grantees keep?

Other Documents with Participant Information

- such as hard copies of intake or supplemental baseline forms
- Handle according to each grantee's institutional requirements.

HPOG Evaluation: Wrap-up

- Enhancements Wrap-up

- Peer support, emergency assistance, and non-cash incentives enhancements will conclude as of September 29, 2015.
- After September 29, evaluation funding for enhancements will not be provided and grantees may not bill evaluation budgets for enhancement activities.

HPOG Evaluation: Wrap-up

- Enhancements Wrap-up (cont'd)
 - Encourage participants to use available services through September. NCI enhancement participants should redeem accrued points.
 - Study team staff will work with Grantees to reconcile outstanding gift cards purchased with evaluation funds and to resolve any payment issues related to enhancements.
 - Please enter data in PRS for all enhancement activities through September 29, 2015.

HPOG Evaluation: On-going Activities

- On-going Activities for the Impact Study
 - **Quarterly Monitoring Calls** – brief check-in calls with key grantee staff through grant period, including extensions.
 - **Control Group Embargo** – Continues through the grant period, including any no-cost extension period.
 - Grantees that receive grants under the new FOA must adhere to the FOA language re: maintaining the HPOG Impact treatment and control groups through December 2017.

HPOG Evaluation: Surveys

- What's happening now?
 - For the Impact Study: 15-month survey of treatment (T and TE) and control group members is underway through spring 2016
 - For University Partnership programs: 15-month survey in four sites that are not participating in the Impact study
 - Temple University, Gateway Technical College (Kenosha, WI), Community Action Project of Tulsa County, and Southland Healthcare Forum (Chicago Heights, IL)

HPOG Evaluation: More About Surveys

- What's coming up in the future?
 - 36-month follow-up survey of participants in the HPOG Impact Study beginning in March 2016.
 - No further surveys for University Partnership sites, and HPOG participants who were not randomly assigned in the remaining HPOG programs will not be surveyed.

HPOG Evaluation: Survey Procedures

- For the 15-month Survey
 - Letters sent periodically to Treatment and Control group members asking for contact information updates for the participant and alternate contacts
 - Advance letter about the survey sent just before the 15th month after RA

HPOG Evaluation: More About Surveys

- Survey method is changing starting in July
 - So far, surveys were all completed by telephone.
 - If we were unable to contact the participant or alternate contacts, local researchers called “field locators” were assigned to attempt to contact the participant.
 - Interview still completed by telephone using a cell phone provided by field locator.

HPOG Evaluation: More About Surveys

- Effective July 7, field surveys will be completed by field interviewers using laptop computers.
 - Interviewers will schedule the interview, meet with the participant, ask the survey questions, and enter the responses into the laptop.
 - Telephone surveys initiated from our phone center will continue.

HPOG Evaluation: More About Surveys

- With either method, survey takes less than 35 minutes to complete, on average.
- Respondents who complete the survey receive a \$30 money order to thank them for their time.
- 36-month survey has similar but slightly different procedures (see guidance).

HPOG Evaluation: More About Surveys

- Survey instruments and procedures are approved by Abt's IRB and by OMB.
- All survey staff are trained in HPOG study procedures.
- Participants are informed the survey is voluntary and they may schedule the interview at their convenience.
- Field staff carry ID and a letter explaining the study and the purpose of the survey.
- Anyone with questions or concerns may contact the HPOG hotline at 855-551-0919.

HPOG Evaluation: Reporting Schedule

Forthcoming evaluation reports include:

- Fall 2015 - HPOG National Implementation Evaluation (NIE): Descriptive Implementation and Outcomes Studies Report
- Winter 2015 – Evaluation of Tribal HPOG: Final Report
- Fall 2015 – HPOG NIE: Systems Change and Network Analysis Report
- Spring 2017 – HPOG NIE: Final Report
- Fall 2017 - HPOG Impact Study Final Report on 15-month Outcomes

All reports will be posted on the ACF Office of Planning, Research and Evaluation's website. For the latest available reports, see:

<http://www.acf.hhs.gov/programs/opre/research/project/evaluation-portfolio-for-the-health-profession-opportunity-grants-hpog>



Questions?

**For more details, see guidance sent with
webinar invitation.**

**Need help? Call the HPOG Impact Study
Hotline at (855) 551-0919**