## **Instrument Program Report Tool**

\*denotes required field

# **HOME PAGE**

Form Approved OMB No. <u>0920-1130</u> Exp. Date: 08/31/2019

Public reporting burden of this collection of information is estimated to average 10 hours for the initial population of the tool and 3 hours for annual reporting per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-1130).

# RAPE PREVENTION AND EDUCATION (RPE) PROGRAM REPORT TOOL

#### **BEFORE YOU BEGIN**

The goals of the RPE cooperative agreement (14-1401) are to improve the ability of RPE-funded organizations to use the public health approach and effective prevention principles to implement and evaluate sexual violence prevention strategies. The Program Report Tool will capture key information to monitor progress toward the FOA goals. Sections of this tool relate to the steps in the public health approach, and questions are aligned with primary prevention principles. Information collected through this tool is intended to measure the extent to which FOA goals are met, and to provide RPE awardees with information they can use to plan, implement, and evaluate prevention strategies to prevent sexual violence.

**Instructions:** Please use this Program Report Tool to plan and report on your implementation of prevention strategies. For instructions on completing this tool, definitions, and additional information about the questions, please refer to the reporting guidance.

**Submission**: In addition to uploading it onto Grants Solutions for your Continuation Application, please submit an Excel version of your completed Tool with your Annual Performance Report to your Project Officer and <a href="mailto:dvpevaluation@cdc.gov">dvpevaluation@cdc.gov</a>

**Technical Tips**: You may navigate this Tool by clicking on the navigation menu (shown below) located at the top of each spreadsheet or the tabs at the bottom of the window.

Navigate - Page	Navigate - Section	
Navigate - Page	Navigate - Section	

Please enter information into the yellow fields. If you enter an invalid character in any field that is not open text, an error message box will pop up.

1. Which RPE awardee are you reporting on? Select from the drop down menu.\* [Drop Down Menu]

RPE Awardee: [Drop Down Menu of list below] Reporting Year: February 1, 2018 - January 31, 2019

Alabama Hawaii Massachusetts New Mexico South Dakota District of Columbia

Alaska	Idaho	Michigan	New York	Tennessee	Guam
Arizona	Illinois	Minnesota	North Carolina	Texas	Mariana Islands
Arkansas	Indiana	Mississippi	North Dakota	Utah	Puerto Rico
California	Iowa	Missouri	Ohio	Vermont	US Virgin Islands
Colorado	Kansas	Montana	Oklahoma	Virginia	
Connecticut	Kentucky	Nebraska	Oregon	Washington	
Delaware	Louisiana	Nevada	Pennsylvania	West Virginia	
Florida	Maine	New Hampshire	Rhode Island	Wisconsin	
Georgia	Maryland	New Jersey	South Carolina	Wyoming	

2. List the names of each of your implementing organizations. All organizations in your state or territory that implemented violence prevention strategies with RPE funding during this reporting period must be listed. This includes both direct awardees and sub-awardees of your state or territory's RPE program and organizations that implement preventions strategies at the state and/or local level. Examples of implementing organizations include but are not limited to state sexual violence coalitions, sub-contractors of the state sexual violence coalition, local rape crisis centers, and the state health department. Collaborating or partnering organizations that do not receive RPE funding should not be reported. You may add as many implementing organizations as you need.\* [Open Text Field]

Each implementing organization listed below needs to be reported on a corresponding implementing organization tab.

Once you enter the name of the implementing organization here, **click the validate** button to generate a tab for this implementing organization. The delete button may be used at any time to delete an implementing organization registered on the home page and its corresponding tab in the workbook.

a.	Implementing Organization 1	[Open Text]	ļ	[Button: Validate]	[Button: [	<u> Delete</u>
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To add another row above, and subsequent tab on the sheet, for an implementing organization, **click on this button at any time:** [Button: Add Implementing Organization] [Dynamic spreadsheet that allows adding a new spreadsheet for additional implementing organization]

**Questions and Support:** If you have any content-related questions or need assistance, please contact your Project Officer. If you need technical support at any time, please send an email with a detailed description of your need to the following address: <a href="mailto:dvpevaluation@cdc.gov">dvpevaluation@cdc.gov</a>.

### IMPLEMENTING ORGANIZATION #

Please answer questions 1 and 2 for <u>each</u> Implementing Organization in your State/Territory. You may use the dynamic 'Add Implementing Organization' button on the Home Page to include as many implementing organizations as you may need. Each implementing organization will appear as a separate tab.

### [Navigational Menu of the Sections in this tab]

- 1. What is the name of the implementing organization?\* [Locked Text based on entries on Home Page]
- 2. What is the implementing organization's total annual RPE budget? Provide information in dollar amounts.
  [Open Numeric Field with two decimals]
  \$

# **PREVENTION STRATEGY #**

Please complete the following questions for <u>each</u> prevention strategy this implementing organization is carrying out. A prevention strategy is a specific set of prevention activities intended to work together toward a desired goal or outcome. A prevention strategy may be a specific activity referenced as one of the seven permitted uses, curriculum, program, policy, or community effort.

Each distinct prevention strategy should be reported separately by name (i.e. prevention strategies should not be grouped together under generic categories). Other essential public health services like evaluation and surveillance that do not meet the definition of a prevention strategy should not be reported here. You may use the dynamic 'Add Prevention Strategy' button at the bottom of this tab to add as many prevention strategies as you need for this implementing organization.

#### **PREVENTION STRATEGY DESCRIPTION**

One of the effective prevention principles is that a prevention strategy should be based on the best available evidence (See CDC's Understanding Evidence for more information about levels of evidence). At a minimum, prevention strategies should have an articulated theory base to address modifiable risk and protective factors related to sexual violence.

3.	Wh	hat is the prevention strategy you are implementing?* [Closed Options]					
	0	Bringing in the Bystander					
	0	Coaching Boys into Men					
	0	Fourth R					
	0	Green Dot					
	0	Safer Choices					
	0	Safe Dates					
	0	Second Step					

**4. Describe the prevention strategy.** Use the following questions as a guide: What are the goals and components of the prevention strategy (e.g., theory of change)? How do the goals and/or components of this strategy relate to primary prevention of sexual violence?\* [Open Text Field]

Other, please specify the name of the prevention strategy: \_\_\_\_\_ [Open Text Field]

O Shifting-Boundaries

		If the following permitted uses/approaches from the RPE Cooperative Agreement (14-1401) does lementation of this prevention strategy relate to? (Check all that apply).* [Check all that apply]
	_	cational seminars
		ration of hotlines
	-	ning programs for professionals
		paration of informational materials
	-	ning programs for students and campus personnel designed to reduce the incidence of sexual
		ult at colleges and universities
		cation to increase awareness about drugs and alcohol used to facilitate rape or sexual assault; and
	to ra	er efforts to increase awareness of the facts about or to help prevent sexual assault, including efforts also awareness in under-served communities and awareness among people with disabilities as
		ned in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12102)
		nmunity Change Strategy [Choose one of the sub-group below] Community mobilization
		Coalition building
		Policy education
		Social norms change
		Other, please specify: [Open Text Field]
		acity Building, please specify: [Open Text Field]
		Applicable, please specify: [Open Text Field]
_		
6.	<ul><li>O Prev</li><li>O Prev</li><li>O Prev</li></ul>	of the following best describes the development of this prevention strategy?* [Closed Options] wention strategy developed locally packaged prevention strategy developed by another organization wention strategy developed by combining pre-packaged components with locally developed ponents
	O Prevocom  Which s	vention strategy developed locally packaged prevention strategy developed by another organization vention strategy developed by combining pre-packaged components with locally developed ponents trategy from the CDC's STOP SV technical package best aligns with the focus of this prevention
	O Prevocom  Which strategy	vention strategy developed locally packaged prevention strategy developed by another organization vention strategy developed by combining pre-packaged components with locally developed ponents  *trategy from the CDC's STOP SV technical package best aligns with the focus of this prevention  ? * [Closed Options]
	O Prevocom  Which s strategy O Prov	vention strategy developed locally packaged prevention strategy developed by another organization vention strategy developed by combining pre-packaged components with locally developed uponents  trategy from the CDC's STOP SV technical package best aligns with the focus of this prevention  ? * [Closed Options] mote Social Norms that Protect Against Violence
	<ul> <li>O Prevent</li> <li>O Prevent</li> <li>Common Number</li> <li>Which sets tegy</li> <li>O Proof</li> <li>O Teach</li> </ul>	vention strategy developed locally packaged prevention strategy developed by another organization vention strategy developed by combining pre-packaged components with locally developed ponents  trategy from the CDC's STOP SV technical package best aligns with the focus of this prevention ? * [Closed Options] mote Social Norms that Protect Against Violence th Skills to Prevent Sexual Violence
	<ul> <li>O Prevent</li> <li>O Prevent</li> <li>Com</li> <li>Which strategy</li> <li>O Provent</li> <li>O Provent</li> <li>O Provent</li> </ul>	vention strategy developed locally packaged prevention strategy developed by another organization vention strategy developed by combining pre-packaged components with locally developed ponents  trategy from the CDC's STOP SV technical package best aligns with the focus of this prevention ? * [Closed Options] mote Social Norms that Protect Against Violence th Skills to Prevent Sexual Violence vide Opportunities to Empower and Support Girls and Women
	<ul> <li>O Prevent</li> <li>O Prevent</li> <li>O Prevent</li> <li>Which sets tegy</li> <li>O Provent</li> <li>O Provent</li> <li>O Creat</li> </ul>	vention strategy developed locally packaged prevention strategy developed by another organization vention strategy developed by combining pre-packaged components with locally developed ponents  trategy from the CDC's STOP SV technical package best aligns with the focus of this prevention  ? * [Closed Options] mote Social Norms that Protect Against Violence th Skills to Prevent Sexual Violence vide Opportunities to Empower and Support Girls and Women ate Protective Environments
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7.	0 Prevo	vention strategy developed locally packaged prevention strategy developed by another organization vention strategy developed by combining pre-packaged components with locally developed ponents  trategy from the CDC's STOP SV technical package best aligns with the focus of this prevention  ? * [Closed Options] mote Social Norms that Protect Against Violence th Skills to Prevent Sexual Violence vide Opportunities to Empower and Support Girls and Women ate Protective Environments

This section asks about the extent to which a public health approach was used in defining the sexual violence problem and identifying the target population or the entities that the prevention strategy is intended to affect

9. Who is, or what entities are, the primary target population of the prevention strategy? (Check all that apply)\* [Check all that apply field with an open text field for "Other"]

Individuals	Organizations	Communities
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and change (e.g. individual, organization, or communities).

☐ Students	☐ School	☐ School District
☐ Pre-School	☐ Pre-School	☐ Elementary School
☐ Elementary School	☐ Elementary School	☐ Middle School
☐ Middle School	☐ Middle School	☐ High School
☐ High School	☐ High School	☐ Higher Education
☐ Higher Education	☐ Higher Education	(University/College)
(University/College)	(University/College)	
☐ Teachers/Professors	☐ School Administrators	☐ County
☐ School Staff	☐ Governmental Agency	□ City
□ Policy makers	□ Non-government Agency	☐ Census Tract/Zip Code
☐ Parents	☐ Non-profit	☐ Commercial District
☐ Healthcare professionals	☐ Business	☐ Neighborhood
☐ Mental health providers	□ Bar	☐ Territory Area
☐ General public	☐ Home	☐ Park and Recreational Area
☐ Individual with specific	☐ Organizations serving	☐ Communities with specific
characteristics	individuals with specific	characteristics
	characteristics	
☐ Other, please specify:	☐ Other, please specify:	☐ Other, please specify:
[Open Text Field]	[Open Text Field]	[Open Text Field]
☐ Other, please specify:	☐ Other, please specify:	☐ Other, please specify:
[Open Text Field]	[Open Text Field]	[Open Text Field]
☐ Other, please specify:	☐ Other, please specify:	☐ Other, please specify:
[Open Text Field]	[Open Text Field]	[Open Text Field]

# 10. What are the characteristics of the primary target population selected above? (Check all that apply)\* [Check all that apply field with an open text field for "Other"]

Gender	Race	Age
☐ Male	☐ African American or Black	☐ Infants/Toddlers (0-1 yrs)
☐ Female	☐ American Indian or Alaska	☐ Infants/Toddlers (2–3 yrs)
☐ Transgender	Native	☐ Children (4-11 yrs)
	☐ Asian Indian	☐ Adolescents (12–17 yrs)
	☐ Chinese	☐ Young Adults (18–24 yrs)
	☐ Filipino	☐ Adults (25–39 yrs)
	☐ Japanese	☐ Adults (40–49 yrs)
	☐ Korean	☐ Older Adults (50–64 yrs)
	☐ Vietnamese	☐ Older Adults (65+ yrs)
Sexual Identity	□ Native Hawaiian or other	Other Characteristics
☐ Bisexual	Pacific Islander	☐ Disability
☐ Gay	☐ Guamanian or Chamorro	☐ Faith/Religious
☐ Heterosexual	☐ Samoan	☐ Low Socioeconomic Status
☐ Lesbian	☐ White	☐ Minority
☐ Questioning	☐ Other, please specify:	☐ Tribal
<b>Ethnicity</b>	[Open Text Field]	☐ Veteran Status
☐ Hispanic or Latino	☐ Other, please specify:	☐ Other, please specify:
☐ Not Hispanic or Latino	[Open Text Field]	[Open Text Field]
	☐ Other, please specify:	☐ Other, please specify:
	[Open Text Field]	[Open Text Field]

SI	trategy or elaborate on the above as needed. [Ope	en Te	Xt Field]
13. Ir	What information or data, and from what sources, or this prevention strategy? (Check all that apply).  Needs assessment Evaluation/Evaluation report In-depth interviews Surveys Focus groups Police reports Medical examiner files Vital records Hospital charts Registries Population-based surveys Other, please specify: [Open Textory of the company of the target population? What factors protect is mong the target population?	xt Fie xt Fie xt Fie iolend eexua	Id] Id] Id] Ice problem(s) of the selected target population. I violence problem that needs to be prevented
	mong the target population? What factors protect in xperiencing or perpetrating sexual violence?* [Ope		
			•
PREV	ENTION STRATEGY SELECTION		
strate and to	ection asks about the extent to which a public heal egy and the extent to which the prevention strategy arget population.  Which of the following <u>risk</u> factors does this strategory. It that apply)* [Check all that apply field with an open content of the following risk factors does this strategory.	is a	good fit for the defined sexual violence problem ectly address for your target population? (Check
Ind	<u>ividual</u>	Rela	ationship
0 0 0	Low education/educational achievement Lack of non-violent problem solving skills Poor behavior/impulse control Prior violent victimization or perpetration Witnessing violence		Social isolation/lack of social support Family environment characterized by physical violence and conflict Childhood history of physical, sexual or emotional abuse
	Psychological/mental health problems Substance use Delinquency Empathetic deficits General aggressiveness and acceptance of		Emotionally unsupportive familial environment Poor parent-child relationships, particularly with fathers Association with sexually aggressive, hyper- masculine, or delinquent peers
0	violence Early sexual initiation Coercive sexual fantasies Preference for impersonal sex and sexual risk-taking		Gang involvement Involvement in a violent or abusive intimate relationship Economic stress Other, please specify: [Open Text Field]

11. Briefly provide any additional information about the selected target population for this prevention

	Exposure to sexually explicit media			Other, please specify:	_ [Open Text Field]
	Hostility towards women			Other, please specify:	_ [Open Text Field]
	Adherence to traditional gender role norms				
	Hypermasculinity				
	Suicidal behavior				
	Other, please specify:	[Open Text Field]			
	Other, please specify:				
	Other, please specify:				
Con	nmunity		Soci	etal	
	Poverty		_	Societal norms that support	sexual violence
	High unemployment rates/din	ninished		Cultural norms that support	
	economic opportunities			Societal norms that support	
	Lack of institutional support fr	om police and	_	sexual entitlement	
_	judicial system	om ponce and		Societal norms that maintain	women's inferiority
П	Community violence/general t	olerance of	_	and sexual submissiveness	· Women's interiority
_	violence within community	orerance or	П	Weak health, educational, ed	conomic and social
	Weak community sanctions ag	zainst sexual	_	laws and policies relating to	
_	violence perpetrators	gan ist sexual		gender equity	sexual violence and
	High alcohol outlet density			Higher levels of crime and ot	her violence
	Poor neighborhood support or	r cohesion		Harmful gender norms	THE VIOLENCE
	Other, please specify:		_	Media violence	
	Other, please specify:			Other, please specify:	[Onen Text Field]
П		Opcil Text Held		Other, picase specify.	
				Other please specify:	IOnen Teyt Field!
	Other, please specify:			Other, please specify:Other, please specify:	
		[Open Text Field]		Other, please specify:	_[Open Text Field]
5. W	Other, please specify: /hich of the following protective: heck all that apply)* [Check all	[Open Text Field]  e factors does this	strate	Other, please specify:egy directly address for your ppen text field for "Other"]	_[Open Text Field]
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5. W (C	Other, please specify: /hich of the following protective check all that apply)* [Check all ividual Emotional health and connect	e factors does this that apply field wit	strate h an c	Other, please specify:egy directly address for your ppen text field for "Other"]  ationship Family support and connect	target population?
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16. In a few sentences describe the rationale for selecting this prevention strategy to implement for the selected population. Use the following questions as a guide: To what extent does the prevention strategy

align with the needs and defined sexual violence problem in the selected target population described above? To what extent does the prevention strategy address the identified risk and protective factors in the target population? \* [Open Text Field]

dete	at sources of information or data informed your selection of the prevention strategy and helped ermine that it may be effective in changing sexual violence-related outcomes and/or addressing
	tified risk and protective factors in the selected target population? (Check all that apply).* [Check all
	apply field with an open text field for "Other"]
	Needs assessment
	Capacity or assets assessment
	Environmental scan
	Strategy theory or Logic model
	Evaluation report
	Literature review
	Other, please specify: [Open Text Field]
	Other, please specify: [Open Text Field]
	Other, please specify: [Open Text Field]
all t	what level of the Social Ecological Model do you expect change to occur? (Check all that apply)* [Check hat apply field with an open text field for "Other"] Individual Relationship Community Societal Other: Capacity Building Other, please specify: [Open Text Field]
RFACH	TARGET POPULATION

This section asks about how much of the target population defined above were actually reached and affected.

19. To what extent does the prevention strategy reach or affect change in the selected target population?\* Use the table below to report the total number of individuals, organizations, and/or communities reached with this prevention strategy by this implementing organization across implementation sites. (Reach Impact = Potential or Intended / Actual number of individuals, organizations, or communities affected by or who received the prevention strategy).

In most cases reach should be reported using only one unit of analysis (individual, organizational, or community). The number of individuals reached is likely to be the appropriate unit of analysis for most prevention strategies (e.g. prevention strategies that most immediately target individual knowledge, attitude and behavior change). For prevention strategies that directly aim to change organizational or community-wide policies, environments, or other structures, the organizational or community unit of analysis may be appropriate. Reach can be reported using more than one unit of analysis only if the prevention strategy is a multi-component strategy with multiple targets of change (e.g. prevention strategy that aims to change both individuals with educational curriculum and organizations with policy change efforts). Please consult the RPE Monitoring and Reporting System Guidance for further instructions and examples on how to report reach.

Unit of Analysis	Target Population	Potential Reach	Actual Reach	Reach Impact
	Description			

Individual	[Open Text Field]	[Open Numeric Field]	[Open Numeric Field]	{auto calculation}
Organizational	[Open Text Field]	[Open Numeric Field]	[Open Numeric Field]	{auto calculation}
Community	[Open Text Field]	[Open Numeric Field]	[Open Numeric Field]	{auto calculation}

20.	Briefly provide any additional information or elaborate on the above as needed. [Open Text Field]
	ORMATION COLLECTION AND EVALUATION
Thi	section asks about information collection or evaluation activities and use of collected information.
21.	How much funding is allocated for the implementation of this prevention strategy? Provide information i dollar amounts. [Open Numeric Field with two decimals]  \$
22.	Is funding allocated for the evaluation of this prevention strategy?* [Closed Options]  Ves, funds are allocated for evaluation for each prevention strategy. [Answer Q22a]  No, funds are only allocated for evaluation at the implementing organization level. [Skip to Q22b]  No, funds are not allocated at all for evaluation. [Skip to Q23]  Not applicable, evaluation is only being implemented at the state. [Skip to Q23]
	22a. How much funding is allocated for the evaluation of this prevention strategy? Provide information in dollar amounts. [Open Numeric Field with two decimals]  \$
	22b. How much funding is allocated for evaluation at the implementing organization level? Provid information in dollar amounts. [Open Numeric Field with two decimals] \$
23.	Do you collect data/information on the implementation of this prevention strategy?* [Closed Options]  O Yes [Answer Q23a and Q23b]
	O No [Skip to Q24]
	23a. What types of information does your organization collect about the implementation of this prevention strategy? [Check all that apply field with open text fields for Other]  Recruitment Attendance Participant satisfaction and/or engagement Number of sessions/events/services etc. delivered or provided Fidelity Adaptation Implementation barriers and facilitators Contextual information Other, please specify: Other, please specify: [Open Text Field] Other, please specify: [Open Text Field]
	Other, please specify:[Open Text Field]

		pes your organization use to measure implementation? (Check all that		
		with an open text field for Other]		
	☐ Capacity or assets assessment			
	☐ Environmental scan			
	☐ Strategy theory or Logic mod	el		
	□ Evaluation report			
	☐ Literature review			
	☐ Administrative records			
	□ Observations			
	☐ Tracking logs			
	Surveys			
	Focus groups			
	☐ In-depth interviews			
	Other, please specify:	[Open Text Field]		
	Other, please specify:	[Open Text Field]		
	U Other, please specify:	[Open Text Field]		
24 Г	Do you collect information or dat	a on the outcomes of the prevention strategy?* [Closed Options]		
	O Yes [Answer Q24a and Q24b]	a of the outcomes of the prevention strategy. [closed options]		
	O No [Skip to Q25]			
	3 140 [SKIP to Q25]			
2	24a. What types of data or inform	nation do you collect about the outcomes of the prevention strategy?		
		hat apply field with open text fields for Other]		
	☐ Risk/protective factors			
	☐ Rates of victimization			
	☐ Rates of perpetration			
	☐ Knowledge/skills			
	☐ Behaviors/attitudes			
	☐ Social norms			
	☐ Change in policy or practice			
	☐ Environmental change			
	☐ Other, please specify:	[Open Text Field]		
	☐ Other, please specify:	[Open Text Field]		
	☐ Other, please specify:	[Open Text Field]		
		organization use to measure those outcomes? (Check all that apply).		
	Check all that apply field with ope	en text fields for Other]		
	□ Needs assessment			
_	☐ Evaluation/Evaluation report			
_	☐ In-depth interviews			
_	□ Surveys			
_	☐ Focus groups			
	☐ Police reports			
	☐ Medical examiner files			
	□ Vital records			
_	☐ Hospital charts			
_	□ Registries			
	☐ Population-based surveys			
	Other, please specify:	[Open Text Field]		

	Other, please specify:	[Open Text Field]
	Other, please specify:	[Open Text Field]
25. Do	o you use information or data that yo	ou collect for program improvement?* [Closed Options]
0	Yes	
0	No	
	-	se the information or data you collect. If relevant, mention how you ta you collect and with whom. [Open Text Field]
[Butto	on: Add Prevention Strategyl [Dynami	ic button to repeat Questions 4 to 26