

## INSTRUCTIONS

The information collected will be used for internal purposes to assess the equivalence of the treatment and comparison samples.

- 1 At top of the sheet, indicate the analytic sample represented in the file.

### Demographics

- 2 Choose whether you want to analyze age based on years (continuous) or grade level (categorical). This choice should match how you plan to include age in your final analytic models. Any study enrolling youth in only one grade should analyze age using years. **YOU NEED ONLY REPORT ON AGE OR GRADE, NOT BOTH.**
- 2a If you choose to analyze grade, construct the categories as you plan to analyze them in your final analytic models. Enter those categories as the labels for Categories 1-6 and enter the number of individuals in each category in Columns E and I. The percentages (automatically calculated in Columns C and G) should sum to 100 percent. If you construct a variable with fewer rows than in the template, you should delete any empty rows. A chi-squared statistic is calculated for this variable (provided there are no rows with zero totals).
- 3 Report the proportion of the sample that is female. Binary (%) outcomes should be entered as decimals in the spreadsheet (e.g. 45% should be entered as 0.45).
- 4 Report the race and ethnic make-up of your sample. The four categories in Column C are the recommended categories for your analysis, using a variable constructed from both race and ethnicity data. Enter the number of youth in your sample each category in Columns E and I. The percentages automatically calculated in Columns C and G should sum to 100 percent. A chi-squared statistic is calculated for this variable (provided there are no rows with zero totals). **NOTE:** If you do not need some of the categories included in the template due to the makeup of your sample, you can construct your own categories that better suit your study.

### Behavioral measures

- 5 All grantees should report baseline equivalence on all core behavioral measures, already listed in the table. Additionally, any other measures that are key outcomes for the evaluation should be added to the table and assessed for equivalence between study groups.
- 6 When reporting on measures that youth only respond to on condition of having engaged in other activities (e.g. pregnancy is only asked of youth who have ever engaged in vaginal sex), make sure to impute zero values for those youth who were not asked to respond to the question because they had not engaged in the first activity. For example, youth who have not ever had vaginal sex cannot have been pregnant or caused a pregnancy; you can logically infer that those youth would have also responded "no" for pregnancy. This should be reflected in the data file before calculating means or proportions of the conditional-response measures.
- 7 For any measures that are reporting frequency of an activity, use the **TEMPLATE** row included at the bottom of the table. Copy this row for all variables measuring the number of times of an event to calculate equivalence of the means.

### Assessment

- 8 The spreadsheet will calculate p-values for each variable. This calculation assumes individual-level assignment to condition. For RCTs or QEDs where assignment is at a level other than individual, evaluators must manually adjust the p-values for clustering. These p-values should be entered into Column V.
- 9 Once all data is entered into the table, review the p-values calculated in Column U (or those clustered p-values in Column V if appropriate), and assess equivalence of the groups.
- 10 This assessment should be conducted for all analytic samples of interest. For example, if the evaluation will look at both 6-month and 12-month follow-up data, you will need to calculate and review baseline equivalence for those two samples: those with 6-month follow-up data, and those with 12-month follow-up data. Create a copy the tab with the table for each analytic sample, and enter the baseline values of the measures for the appropriate analytic sample.

Characteristics at BASELINE	Treatment Group			Comparison Group			Group differences			p-value adjusted for clustering at level of random assignment, if applicable (calculated by the evaluator)
	Percentage or Unadjusted Mean	Standard Deviation (for continuous variables)	Sample Size	Percentage or Unadjusted Mean	Standard Deviation (for continuous variables)	Sample Size	t-statistic (calculated by the worksheet)	df (calculated by the worksheet)	p-value (calculated by the worksheet)	

Demographic characteristics

Age (in years)										
Grade (counts)			0			0				
[Category 1]										
[Category 2]										
[Category 3]										
[Category 4]										
Female (%)										
Race (counts)			0			0				
Non-Hispanic White										
Non-Hispanic Black										
Hispanic										
Other race-ethnicities										

Behavioral measures

[Core measure 1]										
[Core measure 2]										
[Core measure 3]										
[Additional measure 1]										
[Additional measure 2]										

Notes: Please enter data in the yellow highlighted cells only. Please convert all yes/no responses to yes = one and no = zero in your datafile.