

INSTRUMENT #3

PREP PERFORMANCE REPORTING SYSTEM DATA ENTRY FORM

AUGUST 6, 2020

The 98 estimated grantees will report measures on participant demographics, behaviors, intentions, and perceived effects; attendance, reach, and dosage; implementation challenges and needs for technical assistance; and structure, cost, and support for program implementation. The contractor (Mathematica) will develop tools grantees can use to aggregate data originating from sub-awardee providers and to organize all of the performance measures data elements to facilitate entry into the national system. However, these tools are considered voluntary and to be used at the discretion of the grantees. Grantees may elect to use alternative means to collect and aggregate the data that will be submitted. The only requirement is that all grantees enter the required measures into the national system systematically, and for that they will use an online form that contains all of the items in this instrument.

**Measures of Demographics and Behaviors
 Collected at Program Entry**

REPORT PERIOD	[reporting period]
Grantee:	Enter grantee name
Provider:	Enter provider name
Program:	Enter program name

	Enter Count		Enter Count
Total Entry Surveys Completed (Middle School):		Total Entry Surveys Completed (High School or Older):	
Total Entry Surveys completed using the original intended mode of data collection (Middle School):		Total Entry Surveys completed using the original intended mode of data collection (High School):	
Total Entry Surveys completed using an alternative mode of data collection due to COVID-19 (Middle School):		Total Entry Surveys completed using an alternative mode of data collection due to COVID-19 (High School):	

Did the program have to stop collecting Entry Survey data due to COVID-19?	Y/N
Did the program change their mode for collecting Entry Survey data due to COVID-19? For example, did the mode shift to online, phone, or mail due to COVID-19?	Y/N
If yes: what mode(s) of data collection did the program shift to due to COVID-19? MARK YES OR NO FOR EACH	Y/N
Online, web-based survey	Y/N
Telephone survey	Y/N
Mail survey	Y/N
Other (specify: _____)	Y/N

Measures of Demographics, Intentions, and Perceived Effects Collected at Program Exit

REPORT PERIOD	[reporting period]
Grantee:	Enter grantee name
Provider:	Enter provider name
Program:	Enter program name

	Enter Count		Enter Count
Total Exit Surveys Completed (Middle school):		Total Exit Surveys Completed (High school and older):	
Total Exit Surveys completed using the original intended mode of data collection (Middle School):		Total Exit Surveys completed using the original intended mode of data collection (High School):	
Total Exit Surveys completed using an alternative mode of data collection due to COVID-19 (Middle School):		Total Exit Surveys completed using an alternative mode of data collection due to COVID-19 (High School):	

Did the program have to stop collecting Exit Survey data due to COVID-19?	Y/N
Did the program change their mode for collecting Exit Survey data due to COVID-19? For example, did the data collection mode shift to online, phone, or mail due to COVID-19?	Y/N
If yes: what mode(s) of data collection did the program shift to due to COVID-19? MARK YES OR NO FOR EACH	
Online, web-based survey	Y/N
Telephone survey	Y/N
Mail survey	Y/N
Other (specify: _____)	Y/N

	Enter Count	
Age	Age 10	
	Age 11	
	Age 12	
	Age 13	
	Age 14	
	Age 15	
	Age 16	
	Age 17*	
	Age 18*	
	Age 19*	
	Age 20 or older*	
Total		
Missing		

	Enter Count	
Sex	Male	
	Female	
	Total	
	Missing	

	Enter Count	
Language(s) spoken at home	English	
	Spanish	
	Other: _____	
	Total	
	Missing	

		Enter Count
Hispanic/ Latino	Yes	
	No	
	Total	
	Missing	

Race	American Indian or Alaska Native	
	Asian	
	Black or African American	
	Native Hawaiian or Other Pacific Islander	
	White or Caucasian	
	Total	
	Missing	

Vulnerable Populations	Living with family [parent(s), guardian, grandparents, or other relatives]	
	In foster care, living with a family	
	In foster care, living in a group home	
	Couch surfing or moving from home to home	
	Living in a place not meant to be a residence, such as outside, in a tent city or homeless camp, in a car, in an abandoned vehicle, or in an abandoned building	
	Staying in an emergency shelter or transitional living program	
	Staying in a hotel or motel	
	In juvenile detention, jail, prison or another correctional facility, or under the supervision of a probation officer	
	None of the above	
	Total	
	Missing	
	Total (unduplicated) youth in foster care	
	Total (unduplicated) runaway or homeless youth	
	Total (unduplicated) youth in adjudication system	

		Enter Count
Grade	Grade 5+	
	Grade 6+	
	Grade 7+	
	Grade 8+	
	Grade 9	
	Grade 10*	
	Grade 11*	
	Grade 12*	
	School does not assign grade levels	
	Dropped out of school and is not working on getting a high school diploma or GED*	
	Working toward GED*	
	Has high school diploma or GED but is not currently enrolled in college or technical school*	
	Has high school diploma or GED and is currently enrolled in college or technical school*	
	Not currently enrolled in school+	
	Total	
	Missing	

Measures of Demographics, Intentions, and Perceived Effects

Collected at Program Exit

REPORT PERIOD	[reporting period]
Grantee:	Enter grantee name
Provider:	Enter provider name
Program:	Enter program name

Enter Count

Enter the number of respondents who report the program made them much more, somewhat more, about the same, somewhat less, or much less likely to exhibit the following adult behaviors or sexual activities.	Much more likely	Somewhat more likely	About the same	Somewhat less likely	Much less likely	Missing	Total
Resist or say no to peer pressure							
Manage emotions in healthy ways							
Work together to find a solution when disagree with a friend							
Choose to spend time with friends that keep them out of trouble							
Make decisions to not use drugs and alcohol							
Be respectful of others							
Think about the consequences before making a decision							
Make plans to reach their goals							
Care about doing well in school							
Graduate high school or get GED							
Get more education and/or training after high school or completing GED							
Get a steady full-time job after school							
Save money to get things they want							
Feel confident about how to open a bank account							
Feel confident about how to prepare a budget							
Feel confident about how to track expenses							
Understand the costs associated with raising a child							
Talk with parent, guardian, or caregiver about things going on in their life							
Talk with parent, guardian, or caregiver about sex							
Feel comfortable talking with parent, guardian, or caregiver about sex							
Speak up or ask for help if being bullied in person or online, via text, while gaming, or through other social media							
Speak up or ask for help if others were being bullied in person or online, via text, while gaming, or through other social media							
Better understand what makes a relationship healthy							
Look for information and resources about dating violence							
Resist or say no to someone they are dating or going out with if they pressure them to participate in sexual acts							
Talk to a friend if someone they are dating or going out with makes them uncomfortable, hurts them, or pressures them to do things they don't want to do							
Talk to a trusted adult if someone they are dating or going out with							

Enter Count

Enter the number of respondents who report the program made them much more, somewhat more, about the same, somewhat less, or much less likely to exhibit the following adult behaviors or sexual activities.	Much more likely	Somewhat more likely	About the same	Somewhat less likely	Much less likely	Missing	Total
	makes them uncomfortable, hurts them, or pressures them to do things they don't want to do						
Talk to a trusted adult if someone other than the person they are dating or going out with makes them uncomfortable, hurts them, or pressures them to do things they don't want to do							

Enter Count

How true is each statement:	Not true at all	Somewhat true	Very true	Missing	Total
	Plans to delay having sexual intercourse until graduates high school or receives GED				
Plans to delay having sexual intercourse until graduates college or completes another education or training program					
Plans to delay having sexual intercourse until married					
Plans to be married before having a child					
Plans to have a steady full-time job before getting married					
Plans to have a steady full-time job before having a child					

Enter Count

	Yes	No	Not sure	Missing	No response because completed middle school version of survey	Total
	As a result of being in the program, plans to abstain from sexual intercourse for at least the next 3 months*					

**Measures of Demographics, Intentions, and Perceived Effects
Collected at Program Exit**

REPORT PERIOD	[reporting period]
Grantee:	Enter grantee name
Provider:	Enter provider name
Program:	Enter program name

	Enter Count					
Enter the number of respondents who assessed their program experience according to the scale to the right. How often in this program...	All of the time	Most of the time	Some of the time	None of the time	Missing	Total
Felt interested in program sessions and classes						
Felt the material presented was clear						
Felt discussions or activities helped to learn program lessons						
Had a chance to ask questions about topics or issues that came up in the program						
Felt respected as a person						
Were picked on, teased, or bullied						
Any youth were picked on, teased, or bullied						

	Enter Count					
Enter the number of respondents who assessed their program experience according to the scale to the right. How satisfied were they with...	Very satisfied	Somewhat satisfied	A little satisfied	Not at all satisfied	Missing	Total
The amount of information they received about abstaining from sex (choosing to not have sex)						
The amount of information they received about condoms and birth control						

Measures of Attendance, Reach, and Dosage

REPORT PERIOD	[reporting period]
Grantee:	Enter grantee name
Provider:	Enter provider name
Program:	Enter program name

Enter Count

	Enter the number of youth during the reporting period who:			
		Total (unduplicated)	Before COVID-19	Since COVID-19
Reach	Attended at least one program session			
	Number of middle school participants			
	Number of high school participants			
Program Setting	Attended a session in school during school			
	Attended a session in school after school			
	Attended a session in a community-based organization			
	Attended a session in a clinic			
	Attended a session in a foster care setting			
	Attended a session in a juvenile detention center			
	Attended a session in a residential mental health treatment facility			
	Attended a session online ¹			
Majority population	Indicate whether more than 50 percent of youth attending the program were:			
	In foster care			
	Homeless or runaway			
	Pregnant or parenting			
	In adjudication systems			
Attendance/dosage	Enter the appropriate count below			
	The number of youth who completed at least 75 percent of scheduled program hours			

¹Online includes any programming that is facilitated online rather than by an in-person facilitator, regardless of the physical setting where participants are located

Measures of Implementation Challenges and Needs for Technical Assistance

REPORT PERIOD	[reporting period]
Grantee:	Enter grantee name
Provider:	Enter provider name

	Not a Problem	Somewhat a problem	A serious problem
Use the scale at the right to indicate how provider assessed the implementation challenges below.			
Recruiting youth			
Keeping youth engaged			
Getting youth to attend regularly			
Recruiting qualified staff			
Ensuring facilitators understand content			
Covering program content			
Staff turnover			
Negative peer reactions			
Youth behavioral problems			
Natural disasters			
Program facilities			
Obtaining buy-in or support from key stakeholders			

	Not interested, already received	Not Interested	Somewhat Interested	Very Interested
Use the scale at the right to indicate if the provider has expressed interest in receiving technical assistance for the implementation factors below.				
Recruiting youth				
Keeping youth engaged in program sessions				
Getting youth to attend regularly				
Recruiting qualified staff				
Training facilitators				
Retaining staff				
Minimizing negative peer reactions				
Addressing youth behavioral issues				
Obtaining buy-in or support from key stakeholders				
Evaluation (e.g., how to select or manage an evaluator, data collection, data analysis, and report writing)				
Parent support and engagement				
Other				

Measures of Structure, Cost, and Support for Program Implementation

REPORT PERIOD	[reporting period]
Grantee:	Enter grantee name

PREP Operational Status Related to COVID-19	
Did your PREP program experience any interruptions of operations or services due to COVID-19?	Y/N
If yes: For how long did the program experience interruptions of operations or services due to COVID-19?	Number of months: _____
Were your operations able to resume to full pre COVID-19 capacity?	Y/N
If not, what is the percent capacity of operations at present?	%

PREP Funding	
Total amount of PREP grant funding obligated (including any rollover funds) during [reporting period]	\$
Of that total, percentage obligated for:	
• Direct service provision (youth programming)	%
• Training, technical assistance, and monitoring conducted at the grantee level	%
• Evaluation and/or research	%
• Retained for administrative purposes at the grantee level	%

Grantee Staffing	Count
Number of grantee staff involved in overseeing PREP before COVID-19 occurred	
Did the number of staff involved in overseeing PREP decrease due to COVID-19?	Y/N
If yes: how many staff were affected?	
Number of grantee FTEs involved in overseeing PREP before COVID-19 occurred	
Did the number of FTE involved in overseeing PREP decrease due to COVID-19?	Y/N
If yes: how many FTE were affected?	

Grantee Observation, Training and Technical Assistance	(Y/N)
Grantee or its designee observed program delivery to monitor quality and fidelity to program models	
Type of organization that conducted observations (mark all that apply):	
<ul style="list-style-type: none"> ● Grantee ● Developer ● Training or technical assistance partner ● Evaluation partner ● Program provider 	
Grantee or its designee provided technical assistance to support program implementation	
Type of organization that provided technical assistance (mark all that apply):	
<ul style="list-style-type: none"> ● Grantee ● Developer ● Training or technical assistance partner ● Evaluation partner ● Program provider 	
Grantee or its designee conducted training of facilitators who deliver the program (or of other staff who might train facilitators)	
Type of organization that conducted program facilitator training (mark all that apply):	
<ul style="list-style-type: none"> ● Grantee ● Developer ● Training or technical assistance partner ● Evaluation partner ● Program provider 	

Provider Count	Count
Number of providers funded	
Number of new providers	

Measures of Structure, Cost, and Support for Program Implementation

REPORT PERIOD	[reporting period]
Grantee:	Enter grantee name
Provider:	Enter provider name

	Amount
PREP award amount (for current reporting period only)	\$
Amount of non-PREP funding received during current reporting period to support PREP programming	\$

	(Y/N)
Is provider new for the [reporting period]?	
Did provider serve youth during the [reporting period]?	

	Count
Number of PREP facilitators working for provider	
Number of PREP facilitators trained in delivering core program model	
Number of PREP facilitators observed once	
Number of PREP facilitators observed twice or more	

Measures of Structure, Cost, and Support for Program Implementation

REPORT PERIOD	[reporting period]
Grantee:	Enter grantee name
Provider:	Enter provider name
Program:	Enter program name

Program Delivery	
Program model implemented	
Number of intended program delivery hours	

Indicate which, if any, of the following youth groups are target populations for the provider's program		Y / N
Target Population	Youth in foster care	
	Homeless or runaway youth	
	Youth living with HIV/AIDS	
	Pregnant or parenting youth	
	Hispanic/Latino youth	
	African American youth	
	Native American youth	
	LGBTQ youth	
	Youth in adjudication systems	
	Male youth	
	Youth in high-need geographic areas	
	Out of school or dropout youth	
	Youth in residential treatment for mental health issues	
Trafficked youth		

Indicate which of the following adulthood preparation subjects (APS) are covered by the program		Y / N
Adulthood Preparation Subjects	Healthy relationships	
	Adolescent development	
	Financial literacy	
	Parent child communication	
	Educational and career success	
	Healthy life skills	

For each APS selected, indicate whether content is (mark all that apply):		Y / N
Source of Adulthood Preparation Subjects Content	Included in the program's evidence-based or evidence-informed APP curriculum	
	Covered by incorporating an entire additional existing curriculum	
	Covered by adding selected lessons from another existing curriculum	
	Covered by original content that we or a partner organization created	