

PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)
INSTRUMENT 4:
SUBRECIPIENT PROVIDER DATA COLLECTION AND REPORTING
DECEMBER 2020

SUBRECIPIENT PROVIDER DATA COLLECTION AND REPORTING

The 391 estimated subrecipient providers will supply grantees with 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. These measures will be provided twice a year by the subrecipients to the grantees. The contractor (Mathematica) will develop tools to support subrecipients in their aggregation of the data originating from the implementation sites, and the reporting of data from the subrecipients to the grantees. However, these tools are considered voluntary and to be used at the discretion of the subrecipients. Subrecipients may elect to use alternative means to aggregate and collect the data that will be submitted to the grantees. The only requirement will be that all grantees report the required measures into the national system systematically, and for that they will use an online form that is described in Instrument 3: Performance Reporting System Data Entry Form. Subrecipients will not be required to use this entry form.

For measures of demographics, behaviors, intentions, and perceived effects, subrecipients will:

- **Across all implementation sites, aggregate data from participant entry and exit surveys.** The data from the completed surveys will be submitted to the subrecipients by the implementation site facilitators. Subrecipients will aggregate the data from the surveys and submit the aggregated measures to the grantees. In addition, subrecipients will provide information on mode of administration of the surveys and whether programs were unable to collect survey data due to COVID-19.

For measures of attendance, reach, and dosage, subrecipients will:

- **Across all implementation sites, aggregate the number of youth ever served by program setting and population, participant attendance, and program hours intended and delivered.** These data will be submitted to the subrecipients by the implementation site facilitators. Subrecipients will aggregate the data and submit the aggregate measures to the grantees.

For measures of implementation challenges and needs for technical assistance, subrecipients will:

- **Report on the challenges they have experienced, and areas where technical assistance could be beneficial.** The subrecipients will report to the grantees on implementation challenges encountered as they delivered the program(s), and areas where implementation technical assistance could improve program delivery.

For measures of structure, cost, and support of program implementation, subrecipients will:

- **Report on staffing, training, program monitoring, funding sources, adulthood preparation subjects, primary target populations, and effects of COVID-19.** These data will include the numbers of administrative staff, facilitators delivering the program, and facilitators that received training and were observed delivering the program. The subrecipients will also report on specific youth populations targeted for programming, the adulthood preparation subjects included in their programs, and the amounts of program funding (from PREP and other sources). The data will also

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Public reporting burden for this collection of information is estimated to average 12 to 15 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, 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.

include information on staffing vacancies due to COVID-19 and whether programming was provided virtually due to COVID-19.