

**PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)**

**INSTRUMENT 4B:**

**SUBRECIPIENT DATA COLLECTION AND REPORTING FORM (2023+)**

**DECEMBER 2022**

## SUBRECIPIENT DATA COLLECTION AND REPORTING FORM

The 360 estimated subrecipient providers will continue to 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. Subrecipients will provide grantees with these measures twice a year. The contractor (Mathematica) will maintain tools to support subrecipients' collection of data originating from the implementation sites and will support the reporting of data from subrecipients to grantees. However, use of the tools is not mandatory. Subrecipients may elect to use alternative means to collect and organize the data to be submitted to grantees. The only requirement will be that grantees report the required measures into the national system systematically; for that, they will use an online form described in Instrument 3b: 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, report individual-level data from participant entry and exit surveys.** Implementation site facilitators will submit data from completed entry and exit surveys to subrecipients. Subrecipients, in turn, will collect the data from the surveys for submission to grantees. In addition, subrecipients will provide information on mode of survey administration and whether programs were unable to collect survey data because of 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.** Implementation site facilitators will submit data on participant numbers and programs delivered to subrecipients. Subrecipients, in turn, will submit the measures to 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.** Subrecipients will report to 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.** The data will include the number of administrative staff, facilitators delivering the program, and facilitators who received training and were observed delivering the program. Subrecipients will also report on specific youth populations targeted for programming, the adulthood preparation subjects included in their programs, and the amount of program funding (from PREP and other sources). In addition, the data will include information on interruptions of operations because of COVID-19.

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