

Form approved
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PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)
INSTRUMENT 3
PERFORMANCE REPORTING SYSTEM DATA ENTRY FORM
DECEMBER 2022

THE PAPERWORK REDUCTION ACT OF 1995

Public reporting burden for this collection of information is estimated to average 14 to 18 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.

The 98 estimated grantees will continue to 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 maintain tools for grantees' use in organizing the performance measures data that they and their subrecipients collect, thereby expediting data entry into the national data submission system. However, use of the tools is not mandatory. Grantees may elect to use alternative means to collect and organize the specified data for submission. The only requirement is that grantees enter the specified measures into the national system systematically; for that, they will use an online form containing all the items in this instrument, in addition to uploading survey data files containing all items in Instruments 1 and 2.

Measures Related to Collection of Participant Entry Surveys

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):	

Did the program receive an approval from their Federal Project Officer to delay their survey data collection start date?	Y/N
Did the program receive an approved waiver from their Federal Project Officer for any entry survey items?	Y/N
What mode(s) of data collection did the program use for participant entry surveys during the reporting period? MARK YES OR NO FOR EACH	
In-person paper-and-pencil survey	Y/N
Online, web-based survey	Y/N
Telephone survey	Y/N
Mail survey	Y/N
Other (specify: _____)	Y/N

* indicates the item will be asked only of youth in high school and older.
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Measures Related to Collection of Participant Exit Surveys

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):	

Did the program receive an approval from their Federal Project Officer to delay their survey data collection start date?	Y/N
Did the program receive an approved waiver from their Federal Project Officer for any exit survey items?	Y/N
	Y/N
What mode(s) of data collection did the program use for participant exit surveys during the reporting period? MARK YES OR NO FOR EACH	
In-person paper-and-pencil survey	Y/N
Online, web-based survey	Y/N
Telephone survey	Y/N
Mail survey	Y/N
Other (specify: _____)	Y/N

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Measures of Attendance, Reach, and Dosage

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

Enter Count

Reach	Enter the number of youth during the reporting period who:	
	Attended at least one program session	
	Number of middle school age participants	
Program Setting	Number of high school age or older participants	
	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 virtual session ¹	
Attended a session in another setting		
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	Enter the appropriate count below	
	The number of youth who completed at least 75 percent of scheduled program hours	

¹¹Virtual includes any programming that is facilitated online rather than by an in-person facilitator, regardless of the physical setting where participants are located

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Measures of Attendance, Reach, and Dosage

REPORT PERIOD	[reporting period]									
Grantee:	Enter grantee name									
Provider:	Enter provider name									
Program:	Enter program name									
	Cohort: ²									
	1	2	3	4	5	6	7	8	9	10
Enter a unique identifier for each cohort that ended the program during this reporting period.										
How many hours of programming, overall, were delivered to the cohort?										

² PMMS will include the following hover-over text: “A cohort, in this context, represents a group of youth that all jointly receive a defined PREP program, which could include a specific curriculum and any additional hours of programming added to meet all requirements for the PREP program, including requirements for covering select adulthood preparation subjects. If a provider is delivering a PREP program to multiple groups of youth simultaneously, but these groups meet separately, each group of youth should be considered a separate cohort. A cohort could consist of an individual, if programming is delivered one-on-one.”

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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 Because 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				

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Measures of Structure, Cost, and Support for Program Implementation

REPORT PERIOD	[reporting period]
Grantee:	Enter grantee name

PREP Funding	
Total amount of PREP grant funding obligated (including any carryover 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 ³	%
• Evaluation and/or research	%
• Retained for administrative purposes at the grantee level ⁴	%

Grantee Staffing	Count
Number of grantee staff involved in overseeing PREP ⁵	#
Number of grantee FTEs involved in overseeing PREP	#

³ PMMS will include the following hover-over text: “This would include funds for training or TA that is provided by the grantee or its designee for grantee staff, provider staff, or program staff. However, it would exclude funds given to subrecipient program providers and used by those providers for their own training or TA.”

⁴ PMMS will include the following hover-over text: “This would include funds used for grantee administrative purposes but would exclude funds given to subrecipient program providers and used by those providers for administrative purposes.”

⁵ PMMS will include the following hover-over text: “This measure should include grantee staff, such as PREP program directors and program coordinators, who were directly responsible for administering, managing, and overseeing the PREP program. Do not include grantee staff who provide programming directly to youth but do not oversee PREP in this measure. Those staff should be counted in the measure of facilitators on the program provider data page. If staff play both roles, they should be included in both measures.”

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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): <input type="checkbox"/> Grantee <input type="checkbox"/> Developer <input type="checkbox"/> Training or technical assistance partner <input type="checkbox"/> Evaluation partner <input type="checkbox"/> Program provider	
Grantee or its designee provided technical assistance to support program implementation	
Type of organization that provided technical assistance (mark all that apply): <input type="checkbox"/> Grantee <input type="checkbox"/> Developer <input type="checkbox"/> Training or technical assistance partner <input type="checkbox"/> Evaluation partner <input type="checkbox"/> 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): <input type="checkbox"/> Grantee <input type="checkbox"/> Developer <input type="checkbox"/> Training or technical assistance partner <input type="checkbox"/> Evaluation partner <input type="checkbox"/> Program provider	

Provider Count	Count
Number of providers funded	
Number of new providers	

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Measures of Structure, Cost, and Support for Program Implementation

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

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

Provider Staff Administering PREP	Count
Number of provider staff involved in administering PREP programs ⁶	
Number of provider FTEs involved in administering PREP programs	

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

Facilitators	Count
Number of PREP facilitators working for provider	

Facilitator Training and Observation	Count
Number of PREP facilitators trained in delivering core program model	
Number of PREP facilitators observed exactly once	
Number of PREP facilitators observed twice or more	

⁶ PMMS will include the following hover-over text: “This measure should include provider staff, such as PREP program directors and program coordinators, who were directly responsible for administering, managing, and overseeing the PREP program for the provider. Do not include staff who provide programming directly to youth in this measure. Those staff should be counted in the measure of facilitators later in this section. If staff play both roles, they should be included in both measures.”

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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	
	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	

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