

Office of Adolescent Health

Reporting System Webinar for Tier 1A Grantees

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- Net-conference – Audio & Visual
- Listen-only mode
- Printing slides - printer icon on bottom right of screen
- Questions and Answers
 - Taking questions using the Q&A function on top of screen
 - Q&A periods spaced throughout the TA call

Today's Topics

- Overview of the TPP Performance Measures
- Timeline for Data Collection
- On-Line Reporting System
- Grantee Spreadsheet

5 W's of Performance Measures

- What are Performance Measures?
 - Measures that will accurately reflect the progress and accomplishments of the Teenage Pregnancy Prevention
- Why Collect Them?
 - Accountability and reporting to stakeholders
 - Program management & quality improvement
- Who Sees Them?
 - OAH – all
 - Congress - some
- How are they Reported to Congress?
 - At an aggregated level – no grantees will be identified
- When are they Collected?
 - Timeline to be shown

What are the Measures?

Performance measures are collected and reported at different levels

Grantee Organizations

1. Partners
2. Training
3. Dissemination
4. Costs

Implementing Organizations

1. Reach – overall and by demographic characteristics
2. Dosage
3. Observed Fidelity
4. Observed Quality
5. Healthcare Linkages
6. Costs



Partners are organizations that are working with grantees but not part of the grantee organization. Some examples are school districts, health clinics, community organizations. They can be either **formal** partners who have written agreements (e.g., MOU) and who collaborate to implement the program by sharing resources or **informal** partners who support the program through networking and coordinating activities.

- Number of partners both formal and informal involved in implementing the program during the reporting period
- Number of partners who remain engaged at the end of the program year

Training measures both the number of facilitators who are newly trained and the number who receive follow-up training. It includes not only training or re-training on the curriculum used, but any topic that will improve the facilitators' delivery of the program.

- Number of **new** intervention facilitators trained by grantees or partners during the reporting period
- Number of intervention facilitators who received **supplemental** training by grantees or partners during the reporting period

Dissemination measures the number of manuscripts and presentations that were published/presented during the reporting period.

- Number (and citations) of **manuscripts** accepted for publication or published in past year
- Number of times each of the following approaches were used to communicate information about the TPP-funded program
 - Brochure/Newsletter/E-Newsletter
 - Press Release
 - Radio/TV advertisement
 - Newspaper/magazine article
 - Other

- Number of times information about program was presented at:
 - National Conference/Event
 - Statewide Conference/Event
 - Local Meeting/Event
 - Other

Costs at the grantee level are charges incurred for personnel, office space and facilities as well as sources of funding outside of the grant.

- Personnel Costs

- Total personal costs including salary, payroll taxes, benefits paid by each organization or implementing partner
- Proportion of personnel costs for each organization used to support
 - General administration
 - Participant recruitment/retention
 - Training
 - Service provision
 - Fidelity monitoring
 - Evaluation

- Financial Diversification
- Amount of funding outside of the grant to assist with ongoing and future program activities
 - Fund raising or cash
 - Other grants
 - Internal agency funding
 - In-kind contributions

Section Data

- **Total Reach** – Number of individuals in the section who attended at least one activity
- **Reach by Characteristics** – Number of individuals by:
 - Classroom/Community
 - Gender
 - Race/Ethnicity
 - Age
 - Grade

Section Data (cont.)

- **Dosage** provides an indication of “how much” of the program a participant received and is tracked through attendance
 - Average participant attendance
 - Percentage completing 75% or more sessions

- **Fidelity and Quality** measures how well the program adheres to the model (observe 10% of sessions)
 - Adherence to number of planned sessions
 - Observed adherence to the program specified activities averaged across sessions
 - Observed quality of implementation averaged across sessions

Healthcare linkages are the number of referrals made by the program staff at the implementing organization level for

- Reproductive Health Care;
- Mental Health Services;
- Primary Health Care;
- Educational Services;
- Vocational Education/Workforce Development;
- Intimate Partner Violence Prevention;
- Healthy Relationships Training.

Implementing Organization Costs

Costs at the implementing organization level are charges incurred for implementing core and supplementary program services and monitoring their implementation as part of routine program management.

- Payments to program developer or distributor
 - Number of payments made to a program developer or distributor
 - Types of materials, supports, and/or services covered
 - Curriculum or other program materials
 - Licensing fees
 - Training or technical assistance on program or curriculum
 - Training, technical assistance, or professional development on program implementation
 - Fidelity monitoring or quality improvement services
 - Evaluation

Implementing Organization Costs (cont.)

- Other direct costs to support program implementation - Total amount paid during this reporting period for each of the following for
 - Other program materials and supplies from an outside provider
 - Training or technical assistance on the program or curriculum from an outside provider
 - Training, technical assistance or professional development on program implementation from an outside provider
 - Monetary incentives for program enrollment or participation
 - Non-monetary incentives for program enrollment or participation
 - Program supports (e.g., meals, transportation)
 - Program recruitment materials
 - Media campaign

- OAH has contracted with RTI International (RTI) to
 - Develop and maintain a performance measurement system for TPP
 - Provide technical assistance for the performance measures system
- Target date for web site readiness for data entry is Monday, January 18th

- Designate staff to collect and report data
- Develop a plan for ensuring data are collected and reported to OAH via the performance measures web site on time
- Propose proxy measures as needed and obtain OAH approval for these
- Report data on time for each reporting period
- Collect and report data beginning with the program pilot
- Use data to monitor program implementation and provide feedback to facilitators

Key Terms

- **Grantee organizations** – those organizations that were awarded the grant from OAH and are responsible for ensuring the reporting of performance measures
- **Implementing organizations** – those sub-awardees or partners that will implement one or more program models as part of the project
- **Sections** – classes or groups of individuals who receive the program together
- **Reporting period** – the semi-annual interval for which you will report the various measures

- Some data must be exclusively reported by the grantee. Other data can be reported by implementing organizations, if the grantee likes.
- Attendance data at the individual level must be maintained, but you will report attendance at the aggregate level.

Schedule for Collection and Reporting



Report Period	Report Period Start	Report Period End	Data Due
1	July 1, 2015	December 31, 2015	January 31, 2016
2	January 1, 2016	June 30, 2016	July 31, 2016



Reviewing the Data Entry Spreadsheet

- We are available to answer questions pertaining to providing data via our helpdesk: TPP-Support@ccs.rti.org
 - Implementing organizations should consult grantees for questions about program implementation.
 - Grantees should consult their project officers for questions about proxy measures and program implementation.
- Please be on the lookout for a communication regarding “office hours.”