

# Office of Adolescent Health

## Reporting System Webinar for Tier 1B Grantees

**Tara Rice, MD, MPP**

**Office of Adolescent Health**

**Matt Bensen, MA**

**RTI International**

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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

# 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

# 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

**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 18<sup>th</sup>

- 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
- 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

- 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



- We are available to answer questions pertaining to providing data via our helpdesk: [TPP-Support@ccs.rti.org](mailto: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.”