

**Office of Adolescent Health  
Reporting System Webinar for Tier 2A Grantees**

**Moderator: Tara Rice  
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12:00 pm CT**

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode. During the question-and-answer session of today's call, you may press star one to ask a question. Today's call is being recorded, and at this time I'll turn the call over to Tara Rice. You may begin.

Tara Rice: Hello, everyone, and welcome to our Webinar. I'm Tara Rice with the Office of Adolescent Health. I'm joined by (Matt Benson) from RTI International and this is our Office of Adolescent Health Webinar on the Reporting System for Performance Measures for the Tier 2A Early Innovation Grantees.

Just a few logistics. This is a (net) conference, it's being recorded. You are in listen-only mode right now. We do have a Q&A box at the top screen. If you have a question during the call, please type it in and we'll stop periodically to check the Q&A box and to take your questions. In addition, we will open up the phone lines at the very end of the call for any questions that you might like to ask directly via the telephone.

So today we'll be providing you with an overview of the TPP performance measures, a timeline for a data collection activities. We will be reviewing the online reporting system at a higher level and we'll show you where there is also a grantee spreadsheet for tracking section information for your program innovators down the line.

And again this might not be something that they'll need, it might be something that's more useful for some of our other tiers but we do want to let you know where those resources are on the Website.

All right. So for those of you who were at the Tier 2 orientation meeting, I presented on performance measures and the TPP performance measures expectations for all TPP grantees. OAH tracks performance measures because they accurately reflect the progress and accomplishments of our Teen Pregnancy Prevention Grant Program.

We collect them for accountability purposes so that we can report up to our stakeholders but they're also very useful for individual grantees, for program management, and quality improvement processes.

Now when grantees report performance measures, OAH sees all of the data that you report and Congress sees some of the data that our grantees report. Our data is aggregated into a report across tiers and across all grant projects and it's (at) that aggregated level that those data get reported (up) to Congress and to our other stakeholders at HHS. We do not identify individual grantees.

Performance measures get collected twice a year and we'll be showing you the timeline. The timeline will always parallel when your bi-annual progress reports are due to us.

I'm going to talk about some key terms. We'll be referring to these throughout the Webinar, and I want to say just as a caveat that as Tier 2A grantees, some of these terms are going to be a little different for you and for your situation and we'll just talk about that as we go along.

Grantee organizations are you, those organizations that actually get the TPP grant from OAH and you are the ones that ultimately responsible for insuring that performance measures data is reported to us along the timelines that are illustrated in your notice of award.

We talk about implementing organizations and for you in Tier 2A this is probably going to be your innovators but broadly when we say an implementing organization we say those sub-awardees (are) partners that actually implement program models as part of the project.

So that's why I'm saying for Tier 2A grantees, your implementing organizations are most likely going to be your individual innovators as they get to the point where their innovative models are sufficiently advanced where they might be actually testing them or piloting them with the target population.

We're also going to talk about the term sections, you'll see this a lot in the Performance Measures database, and sections are classes or groups of individuals, specifically program participants, who receive an innovative program together at the same time.

And then finally we're going to talk about reporting periods and those are the six-month intervals for which you report various performance measures, and as I mentioned on the previous slide the reporting periods for performance measures align with the reporting periods for your bi-annual progress reports.

Okay. So for those of you who are at the Tier one, the Tier two orientation meeting back in November, I did share with you a presentation of what the OAH performance measures for TPP are. These performance measures are collected and reported at different levels.

There are certain (pro) - there are certain performance measures that are reported by grantee organizations. Those are partners, training, dissemination, and cost of the overall implementation.

Then there are certain performance measures that would be reported by sub-grantees, sub-awardees, implementing organizations, and again, for Tier 2As, these are going to be your innovators provided that they get down the line to the point, you know, where they're more advanced and they're actually implementing their innovations with the target population.

So we collect the following information on program sections, reach, and reach is the overall number of program participants and also the number of participants by various demographic characteristics, dosage, observed fidelity, observed quality, healthcare linkages, and costs, and we'll be going over these definitions shortly.

Partners are the organizations that work with grantees but are not part of that organization. They can be either formal partners with whom you have written agreements such as an MOU or a contract, or they can be informal partners who support the program through networking and coordinating activities.

So really the only difference between a formal partner and informal partner is whether or not you have a written agreement with that organization or that individual.

Now for you as Tier 2A grantees your innovators are also going to be some of your key partners but also you might have other partners that you're working with to help provide training or technical assistance or evaluation, et cetera.

So the partners is going to be something that I think is going to be very important for you to report to us and so during each reporting period we ask the number of formal partners and informal partners that were involved in implementing the program during the reporting period and the number of partners who remain engaged at the end of the program year.

So as we go through these different measures, and I'm going to point out the ones that are definitely going to be relevant to Tier 2A, and also mention that, you know, some of these we know are not going to be as relevant to the Tier 2As right now but in the future your innovators might be tracking some of them, so partners is something that's going to be very important for you to track each reporting period.

And as you think about partners, think about partners that help you with the overall project. So this is not just your innovators but it's also anyone who helps support your innovators whether it's formal, formally or informally.

Training is going to be another important measure that we're going to want Tier 2As to report to us. 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 retraining on any curriculum or innovation that's used but also any topic that improves a facilitator's delivery of the program.

Now our training measure is written specifically thinking about organizations that are implementing a specific program in a traditional setting. Now some of

you are innovating are going to be working with innovators who are going to develop Web-based, app-based, technology-based interventions. So they won't have facilitators per say.

For this particular question you might want to think about as Tier 2A grantees collecting not just trainings that are done for facilitators which you don't really have facilitators but really think about more broadly trainings that you're conducting on behalf of your or with your innovators.

Now right now you're in the process of selecting your innovators, right now in January of 2016, but as you get your innovators on selected and on boarded and you start to provide training to them, you know, you might want to think about proposing a proxy measure for this question and collecting something that might track trainings of new innovators and then trainings for follow-up innovators.

(Are you) - another measure that's collected at the grantee level is that for dissemination. Dissemination is a measure of the number of manuscripts and presentations that were published or presented during each reporting period.

So we look at and ask grantees to track for each reporting period the number of manuscripts that were accepted for publication or published during a reporting period, and the number of times that, you know, various approaches were used to communicate information about your TPP Grant-funded program.

This includes brochures, newsletters, e-newsletters, press releases, radio or T.V. advertisements, newspaper or magazine articles, or other types of dissemination approaches.

So this is a question that is going to be relevant to Tier 2As and its grantees to report to us and you probably won't need a proxy for this, and again, dissemination is something that in the beginning grantees don't necessarily do a whole lot of it but over the course of the five-year period we would expect that as time went on you'd have more things to report in the dissemination categories to us.

And in addition we also ask about the number of times that information about the program was presented at various conferences. National conferences or events and this could be, you know, any event that's attended by a national audience such as most of the major professional organizations such as APHA, the American Public Health Association, the American Evaluation Organization, Association, just to name a couple.

State-wide conferences or events which are attended by a state-level focus of group, of attendees, or local meetings or events which would be individually local level within a community.

And again, you're probably going to want to think about this in terms of things that you as the grantee do but also things down the road once your innovators are on board conferences and meetings that they attend or present should be tracked by this question as well.

Now we're also asking for cost measures and so some of these cost measures are not going to be as directly applicable to you as Tier 2A grantees but some of them will be. So we have a full list of cost measures and you can find specific definitions for them on the TPP Performance Measures Website.

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

So personnel costs, (it) actually looks personnel cost such as salary, payroll taxes and benefits provided to each organization as well as the proportion of personnel costs used to support general administration, participant recruitment and retention, training, service provision, fidelity monitoring and evaluation.

(There's) also a question that looks at financial diversification which is the amount of funding outside of the TPP grant that is used to assist with ongoing and future program activities. This could include but is not limited to fundraising, other grants, other internal agency funding, or in kind contributions.

Now we move on to the section data. Now this is the part where you're going to want to think about proxy measures down the line once you have your innovators selected. Section data is the data that actually, as we define a section being the group of young people, young participants, target population who get the intervention at the same time.

So the section data really gets at really gets at things like total reach which is the number of individuals in the target population who attend at least one activity. It also gets at reach by various characteristics. The number of program participants by their setting, by gender, by race or ethnicity, by age and by grade.

So for those of you who were at the Tier 2 orientation meeting where I talked about performance measures, we recognize that, you know, as Tier 2A



grantees in the beginning your innovators are going to be prototyping, testing and refining their interventions.

And it might not be until later on in the project that they actually have something that is at a point where they're actually going to be implementing it and piloting it with the target population of young people.

Once they get to the point where they're actually implementing piloting with young people then that's when we would expect section data such as reach and so forth (but) just want to show you what these questions are now so that you can start thinking about ways that you can tweak them or propose proxy measures for your innovators where needed down the road.

So another construct that we talk about related to the section level is dosage and dosage provides an indication of how much of the intervention a young person receives and is going to be tracked through attendance records. So for dosage there are two things that we track across all TPP grantees. One is the average participant attendance and the other is the percentage of participants who complete 75% or more of the sessions.

So again, dosage is something that innovators would be reporting down the line once their innovation is, (you know), sufficiently developed to the point where, you know, they actually have, you know, an (ideal) goal dosage in mind.

And when I say goal dosage I mean things like, you know, once the interventions far enough along where you're thinking, where an innovator might be thinking oh, this program is going to be delivered in five sessions, or is 100 minutes of content or something like that. So dosage is not something that we would be expecting to get from the Tier 2As anytime soon.

We also talk about fidelity and quality and fidelity and quality are going to measure how well the intervention or the innovative program adheres to the model.

So for our other tiers we ask that, we ask for observations, and again, this is something that, you know, down the line once your innovators have developed a program to the level where, (you know), they've done some initial testing and prototyping and they're actually piloting it with the target population that, you know, we would ask for some sort of way (that), to track and, you know, adherence to the number of planned sessions.

And so, you know, like I said, once your innovator has developed their innovation to the point where they can say oh, this is 100 minutes of content and it's delivered over five sessions then they could, then we would ask they would be tracking fidelity to that plan. We also talk about activities within an individual session or meeting. So we would be asking for observed adherence to the specified activities.

So if one meeting or session contains three activities then we would ask that innovators track how many activities were done in a, in that meeting versus how many were planned. And so these are also defined on the Website under the Resources tab and (Matt) will be showing you where can find those definitions.

And then we also talk about quality of implementations. So again, OAH has an observation quality form, and so we would be asking for some sort of assessment of overall quality of implementation.

And again these are things that, you know, obvious right now you don't have your innovators, you're in the process of picking them and selecting them through the competitive process. Once they're on board, of course there's going to be a period of time during which the innovators are going to be developing and prototyping their interventions.

But once those interventions get to a more advanced level you want to be thinking through with your innovators, you know, what their measures of fidelity and quality for their interventions might be.

The next question is healthcare linkages and this is just the number of referrals that are being made by program staff at the implementing-organization level for various services, and again, you know, as a Tier 2A grantee this question might not really apply. Your innovators may or may not be providing healthcare linkages once they're selected, once they're actually implementing.

If they are we would ask that they report for each reporting period, you know, how many referrals they're making for young people that they're serving to services such as reproductive healthcare, mental health services, primary healthcare, educational services, vocational education, intimate partner violence prevention, or healthy relationships training. And then finally there's also cost data at the implementing-organization level. (All right).

So, again, these questions are really set up more thinking about our Tier 1 grantees who are implementing programs, evidence-based programs that were developed by someone else and that they're there for paying a developer or a distributor for licensing, use of curriculum or other materials, or training or technical assistance on the implementation of that program.

So a lot of these questions are not really going to apply to your innovators because they are developing the program themselves. However, if they are, if you, if they are paying anyone outside for training or technical assistance then this might be something that they'd want to track.

But again for most of the Tier 2As, this question probably does not apply to your innovators but I do want to show you the questions so you can see what everyone else across all of our tiers is collecting.

So there are also other direct costs to support program implementation, (okay), and some of these questions may relate to your innovators as they proceed further along and they actually are to the point where they have an intervention that has been prototyped and (they're), and is actually being piloted with a small number of the target population.

So this question, other direct costs to support program implementation tracks things such as cost of other program materials and supplies. Again, probably, that one's probably not relevant.

Training or technical assistance on the program, again, they're developing the program, that one's probably not going to be relevant, but if we skip down to monetary incentives for program enrollment (or) participation, that might be relevant to your innovators down the line.

Non-monetary incentives for program enrollment (or) participation, program supports such as meals or transportation, program recruitment materials, or (a) media campaigns. So I would say that the bottom five of these other direct-cost questions may be relevant to what some of your innovators are going to be doing down the line.

So just some basics about the data reporting. OAH has contracted with RTI International. RTI is developing and maintaining a performance measures system for TPP grantees and they're also providing technical assistance for the performance measures system to our TPP grantees, and the Website is now ready for data entry, it opened on Monday, January 18.

These are just a few of the expectations for grantees, and again, this slide may look familiar to those of you who were at the Tier 2 orientation meeting where I presented to your group. We ask that you designate staff to collect and report data to OAH. We ask that you develop a plan for ensuring data are collected and reported to OAH via the performance measures Website.

This third point is very important for Tier 2 grantees. We ask that you propose proxy measures as needed and approve, and obtain OAH approval for these measures.

So for those of who are in Tier 2A, both you as the grantees and eventually your innovators once they have been selected may very well need to propose proxy measures for some of the section data, in particular I'm thinking about the national campaign with the technology-based innovations that your innovators are going to be developing down the line.

A lot of our measures for section data are derived from things that are collected from attendance. So you might need to be thinking about and thinking with your innovators once they're picked about what you can propose as a proxy measure.

And so those proxy measures that you propose should be submitted to your project officer and (we'll convert), you know, your project officer will share

them with the Performance Measures team and we'll make sure that, you know, ensure whether or not they can be, whether they'll work.

So the key thing about a proxy measure is that the proxy measure needs to be the same construct as what the OAH measure is. So if the OAH measure is a number, your proxy measure that you propose will also need to be a number. If the OAH number, if the OAH measure is a percentage, your proxy measure will also need to be a percentage.

So we ask that grantees collect and report data beginning with the program pilot. So that relates specifically to the section data, we are interested in getting your overall training and partnership and dissemination data that you'd have with each reporting period because we recognize, particularly on the Tier 2A side, there's going to be trainings and partnerships that are formalized even in advance of innovators actually piloting programs.

And we also ask that data is used to monitor program implementation and provide feedback to facilitators. Now, you know, your innovators may not be working with facilitators and it may very well be that it might take a while for your innovators to get to the point where they have a program that is formalized to the point where they might actually be tracking the dosage and the fidelity, et cetera.

So this might be more of an aspirational goal for you to provide training and technical assistance to your innovators so that they can think about how to be more data driven in terms of developing constructs for fidelity and quality for their program models.

And in terms of reporting the data, data such as the partnerships, the training and dissemination data should be, is the data that's going to be reported, (you

know,) by you at the grantee level. The data that relates to the sections and the actual implementation of the innovative program, (you know), can be reported by your implementing organizations, (in your instance) that's specifically going to be your innovators.

Now if you prefer to have your innovators report to you and then you report everything, that's certainly okay and a good, and an option. You could even decide that (you're) going to have an evaluator who collects that information and reports it into the Performance Measures system.

And that's okay too, it's just, this is why it's important to just have, you know, a performance measures plan and make sure that your project office is aware of what your plan is going to be for the performance measures.

So attendance data at the individual level should be maintained but you, translate your innovator or other designate, would be reporting the attendance at the aggregate level. So this is really something that relates more to some of the other tiers than your projects because your innovators are probably going to be working with very small numbers of the target population as they are piloting their innovations.

But just keep in mind that, you know, they should track some sort of attendance data for their pilots, but then they're going to report that data to us across the whole group that gets the intervention.

This slide is the schedule for collecting and reporting the data. The first reporting period ran from July 1st through December 31. The data are due January 31, but we're really saying on all of our formal reporting to report it by February 1 because February 1 is Monday, January 31 is over the weekend.

The second reporting period will start, it started January 1 and runs through June 30 and that data would be due in July, at the end of July.

(Okay). So I see that I have one question in the Q&A box from (Katy). Are you only interested in dissemination in those categories? So, yes, those are the main categories. So social media dissemination is asked about (if) that's something we're measuring.

So I would recommend, (Katy) that you propose a proxy measure for the social media dissemination. I think (that), and I think that it can probably fall in line with some of the other, with one of the (app), other categories. So we have one category in dissemination that looks at e-newsletters, et cetera. So my thought would be definitely think about a proxy measure for a social media dissemination.

And in terms of cost do we want to try to capture the cost of developing the innovations? So our questions around cost don't really look at the cost of developing the innovations but I think that for this group for the Tier 2As that that would be a great thing for us to track is to try to get at some of the cost of developing the innovations.

And we are only asking for cost data once a year with the annual report so that would be due in July, and we're going to have some additional, we're developing some additional tools for grantees so I think that I'll be able to answer that question in more detail for you in the next couple of weeks. So we'll be following up with you about that particular aspect. Okay, thank you, (Katy).

So at this time we're going to switch over to the Website review. (Matt Benson) is going to review the Website with you. We just want to show you



very high level what the Website is going to look like and how data would be actually entered so that you can see it, and then of course you can share this recording with your innovators once they're selected and they can see it as well. So at this time I'll turn the call over to (Matt).

(Matt Benson): Thank you, Tara, and you can see the Website?

Tara Rice: Yes, I - yes.

(Matt Benson): Okay, great. Hey, everybody. So I will be working the helpdesk so I might be able to you with some items and was involved in the development of the Website so can be a good resource there as well. So as Tara said we'll take an overview of this, understand you're early in the process so let's just do that.

So this is the homepage and just have some overview information here, purpose of the grants, overview of the performance measures, overview of the Web-based performance measures reporting system.

One thing on this page that should you get to the point where you're trying to provide data and you're struggling, we have here how to contact us and probably the easiest way at this point is just go ahead and to click here which is then just going to - it won't, hopefully open that for you but it will populate the address to reach us at.

You'll put in the subject line, write what you'd like some help with. We ask you to put in your organization name and your grantee number is really helpful for us to have as well. So that's something important. Okay, also we have here, Tara mentioned that there are many resources available to you on the Website so as you can see through the different tabs, we'll go now to the Resources tab.

Just be a moment. Sorry about the delay. What's happening is, so we're still in the process of enhancing things and when we push new code it takes a while for the system to grab it but it should be all set momentarily. There we go. Okay.

So we've just posted some documents that we think will be of assistance to you if not now, down the road so just taking a quick look at some of them. So one is just the overall performance measures, and realizing from what Tara said some (in), may not be all of them may not be applicable to you but certainly some are.

And so here we just present the questions anyway that will be asked of you via the Website so just the different sort of categories of information like where you're implementing, the setting, urbanicity, some information about what we'll ask about partners, training, dissemination - skipping fast here, sorry.

Some cost information, some of (it), some of which will be relevant to you to answer these, that's at the grantee level. If we keep scrolling about reach and dosage, so attendance-based things, and fidelity pertaining to observations, cost of the implementation, implementing-organization level. So just know please that that document is there for you to review to kind of an overview of what you'll be asked to report on.

And some other things of note here. (You) might ask, (you might not), you may not be sure what a particular term means so we just developed a definitions document that you'll see momentarily. So it's as simple as that. We just have some key terms defined to help you out.

Same thing here, just cost measures, definitions. So you may have some questions about what exactly we mean by certain terms and there's that information for you there and so on. We have a user's guide. So that's good for the moment. All right. So okay, so it kicked me out somehow. So I'll just log back in. Okay, there we go.

All right, so back to our homepage real quick. Any way you see the several tabs, and so as Tara said there's some information that you'll definitely report and that's found under the Grantee tab, we'll look at that in a moment. And there's other information that possibly you'd have your innovators report down the line. You could potentially be providing that as well, that's up to you, and that's just here.

So let's just open up the Grantee's section. All right, and I've just chosen to go ahead and - so we're in the Development Website here, how it say DEV up here. So I just associated myself with a particular grantee organization just so we can just see it.

And so as you can see, and we'll go through them, there are several different tabs, and so some general things is we have these *Italicized Is*, the purpose of which is you hover them and they provide some information we hope will be helpful to you.

Something important on every page is just before you leave it to go ahead and hit save to make sure all your information saves. It's important obviously just to save information and when you go from one page to the next as you'll sort of see in a moment some information from one page travels to another page and helps inform it. So making sure you hit save is very important.

Here, so looking at some specifics, we know who the project officer is that's associated with your grantee organization so that will be prepopulated for you. We ask you to put in a primary contact for your organization, we're asking for that person to be the person we reach out to if we had questions about the data.

So indicating what states you serve, you know, there's a whole listing, you just scroll down and you see the different states. So you just click on one that's, you'll be doing it in (if you) clicking correctly, just click again, and it removes it.

Also asks about settings you're implementing in so try to pick the setting that's most appropriate for you. So let's just hypothetically say clinic based, and you have your choice of urbanities that you're implementing in as well. So let's say you're doing both rural and, say you're doing all of them. At any point you can click save so I'll do it now, you get the message that tells you saved.

So you indicate through this Grantee Information tab as well what programs you'll be implementing. So I'm not too creative (but) the program model so let's say you're coming up with your model and let's - I don't know, I'm just coming up with any name. Let's say you chose Safety First. Oh, let's do this. I didn't hit save.

You're going to end up deciding - that's (interesting). Okay, I'm going to take a look at that one, but you should be able to - so, it's just going to do the same thing but anyway we'll proceed for now.

So you're going to, you can type in, you will be able to type in the program model and then you'll indicate the ideal number of sessions so that's just sort

of the ideal number of periods that it will, you think it will take to implement your program. So let's say you conceived it of being 10 one-hour sessions hypothetically. So you put in 10.

The choices you had made for the state and the settings carried over here for this particular program for the purposes of just advancing forward, and I'm just going to choose one of the standard programs here. And so, you know, Alabama would be the only choice so you'd pick there, and then let's say for this particular program you are doing it in urban settings. So you go ahead and save that and you can see that the program is then added.

Something you can do is this icon is what you can do edit information so you just click on it and shows it (and) you can just ahead and make any edits and resave, and this is delete, probably won't use that one at least here but that's there for you.

Implementing more than one program, you just go ahead and add another program. And just a reminder of what you're, (or) what I'm showing you now are all things that just people in the, at the grantee organization would provide, and members of any innovating organizations or implementing organizations if you follow the protocol for people gaining access to the Website, members of implementing organizations won't be able to see these Grantee pages.

So members of a grantee organizations register right through the Website and people from your, any innovating organizations, implementing organizations, any of those folks that you want to have access to the site, you will request access for them and I'll show you how to that momentarily.

So here's where you indicate implementing organizations that you'll have. So remember I had just associated myself with this particular grant, grantee and I

was just for the purpose (and) I'll show you the delete. That should work if I do that.

So that always comes over, the grantee names, so your name would always come over here. Maybe you won't be implementing but it's just always sort of listed there, and let's say you want to add an organization that will be implementing, you would just go ahead and do that. Just type in the relevant details, just type in whatever there.

The default status for the organization is active but you could change to no if the time is right. Let me go here, I'm just going to save where we are for the moment - go back here. I want to save (this), more time, implementing organizations.

I'm going to edit what had just I started, and so what I had done there, we're going to make it a little bit easier, but one of the key things I told you is when you are done providing data on a particular page to go ahead and hit save and I had added the program on the previous page but I had not gone and I had not hit save at the bottom of the page so therefore this was not appearing.

Anyway we're going to make it easier so it will anyway but it's just a good general reminder to make sure you do it, save at the bottom of each page. Anyway, so that's the program, the only program that you (said) as a grantee organization you're implementing so that's the only that came over.

We had only said one state so that's the only one that came over. Same thing with settings. Make sure you click each one, and then let's say here we're implementing for this particular implementing organization is implementing this program (with) these different choices. We hit save and now we have that program there. Okay.

Now this is the (edit) icon again. If you like to edit information, you just go ahead and do that. If you wanted to add another organization, you'd do that. Here's how you would request that a member of the implementing organization team got access to the Website.

So go ahead and click the view access accounts and there's no none listed now but just click here, create access account and you go ahead and put in a name, just put an e-mail, whatever's appropriate, the right one, hit save. Okay, and then what you can see is that the system went ahead and created a user name for the person and the system sends an e-mail to this e-mail address and the e-mail just invites them to come and access the Website.

And so by asking for access to the Website here for members of your implementing organization team following this process, they will then end up just getting access to the pages which are appropriate for them which are here and they won't be seeing your Grantee pages. And you can go ahead and you could, you know, create as many access accounts as you'd like for any implementing organization.

Moving on. So partners, I've just gone ahead and - so these are similar screens, we'll look at them all but you'll report on formal and informal partners and implementing the program during a reporting period. Some questions about partners, you'll come upon these.

This is the first time you'll see a choice of report period. Here it says Report Period two because technically speaking a Report Period two started on January 1, so that's the default but some folks are giving us data right now for the previously reported period so they would go ahead and switch here.

So just make sure as you're, when you get the point where you're providing data, just please make sure you're choosing the correct report period. You just go ahead and provide, like we already have some data here as you can see. The red asterisks indicate fields that are required.

So let's say we had we had tried to hit save, you'll get an error message that tells you what needs to be corrected before you can move forward. So go ahead and do that, and then all set.

Training, (you're) reporting on new training and supplemental training and same thing, you provide the number, (and) make sure you got the report period you want and you hit save. And dissemination, so you won't have probably any of that to report immediately but here I just have prepopulated a manuscript.

(If) you (were) going to add one, you just hit add manuscript, it shows the fields. You'd go ahead and fill them in and it would add that to the line and then move that up to two. Again, that's edit if you want to do that. There's delete.

So the ways, number of times each approach was used to communicate information and raise awareness about the program. Again, those are the choices and you'd go ahead and plug those in. We also do have another choice. So if there's another way that you want to (add) communicate information, (or) raised awareness, you'd go ahead and indicate that and provide the reason there.

A quick note here that if let's say you had printed off say 1000 brochures and distributed them, you wouldn't put a 1000 in here, it's really kind of the



number of unique ones of these. So if it was one brochure printed 1000 times you would just populate that with a one.

Same thing for citations, similar to manuscripts there, fill in the fields and then that would populate. And this is the place you'd indicate about presenting at conferences and there's also another you can use there. So that's that.

So moving on to the pages that you could provide the data for or members of the implementing organization can provide data for. So here you can see that the grantee is always the default so your name would always be the first choice there.

Now we also had ABC implementers which I added. So you can just choose the view you want to see, you could see (through) ABC implementers or yourself. So let's say we did ABC implementers. So first it carries over some of the information about the organization, and if - remember, you have provided that information, so somehow if the implementing organization had thought any of that wasn't right they reach out to you and indicate so.

The program model gets carried over, and so here if you wanted to view sections, click on that. So as Tara said earlier, section is a group of people that experience the curriculum together. So that's sort of a simple definition. In the traditional setting, say a fourth period in a school, in a particular classroom, might be a section.

So for your specific programs, you know, that can be defined as we get closer to it but that's basically the concept. If it's a one person or if it's more than one person, that's sort of just the, it's kind of the smallest unit that experiences the curriculum together.

So let's just say we, we're going to create a section. Let's just say it was Kennedy High School, period four, (a) teacher, (counselor) (a) - just go ahead and add that, and let's just stick with that one for now so we click here and that's going to open up all these screens.

So you're a ways away from this and for some of these you might be proposing proxy measures so we're not going delve too deeply into the specifics but you can see things carry through like the section name, the program, the state, the urbanicity, the - it says predominate setting here so you, you're, if there's more than one setting that's chosen, you're going to choose one of the two.

So let's just take a look - (and) so you're going to be reporting on some attendance-based things and observation-based things here. So we have a total reach number so the total number that experienced at least, or participated in at least one activity.

We've got an average participant attendance, youth completing 75% more of sessions. How many session were planned for this particular section, and how many actually got completed? (Let me) skip over, here are some more attendance-based things.

So reach by gender. So of those who achieved reach, the total reach, how many were males, how many females (so the) gender categories. Broken out by race and by ethnicity here, reach. Reach again by age. Reach again by grade. So different breakdowns there so you have a sense of how you need to track things.

Then getting into observations, and Tara spoke to, in some situations you may not have or maybe all situations you may not have facilitators so you may

have to come up with proxy measures, but just know here is the home that you're going to record, observe fidelity.

So typically here you might indicate the number of sessions were observed and you'll decide what that means and then what was the average observed adherence? So how faithfully were things implemented to the design? Observation quality, you might be coming up with some proxies to for these as well. So sessions observed and here are just some standard measures we have for quality, but again, you might have proxy measures.

So just skipping forward a little bit. So we've also have a Healthcare Linkages tab. So if you, if it is the case that referrals are made, here's where you'd indicate that and you would hit save.

Go back real quick, not to go into it in any detail at all but we do have, just to, we have grantee spreadsheet that, you know, it's quite possible you won't use but when the time comes (it), if it seems appropriate in some circumstances, please know that it's out here.

There are directions and there are, there's a way to track attendance and some observation metrics, and there is a some calculations that are done for you that this may not (end up be) applicable to your implementation but you may have a look when the time comes because this does really help you input data, and then by formulas you arrive at information that then you can go ahead and populate the grid, the data that we just showed, I showed earlier.

So, you know, as you get deeper into it and you have questions about providing data, just please know that we do have these resources for you that hopefully this can help answer some of your questions, and then also when it

comes to providing your data and questions about that you can reach us here at the helpdesk by clicking here. So that's all I have for now, Tara.

Tara Rice: Yes. Thank you, (Matt). So I'm just going to check the Q&A box. So there's a couple of questions that have been submitted. I see (Kristen) (had) asked will we complete a separate submission for ourselves as a grantee and each of our innovators?

So I think that's a probably a question for either of us to answer, (Matt). I have an answer but, you know, do you want to weigh in with anything specific...

(Matt Benson): No, (Tara, go ahead).

Tara Rice: Okay. Yes, so it's up to you as a grantee to determine what your plan for reporting the performance measures data is going to be. So it might make more sense for you (as), you know, as the grantee to decide that you are going to report everything for yourself at the grantee organization and the data that your innovators report to you.

So that might be what you're writing into the agreements with your innovators that they report data to you and then you compile it and report it us. So that's certainly an option that you could choose to do.

Or you could choose to, you have, you enter the grantee-level information and then have your innovators, register each of them to be, you know, to be users and then they would, and then they in turn would enter their data for their individual innovations into the system for the implementing organization level.

So the way that this system is set up you can do either one, it's really up to you to decide what's going to best for you and your innovators, and we can certainly, (you know), work with you and revisit that (when, you know), once your innovators have been selected.

Okay. And then (Katy) asked are you able to list programs that aren't in the model list? What if we're not doing any programs? Okay. So yes, you can create names for programs in addition (to) - the only things that are preprogramed at this point are the programs that are on the HHS TPP Evidence Review List of Effective Programs. That would be implemented by Tier 1s.

But there is the functionality in the system that (Matt) demonstrated that allows someone to create the name of their own program. So yes, you can definitely do that, and if you're not doing any programs then you wouldn't have any section data to report during a reporting period, and, you know, based on where the Tier 2As are right now in the process, we're not expecting any of you to have section data anytime soon, right?

So for this first reporting period that just ended in December, what we're asking grantees to do on to, on the Tier 2 side if you have partnerships or training data or dissemination data for this first six months to put that into to system at the grantee level.

And then , you know, you won't have program data until sometime after your innovators have been selected, and, you know, again, exactly when that is is going to depend on, you know, of course who your innovators are and what their timetable, you know, for developing programs and interventions is going to be.

So, you know, again, I think I mentioned this at the Tier 2 meeting on the Tier 2A side when we had the evaluation presentation that, you know, we're not really expecting program-level or section-level data from the 2A grantees any time soon because we do realize that you've got to pick your innovators and you're in that process right now.

And then once they're selected there's going to be a period of time in which they're on boarded and they're trained and they're starting to prototype interventions. So it might be while before they actually get to the point where they're actually implementing programs with participants. So I hope that answers your question, (Katy).

Okay, and then (Kristen) has another question. If innovators submit their own information through the online system can the grantee review what they wrote before it is submitted OAH? Second, will RTI update the online form as we propose proxy measures and OAH approves them?

Okay. So, (Matt), I can weigh on this, in on this first and then if you have some more specific, something more specific that you'd like to add to it, feel free to follow up on me, okay?

(Matt Benson): Sure.

Tara Rice: So the, with the first question, (Kristen), if innovators submit their own information through the online system, can you review what was wrote before it is submitted to OAH?

So the (grant), so the innovator or the implementing organization would submit their information, and then, (Matt), and then I - (Matt), what kind of

QA process is there before it gets official because I, it's my understanding that once we click submit that that's submitted?

(Matt Benson): So what can happen is that first know that you as the grantee organization can see all the screens of any implementing organization you have, and so it is the case that there comes a point in time where we provide (through the), data to OAH from the Website but until that time you have the ability to go in.

So let's say there had been section data reported and you had gone in - let me see if can just find this here. Let's say you, (it), let's say this data was reported and someone had put in like, you know, two or something like that for total reach. You have the ability to come in and see that data and make edits to it. So, I mean so do they as well.

So, you know, obviously to kind of stay on top of what you see here and have the needed conversations you have to have and clear up any misunderstandings, and so really it's the case that until such time that we go ahead and we pull the data and provide it to OAH, it's open for editing.

Tara Rice: Thank you, (Matt).

(Matt Benson): And regarding - sorry, the other thing as far as - this isn't really a straight-ahead answer but the question about will we be up (late) - changing, modifying screens, developing new screens and things like that for proxy measures?

I don't think we've talked about that in depth yet and I imagine it would kind of depend. So I think the answer, Tara, if you're comfortable with it is that, you know, we're going to be talking about that and talking about the possible

types of changes and we don't really have an answer at the moment. Does that sound about right to you, Tara?

Tara Rice: Yes, and I would just add to that that if the proxy measure is just the, a very minor change to the way that a question is phrased, that we probably would not change the screen but just instruct you to be sure that you're reporting that proxy measure (when), you know, in that appropriate question.

If it's a substantial change, I think it would have to be a very substantial change before we would undertake trying to customize screens because we, I don't think we have the resources to customize the screens specifically just for one change for one grantee.

So that would be my more specific response to that is, you know, this is something we'll have to discuss based on what the proxy measures are and how different they actually look from the original question. If they're not very different then my answer would be probably not but that we would instruct where to report your proxy to us.

Okay. Next question is from (Jennifer). Can the requirement to complete all fields for implementing organizations be removed for innovations? Currently there's a lot of detail being asked about implementing organizations, several of which we may not be able to answer. Just thinking ahead to prevent issues with submitting information.

Okay. So (Matt), I'm just going to answer this and say that I think that, you know, we can look at this more carefully with you once your innovators have actually been selected but just thinking ahead if you're representing a technology-based program you might not be limited to just one state with



your, with how things are implemented. You might be more nationally focused for example.

So, you know, that certainly might be a good example as well as with the urbanicity you might not really be able to tell us if you're doing something that's Web based or app based, if you're exclusively serving rural or urban, et cetera. So my answer to that is that, you know, yes, we can probably work with you to - I'm looking for the right word here, to override those expectations.

And (Matt), I might be thinking about different sections of the data entry but it does seem to me like there are places where if you don't enter everything and you click enter, you might get an error message but what you entered still goes in. So is, would that be the case with the (implementation), with the implementing organization section?

(Matt Benson): Yes.

Tara Rice: Okay.

(Matt Benson): Yes.

Tara Rice: So, (Jennifer), our answer is yes, we can work with you on that. So we'll revisit that question in more detail about the innovators once they are selected, but like I said just off the top of my head, you know, I can see that, you know, if you're doing something that's technology based, you might not be able to limit it to just one, know what state it's being implemented in or even in what, you know, what urbanicity it's being implemented in.

So those are definitely examples where you might not be able to give us (answer), that information and that might be fine. Okay. So at this time, operator, we can open the line for questions if anyone has any questions that they want to ask us directly by the telephone.

Coordinator: Thank you. We will now begin the question-and-answer session. If you would like to ask a question, please press star one. You will be prompted to record your name. Again, press star one to ask a question. And one moment please for our first question. And at this time I'm showing no questions.

Tara Rice: Okay. Thank you. So I see (Kristen) typed in another question. Can we write N/A on measures that don't apply to innovations? For instance, if the innovator is not pilot testing, they won't have a reach number so could we write N/A instead of zero?

So I would say that you should probably wait until they are pilot testing to actually enter in their information (on), as an implementing innovator so we're not looking for reach data from, you know, reach data from them for pilot testing, but yes, you can.

We're still working out whether it's going to be N/A or whether it's going to be some sort of 9999 type of number for any particular measure that doesn't apply in terms of how you're going to actually enter that into the system.

So we'll be sharing that information with you but I would say that, yes, if you're not - if something does not apply to an innovator that there will be a method that you can indicate that to us. But what I would say is, you know, if your innovator is selected but they're not piloting testing that, you probably should not enter any of their section information until they're actually to the point where they're pilot testing.

So, you know, again, just to reiterate what I said at the very beginning, right now and probably for the next couple of reporting periods, I'm not really as aware of what you're timelines and timetables are going to be for your innovators, you should probably just plan on reporting grantee-level data to us for performance measures specifically partnership training, dissemination, maybe some cost measure.

And then like the section data should be reported to us once you're actually, once your innovators are actually at the stage where they're pilot testing their interventions with members of the target population. Okay. So I'm not seeing any more questions in the Q&A box. Operator, no questions on the line?

Coordinator: I'm showing no questions at this time.

Tara Rice: Okay. Well, thank you very much for your time. This Webinar has been recorded, and if there are additional questions just please feel free to reach out to (Matt) and the RTI team through the helpdesk e-mail, or you can reach out to me through your project officer or my direct e-mail is tara.rice@HHS.gov.

Thank you so much for participating today and we look forward to working with you on performance measures. Have a great day. This ends the Webinar.

Coordinator: Thank you. This does conclude today's conference. We thank you for your participation. At this time you may disconnect your lines.

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