User Guide: PREP Performance Measures Data Submission Portal

June 2024

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Contents

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Getting Started

Welcome to the performance measures portal of the Family and Youth Services Bureau's Personal Responsibility Education Program (PREP). This website is designed for you to submit PREP performance measures. Your access depends upon the role assigned to you during registration. Mathematica operates the PREP website under contract to the Administration for Children and Families.

This user guide instructs how to do the following:

- Set up an account
- Log in or reset your new password
- Create user accounts for grantee or provider staff
- Provide data for a reporting period
- View a Submission Status Report, which identifies existing gaps or inconsistencies in the reported data

To ensure an optimal experience, you should use the menus and buttons embedded in the portal to navigate the site. Keyboard and browser navigation keys can yield unexpected results.

Account Setup

You will receive an email invitation to complete your account setup before you can access the system.

The email will contain the username and temporary password needed to log in for the first time.

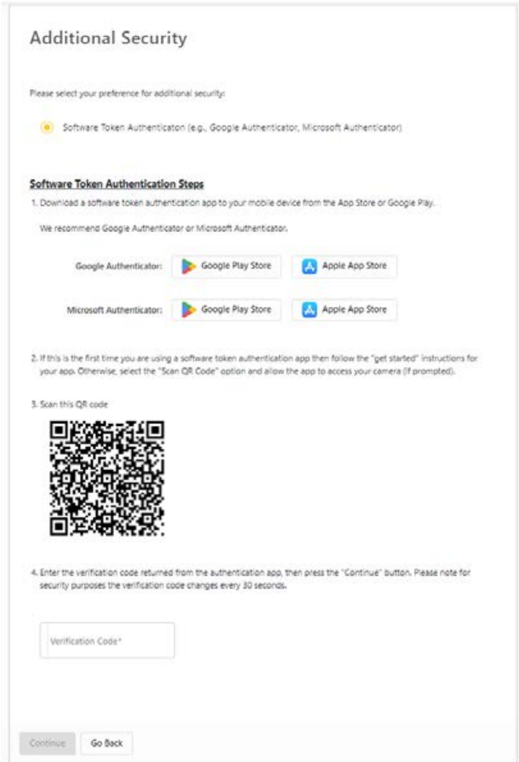
After entering the log-in credentials, you will be taken to the Complete Account Setup page, where you will create a new password that meets the following criteria:

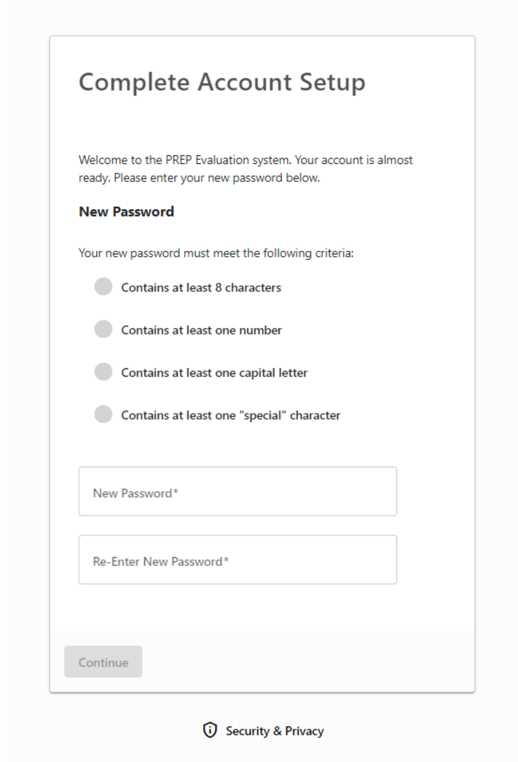
- Contains at least eight characters
- Contains at least one number
- Contains at least one capital letter
- Contains at least one "special" character

Setting Up Your Multifactor Authentication

This system requires an additional authentication step known as multifactor authentication. Multifactor authentication is an enhanced security procedure to improve data protection. You will need to download an app to your mobile device from the App Store or Google Play. We recommend Google Authenticator or Microsoft Authenticator. If this is the first time you are installing this app on your phone, you will follow the "get started" instructions. If you already have this app on your phone, you will scan a unique QR code to allow the app to connect to the PREP Performance Measures Portal.

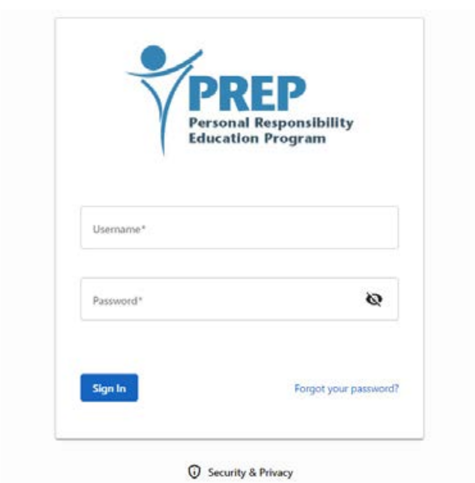
The screenshot below shows how you will be guided through the multifactor authentication setup process.



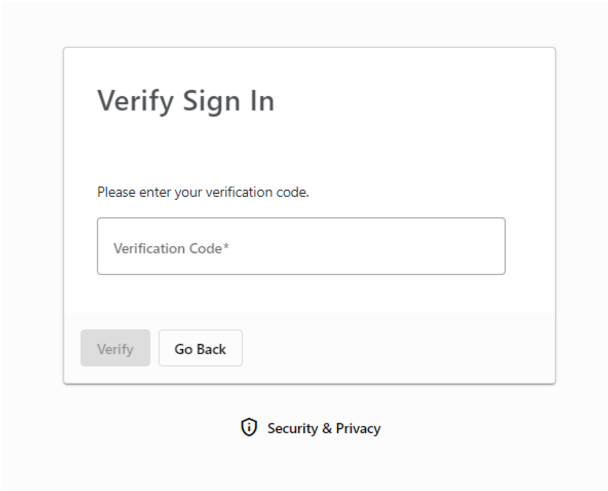


Logging In

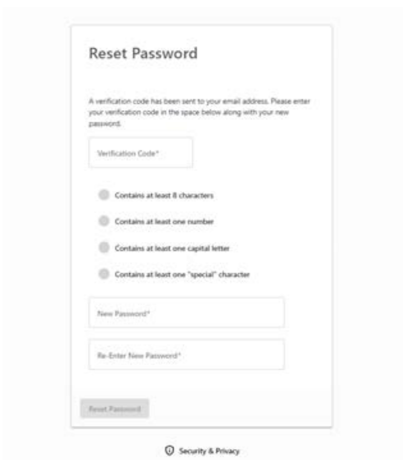
For subsequent log-ins after account setup. you will be prompted for a username and password.



1. Enter your username and password and select **Sign In**. Each PREP user should have a unique username and password. You should never share your log-in credentials.
2. Next, you will be asked to enter the verification code provided by your authentication app. You will need to open the authentication app on your phone to get the code. No text or email will be sent. Enter your six-digit code and click **Verify**.



If you forget your password, click **Forgot Your Password**. Provide your username, enter the security code shown, and select **Reset Password**. A verification code will be sent to the email address you provided during registration.



If you forget your username, email the Help Desk at PREPPerformanceMeasures@mathematica-mpr.com or call the toll-free line at 1-855-267-6270.

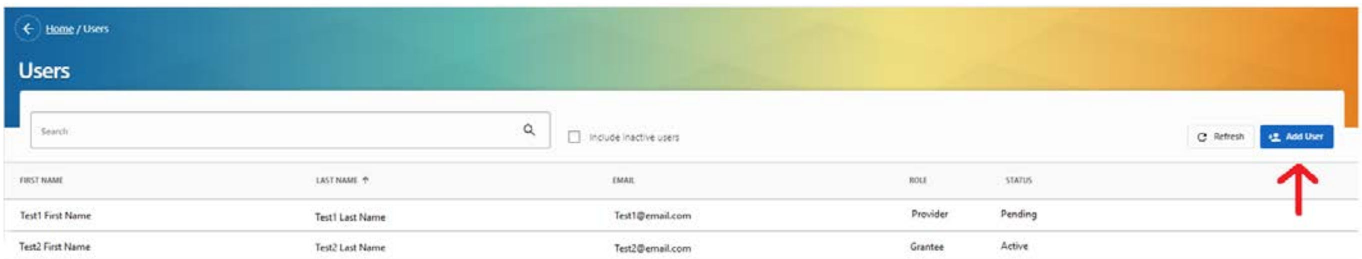
Note: For security reasons, you are automatically logged out of the system after 30 minutes of inactivity. Additionally, your account will be marked as "inactive" if you do not log into the system within 60 days.

User Management

PREP grantees are responsible for ensuring that data are submitted for all providers and programs associated with their grants. Grantees can submit all data into the Portal directly or can delegate the submission of some or all measures to providers or other partners (such as external evaluators). Grantees can use the Portal to create a new user account for anyone they choose as a delegate. Accounts created during any data submission period will remain active in later data submission periods (unless the grantee deletes the account).

Creating new users

There are two account types to choose from when creating new accounts: grantee and provider. To create an account, grantees will click on Users from the menu on the left side of the page and then the Add Users button on the right side of the Users page.



Within the add user pop up window, you will need to provide the following information and then press save.

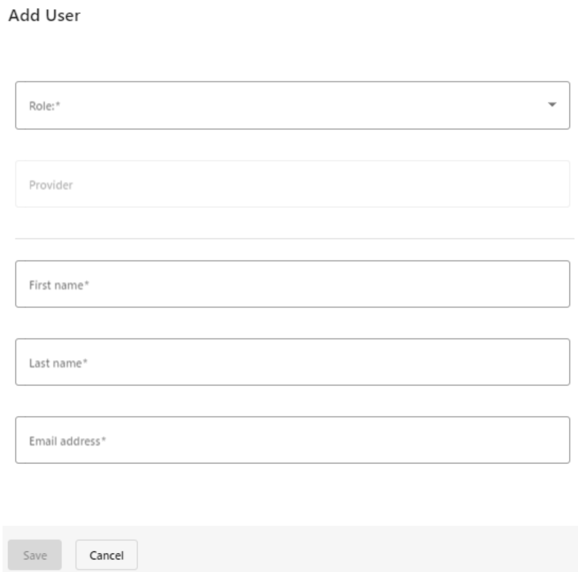
Role: grantee or provider

Provider: name (if provider account)

First Name

Last Name

Email address



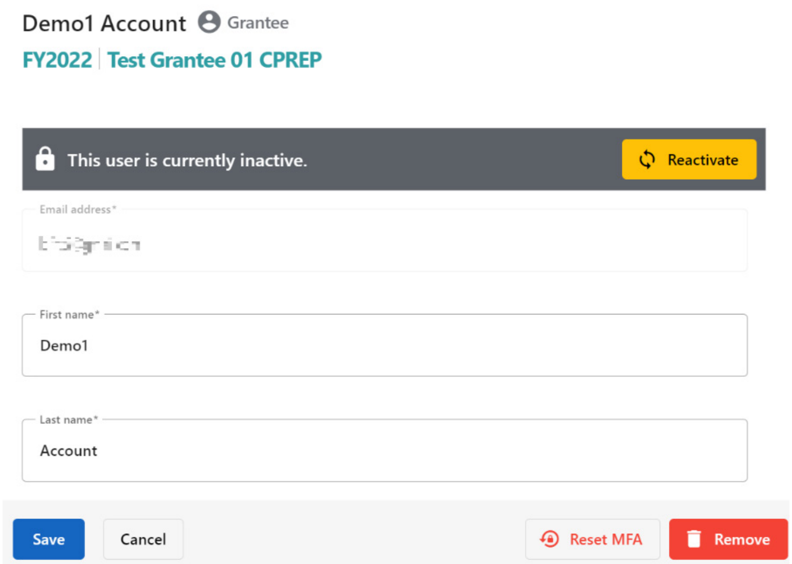
Before creating a new provider-level account, the grantee must ensure that the provider appears in the Program Provider Table.

New users will be sent an invitation email to complete their account set up. Any user who completes their account set up is considered “Active”. Any user who has not yet completed their account set up will appear in the users table as “Pending”. Any user who does not login to the system in more than 60 days will appear as “Inactive”.

Managing existing users

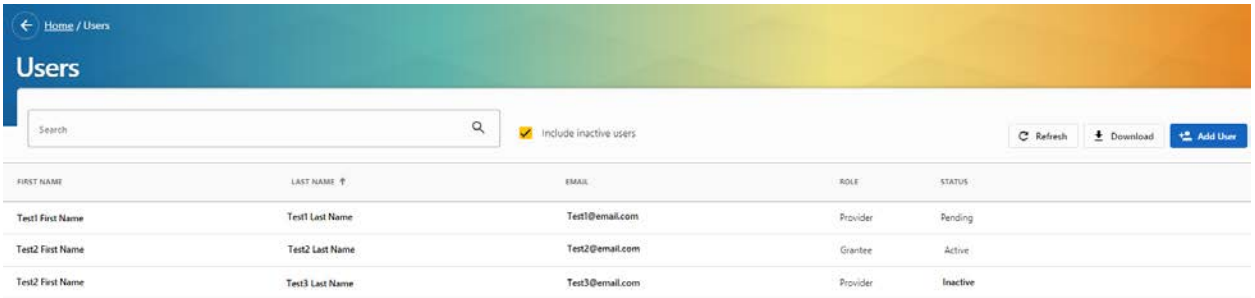
Grantees can manage existing user accounts. Clicking on a user’s name in the users table will open a pop-up window where grantees can take the following actions:

- Update user’s first or last name
- Reset MFA
  - Allows users to set up multifactor authentication again.
- Remove
  - Removes the user’s access to the grant.
- Reactivate
  - Reactivates a user who has been deactivated after 60 days of inactivity.



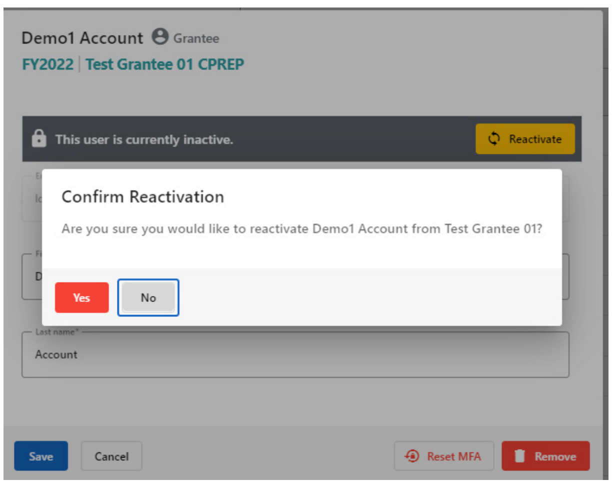
Reactivating accounts

Any user who has not logged into the Portal in more than 60 days will be marked as "Inactive". An email reminder will be sent every day for 5 days as a reminder before accounts are deactivated. To find users on your grant who need to be reactivated, check the "Include inactive users" checkbox. Select the user who has an inactive status.



Clicking the "Reactivate" button will prompt you to confirm reactivation. Clicking "Yes" does the following:

- Temporarily sets user to 'active' until 12AM ET that same day.
- Sends an email to the use to complete activation process.
- If reactivated user does not complete the process by 12AM, reactivation process must be repeated.



An Introduction to Performance Measures Data Submission

You should enter performance measures data in the PREP Portal.

To help you organize the data, Mathematica developed Excel-based data-recording tools (https://prepeval.acf.hhs.gov/data-collection). You can use these tools to prepare the data for entry in PREP Portal, but doing so is optional. If you have questions about the tools or how to collect the required data, contact Mathematica at PREPPerformanceMeasures@mathematica-mpr.com or call the toll-free line at 1-855-267-6270.

Grantees must ensure that all performance measure data are entered and accurate, but they can ask providers or other designees to input data on their behalf.

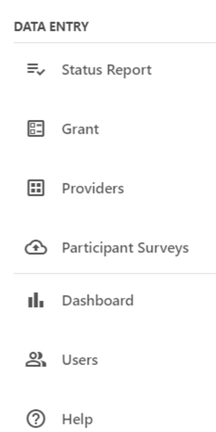
The PREP Portal will allow you to submit data on structure, cost, and support for program implementation; participant attendance (summer only), reach, and dosage; and participants' characteristics and program experiences (based on entry and exit survey data). Structure, cost, and support measures include how grant funds are being used, the program models selected, the ways in which grantees and providers support program implementation, and areas in which you want technical assistance. Participant engagement includes youth attendance, overall and by setting, and the extent to which the intended program dosage was delivered. Participants' characteristics and program experiences include youth demographics, behaviors, and their perceptions of the programs' effects on them.

Note: The categories of measures submitted will differ depending on the submission period (summer and winter). Structure, cost, and support measures are only submitted once a year in summer and cover the full federal grant year (October to September).

The PREP Team from Mathematica will provide technical assistance to grantees on how to record and aggregate data as well as on entering data into the PREP Performance Measures Portal.

Navigating the PREP Portal

After you log in to the portal, you can use the left navigation to guide you through the data submission process. This menu, shown in the screenshot to the right, is visible from all pages and brings you to the following pages:



- **Status Report.** This contains an interactive guide of required data and its level of completeness.
- **Grant Data.** Users will complete two grantee-level pages:
  - Grantee-level measures of structure, cost, and support for program implementation[1]
  - Table of providers

[1] This is reported only in the summer.

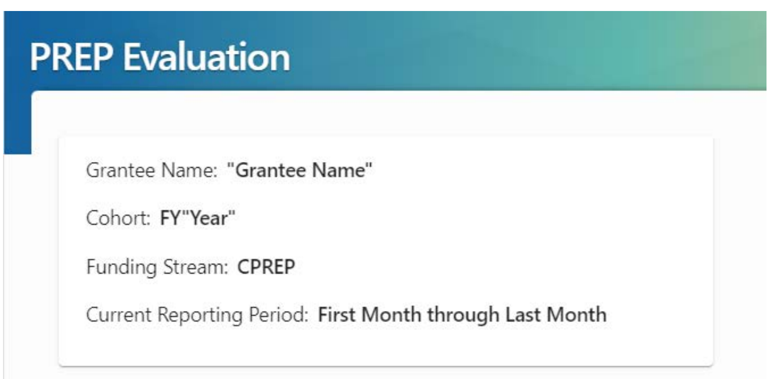
- **Provider Data.** Users will complete two provider-level pages for each provider:
  - Provider-level measures of (1) attendance, reach, and dosage and (2) structure, cost, and support for program implementation[1]
  - Table of program models
  - For each program model, users will complete two program-level pages for each program:
    - Program-level measures of structure, cost, and support for program implementation
    - Measures of attendance, reach, and dosage
    - Information on participant entry and exit survey data collection
  - **Participant Survey Data.** Users will upload two participant-level data files on two pages:
    - Participant entry survey data
    - Participant exit survey data

Additional navigation links include:

- **Dashboard.** This links to the dashboard.
- **Users.** This is where you will create or remove grantee or provider users.
- **Help.** This contains the manual of operations and help desk contact information.

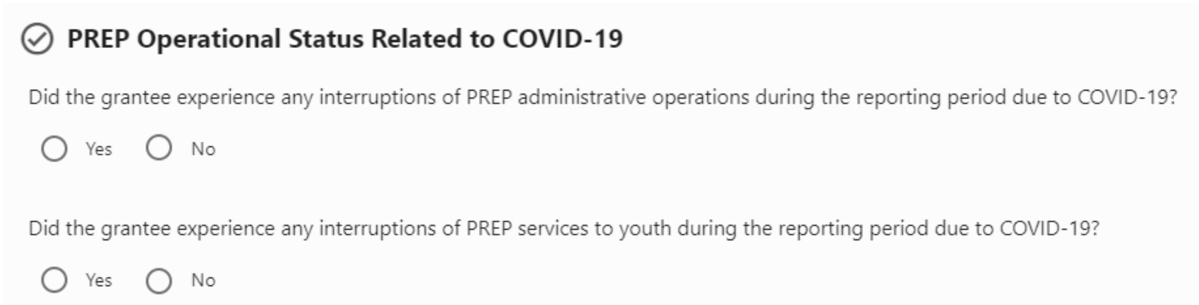
Grant-level Data Page

To access the Grant-level Data page for PREP measures of structure, cost, and support[2] for program implementation, log in to the PREP Portal at https://portal.prepeval.gov. The grantee's name will be displayed at the top of the resulting page. The reporting period is preset to the current federal grant year. (Example: The image below shows a current reporting period of January to June.)



[2] Structure, cost, and support measures are submitted only in the summer.

PREP Operational Status Related to COVID-19



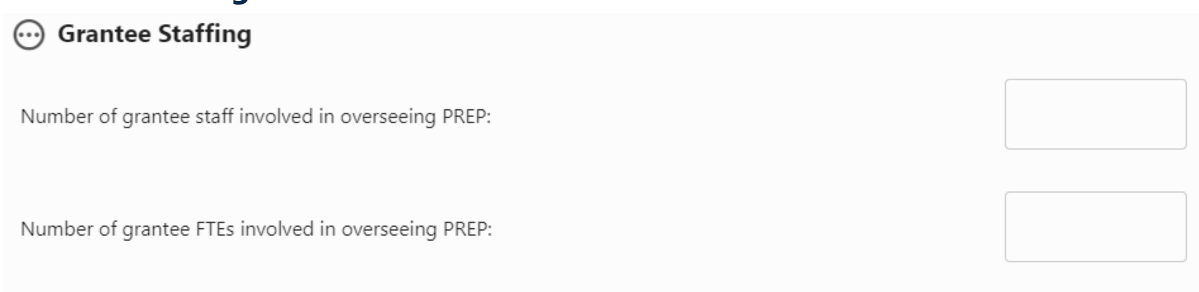
Did the grantee experience any interruptions of PREP administrative operations during the reporting period due to COVID-19?

Indicate whether the grantee experienced any interruptions of PREP administrative operations due to COVID-19 during the federal grant year (October to September).

Did the grantee experience any interruptions of PREP services to youth during the reporting period due to COVID-19?

Indicate whether the grantee experienced any interruptions of PREP services to youth due to COVID-19 during the federal grant year (October to September).

Grantee Staffing



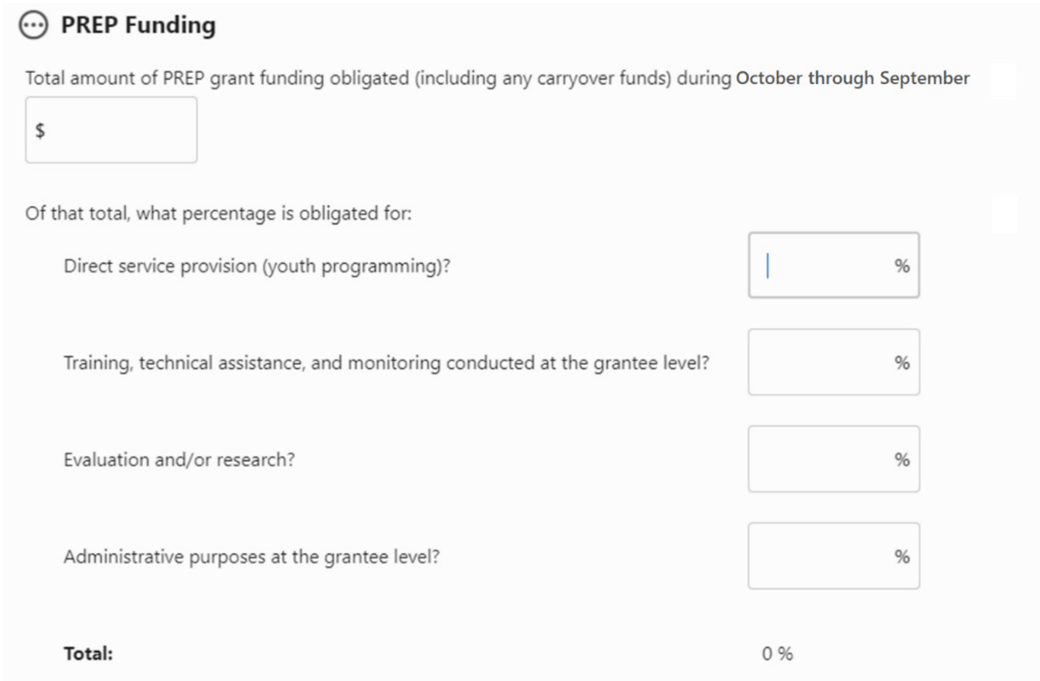
Number of grantee staff involved in overseeing PREP

Provide a count of the grantee staff who are directly responsible for administering, managing, and overseeing the PREP program, such as PREP program directors and program coordinators. Please count these positions even if the person filling that position does not support PREP full-time and may have other responsibilities. Please do not count administrative assistants or contract/budget support staff.

Number of grantee FTEs involved in overseeing PREP

Provide a count of the full-time equivalents (FTEs) for the staff (such as PREP program directors and program coordinators) who are directly responsible for administering, managing, and overseeing the PREP program. For example, if a PREP program director and program coordinator each devote 0.75 FTE to the project, please enter the sum 1.5 FTEs. Please do not include FTEs for administrative assistants or contract/budget support staff.

PREP Grantee Funding


PREP Funding

Total amount of PREP grant funding obligated (including any carryover funds) during **October through September**

$

Of that total, what percentage is obligated for:

Direct service provision (youth programming)?	%
Training, technical assistance, and monitoring conducted at the grantee level?	%
Evaluation and/or research?	%
Administrative purposes at the grantee level?	%
Total:	0 %

Total PREP grant funding obligated (including any carryover funds) during the federal grant year

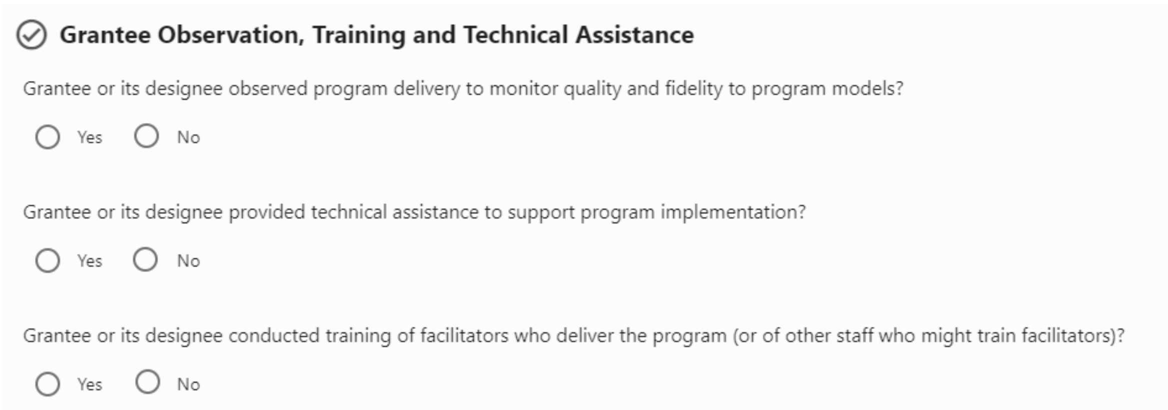
Provide the total federal PREP funding available to the grantee for the federal grant year. This funding should include the grant amount plus any funds carried over from the prior grant year.

Percentage of funding obligated for the following:

- Direct service provision (youth programming)
- Training, technical assistance, and monitoring conducted at the grantee level
- Evaluation and/or research
- Administrative purposes at the grantee level

Note: Percentages of funding obligated must add up to 100 percent.

Grantee Observation, Training and Technical Assistance



For each training and technical assistance question, select yes or no.

Grantee or its designee observed program delivery to monitor quality and fidelity to program models?

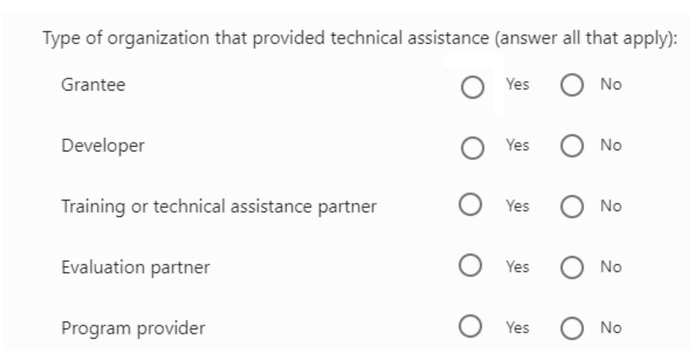
The response to this question indicates whether the grantee, or a subrecipient or partner operating on behalf of the grantee, observed PREP program delivery to monitor quality and fidelity to the program models.

Grantee or its designee provided technical assistance to support program implementation?

The response to this question indicates whether the grantee, or a subrecipient or partner operating on behalf of the grantee, provided technical assistance to support PREP program implementation.

Grantee or its designee conducted training of facilitators who deliver the program (or other staff who might train facilitators)?

The response to this question indicates whether the grantee, or a subrecipient or partner operating on behalf of the grantee, trained PREP program facilitators directly or trained staff who would then train PREP program facilitators (also known as turnkey training or train the trainer). Any staff member who delivers any component of the PREP program to youth is considered a PREP program facilitator.



If you select yes for any of the training and technical assistance questions, a subset of fields will prompt you to provide information on the type of organization involved, including the following options:

- Grantee
- Developer
- Training or technical assistance partner
- Evaluation partner
- Program provider

An example is provided in the screenshot above. This same set of organization types will be listed for any of the three questions.

Provider Count

Note: During winter data submission, provider count will be the only data collected at the grant level.

Number of providers funded

Enter the number of providers funded in the current reporting period.

Number of new providers

Enter the number of new providers funded in the current reporting period.

Note: The response (number) for new providers should always be less than or equal to the total number of providers funded.

To save your data, click on the **Save Changes** button.

Provider Data

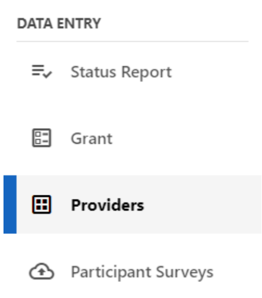
Grantees must ensure that performance measures data are captured for all providers associated with their grants. Grantee staff must ensure there is an entry for each of their providers in the providers table of the PREP Portal. Grantee staff must then choose to do one of the following:

1. Enter the performance measures data for each provider.
2. Create a user account for each provider and instruct the providers to enter their performance measures data.

If the grantee provides PREP programming directly, the grantee should be named as a provider and grantee staff should enter the performance measures data.

Instructions for creating an entry for a new provider, requesting user accounts, and entering provider-level performance measures data follow.

After logging in, go to the **Program Provider Data** page by using the left-hand menu.



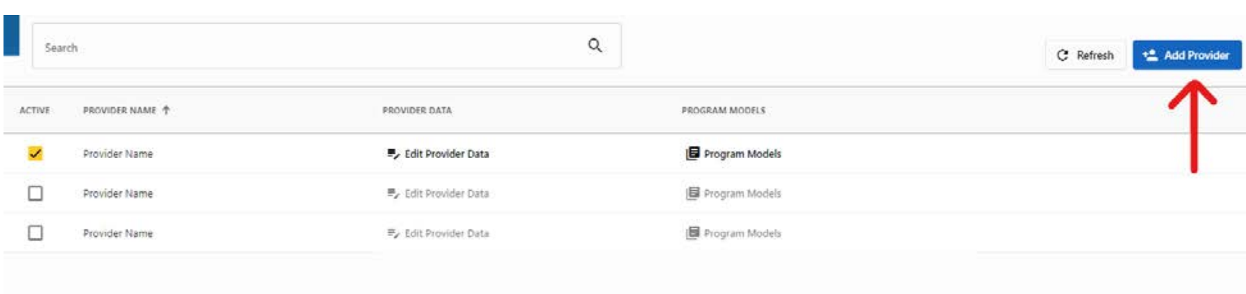
The grantee's name and current reporting period will appear at the top of the resulting page.

Providers Page

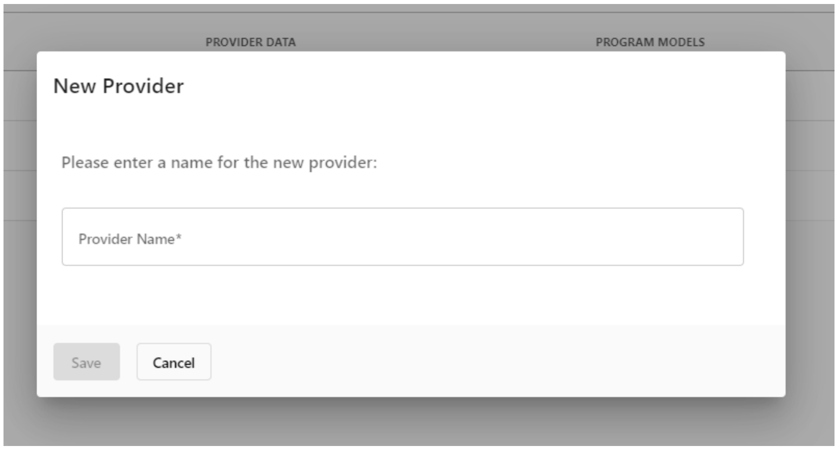
The Providers page contains a table of all providers associated with a grant. To find providers already entered into the system, you can use search bar or scroll down to see the full list of providers. You can refresh your list of providers using the refresh button.

Adding a Provider

In the table at the top of the Provider Data page, click the **Add Provider** button.



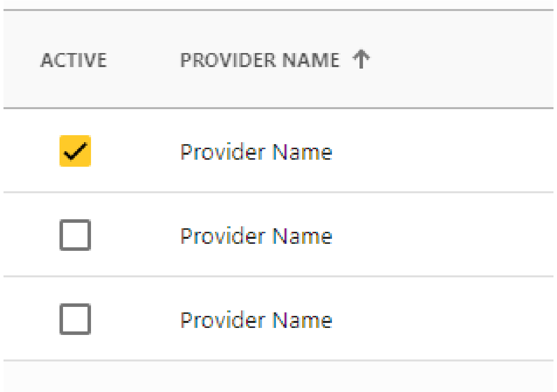
The grantee must enter the provider name in the pop-up window and click **Save**. (A name cannot be modified once it is saved.)



Indicate Active Providers

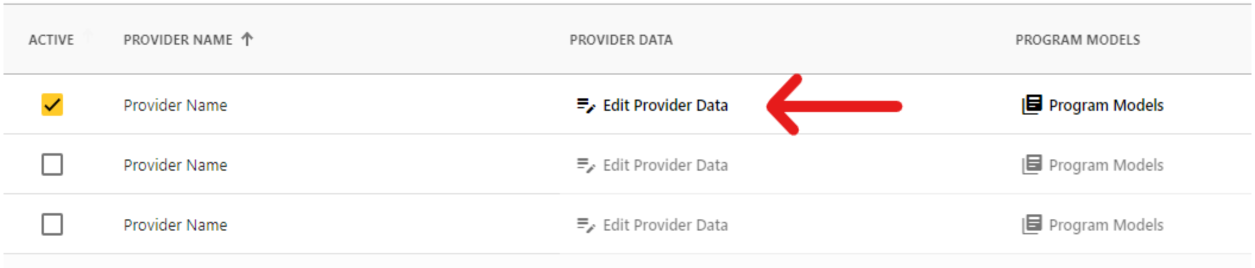
The providers table contains all providers that have been entered into the system. To indicate an active provider, check the box next to all providers who were active during the reporting period.

You cannot delete providers. Instead, you can remove the checkbox in the **Active** column for the providers who were not active during the reporting period. In the image below, only the first provider of the list is marked active. Providers who were active during the reporting period and either started or ended will be expected to submit participant survey results.



Editing Provider Information

To edit provider-level data, on the Provider Data page, click the **Edit Provider Data** link in the **Provider Data** column for the associated provider. This link will bring users to the provider-level data page.



Provider Level Data: How to Enter Data

As a provider user, your grantee has given you access to the PREP Portal to help submit data for the programs you implemented. Your access is restricted to the pages that will allow you to enter data for your provider and programs. When you log in to the PREP Portal at http://portal.prepeval.acf.hhs.gov, you will need to access the Providers page using the left navigation menu.

Both grantees and providers can enter provider-level data. Select **Edit Provider Data** and follow the instructions in the Program Provider Data section below.

Provider Funding

PREP award amount (for current reporting period)

Enter the total dollar amount of PREP funding awarded to the provider for grant activities during the reporting period.

Amount of non-PREP funding received during current reporting period to support PREP programming

Enter the dollar amount of any additional non-PREP funding received by the provider from any source to support PREP programming. If no additional funding was received, enter 0.

Provider Status

Is this provider new for the current reporting period?

Indicate whether the provider first received PREP funding during the current October to September federal grant year.

Did the provider serve youth during the current reporting period?

Indicate whether the provider offered PREP programming to youth during the October to September federal grant year. Enter the remaining performance measures only if the provider offered PREP programming to youth during this period.

If the provider did not serve youth during the reporting period, no further information will be entered for this provider.

Provider Staff Administering PREP

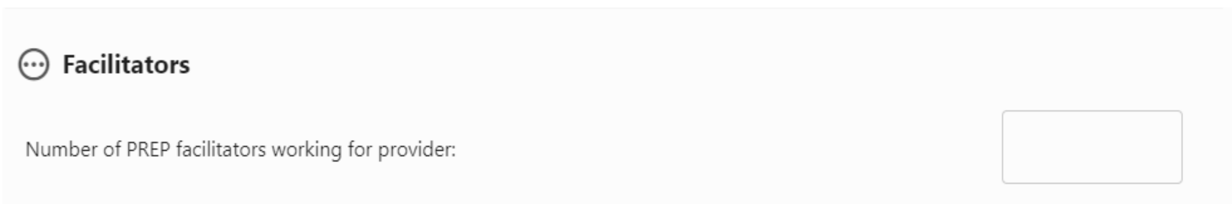
Number of provider staff involved in administering PREP programs

Enter how many provider staff are directly responsible for administering, managing, and overseeing the PREP program for the provider, such as PREP program directors and program coordinators. Please count these positions even if the person filling that position does not support PREP programming full-time and may have other responsibilities. Please do not count staff who provide programming directly to youth.

Number of provider FTEs involved in administering PREP programs

Enter how many FTEs there are for the provider staff (such as PREP program directors and program coordinators) who are directly responsible for administering, managing, and overseeing the PREP program for the provider. For example, if a PREP program director and program coordinator each devote 0.75 FTE to the project, please enter the sum 1.5 FTEs. Please do not include FTEs for staff who provide programming directly to youth.

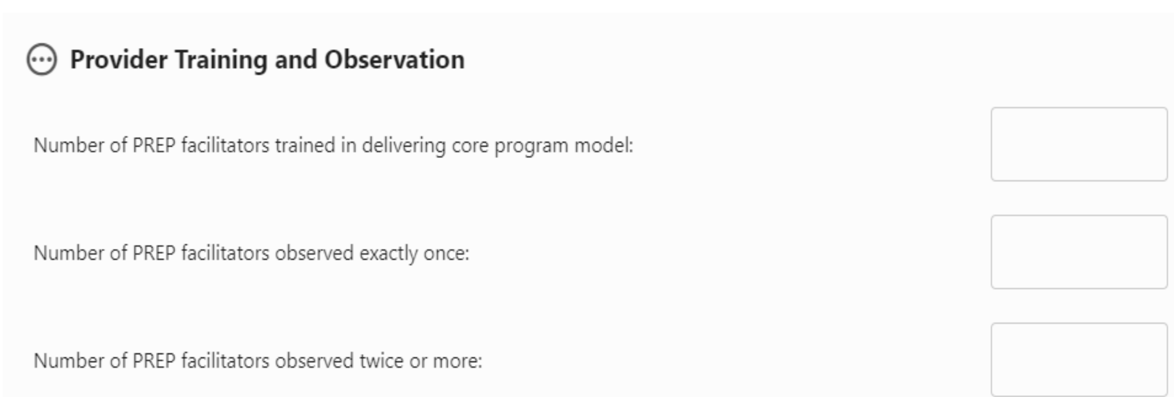
Facilitators



Number of PREP facilitators working for provider

Enter the total number of all PREP program facilitators who worked for the provider and provided programming to youth during the October to September federal grant year. If the provider offered multiple PREP-funded programs, include all PREP program facilitators across all PREP-funded programs.

Program Facilitator Training and Observations



Number of PREP facilitators trained in delivering core program model

Among the total number of PREP program facilitators who worked for the provider to offer programming to youth during the October-to-September federal grant year, enter the number who were trained to deliver the core PREP program. If the provider offered multiple PREP-funded programs, enter the sum of trained PREP program facilitators across all PREP-funded programs.

> **Note: The number of PREP facilitators trained to deliver the program must be a subset of the number of PREP facilitators working for the provider. Therefore, the number of PREP program facilitators trained to deliver the program cannot be greater than the number of PREP program facilitators who work for the provider.**

Number of PREP facilitators observed exactly once

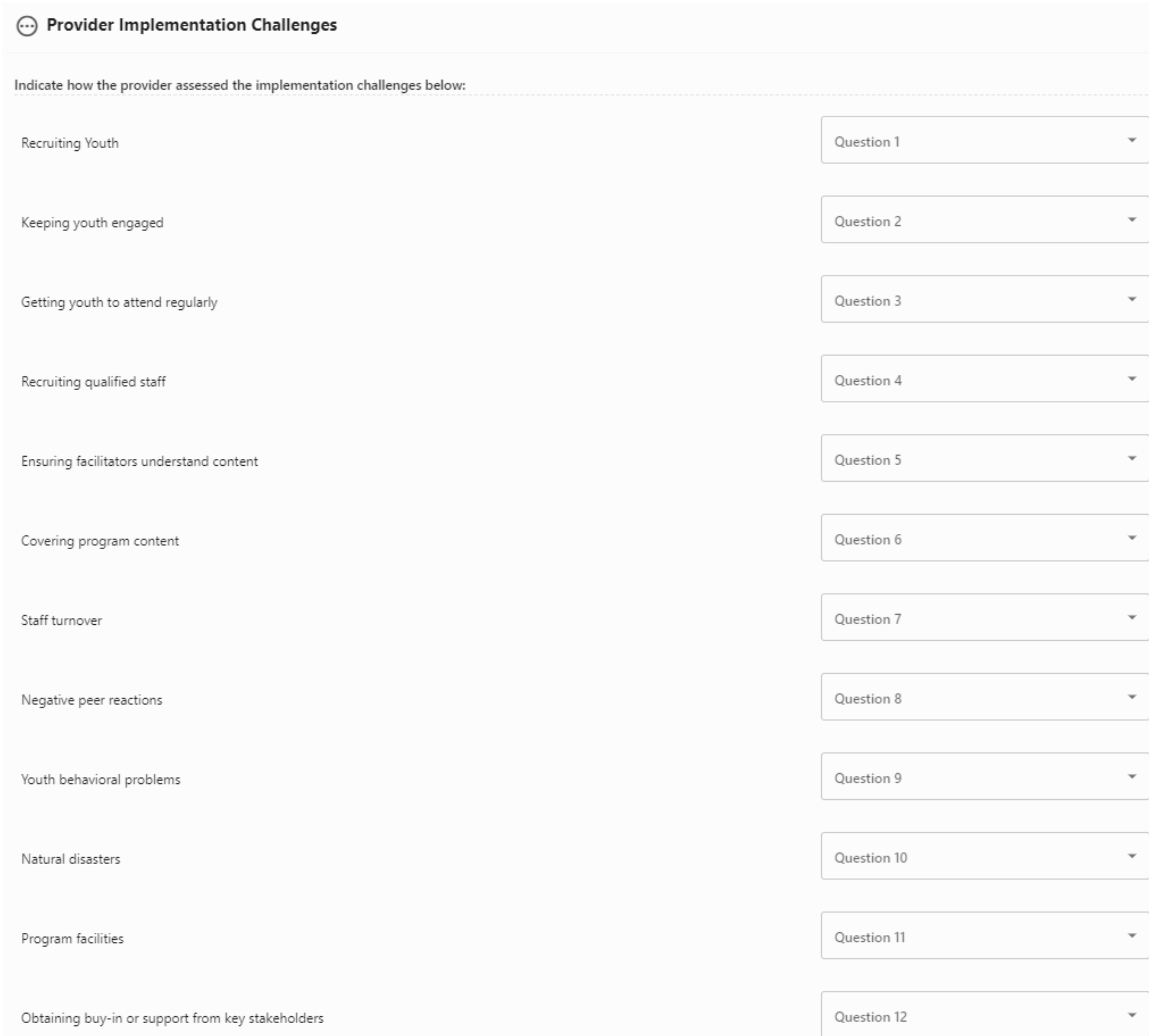
Among the total number of PREP program facilitators who worked for the provider to offer programming to youth during the October-to-September federal grant year, enter the number who were observed exactly one time during this period. If a program facilitator was observed more than once, do not include that person in this count. If the provider implements multiple PREP-funded programs, sum the number of PREP program facilitators observed once across all PREP-funded programs. For this measure, the observing party is irrelevant; it could be the grantee or designee or some other entity.

Number of PREP facilitators observed twice or more

Among the total number of PREP program facilitators who worked for the provider to offer programming to youth during the October-to-September federal grant year, enter the number who were observed two or more times during this period. If the provider implements multiple PREP-funded programs, sum the number of PREP program facilitators observed twice across all PREP-funded programs. For this measure, the observing party is irrelevant; it could be the grantee or designee or some other entity.

Provider Implementation Challenges

The next section on the web page collects information about implementation challenges. Indicate the provider's perception of specific challenges by using a scale that ranges from "not a problem" to "a serious problem." You must enter a response for each challenge.

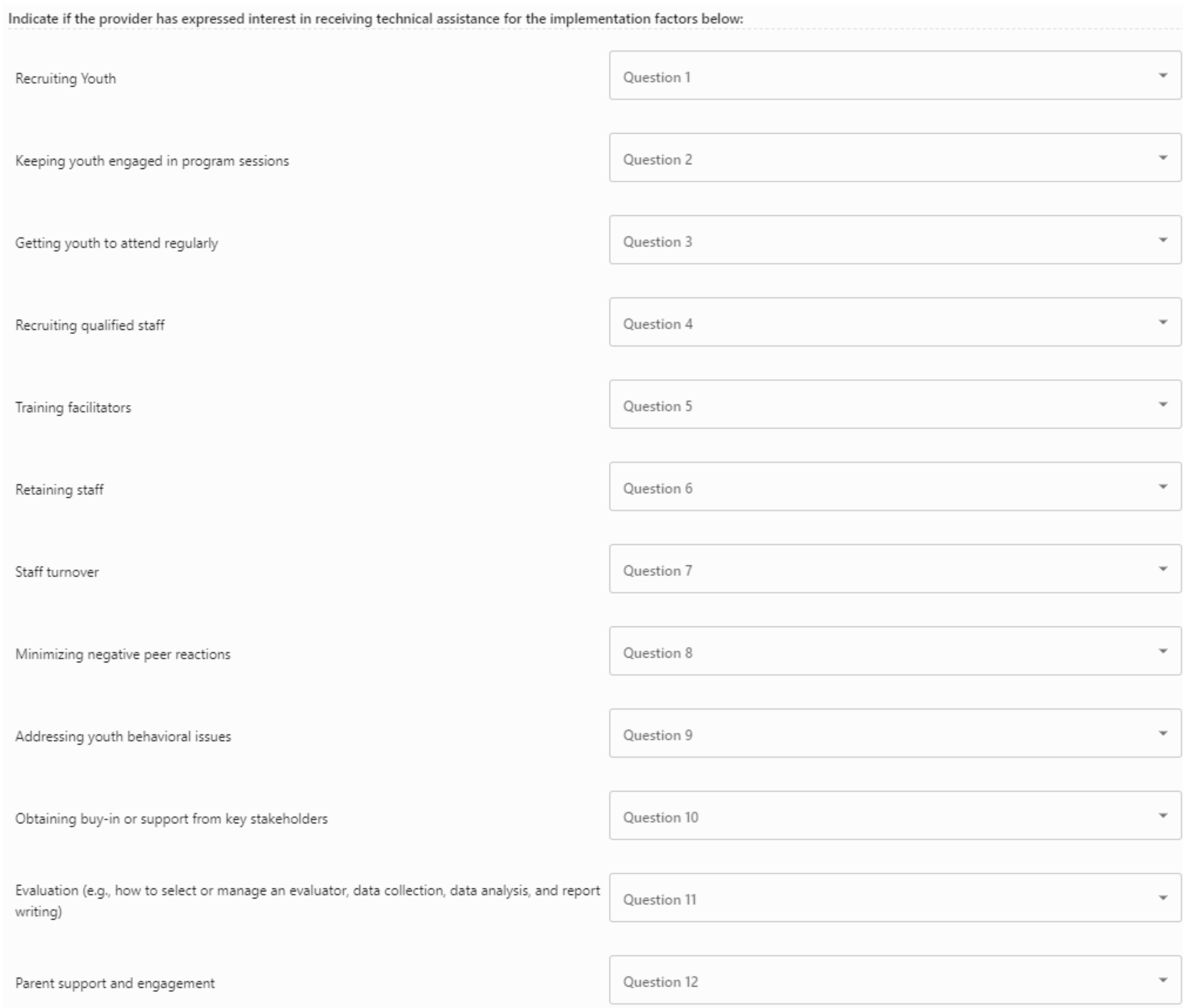

Provider Implementation Challenges

Indicate how the provider assessed the implementation challenges below:

Recruiting Youth	Question 1
Keeping youth engaged	Question 2
Getting youth to attend regularly	Question 3
Recruiting qualified staff	Question 4
Ensuring facilitators understand content	Question 5
Covering program content	Question 6
Staff turnover	Question 7
Negative peer reactions	Question 8
Youth behavioral problems	Question 9
Natural disasters	Question 10
Program facilities	Question 11
Obtaining buy-in or support from key stakeholders	Question 12

Needs for Technical Assistance

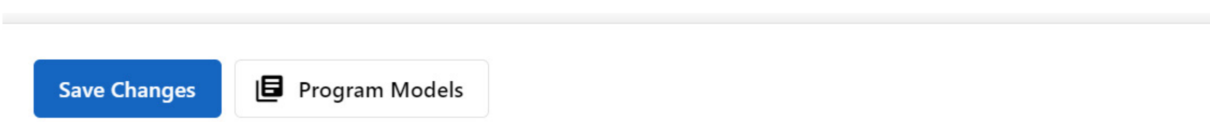
The last section on this web page is about needs for technical assistance. Indicate the extent to which the provider would like to receive technical assistance for each implementation factor by using a scale that ranges from “not interested because already received” to “very interested.” If the provider has another need, please select “other.” You will be prompted to specify what the other technical assistance need is, using up to 500 characters.



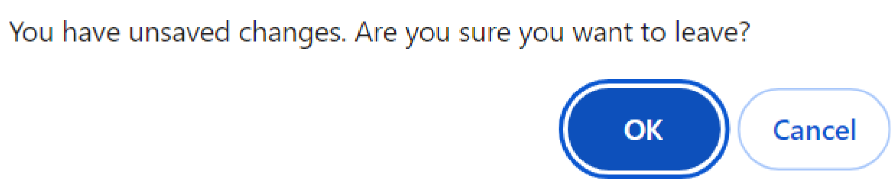
Indicate if the provider has expressed interest in receiving technical assistance for the implementation factors below:

Recruiting Youth	Question 1
Keeping youth engaged in program sessions	Question 2
Getting youth to attend regularly	Question 3
Recruiting qualified staff	Question 4
Training facilitators	Question 5
Retaining staff	Question 6
Staff turnover	Question 7
Minimizing negative peer reactions	Question 8
Addressing youth behavioral issues	Question 9
Obtaining buy-in or support from key stakeholders	Question 10
Evaluation (e.g., how to select or manage an evaluator, data collection, data analysis, and report writing)	Question 11
Parent support and engagement	Question 12

To save your provider-level data, click **Save Changes**.



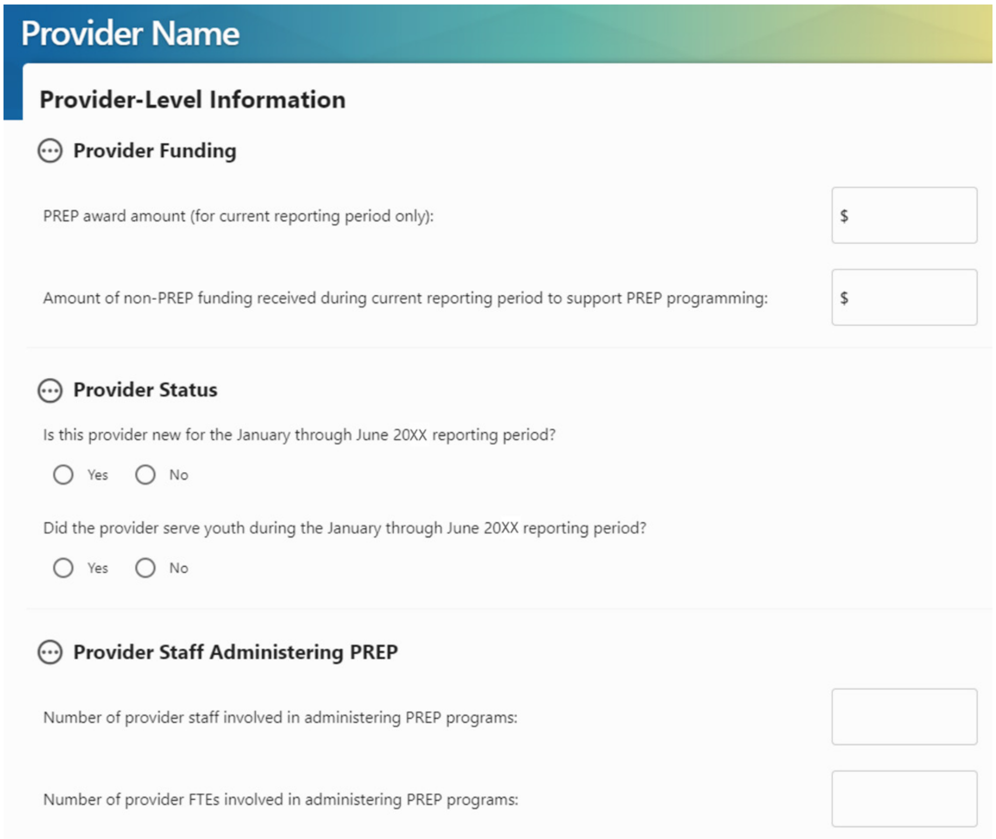
You can also choose to go to the Program Models pages. If you attempt to move from this page without saving, you will be reminded that you have unsaved changes. To proceed without saving changes, click **OK**. To save changes, click **Cancel** to return to the page and then click **Save Changes**.



Program Provider Data

The form in the screenshot below will be filled out by the grantee or a requested provider user. The first screenshot represents the summer data submission, when measures of structure, cost and support are reported. The second screenshot represents the winter data submission.

Summer


Provider Name

Provider-Level Information

Provider Funding

PREP award amount (for current reporting period only): $

Amount of non-PREP funding received during current reporting period to support PREP programming: $

Provider Status

Is this provider new for the January through June 20XX reporting period?

Yes No

Did the provider serve youth during the January through June 20XX reporting period?

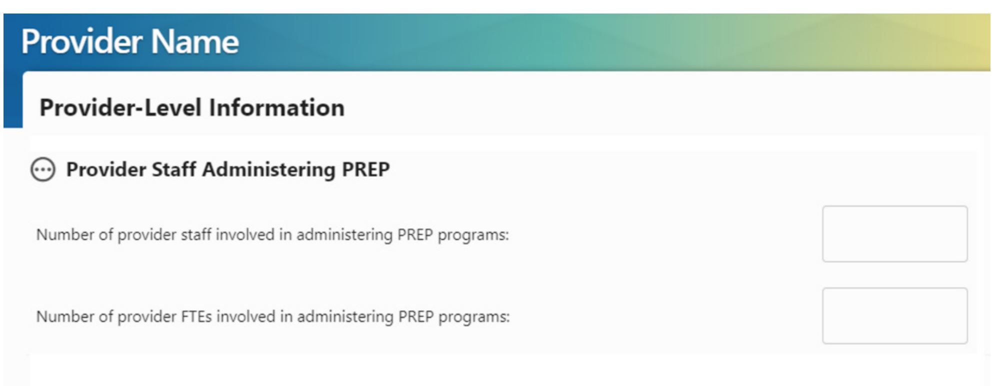
Yes No

Provider Staff Administering PREP

Number of provider staff involved in administering PREP programs:

Number of provider FTEs involved in administering PREP programs:

Winter


Provider Name

Provider-Level Information

Provider Staff Administering PREP

Number of provider staff involved in administering PREP programs:

Number of provider FTEs involved in administering PREP programs:

Program Data

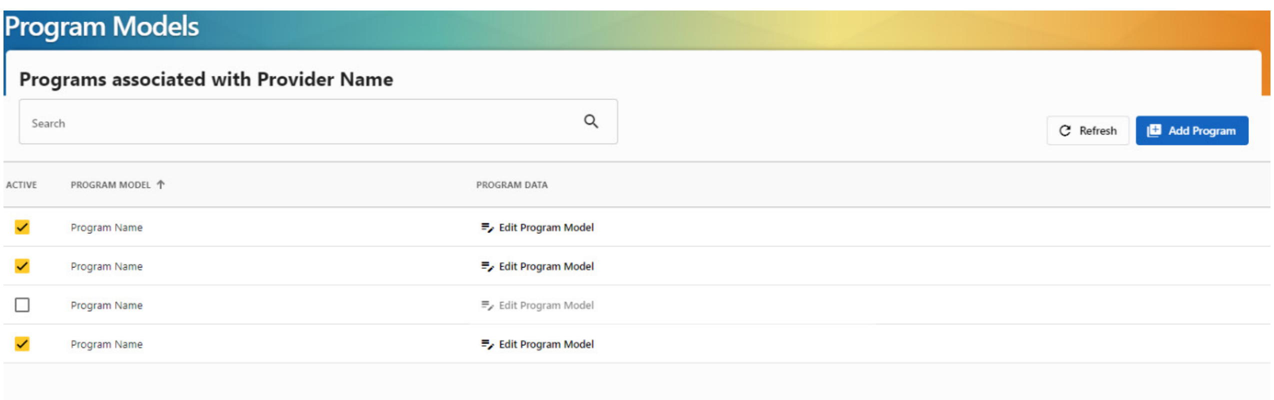
Program Model List

For this section, grantees or program providers will provide information about the programs that providers administered.

The program model table contains all programs that have been entered into the system for this provider. To indicate an active program, check the box next to all programs implemented during the reporting period.

You cannot delete programs. Instead, you can remove the checkbox in the **Active** column for the programs not implemented during the reporting period. In the image below, only the first provider of the list is marked active. Providers who were active during the reporting period and either started or ended will be expected to submit participant survey results. In the image below, only the third provider of the list is **not active**.

To enter or edit data for a program model, click on the **Edit Program Model** link in the **Program Data** column for the associated program.



To add a program model, click on **Add Program Model**. Providers that implement multiple programs must add all programs offered and complete the required performance measures data for each program.

Attendance, Reach, and Dosage Data

The Attendance, Reach, and Dosage Data section allows you to enter information about participant attendance; program delivery settings; the number of youth the program reached; and the number of program hours delivered (a measure of intensity, or dosage). The only data you enter in this form should be aggregated at the program level; do not enter individual-level data.

Determination of Whether Entry Survey Data; Exit Survey Data; and/or Attendance, Reach, and Dosage Data Are Required

To start, you will be asked several questions to determine whether you must submit attendance, reach, and dosage measures; participant survey data for this program; or both for the reporting period.

The first question determines whether you must enter entry survey data:

- "Did any youth begin this program [during the reporting period]?"
  - If you select yes, then you must enter entry survey data for this program for this reporting period.
  - If you select no, then you do not have to enter entry survey data for this program for this reporting period.

Did any youth begin the program between month (first month of current period) through month (last month of current period)?

○ Yes ○ No

The second set of questions determines whether you must enter exit survey data and attendance, reach, and dosage data. Consider programs completed if they concluded during the reporting period, even if they did not deliver all the intended hours.

- "Did any youth complete this program [during the reporting period]"
  - If you select yes, then you must enter attendance, reach, and dosage data and participant exit survey data for this program for this reporting period.
  - If you select no, then you do not have to enter attendance, reach, and dosage data or participant exit survey data for this program for this reporting period.

Did any youth complete the program between month (first month of current period) through month (last month of current period)?

○ Yes ○ No

  - If you select yes, several additional questions will appear.

Reach

In the Reach section, enter how many participants attended at least one program session and how many middle-school-age participants and high-school-age or older participants there were. For these items, report how many youth attended at least one session in any setting.

Reach

Enter the number of youth during the reporting period who...

Attended at least one program session:

Number of middle school age participants:

Number of high school age or older participants:

Program Setting

In the Program Settings section, enter how many participants attended a session in each of the listed settings. For all the items in the Participant Counts and Program Settings sections, enter how many participants met each of the criteria listed during the reporting period. The sum of middle-school-age participants and high-school-age or older participants must equal the number of participants who attended at least one program session. Similarly, the sum of participants by program setting must equal the number of participants who attended at least one program session.

Program Setting

Enter the number of youth during the reporting period who...

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:

Attended a session in another setting:

Majority Population

In the Majority Population section, identify subgroups that accounted for at least half the youth served by the program by checking the corresponding box.

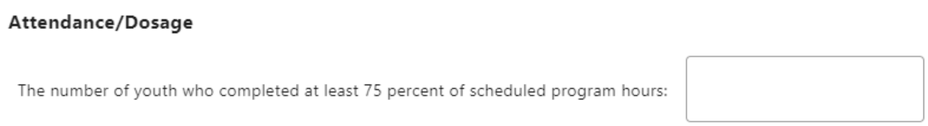
Majority Population

Indicate whether more than 50 percent of youth attending the program were:

In foster care	Yes	No
Homeless or Runaway	Yes	No
Pregnant or parenting	Yes	No
In adjudication systems	Yes	No
LGBTQ youth	Yes	No

Attendance/Dosage

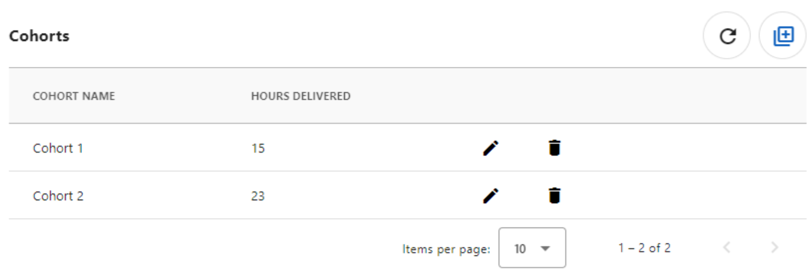
Enter the number of youth who completed at least 75 percent of scheduled program hours.



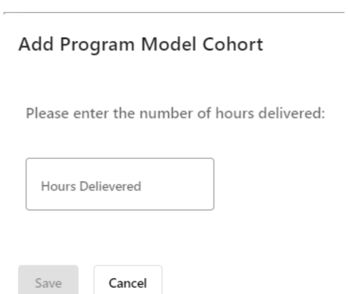
> **Note:** If you used the optional Excel spreadsheets, you may enter data from the Summary Data sheet into the corresponding fields on this page.

Cohorts

Indicate cohorts of youth that completed programming during this period. To add a cohort, click **Add Cohort**.



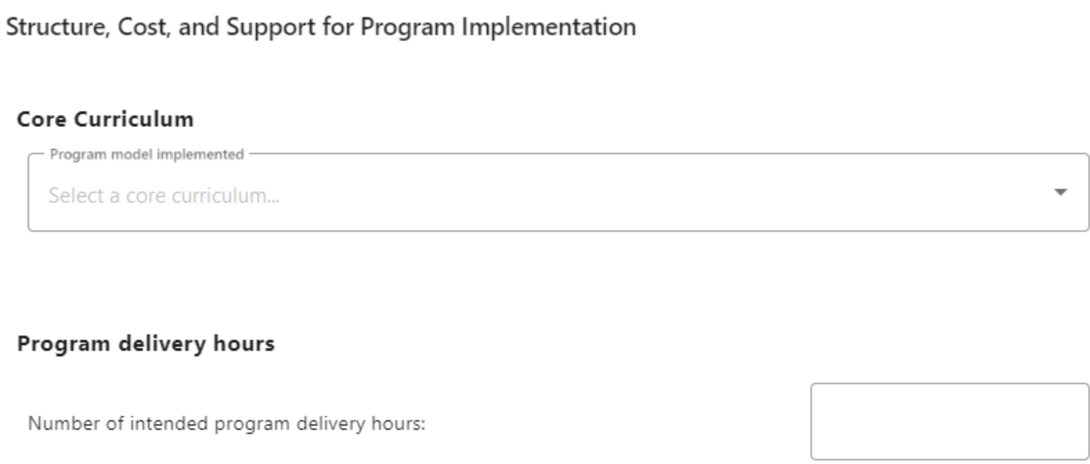
Enter the number of program hours delivered to the cohort in the **Please enter the number of hours delivered** field. Make sure to click **Save** to save your cohort input.



> **Note: A cohort is a group of youth that receives a defined set of PREP services at the same time and in the same place. If a grantee or provider delivers a PREP program to multiple groups of youth simultaneously but these groups meet separately, then each group should be considered a separate cohort. A cohort could consist of one person if the programming was delivered one on one.**

Structure, Cost, and Support for Program Implementation[3]

The Structure Cost and Support for Program Implementation section allows you to enter information about core curriculum, program delivery hours, target populations, and adulthood preparedness subjects. The only data you enter for this form should be aggregated at the program level; do not enter individual-level data.


Structure, Cost, and Support for Program Implementation

Core Curriculum

Program model implemented

Select a core curriculum...

Program delivery hours

Number of intended program delivery hours:

Core curriculum being delivered as part of PREP program model

Select a program model from the drop-down menu to identify the curriculum delivered. If a program is not listed in the drop-down menu, select **Other** at the bottom of the list. If you select **Other**, you will be prompted to enter the name of the other program model implemented.

Here is a list of program models available in the drop-down menu:

- Aban Aya Youth Project
- Adult Identity Mentoring
- AIM 4 Teen Moms
- All4You
- Assisting in Rehabilitating Kids
- Be Proud! Be Responsible!
- Be Proud! Be Responsible! Be Protective!
- Becoming a Responsible Teen
- CAS - Carrera Program
- ¡Cuidate!
- Positive Potential
- Positive Prevention PLUS
- Power Through Choices!
- Prime Time
- Project IMAGE
- Project TALC
- Raising Healthy Children (formerly known as the Seattle Social Development Project)
- Reducing the Risk
- Respeto/Proteger

[3] Structure, cost, and support measures are submitted only in the summer.

- Draw the Line/Respect the Line
- FLASH
- FOCUS
- Focus on Kids/Popular Opinion Leaders
- Generations
- Get Real (Middle School)
- Health Improvement Projects for Teens (HIP Teens)
- Healthy and Responsible Relationships
- Healthy and Responsible Relationships
- Healthy Futures
- Heritage Keepers Abstinence Education
- It's Your Game: Keep It Real
- Love Notes
- Making a Difference!
- Making Proud Choices!
- Michigan Model - Healthy & Responsible Relationships
- Native Youth Leadership
- PHAT! Abstinence Only
- PHAT! Comprehensive
- Rikers Health Advocacy Program
- Safer Choices
- Safer Sex Interventions (SSI)
- Seventeen Days (Formerly known as What Could You Do)
- Sexual Wellness and Advocacy Group by Teens
- SHARP
- SiHLE
- Sisters Saving Sisters
- Street Smart
- STRIVE
- Teen Health Project
- Teen Life Clubs-Steps to S.T.A.R.com Curriculum
- Teen Outreach Program
- Teen Talk
- The Fourth R - Alaska Perspectives
- The Grassroot Project
- We R Native
- WISE Guys

Enter the number of intended program delivery hours for the program model

Enter the total number of program hours expected to be provided to participating youth for one complete delivery of the program model. For example, if the program was intended to last 16 hours and delivered four times during the federal grant year, enter 16. Do not restrict your answer to the actual hours delivered during the federal grant period. The total number of program hours should include the hours of the core curriculum in addition to any supplemental lessons, such as lessons to address the adulthood preparation subjects.

Target Populations

Select yes or no to indicate whether the youth groups listed were intended target populations for this program. You must respond for each group listed. Indicate yes for populations distinctly targeted and recruited for the PREP program during the October to September federal grant year. Do not restrict your response to the subpopulations among those targeted that were actually served during the reporting period. For example, if youth in foster care were targeted but not actually served, select yes because the youth in foster care were targeted.

Target Populations

Indicate which, if any, of the following youth groups are target populations for the provider's program:

Youth in foster care	○ Yes	○ No
Homeless or runaway youth	○ Yes	○ No
Youth living with HIV/AIDS	○ Yes	○ No
Pregnant or parenting youth	○ Yes	○ No
Hispanic/Latino youth	○ Yes	○ No
African-American youth	○ Yes	○ No
Native American youth	○ Yes	○ No
LGBTQ youth	○ Yes	○ No
Youth in adjudcation systems	○ Yes	○ No
Male youth	○ Yes	○ No
Youth in high-need geographic areas	○ Yes	○ No
Out of school or dropout youth	○ Yes	○ No
Youth in residential treatment for mental health issues	○ Yes	○ No
Trafficked youth	○ Yes	○ No

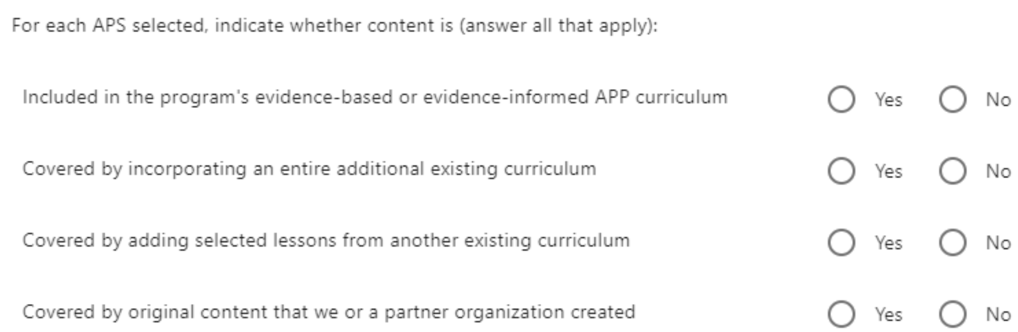
Adulthood Preparation Subjects

For the Adulthood Preparation Subjects portion of the page, indicate which adulthood preparation subjects are covered by the program. Select yes or no to answer for each subject.

Adulthood Preparation Subjects

Indicate which of the following adulthood preparation subjects (APS) are covered by the program:

Healthy Relationships	○ Yes	○ No
Adolescent Development	○ Yes	○ No
Financial Literacy	○ Yes	○ No
Parent + Child Communication	○ Yes	○ No
Educational and Career Success	○ Yes	○ No
Healthy Life Skills	○ Yes	○ No



If you select yes for any of the adulthood preparation subjects, a subset of fields will prompt the user for information on how the content was delivered to youth.

Participant Survey Data Upload Page

Grantees are responsible for uploading both:

- A single participant entry survey data file, which includes data for all youth who began the program during the reporting period
- A single participant exit survey data file, which includes data from all youth who ended the program during the reporting period

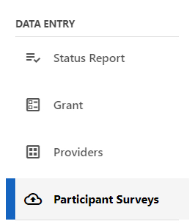
Report entry survey data from all participants who completed the entry survey and began programming during the reporting period, even if they did not complete programming by the end of it.

Report exit survey data from all participants who completed the exit survey and ended programming during the reporting period, even if they started programming before this reporting period.

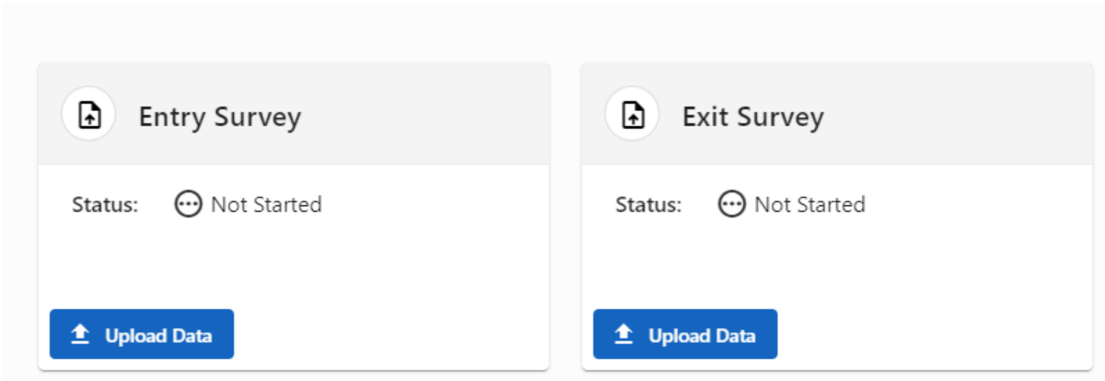
You can use the optional Excel spreadsheet or a custom file to upload survey data. If you use a custom file, you must ensure that valid values are included in the file.

Participant Entry and Exit Survey–Data Upload

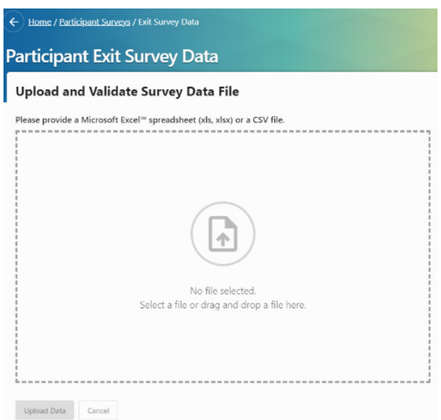
To upload the entry or exit survey data, select **Participant Surveys** from the left navigation bar.

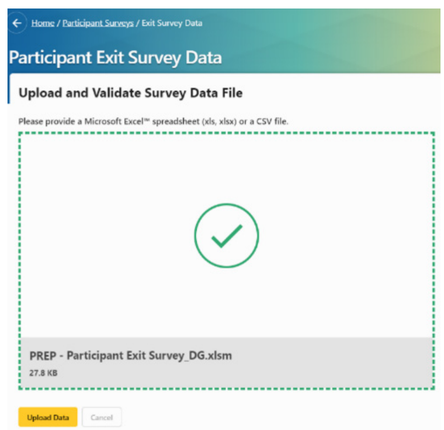


You will immediately see the **Participant Surveys** landing page. To upload the entry survey data, click on **Upload Data** in the **Entry Survey** box (on the left). To upload the exit survey data, click on **Upload Data** in the **Exit Survey** box (on the right).



On this page, you can (1) drag and drop the spreadsheet file or (2) click inside to open the File Explore and choose the file you want to upload. Then, click **Upload**.





If uploading the provided template file, click **Validate Data**.

If uploading a customized (other) file:

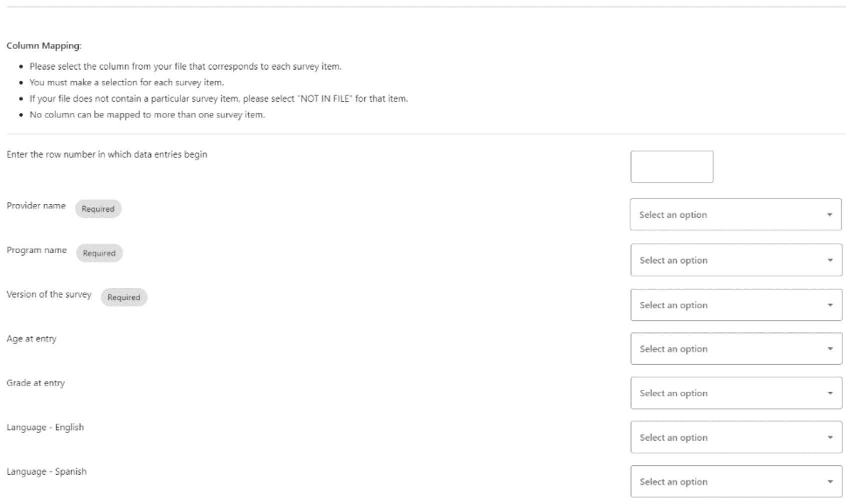
- **Custom File Data Mapping** will appear, and you will need to do the following:

  – From the drop-down menu, select the sheet in the file that contains the survey data.

  – In the textbox, enter the row number where the column names/headers are located.

  – Click **Next**.

- **Column Mapping** will appear below **Custom File Data Mapping,** and you must enter the row number where those data begin and then select the answers to questions from the corresponding drop-down menu. If the answer is not in the file, select **NOT IN FILE**.



- When finished, click **Validate Data**.

Errors and Warnings

Two different messages might appear when you upload a file: errors and warnings.

Errors. You **must** correct errors in the data before you can complete your file upload. Examples of errors include the following:

- Participant entry data does not match expected provider and program combination.
  - To resolve, ensure that you have activated the correct provider and program in the Portal and check the upload file to ensure that they match what you entered.
- Invalid values are present for a particular question.
  - To resolve, review the optional Excel tools to find the expected values for each column.

Warnings. You should review and correct warnings if possible, but you can still upload files that have warnings.

Examples of warnings include the following:

- Missing data for a provider and program combination.
  - To resolve, ensure you have correctly entered programs and providers in the portal and ensure you have correctly indicated whether a program began or ended during the reporting period.
- High percentage of missing data for a given question.
  - To resolve, ensure that your file contains all the data collected from participants. If you want to indicate a specific reason why data are missing from your file, you can add a comment in the Status Report section of the portal.

Submitting the data

After validating the data, if there are no errors and warnings (or if there are no errors and you want to proceed despite any remaining warnings), finalize the upload process by clicking **Complete Upload**.

Status Report

The Submission Status Report gives grantees and providers an opportunity to check the data they entered and fix any gaps identified before submission.

The Submission Status Report is generated automatically and updated as data are entered in the Portal. The grantee has access to all the data entered by its providers. It is especially important for the grantee to verify that the data are complete before the reporting window closes.

When a provider views the Submission Status Report, only the data entered by that provider will appear.

The status report is broken into three sections that correspond to the data submission process: grant data, provider data, and participant surveys. In each section, you will find details of what information is expected and the completion status. The status options are (1) **Not started**, if no data have been entered; (2) **Missing data**, if any sections are not complete; and (3) **Complete**, if all data have been submitted.

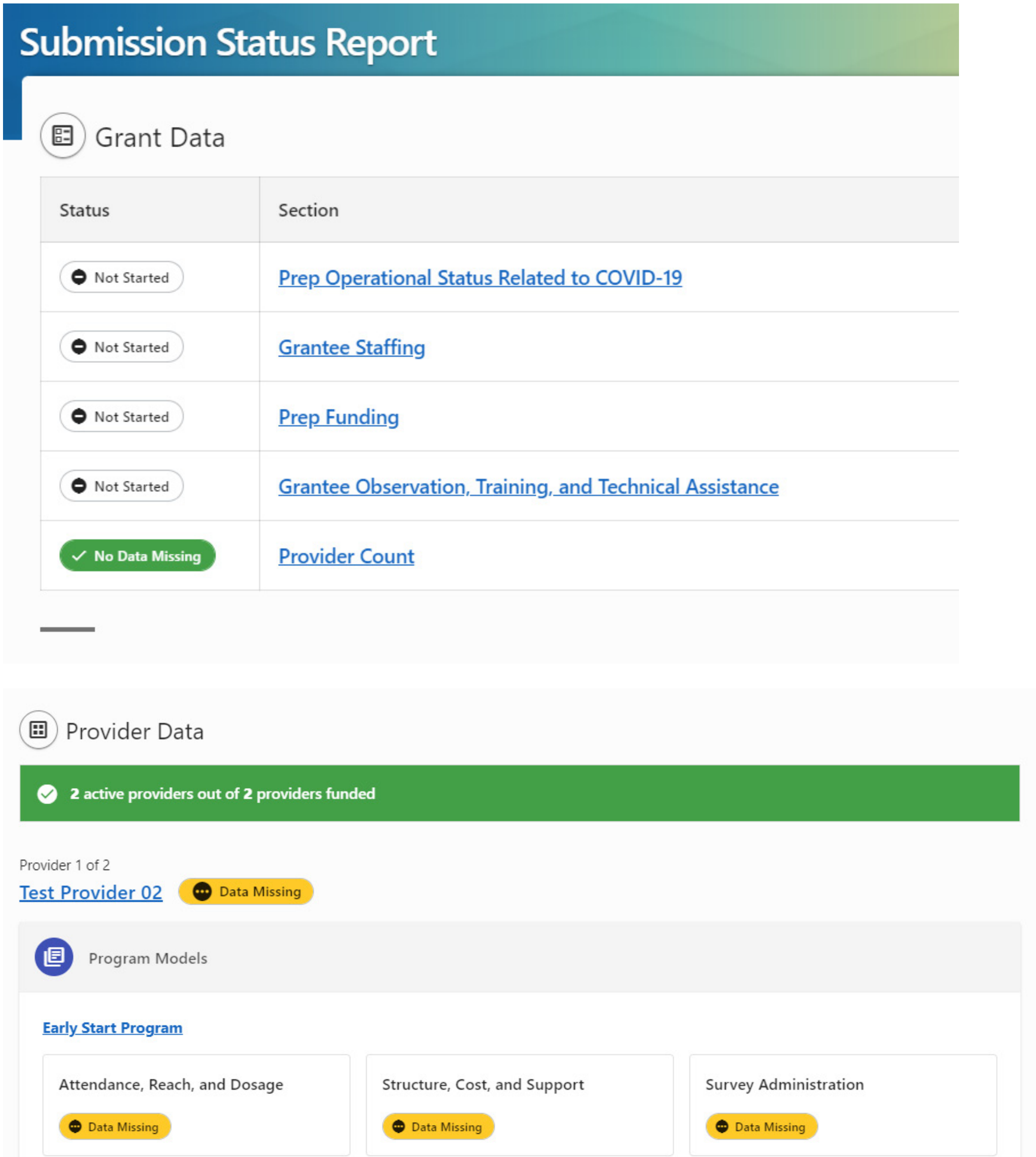
Below the three data submission sections is an optional comments section. You can add one or more comments here. Grantees will see all comments, and providers will only see the comments they submitted.

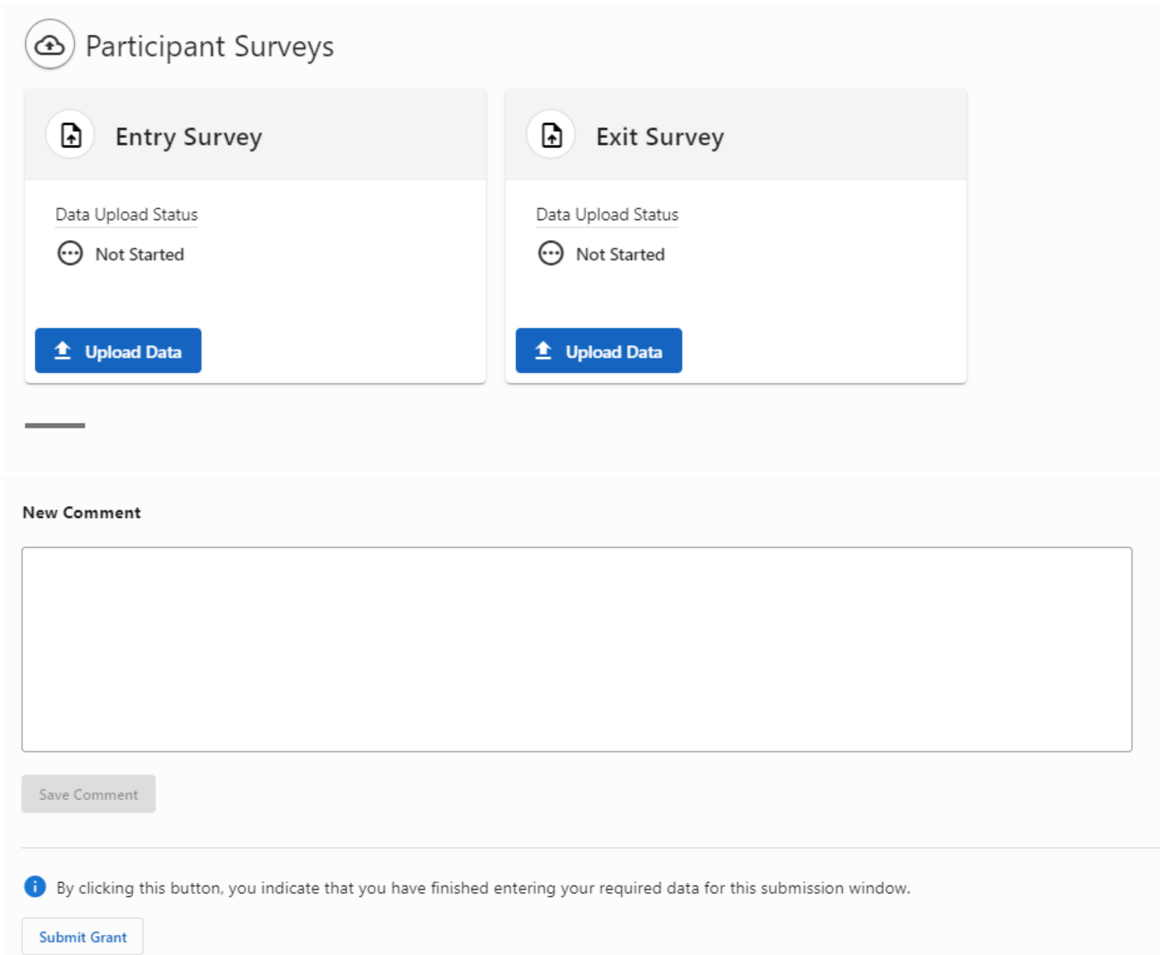
Submit button

The final button on the submission status report is the “Submit” button. This button is only visible to grantees. By clicking this button, grantees indicate that they have finished entering the required data for current submission window. The day and time you submit your data will be recorded and displayed.

Sample Status Report

The following is a sample status report. Details about the status of individual sections of data can be found within each heading: Grant Data, Provider Data and Participant Surveys.


Submission Status Report
Grant Data
Status
Section
Not Started
Prep Operational Status Related to COVID-19
Not Started
Grantee Staffing
Not Started
Prep Funding
Not Started
Grantee Observation, Training, and Technical Assistance
No Data Missing
Provider Count
Provider Data
2 active providers out of 2 providers funded
Provider 1 of 2
Test Provider 02
Data Missing
Program Models
Early Start Program
Attendance, Reach, and Dosage
Data Missing
Structure, Cost, and Support
Data Missing
Survey Administration
Data Missing


Participant Surveys
Entry Survey
Data Upload Status
Not Started
Upload Data
Exit Survey
Data Upload Status
Not Started
Upload Data
New Comment
Save Comment
By clicking this button, you indicate that you have finished entering your required data for this submission window.
Submit Grant

Definitions: Grantee-Level Performance Measures

Grantee. The grantee is the state, tribal, territorial agency or entity, or other organization that receives PREP funding and has fiduciary and administrative responsibility for the grant.

Did the grantee experience any interruptions of PREP administrative operations during the reporting period due to COVID-19? Indicate whether the grantee experienced any interruptions of PREP administrative operations due to COVID-19 during the federal grant year (October to September).

Did the grantee experience any interruptions of PREP services to youth during the reporting period due to COVID-19? Indicate whether the grantee experienced any interruptions of PREP services to youth due to COVID-19 during the federal grant year (October to September).

Total PREP grant funding obligated (including any carryover funds) during the federal grant year. Enter the total federal PREP funding available to the grantee for the federal grant year. This funding should include the grant amount plus any funds carried over from the prior grant year. For many grantees, this amount will be close to the sum of the following categories: (1) funding allocated to providers and/or other state, tribal, or territorial agencies/entities for PREP program services; (2) funding allocated for training, technical assistance, evaluation, and monitoring conducted by the grantee or its designee; and (3) funding retained for administrative purposes at the grantee level.

Number of grantee staff involved in overseeing PREP. Enter how many grantee staff are directly responsible for administering, managing, and overseeing the PREP program, such as PREP program directors and program coordinators. Please count these positions even if the person filling that position does not support PREP full-time and may have other responsibilities. Please do not count administrative assistants or contract/budget support staff.

Number of grantee FTEs involved in overseeing PREP. Enter how many FTEs for staff (such as PREP program directors and program coordinators) are directly responsible for administering, managing, and overseeing the PREP program. If a PREP program director and program coordinator each devote 0.75 FTE to the project, please enter the sum 1.5 FTEs. Please do not include FTEs for administrative assistants or contract/budget support staff.

Grantee or its designee observed PREP program delivery to monitor quality and/or fidelity. The response to this yes-or-no question indicates whether the grantee, or a subrecipient or partner operating on behalf of the grantee, observed PREP program delivery to monitor quality and fidelity to the program models.

Grantee or its designee conducted training of facilitators who deliver the program. The response to this yes-or-no question indicates whether the grantee, or a subrecipient or partner operating on behalf of the grantee, trained PREP program facilitators directly or trained staff who would then train PREP program facilitators (also known as turnkey training or train the trainer). A PREP program facilitator is any staff member who delivers any component of the PREP program to youth.

Grantee or its designee provided technical assistance to support program implementation. The response to this yes-or-no question indicates whether the grantee, or a subrecipient or partner operating on behalf of the grantee, provided technical assistance to support PREP program implementation.

Definitions: Provider-Level Performance Measures

Provider. For the following measures, a provider includes state, tribal, territorial agencies or entities, or other organizations that directly provide PREP programming (for example, nongovernmental or nonprofit organizations; local government agencies such as school districts, individual schools, county health departments; or agencies such as a department of education or department of corrections) with direct responsibility for administering PREP-funded programs. Most grantees have more than one provider. A grantee may serve as a provider and, in some cases, might be the only provider.

Each provider will be asked to provide the following data:

PREP award amount to provider for current reporting period. Enter the total dollar amount awarded to the provider for PREP grant activities during the reporting period.

Amount of non-PREP funding received during current reporting period to support PREP programming. Enter the dollar amount of any additional non-PREP funding received by the provider from any source to support PREP programming.

Number of provider staff involved in administering PREP programs. Enter how many provider staff are directly responsible for administering, managing, and overseeing the PREP program for the provider, such as PREP program directors and program coordinators. Please count these positions even if the person filling that position does not support PREP programming full-time and may have other responsibilities. Please do not count staff who provide programming directly to youth.

Number of provider FTEs involved in administering PREP programs. Enter how many FTEs for the provider staff (such as PREP program directors and program coordinators) are directly responsible for administering, managing, and overseeing the PREP program for the provider. For example, if a PREP program director and program coordinator each devote 0.75 FTE to the project, please enter the sum 1.5 FTEs. Please do not include FTEs for staff who provide programming directly to youth.

Is the provider new for the 2023 federal grant year? Indicate whether the provider first received PREP funding during the federal grant year (October to September).

Did the provider serve youth between October and September? Indicate whether the provider offered PREP programming to youth during the federal grant year (October to September).

Note: If the provider did not serve youth during this period, then you do not have to provide any further data.

Number of PREP program facilitators working for the provider. Enter how many PREP program facilitators worked for the provider and offered programming to youth during the federal grant year (October to September). If the provider offers multiple PREP-funded programs, include all PREP program facilitators across all PREP-funded programs.

Number of PREP program facilitators trained to deliver the program. Among the total number of PREP program facilitators who worked for the provider to offer programming to youth during the federal grant year (October to September), enter how many have been trained to deliver the core PREP program.

If the provider offers multiple PREP-funded programs, sum the number of trained PREP program facilitators across all PREP-funded programs. For this measure, it is irrelevant whether the trainer was the grantee or designee or some other entity.

Number of PREP program facilitators observed exactly once. Out of the total number of PREP program facilitators who worked for the provider to offer programming to youth during the federal grant year (October to September), enter how many were observed exactly one time during this period. If the provider offers multiple PREP-funded programs, sum the number of PREP program facilitators observed exactly once across all PREP-funded programs. For this measure, the observing party is irrelevant; it could be the grantee or designee or some other entity.

Number of PREP program facilitators observed twice or more. Out of the total number of PREP program facilitators who worked for the provider to offer programming to youth during the federal grant year (October to September), enter how many were observed two or more times during this period. If the provider offers multiple PREP-funded programs, sum the number of PREP program facilitators observed two or more times across all PREP-funded programs. For this measure, the observing party is irrelevant; it could be the grantee or designee or some other entity.

Implementation challenges. Indicate the extent to which each possible challenge listed was a problem for the provider during the federal grant year (October to September). Response categories include "not a problem," "somewhat a problem," or "a serious problem." Please provide a response for each identified challenge.

Needs for technical assistance. Indicate the extent to which the provider would like to receive technical assistance for each identified implementation factor. Response categories include "not interested because already received," "not interested," "somewhat interested," and "very interested." Please provide a response for each identified implementation factor.

Definitions: Program-Level Performance Measures

PREP program model. The PREP program model includes the core curriculum and other lessons or activities that can be integrated into the core curriculum to meet the PREP funding objectives (for example, adulthood preparation subjects). For performance measures reporting, the program model is identified by the name of the core curriculum (regardless of additional lessons or activities). A provider can implement the same program model in more than one setting (such as schools and community centers). In these cases, identify only one program model. Some providers might operate different program models in the same setting or across different settings. In these cases, identify each distinct program model offered by the provider.

Enter the number of intended program delivery hours for the program model. Enter how many intended program hours are expected to be provided to youth for one complete delivery of the program model. For example, if the program was intended to last 16 hours and delivered four times during the federal grant year, enter 16. Do not enter the actual hours delivered during the federal grant period. The total number of curriculum hours should include the hours of the core curriculum in addition to any supplemental lessons, such as lessons to address the adulthood preparation subjects.

Target populations. Indicate which, if any, of the subpopulations listed were distinctly targeted and recruited for the PREP program during the federal grant year (October to September). Do not restrict your answer to those subpopulations that were actually served during the reporting period. For example, if youth in foster care were targeted but not actually served, select yes because the youth in foster care were targeted.

Adulthood preparation subjects. Indicate all adulthood preparation subjects covered by the PREP program model during the federal grant period (October to September). For each adulthood preparation subject covered, indicate how the content was delivered to youth.

Reporting PREP Attendance, Reach, and Dosage Measures

You must report PREP attendance, reach, and dosage data as aggregate counts for each measure at the program level (for each program model implemented by each program provider, pooled across each program's cohorts, sites, and settings) for all participants who completed programming in the data collection period.

For detailed reporting instructions on how to report measures of attendance, reach, and dosage, see the Definitions of Measures of Attendance, Reach, and Dosage document at www.prepeval.com.

Reporting PREP Entry Survey Measures

You must report PREP entry survey data for all participants who began programming between the start and end of the data collection period, even if they did not complete programming by the end of data collection period.

Reporting PREP Exit Survey Measures

You must report PREP exit survey data for all participants who began programming between the start and end of the data collection period, even if they began programming before data collection period began.

Help

If you have questions about performance measures or the PREP Portal, contact the PREP Performance Measures Help Desk at PREPPerformanceMeasures@mathematica-mpr.com or call the toll-free line at 1-855-267-6270. You can find more guidance documents, tools, and trainings at www.prepeval.com.

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