Office of Adolescent Health
Reporting System Webinar for Tier 2B/2C Grantees

Moderator: Tara Rice
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Coordinator: Welcome and thank you for standing by. Today's call is being recorded. If you have any objections, you may disconnect at this time. All participants will be on listen-only mode for the duration of the call. During the question and answer session if you would like to ask a question, please press Star 1. I would now like to turn the call over to Tara Rice. You may begin.

Tara Rice: Thank you. Hello everyone. My name is Tara Rice and this is the presentation for the TPP Performance Measures Requirement for TPP Tier 2B, Rigorous Evaluation Grantees as well as our OAH and CDC funded TPP Tier 2C Grantees Implementing Innovative Programs for Young Males. I am joined on this call by (Matt Benson) from RTI International who is the contractor for the TPP Performance Measures system.

Today is a few quick logistics. This conference is being recorded with audio and visual and will be posted later on the Web site for future reference. You will be in listen-only mode during our presentation. And at the end we will take questions using the phone lines. However, there is also a Q&A box at the top of your screen and if a question comes up while we are talking you can

type the question into the Q&A box and we will stop at the mid-point to take some of the questions that are in the Q&A box. We might not have time to get to everybody's questions today so please feel free to follow-up with your question later on after the webinar.

So today we're going to go over an overview of the TPP Performance Measures requirements focused on the needs of Tier 2B and Tier 2C, Rigorous Evaluation Grantees. We'll talk about a timeline for data collection. And for the group that's on the call today the timeline is going to be different based on whether you're an OAH funded Tier 2B grantee or an OAH CDC Joint Funded Tier 2C grantee and we'll get into that a little bit later.

And then (Matt) will give an online reporting system demonstration as well as a demonstration of a grantee spreadsheet tool that can help you with tracking your data.

For those of you who were at the Tier 2 orientation meeting back in November, this slide looks familiar because we talked about this then. Performance Measures, you know, are very important to OAH and to the Teen Pregnancy Prevention Program. They are measures that accurately reflect the progress and the accomplishments of the TPP grant program.

We collect them for accountability and reporting to our stakeholders such as Congress and HHS leadership. But they are also important tools for you as grantees, both for program management and quality improvement. Now OAH and CDC will be seeing all of the data that you report. Congress will see some of the data. When we report data up to our higher level stakeholders they are reported at an aggregate level across all grantees and across a given tier.

So individual grantee organizations are not identified when we report up. And we'll be talking a little bit later about what the timeline is and of course, you know, there's two different timelines, one based on whether you're a Tier 2B grantee, a different one based on whether you're a Tier 2C because your grants were awarded on different dates.

And there's some key terms on this slide that we're going to be talking about throughout the webinar today. And I will note that these slides are going to be posted on the Web site for future reference. And a lot of these terms and definitions are on the Web site. So I think this will be helpful for you to refer back to frequently.

One is grantee organizations. So the grantee organizations, you know, generally are going to be those of you who are on the phone today. Those are the organizations that are actually awarded the grant from OAH or from CDC for the 2C grantees and are responsible for ensuring the reporting of the Performance Measures data.

We also talk about implementing organizations. This might be more relevant to the Tier 1 grantees than to the Tier 2 grantees but some of you probably do have implementing organizations that you're working with. And we would say that those are sub-awardees or partners who are implementing a program model or intervention as part of the project.

In many instances you yourself as the grantee organization are - you may be an implementing organization and you may even be the only implementing organization and that's fine. We also talk about sections a lot in the Performance Measures reporting. And a section is defined as any class or group of individuals who receive a given intervention together at the same time.

So for example if you're doing an intervention in a school, in a health class with ninth graders, then that - each ninth grade class that gets your intervention together would be considered a section. And then finally we're going to talk about reporting periods. Reporting periods are six-month intervals for which you would report your various reporting measures to us. And generally these reporting periods are going to align with when your progress reports are due.

Performance Measures are collected and reported at different levels. Grantee organization, there are project level measures that are reported, specifically measures about partnership, training, dissemination and certain select cost measures are collected at the aggregate level across the whole grantee organization.

Then there's other sets of data that are collected at the section level. And so if you have implementing organizations, sub-awardees that are implementing your program that would be at their level. If you yourself are the implementing organization, then you're collecting this data as well. This includes Reach, which includes your total number served as well as demographic characteristics. Dosage which is going to be derived through your attendance records. Fidelity, observed fidelity and observed quality. Healthcare linkages and costs. We'll be talking more about definitions for these terms shortly.

The first partners, so partners are organizations that are working with grantees but are not part of the actual grantee organization. So we talk about formal partners and those are any agencies or organizations who work with you on the project and you have a written agreement such as an MOU or a contract with them.

There are also informal partners you might be working with who support the program through networking or coordinating activities. An informal partner you don't have a formal written agreement with them. And so we're going to be asking you to report to us each period is going to be how many partners, formal and informal, were involved with implementing the program during the reporting period. And we're also going to be asking you how many of your partners remained engaged at the end of the year.

So for this first reporting period I'll just add that most of you are probably going to have some partners' data to report so we are encouraging you to report that to us. Also training questions and we ask about trainings of facilitators or implementers of your intervention. We talk about two different categories of trainings. We talk about trainings for new intervention facilitators and we talk about trainings that are given to facilitators who are continuing the programs.

This will be any kind of supplemental or follow-up training, okay. And so these trainings can include training specifically on the program model or intervention that you're implementing. But it can also include trainings that help your facilitators or implementers deliver the program. So you could give public health related trainings, you could give classroom management trainings, et cetera, and we would like to know about those during each reporting period.

We also ask about dissemination and dissemination is really going to talk about manuscripts and presentations that were published or presented during the reporting period. Of course, you know, during the first reporting period you might not have very many if any of these to report. The natural course and

expectation would be that as we go along you would have more articles and dissemination events to report.

So the questions that we ask are about number of citations or manuscripts that were accepted for publication or published. We also ask about the number of times that each approach was used to communicate information about your project. This includes brochures, newsletters, press releases, radio or TV advertisements, newspaper or magazine articles, or other items. And we ask about the number of unique items that you are creating in each category.

We also ask about the number of times information about the program was presented at conferences or meetings. We talk about national conferences, this would be, you know, that has a national attendance such as for example the American Public Health Association. State conferences, you know, those that are attended by key stakeholders at the state level. And then local meetings which would be community events or meetings that you're presenting or other.

Now we also ask about cost measures and for those of you who were with us in the first cohort, cost measures are new this time around. And so these cost measures are really aimed at the grantee level to look at how much money is being spent around personnel items, office space, and facilities as well as other sources of funding that are outside of your TPP grant. Now all cost measures are going to be reported once a year.

So those would be reported at the end of the year of the grant year, so if you're an OAH funded grantee that would be in July. If you are a CDC funded grantee that would be in October. And the personnel costs specifically includes things such as the salary, payroll taxes, and benefits paid. It also includes an estimate of proportions of personnel costs for each organization

that are used to support activities such as general administration, participant recruitment and retention, training, service provision, fidelity monitoring and evaluation.

These terms are defined more specifically in a user's guide which is available on the TPP Performance Measures database under the Resources tab and that will be showing you shortly where you can find those resources.

We also ask at the grantee level about financial diversification and this is really about an estimate of the amount of funding that's outside of your TPP grant that assists with the implementation of the TPP related program activities. So this would include fund raising or cash. It can include other grants beside your TPP grant. It can include other internal agency funding and in kind contributions. And again, please see the Resources tab for more information about how we define these terms.

And we also talk about section data, recall that the section is the group or cohort that gets the TPP intervention together at the same time. So we ask for each section to report on total Reach so the total number individuals in the section who attended at least one activity. And we also ask you to report to us Reach by various characteristics. We'll be showing you what this looks like in a database shortly, but we're going to be asking you to report on the number of individuals that are served based on these settings of implementation.

So for example, is this an in-school program or is this a community based program and there's a full list that you will see on the Resources tab on the TPP database. We ask about Reach by gender, Reach by race ethnicity, Reach by age, and Reach by grade.

Another component that would be reported at the section level is dosage. Dosage is going to be derived from your attendance records for your intervention sections and Dosage is going to provide an indication of how much of the program or intervention a given participant received. Now the two things that you're going to report to us for Dosage are going to be average participant attendance and the percentage completing 75% or more of the sessions.

And a little later on in the presentation (Matt's) going to show you an optional grantee spreadsheet tool that can help you convert the participant attendance into these average percentages.

We also ask for fidelity and quality at the section level. What we're asking you to report to us is specifically fidelity and quality that's coming from observations. Okay, so recall that at the Tier 2 meeting we talked about fidelity monitoring for those of you who were there, and we talked about the expectation that you would be observing at least 10% of all intervention sections for fidelity and quality.

And so our measure for fidelity that we're asking you to report to us in the Performance Measure deals with adherence to the number of planned sessions. So each intervention has a certain number of planned sessions and a session is just a meeting. So if you're implementing a program that has eight meetings once a week for eight weeks then it would have eight planned sessions. And when you report adherence to the number of planned sessions you would be reporting to us how many sessions you actually implemented for that group and how many were actually delivered.

We also ask about observed adherence to program specified activities across the sessions. So each session will have a given number of activities and that's

going to be defined by you since many if not all of you are the developers of your interventions.

So for example one session of a program might include one role play, one video and one game. For that one session there would be three activities in total that were planned. And then what you would need to report is how many of those planned activities were actually implemented in any given day.

And then finally we also ask about observed quality of implementation average across sessions. This relates back to the OAH observation form which has several different questions which look at the equality by which your intervention is being delivered. And there is finally a question that deals with overall quality. So these - those items are going to be entered in as an average across all of the different sessions that are observed. And if you're thinking, well how do I track all of that we're going to show you with the spreadsheet how you can do that for each of your groups or sections that are being implemented.

We're also asking grantees to track the healthcare linkages. So basically this question is going to look at the number of referrals that are made by program staff at the implementing organization level. So this could be you yourself. It could be your partners who are implementing. It could be your schools or sites. Any of, you know, whoever or whatever level the program is actually being implemented.

You want to track any referrals that are made to program participants in the following categories - reproductive healthcare services, mental healthcare services, primary healthcare, educational services, vocational education, intimate partner violence prevention or healthy relationships training.

And then finally at the implementing organization level there are also questions that relate to cost and these are specifically going to be about costs incurred for implementing core or supplementing program services and monitoring their implementation as part of routing program management.

Now again, many if not most of you are the developers of your interventions and so some of these items about payments that are being made to program developers are not necessarily going to be relevant to you because you're not, you know, you're not necessarily buying your materials. In many cases you're developing your materials. So it's perfectly acceptable for you, you know, for you to put zero for a lot of these items. And again they are all defined more specifically on the Cost Guide on the TPP Performance Measures System.

We also ask about other direct costs that are incurred to support program implementation. And this could include program materials, training or technical assistance from outside providers, training or technical assistance or professional development from outside providers. So again some of these might not be relevant to your group and that's fine because you are the developers.

Monetary incentives for program enrollment or participation, non-monetary incentives for program enrollment or participation. Program support such as meals or transportation. Program recruitment tools and media campaigns.

Now a few logistics about data reporting. So OAH is working with RTI International through a contract and RTI has developed and maintained a Performance Measures system for our TPP grantees. And RTI also helps us with providing technical assistance on the Performance Measures system. The target date for rev site readiness for data entry is Monday, January 18.

So here are some of the key expectations for grantees with data reporting. One of them is we ask that you designate staff to collect and report the Performance Measures data. Now in some instances this could be staff within your organization. It could also be staff outside of your organization such as your evaluation team if you're contracting with an independent evaluator. Or it could even be some of your partners or sites.

So it's really up to you as the grantee to designate who's going to be responsible for that but do remember that ultimately it is your responsibility as the grantee to ensure that the data is reported to us at the appropriate time. We also ask that all grantees develop a plan for ensuring that the data collected and reported to us via the Web site one time. The next point is really important for Tier 2 grantees. We ask that if you need to propose any proxy measures that you get our approval for these in advance of collecting them.

So for those of you who were at the Tier 2 orientation meeting back in November, we did discuss this. We do realize, you know, that this was Tier 2, that this is innovative programs and that there are several of you that are doing programs that are text messaging based or technology based or app based programs and so you might need to, you know, re-think what some of your quality measures or your fidelity measures are going to look like.

So if you do need to do something different it's very important that you propose that proxy measure, send in a justification for it and that you pick a measure that will still be the same construct. So if we're asking for a percentage for fidelity, then whatever you propose as a proxy for fidelity also needs to be a percentage.

So we are also asking that you collect and report data to us beginning with your program pilot. This is different for those of you who were with us in the

first cohort. We didn't ask for program pilot data back in 2010 but this time we are asking for program pilot data to be reported. Now I believe that the majority of you will probably be piloting your programs sometime this spring or maybe into the early summer months for CDC grantees.

So that's when we would expect you to start report data at the section level to us. However, if you have any data at the grantee level right now, such as the partners training or dissemination data we would ask that you report that to us for this first reporting period. And we do also expect that you'll be using this data to monitor program implementation and provide feedback to your program implementers, be they the facilitators or teachers or health educators.

All right, so some of the data is reported at the grantee level and we've shown you that, particularly the partnership training and dissemination data. And then there's other data that's at the section level, and, you know, you might choose that as the grantee to report that yourself. You might have the evaluator report all of it or you might ask your implementing, you know, sites and your facilitators to enter that data for their individual sections.

That choice is entirely yours based on what's going to work best for you and your partners. Attendance data should be maintained at the individual level but you're only going to report attendance to us at the aggregate level, specifically at the section level.

This is schedule for collecting and reporting the data. All right, so what we're showing here is the schedule for the OAH Tier 2B grantees. Your reporting period - your grant started July 1, so your first reporting period, six-month period, went from July 1, 2015 through December 31, 2015. And your data are due January 31, 2016. Now you'll notice that in the progress report

guidance we said February 1. The reason we said February 1 is because February 1 is Monday and January 31 falls over the weekend.

But just keep in mind that your notice of award says data is due 30 days after the reporting period. So in future years it is going to be due, you know, at the end of January. The second reporting period for OAH Tier 2B grantees runs from January 1, 2016 through June 30, 2016 and the data for that period would be due on July 31, 2016. Now again, July 31 is going to fall on the weekend so we're really going to be looking for it by August 1.

And for the CDC Tier 2C grantees, there are three of you, three organizations and I have not forgotten about you. Your grants started on September 30, so your first reporting period would run from September 30 through March 31 and your data would be due to us on April 30 for the first reporting period. And your second reporting period would run from April 1 through September 29 and that data would be due by October 30.

So when you go into the system you'll see reporting deadlines for both the OAH funded grantees and the CDC OAH Jointly Funded grantees.

Okay, before we move on to the Web site review, I'm just going to check the Q&A box to see what questions anyone has written so far. Okay, so (Genevieve) has asked, "Are costs referring to overall development and implementation or implementation costs only?" That's a great question. So as I mentioned before we are - we do have a detailed list of the definitions on the Web site in a User's Guide so please check that. And I think that your question will be answered there.

So (Randy) asked, "Some of our schools have 80-minute class periods and they conduct two lessons in some class periods. Whereas other school periods

are 45-minutes and so the teachers will only conduct one lesson per class. For an 80-minute session in which two lessons are delivered, would that count as one session?" So the answer is yes. So your session should be based on each meeting, each meeting of the group. So you might be based on the school that you're in, your different schools might give you different periods of time of, you know, to implement.

So you might have to plan your implementation differently for your different sites. So you'll need to come up with for each of your sites what are the planned activities for that site. So you might have, you know, for an 80-minute session you might have more activities planned for that session than you would for a 40-minutes session.

Okay, so next question from (Sally), "Are we expected to report fidelity for all sessions in a section or just the 10% of the sections that are observed?" Okay, great question. So the answer to this is that recall if you went to the Tier 2 orientation meeting we talk about fidelity plans. And so we talk about having some sort of overall fidelity that your facilitators or implementers would be tracking for each session. What we're asking you to report to us for the Performance Measures is just the 10% of sessions that are observed.

Now if you do more than 10% of sessions that's great and you can certainly report more than 10% to us, but what we're specifically asking you to report to us for Performance Measures purposes is the fidelity or adherence to sessions in activities. I hope that answers your question.

(Julie) - all right, so (Julie) asks a question and it's specific to her program and I think there's some - I'm going to take the aspects of it that are broad and can be applicable to everybody. Which is more specifics about how can we consider new trainings versus follow-up trainings. Okay, so, you know, really

it's up to you to decide if training - what I would say is training that's specific to a given topic should be counted individually.

So if you're doing a weekly series of trainings for your facilitators and each individual training is on a different topic, you could consider that separate trainings. But if you're doing a whole series on one topic and it lasts eight weeks, if it's all on the same topic I would just consider that one training globally.

And (Hillary) asks for one-on-one interventions, "Is each person consider one section?" And so in the last cohort that's what we asked people to do is for the one-on-one interventions such as the clinic sessions but all clinic-based programs for example but it could also be something that's delivered by social services providers or therapists. It's probably easier to consider each person to be one section.

But you could look at the spreadsheet and alternatively consider everybody at the site who's served by the same facilitator or the same nurse or the same therapist as a section and then track that globally. So I would say you could consider either of those options based on what's going to work best. I will say form the last cohort experience it was easier for individual level sessions to count each individual person as a section.

And then the follow-up to that is, "Should we track linkages made by program staff funded by this grant during program sessions?" And I would say yes. So you should track any linkages that are made by the program staff. So that could include staff at your organization or if you're working with partners who are implementing your program it might be someone in your partner agency as well.

Okay, I'm going to take one more question from (Genevieve) right now and then we'll come back to the other two questions later. (Genevieve's) question is, "Most proxy performance measures be approved for January 31?" And so the answer to this is if you're not implementing this reporting period, no. They need to be approved before you start implementing your pilot. So I believe for most of you on the phone you have not started piloting yet so it's okay if you're still finalizing your proxy measures right now.

I would anticipate that the majority of you as Tier 2B and Tier 2C grantees would only be reporting on partnerships, training and dissemination data. And so we mentioned that in the OAH guidance on the six-month progress report. So if you know what your proposed proxy measures are now then, you know, obviously the sooner you send them in the better. But if you're not going to be piloting your program until later on in the spring then you can wait until - I would recommend that you send in proposed proxy measures about four weeks before you're planning to start your pilot.

Okay, so in the interest of time I'm going to move on and turn the call over to (Matt). And please keep typing in your questions and we will come back to the Q&A box later on and pick those up as well as open the line for questions by phone at the end. (Matt)?

(Matt Benson):   Thank you very much. Hello everyone and Tara can you confirm that you can see my screen.?

Tara Rice: Yes, I see it.

(Matt Benson):   Great, okay, so again I'm (Matt Benson). I'm from RTI International and so we've developed the Web site and so let's introduce you to it. So Tara had mentioned that we've got resources posted for you on the Web site. And so

here to get there you would just go ahead and click on the Resources tab and there are several there. So we can take a quick peek at a couple.

So the Grantee Performance Measures, that's a document that just shows in a one central place the information we're asking you to provide. So picking programs and state settings where you're implementing - has all the different measures that we're asking you to provide. As Tara said costs are collected just once a year but so how costs are presented on the Web site looks similar to that.

You can have a look at that to familiarize yourself. Continuing downwards speaking to what we're looking for for Reach and Dosage and Fidelity. The point is just for you to know that this document exists and you can come and have a look at it. Here are costs at the implementing organization level. So just know, please, that that document is out there.

And of course a lot of questions sometimes come up about costs. So you know, there is a definitions document for costs. Open just a moment. So there you go. You're not sure what a term means, just go on ahead and look at that. And there's also a cost measures User's Guide, so there's helpful things for learning about costs. There's also a document with General Performance Measures definitions. So just various definitions for different things that we believe that you'll find to be helpful.

So on a range of subjects related to what you will report, okay. We'll get to the grantee spreadsheet. We're going to actually have a look at that and work with that a little bit later. And we might have a look at this Observations form a bit later too.

So let's go quickly back to the Home Page and, you know, it has attached some general information about purposes of the grant and overview of Performance Measures and the Web site. Something else useful here is that when you need some technical assistance in providing your data to contact us you would just go ahead and click here. For the stress just put in of course the subject. Describe what the situation is, your organization name is really helpful and your grant number would be helpful as well. So if you'd do that.

Let's go a little bit - describe some categories here. So as you'll see in a moment there are reporting pages specific to grantee organizations and there are reporting pages that certainly grantees can fill out or they can charge members of their implementing organizations to fill them out. As far as what can be seen, if you follow our protocol for how people gain access to the site. For the grantees pages, only members of the grantee team will be able to see those.

For implementing organizations, the particular implementing organization, you know, they'll be able to see the pages specific to them. Of course, the grantee will be able to see those pages as well. Let's have a look at the grantee pages. So first you'll notice that there are several tabs here and we'll go through them but just the idea is you'll just click on a tab and get the different parts.

Some overall items on the page is we've got these little italicized "i's" can help you - can give you some information to help you. They're just meant to provide a little bit more information that you might find to be helpful. You see a Save button. You'll see this on every data entry page. And just please make sure before you leave a page to go ahead and hit Save so your changes will be saved.

And let's see what else on the page. Let's now have a look at some specific items. So the project officer, that will be pre-filled. We'll know what project officer is for what grantee. Here we ask for some primary contact for grantee organizations so please put in here the...

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