

Sexual Risk Avoidance Education (SRAE) Guidance for Obtaining Partnership Buy-In and Approval for Performance Measures

July 22, 2020
3–4:30 p.m. EDT

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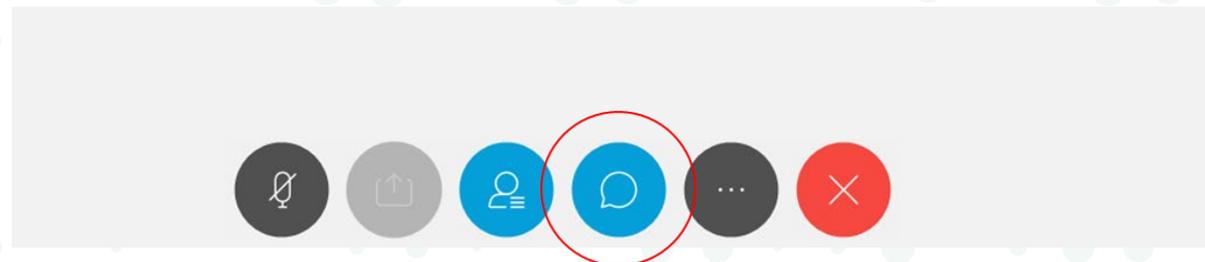
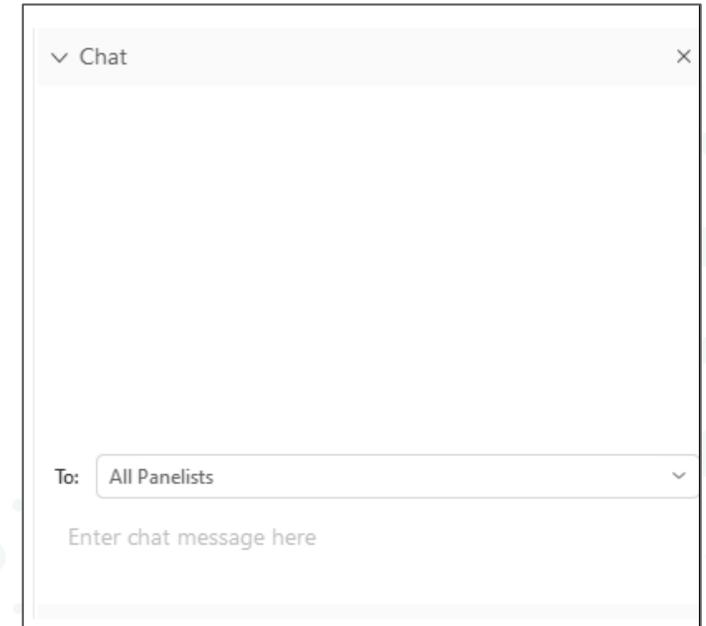
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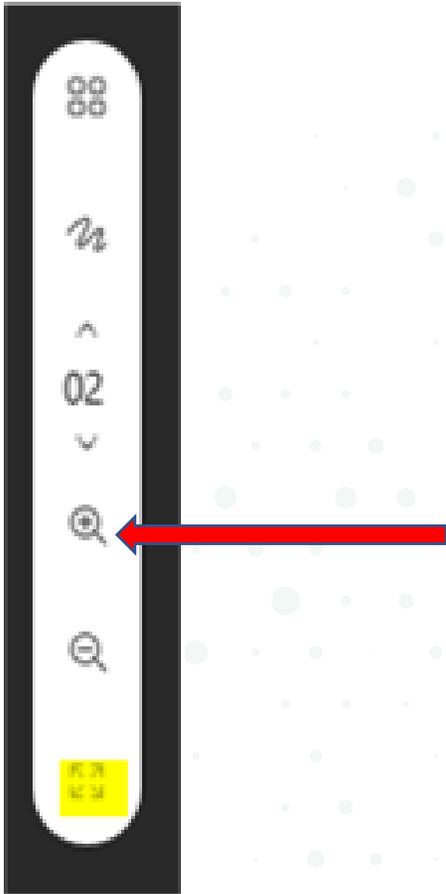
QUESTIONS AND ANSWERS

- To pose a question to the presenters, use the **chat box** and submit your question.
- Please note: only our presentation team can see your questions—not other attendees.
- If you do not see the chat box located in the panels on your screen, please select the chat icon at the bottom of your Webex window.



EXPAND WEBINAR WINDOW

- To expand your view, click on the full-screen icon in the top right corner of your window
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WEBINAR MATERIALS AND RECORDING

- The webinar materials and recording will be available on the SRAE PAS website about one week after the webcast.
- Handouts for this presentation will be available for download at the end of this webinar.

WEBINAR TECHNICAL ASSISTANCE

- If you experience technical difficulties, please call the Webex customer service number at 1-866-229-3239, Option 1.
- You can also click on the chat box to submit technical questions.



Welcome



OBJECTIVE

The objective of today's webinar is to provide guidance to SRAE grantees on obtaining buy-in and approval for SRAE performance measures entry and exit surveys.

AGENDA

- 3:00 – 4:10 FYSB guidance
- Coordinating the approval process
 - Waivers
 - Institutional Review Board (IRB)
 - Data collection capacity
- 4:10 – 4:15 Upcoming webinars
- 4:15 – 4:30 Q & A

POLL

Has your grantee organization begun communicating with implementation sites about the performance measures entry and exit surveys?

- Yes
- No

STATUS OF ENTRY AND EXIT SURVEYS

- The data collection start date for entry and exit surveys is now September 1.
- The final middle and high school entry and exit surveys have been OMB-approved and released. They will be available at <https://www.sraepas.com/>.

GUIDANCE FROM FYSB

COORDINATING THE APPROVAL PROCESS

How do I navigate the maze of getting approvals from all of my partners and implementation sites?

FYSB Recommended Steps

1. Grantee shares surveys with subawardees
2. Grantee requests waiver from FYSB (if needed)
3. Grantee shares FYSB-approved revised survey(s) with schools and implementation sites

COORDINATING THE APPROVAL PROCESS

How do I navigate the maze of getting approvals from all of my partners and implementation sites?

1. FYSB recommends that grantees share the surveys with their subawardees ***first*** to identify any items that do not align with the policies and practices of the local implementation sites.
 - Local implementation sites may have policies and practices related to data collection or sensitive questions already in place.
 - FYSB strongly recommends meeting with stakeholders, including school boards and sites, to gather more information about data collection practices.

COORDINATING THE APPROVAL PROCESS

Examples of Questions To Ask Related to Policies, Practices, and Processes

Please see the Handout

Policies & Practices

- What are your policies and practices related to data collection?
- What types of data collection are allowed?

Processes

- Is there a review process for approval to collect data? If so, what is it?
- If there isn't a review process, whose approval is needed?

COORDINATING THE APPROVAL PROCESS

How do I navigate the maze of getting approvals from all of my partners and implementation sites?

2. Based on information related to the policies, practices, and processes, the grantee should request to waive items that do not align.
 - Please note that documentation of the policies and practices is required to be submitted with the waiver request.
3. After waiver approval, FYSB will share with you a PDF of the FYSB-approved version(s) of the survey(s). The grantee should share ***FYSB-approved revised survey(s)*** with school boards and implementation sites.

COORDINATING THE APPROVAL PROCESS

How do I handle partners and sites who oppose some of the questions on the survey?

FYSB strongly recommends spending time to gather the necessary information about data collection policies, practices, and processes to inform the waiver request so that the FYSB-approved revised survey(s) presented to school boards and implementation sites will align with their current practices.

COORDINATING THE APPROVAL PROCESS

Each grantee should use the same surveys across the majority of their subawardees and implementation sites.

This means the primary goal of the survey review and waiver process should be to agree on one set of surveys that the majority of your partners and sites can use.

WAIVERS

When will the waiver form be available? How do I request the form?

The waiver form is now available.

Please talk with your Project Officer about your need for a waiver. Your Project Officer will send the waiver form to you upon request.

WAIVERS

What types of items can I request to be waived?

The waiver form is not restricted to specific items.

Grantees may request a waiver for any item.

Grantees will also be able to request waivers for items for specific:

- Ages
- Grades
- Program providers FYSB
- Implementation sites
- Implementation settings
- Populations

Note that the waiver form is for items, not entire surveys.

WAIVERS

Can we request to waive entire surveys for groups?

The waiver process is designed for waivers for specific items. It is not designed to request exemptions from completing entire surveys. Because all grantees are required to collect OMB-approved federal performance measures, FYSB discourages request for exemptions of entire surveys. Requests of this manner will be handled on a case-by-case basis and will require approval from FYSB leadership.

Grantees who have determined that an exemption is necessary should submit a waiver request form for the exemption only and inform their Federal Project Officer.

WAIVERS

How long will it take to review my waiver form?

FYSB has established a review process that should take no longer than 2 weeks after submission to your Project Officer. During the review process, you may be requested to revise or submit additional information. If this occurs, the approval process may take longer.

WAIVERS

Do I edit the survey myself after the waivers?

No. FYSB will send a PDF of the approved revised survey to you along with the email notification that states your waiver request is approved.

QUIZ

If one of your sites says it has a policy that will not permit data collection about decisions and experiences related to sexual activity, what should you do? (Select all that apply.)

- A. Obtain a copy of the policy
- B. Request a waiver for the entire survey for that site
- C. Request a waiver for the specific items relevant to the policy

ANSWER

If one of your sites says it has a policy that will not permit data collection about decisions and experiences related to sexual activity, what should you do? (Select all that apply.)

A. Obtain a copy of the policy

AND

C. Request a waiver for the specific items relevant to the policy

IRB

Are all grantees required to seek IRB approval?

Some IRB committees consider performance measures exempt from review because they are not considered to be research. However, this varies. FYSB's recommendation is to seek a ***letter of determination*** from your IRB to determine whether the performance measures have to be reviewed and, if so, what type of review will be needed.

A letter of determination typically does not require a review of the surveys. Grantees can request a letter of determination at any time.

IRB

What if IRB approval is necessary and we don't have it before the data collection period starts for the participant entry and exit surveys?

If an IRB review is required, IRB approval must be obtained before administering the surveys to youth. FYSB encourages you to seek an IRB committee that will enable you to obtain approval prior to data collection. If you foresee that IRB approval will take longer, please share the reason and the estimated date of obtaining approval with your Project Officer.

Grantees should continue programming while awaiting IRB approval.

IRB

What if I have to go through multiple IRBs?

FYSB recommends exploring strategies that may reduce the number of IRB reviews required.

1. One IRB reviews

- One IRB acts as the IRB of record.
- The IRB, at each participating site, will need to formally cede their IRB review to the reviewing IRB using a fully executed authorization agreement, sometimes called a reliance agreement.
- For example, if both the state and county health departments require internal IRB reviews, the grantee can ask if the state IRB approval can suffice in lieu of each county's IRB review.

IRB

What if I have to go through multiple IRBs?

2. Separate/multiple IRBs review

- In some cases, it may be preferable for each participating organization to obtain IRB approval from their own organization's IRB, covering any research participant activities that will occur at their site.
- This will almost always be the case when research is eligible for exemption from IRB review.
- For example, two different school systems may each obtain IRB approval from their own IRBs.

IRB

Can we edit the examples of the IRB materials that were shared during the January 23 webinar?

During the January 23 webinar, the contractor shared examples of the following:

- Parent consent form
- Youth assent form
- IRB application
- Staff confidentiality agreement

These documents are **examples**. They are not templates. Grantees are not required to use these examples. If you choose to use them, you may edit as you like.

TIMELINE FOR STARTING DATA COLLECTION

How do grantees request a delay in the data collection start date?

Grantees who anticipate the need to delay data collection after the September 1, 2020 start date should provide the following to their Federal Project Officer:

- The reason(s) data collection cannot start September 1
- A timeline that includes all activities that are necessary to gain all approvals to start data collection with expected due dates. The grantee is expected to do their research and gather information that is needed to complete a detailed timeline.
- An estimated date for when the grantee is expecting to start data collection that aligns with the timeline.

DATA COLLECTION CAPACITY

Do I need to hire staff with expertise in data collection or an evaluator?

Grantees, especially those with multiple subawardees, should ideally have a staff member, consultant, or contractor whose duties include coordinating the data collection process, reviewing and cleaning the data, submitting the data to FYSB, and resolving errors or inconsistencies identified during the data submission process. If you need support in these areas, please contact the SRAE Performance Measures Help Desk.

DATA COLLECTION CAPACITY

What if we do not have performance measures data collection costs in our current budget or the budget for the next fiscal year?

As stated in the funding opportunity announcement, the collection of federal performance measures is a requirement for all grantees. Please work with your Project Officer to revise your budget as needed.

DATA COLLECTION CAPACITY

Is it possible to collect the performance measures entry and exit survey data electronically?

Yes, it is possible to collect participant entry and exit survey data electronically using individual cell phones, tablets, or computers. General testing of any online mode should be done in advance of survey implementation with youth to ensure that respondents will be routed correctly through the survey and that required data privacy and security protocols are in place.

For more information on online data collection, please view the 5/27/2020 webinar recording and materials posted at <https://www.sraepas.com/>.

UPCOMING WEBINARS

Event	Timeline	Content
Cluster call: Online Data Collection	August 6, 2020 (3–4:30 p.m. EDT)	Small group of SRAE grantees discussion of strategies to collect participant entry and exit survey performance measures data online
Webinar: Survey Administration Guidelines	August 19, 2020 (3:30–5 p.m. EDT)	Best practices for administering participant entry and exit survey performance measures

PERFORMANCE MEASURES DATA SUBMISSION

- The data submission period for structure, cost, and support and attendance, reach, and dosage data has been changed (August through September 2020).
- When the data submission period begins, grantees may access the data submission portal through the SRAE PAS website <https://www.sraepas.com/>.

DATA SUBMISSION SUMMARY

Measures	Frequency of submission	Period covered by data	First submission window
Structure, cost, and support for program implementation	Annually	Federal grant year (e.g., October 2019 through September 2020)	August through September 2020
Attendance, reach, and dosage	Biannually	Six months (e.g., January through June 2020)	August through September 2020
Participant characteristics, perceptions of program effects, and program experiences (entry and exit survey data)	Biannually	Six months (except first round, which will be September through December 2020)	January/February 2021

QUESTIONS AND COMMENTS



IMPORTANT REMINDERS

- The first step is for grantees to share the surveys with subawardees.
- Grantees should talk with their Project Officer if a waiver for select items is needed.
- Grantees should work with their Project Officer if a budget revision is needed for performance measures costs.

FOR ADDITIONAL INFORMATION AND QUESTIONS ABOUT SRAE PERFORMANCE MEASURES

- Additional information about the SRAE performance measures is available at www.sraepas.com.
- For further support, contact Public Strategies at SRAEperformancemeasures@publicstrategies.com or call toll-free 833-797-0166.