Preparing SRAE Performance Measures Entry and Exit Survey Data for Submission

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3:00–4:30 p.m. EST

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QUESTIONS AND ANSWERS

- Use the **chat box** to submit a question to the presenters
- Your questions will only be visible to our team, and not other attendees
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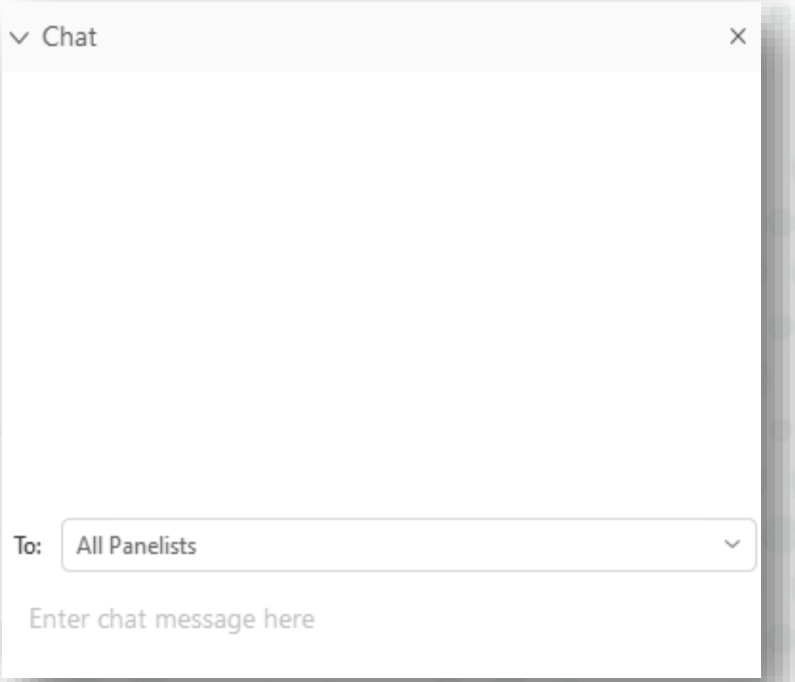
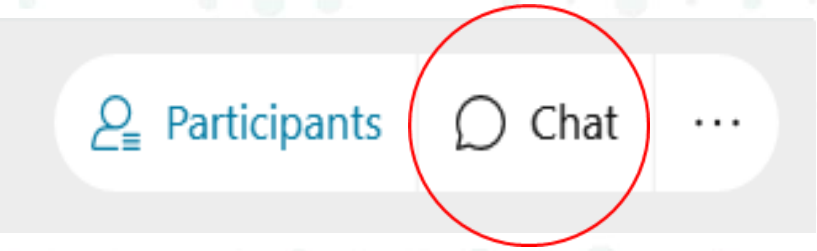
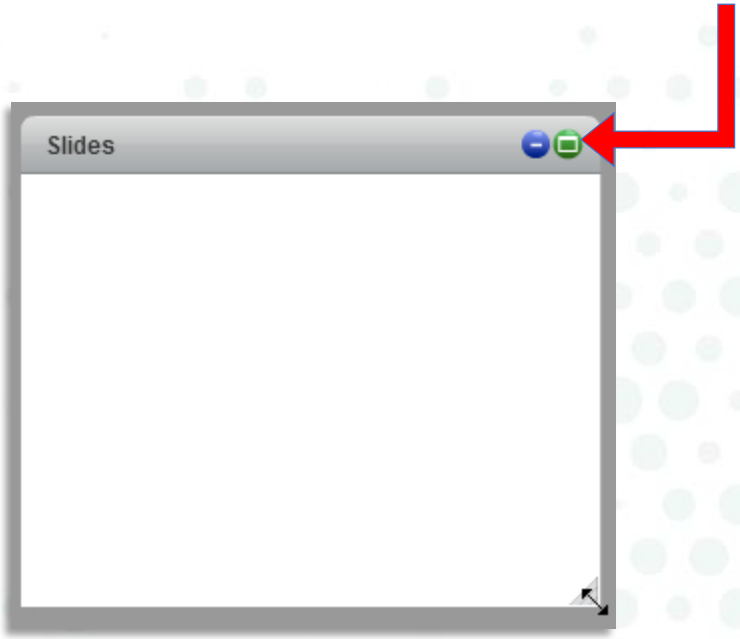




CHANGING THE WEBINAR WINDOW

- To expand your view, click on the full-screen icon button in the top right corner of your window



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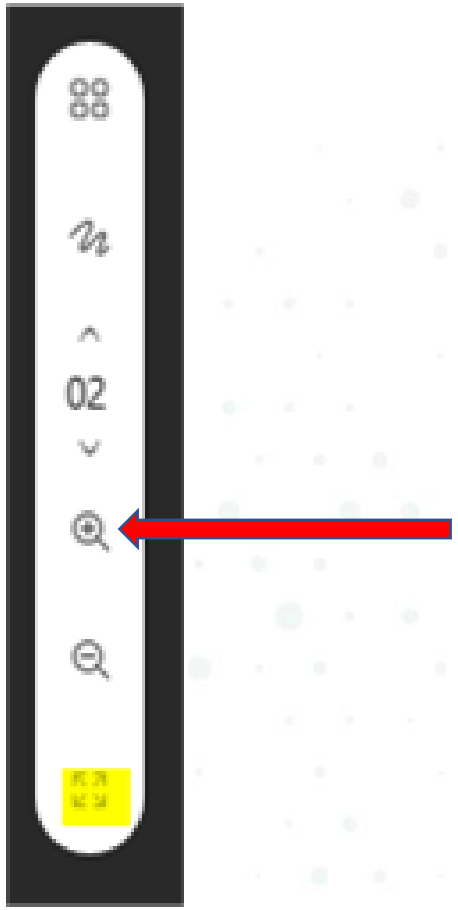

- To change the size of the text on the screen, hover your mouse at the left of your screen and use the + and - buttons

WEBINAR MATERIALS AND RECORDING

- Optional Excel tools for this presentation were emailed to grantees in advance
- The webinar materials and recording will be available on the SRAE PAS website (www.sraepas.com) about a week and a half after the webcast

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

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Welcome

AGENDA

3:00 to 3:10	Welcome and introductions
3:10 to 3:25	Reviewing and cleaning participant entry and exit survey data
3:25 to 3:40	Preparing individual-level data files for upload to the Portal
3:40 to 3:55	Questions and answers
3:55 to 4:15	Demonstration of optional data recording tools
4:15 to 4:30	Questions and answers

WEBINAR OBJECTIVES

- Discuss strategies for reviewing and cleaning participant entry and exit survey data
- Summarize the two methods of preparing survey data files for upload to the SRAE Performance Measures Portal
  - Demonstrate Excel data recording tools
  - Describe the file requirements for grantees who do not use the Excel data recording tools
- Answer questions

POLL

Have you identified a staff person to clean and prepare your entry and exit survey performance measures data for submission?

- Yes
- No
- Not sure

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REVIEWING AND CLEANING PARTICIPANT ENTRY AND EXIT SURVEY DATA

SUMMARY: STEPS IN THE DATA CLEANING PROCESS

- Identifying issues
  - Completeness checks
  - Range checks
  - Internal consistency checks
  - Reasonableness checks

- Investigating and potentially addressing issues identified
  - Contacting providers or data collectors
  - Editing electronic file, if needed
  - Communicating with ACF contractor about data issues
  - Avoiding similar issues in the future

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COMPLETENESS CHECKS

- Confirm that all expected data are in the file:
  - Data for all providers and programs
  - Records for (roughly) the expected numbers of youth participants
  - All expected data elements

- Some missing data are acceptable:
  - Programs for which FPO approved a delay in survey data collection
  - Participants who declined to complete a survey
  - Survey items for which the grantee has an approved waiver
  - Item-level missing data

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RANGE CHECKS

- Confirm that that all values fall within the range of relevant options for the survey item

- Valid values differ by variable, for example:
  - Q1: age — ***mark only one answer***
    - Valid responses are numeric values 10 through 20, where 20 represents the response “20 or older”
  - Q3: language(s) spoken at home — ***mark all that apply***
    - For each language in the survey, valid responses are 0 (indicating the box was not checked) and 1 (indicating the box was checked)
    - For the “please specify” field, valid responses are text strings

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INTERNAL CONSISTENCY CHECKS

- Identify any internal inconsistencies in the data:
  - Compare alignment between related variables:
    - Age (Q1) and grade (Q2)
    - In high school and older entry survey, sex (Q13) and pregnancy (Q14)
  - Confirm that “None of the above” was only selected if no other response was selected for living situation (Q7)
  - Check that skip logic was followed in high school and older exit survey: only youth responding “yes” to Q13 (planning to abstain) are expected to respond to Q14 (reasons)

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REASONABLENESS CHECKS

- Confirm that that values are not dramatically different than expected, given the population served
  - For example, if a program operates in high schools, but the survey responses indicate participants are all younger
- Unexpected results do not necessarily indicate data problems

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ISSUES TO INVESTIGATE

- All data are missing for a provider or program
  - Unless expected due to an approved delay in survey data collection
- Number of respondents differs substantially from number of youth who began/completed programming
- Any data element is entirely missing for a provider or program
  - Unless expected due to an approved waiver
- All or most values for a given variable are out of range
- All or most values for a given variable seem unlikely based on grantee's knowledge of the program

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- *Optional*: Item-level missingness, inconsistencies, etc.

STEPS TO RESOLVE ISSUES

- Contact providers or data collectors
- Determine whether data missing from the file are available -- for example:
  - On a hard-copy instrument
  - In the data system used to create the file
- Compare the data file to hard-copy surveys or any other original version of responses

- Do ***not*** contact youth participants to resolve inconsistent or missing survey responses

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EDITING DATA

- Preserve the original, unedited version of the data (e.g., hard copy surveys)
- Before submitting to the Portal, revise the electronic file to:
  - Add any missing data that are available
  - Correct any data that do not match original version
- Submit youth participants' actual responses to the Portal, including any item-level missingness and internal inconsistencies

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COMMUNICATING WITH ACF CONTRACTOR ABOUT DATA ISSUES

- If assistance is needed, contact the SRAE Performance Measures Help Desk
- If explanation is needed, provide comments in the optional notes field on the last page of the Portal

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AVOIDING SIMILAR ISSUES IN THE FUTURE

- Communicate with providers and data collectors about common data issues and how to avoid them
- Revise data collection and data entry protocols and procedures to prevent common data issues
- Provide additional training/TA to data collection and/or data entry staff, as relevant

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PREPARING INDIVIDUAL-LEVEL DATA FILES FOR UPLOAD TO THE PORTAL

TWO OPTIONS FOR PREPARING SURVEY DATA FILES

Grantees can choose between:

1. Using the optional Excel data recording tools
2. Creating an extract file from grantee's data system

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OPTION 1: EXCEL DATA RECORDING TOOLS

- Two tools for SRAE participant survey data:
  - Entry survey tool
  - Exit survey tool

- Each tool accommodates data from both middle school and high school and older survey versions

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OPTION 1: EXCEL DATA RECORDING TOOLS (continued)

- Include all entry survey data in one file and all exit survey data in one file
  - If providers create separate files, grantee should create a new combined file containing all records, across all providers, in a single worksheet
  - Grantee should check the combined file for accuracy
    - Confirm the total number of records
    - Confirm all provider and program names are present in the file

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OPTION 2: EXTRACT FROM GRANTEE DATA SYSTEM

- Acceptable file formats:
  - Excel (.xslx)
  - Comma separated values (.csv)
- One file for entry survey data and one for exit survey data:
  - Entry survey file must contain one record for each entry survey respondent
  - Exit survey file must contain one record for each exit survey respondent
- First row should contain variable names
  - We recommend using the variable names listed in the Excel tools

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OPTION 2: EXTRACT FROM GRANTEE DATA SYSTEM (continued)

- Each record must contain:
  - Grantee, provider, and program name
  - Indicator of survey version (MS or HS)
  - Reponses to survey questions
- Files must ***not*** include any additional data elements:
  - Personally identifying information (PII), such as student names or SSNs
  - Reponses to any questions the grantee added to the end of the survey

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DECIDING WHICH OPTION TO USE

Option	Better suited for
1: Excel data recording tools	• Grantees serving smaller numbers of youth • Grantees without existing data systems
2: Extract file	• Grantees serving larger numbers of youth • Grantees with centralized data systems

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STEPS TO UPLOAD DATA FILES

- Log into the Portal
- Update list of active providers and programs
- Select “Upload Survey Data” from left navigation menu
- Follow instructions in upload wizard
  - If using Excel tools, columns will map automatically to required data elements
  - If using custom extract file, user will map columns to required data elements
- Review validation check results and make any necessary corrections to file
- Save data

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UPLOAD WIZARD VALIDATION CHECKS

- Before saving data, upload wizard will check that:
  - Provider and program names match what is reported on other pages of the Portal
  - All required data elements are included
  - Values for each data element are in the expected range
- If file fails any check, user must make corrections and upload file again
- If file passes all checks, user will be able to save the data to the Portal

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QUESTIONS

OPTIONAL DATA RECORDING TOOLS

STRUCTURE OF DATA RECORDING TOOLS

- Two tools for SRAE participant survey data:
  - Entry survey tool
  - Exit survey tool

- Each data recording tool includes three worksheets:
  - Instructions
  - A worksheet for recording survey data
  - Data entry codes, listing acceptable values for each data element

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USING THE DATA RECORDING TOOLS

- Open and review the instructions
- Navigate to data entry worksheet
- Enter your data
- Save your work

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SRAE Recording Tool for the Participant Entry Survey

Overview

This tool is for recording and tabulating participant responses on the Participant Entry Survey. For each participant who began SRAE programming during the reporting period, enter survey responses according to the instructions below.

This tool is designed to accommodate data from both the middle school (MS) version and the high school and older (HS) version of the entry survey. For each row, indicate in Column E which version the respondent completed (MS or HS). In rows where "MS" is entered in Column E, columns for items not asked of middle school youth (Question 12a through Question 15, in Column BD through Column BL) will be auto-filled with a special missing code (MS).

Grantees have two options for submitting participant-level entry survey data to the SRAE Performance Measures Portal:
(1) Grantees can use this tool to record survey responses and can upload it directly to the SRAE Performance Measures Portal.
(2) Grantees can store participant-level data in other systems and can produce extract files that conform to Portal upload requirements for entry survey data.

Recording Participant Entry Survey Responses

Survey responses for each program participant are to be entered on a separate row in the Participant Entry Survey tab in this tool.

Data entry codes for participant responses are listed below each question as well as in the Data Entry Codes tab in this tool. Participant responses must be entered using the specified codes (without spaces before or after the codes). Use of codes other than those listed will result in incorrect tabulations of the responses for each survey item. If a youth did not respond to an item on the survey, leave the data-entry cell for that item blank. Grayed-out fields indicate that data should not be entered.

Entry surveys are to be completed anonymously. Consequently, no participant names or other identifiers should be recorded on the Participant Entry Survey tab.

Note: This tool can store data for up to 10,000 program participants. Grantees with more than 10,000 participants should contact the SRAE Performance Measures Help Desk for an expanded version of the tool.

Questions or Technical Assistance

Additional information on the SRAE performance measures is available at www.sraepas.com.
For questions or technical assistance in using this data recording tool, contact:
SRAEPerformanceMeasures@publicstrategies.com or toll-free at (833) 797-0166.

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DEMONSTRATION OF THE DATA RECORDING TOOLS

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SURVEY MEASURES DATA SUBMISSION TIMELINE

- Grantees will submit performance measures based on survey data each winter and summer
- Each data submission will cover a six-month data collection period: January to June or July to December -- *except for the first round, which is September through December 2020*
- For each data collection period, grantees will submit:
  - Entry survey data for all youth who *begin* programming during the period
  - Exit survey data for all youth who *end* programming during the period

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DATA SUBMISSION SUMMARY

Measures	Frequency of submission	Period covered by data	Next submission window
Participant characteristics, perceptions of program effects, and program experiences (entry and exit survey data)	Biannual	Six months (except first round, which is September through December 2020)	February 1 – March 15, 2021
Attendance, reach, and dosage	Biannual	Six months (e.g., July through December 2020)	February 1 – March 15, 2021
Structure, cost, and support for program implementation	Annual	Federal grant year (e.g., October 2020 through September 2021)	July/August 2021

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UPCOMING TECHNICAL ASSISTANCE EVENTS

Event	Timeline	Content
Office hours	January 5, 2021	• Answer questions from evaluators and data submission staff on reviewing and uploading survey data
Updates to implementation performance measures	January 11, 2021	• Review of measures of structure, cost, and support and attendance, reach, and dosage • Demonstration of the updated optional Excel tools
Office hours	January 14, 2021	• Answer questions from grantees and providers on implementation performance measures
Refresher on submitting data to the Portal	January 28, 2021	• Review of measures to be submitted in winter 2021 • Demonstration of SRAE Performance Measures Portal

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QUESTIONS AND COMMENTS

RESOURCES AND ADDITIONAL INFORMATION

- 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

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