SRAEPAS
Sexual Risk Avoidance Education Performance Analysis Study

Frequently Asked Questions

Measures of Attendance, Reach, and Dosage

General Questions

1. **What are the data collection and data submission periods?**

   Measures of attendance, reach, and dosage are submitted to the Administration for Children & Families (ACF) Family & Youth Services Bureau (FYSB) through the web-based SRAE Performance Measures Portal twice each year.

   - Data collected January through June are submitted each summer.
   - Data collected July through December are submitted each winter.

2. **Do attendance, reach, and dosage data have to be collected for all programs and participants?**

   Yes, all attendance, reach, and dosage measures must be collected and submitted for all youth participating in SRAE programming completed during the reporting period.

3. **How are data on attendance, reach, and dosage aggregated?**

   Data on attendance, reach, and dosage are aggregated across cohorts and submitted for each program model delivered by each provider. Optional performance measures data recording tools (Microsoft Excel spreadsheets) are available to help grantees record and aggregate all data on attendance, reach, and dosage at www.sraepas.com/tta-resources/.

Questions About Measures

4. **How is a cohort defined for the purposes of SRAE performance measures?**

   A cohort, in this context, represents a set of youth jointly receiving a defined set of SRAE services, which could include a specific curriculum and any additional hours of programming added to meet SRAE goals. If a provider is delivering an SRAE program to multiple groups of youth simultaneously, but these groups meet separately, each group of youth should be considered a separate cohort. A cohort could consist of an individual, if programming is delivered one-on-one.

5. **When reporting cohorts that have completed programming, how should grantees define "completed"?**

   Youth are considered to have completed programming if programming has ended for the cohort and will not resume whether or not all of the intended sessions were delivered.

6. **For youth who are served in more than one setting, which setting should be reported?**

   For program providers that operate the same program in more than one setting, grantees should report youth in the primary setting where they are served. "Primary" is defined as the setting in which the youth receives the majority of programming hours.

7. **How should the number of program hours delivered be calculated?**

   Grantees should report the number of program hours delivered by program delivery staff (facilitators), which could include a specific curriculum plus any additional hours of supplemental programming added to meet SRAE goals. *Grantees should not multiply this number by the number of youth receiving programming*.

8. **If make-up sessions are offered to students who miss a class, how should that be reported?**

   For the measure of the number of hours delivered, the total number of hours delivered to those in the cohort who attended all sessions held—excluding make-up sessions—should be reported. For the measure of dosage, if a student missed a regular session, but then attended a make-up session for that content, he or she should be counted as attending the session.

9. **How do grantees submit attendance data for students participating in activities that are not part of the general program model (e.g., a youth leadership council)?**

   Measures of attendance should be based on the number of intended program hours, which include the curriculum plus any supplemental topics. Optional activities beyond this should not be included when computing dosage.

10. **Should time spent completing participant entry and exit surveys be included in "program hours delivered"?**

    No, the number of program hours delivered does not include time spent on data collection.

11. **How do grantees collect "majority population" data (e.g., to report that a majority of the population served are youth in foster care)?**

    Grantees should only report that most youth in a program were from a specific population when they have information that confirms that assessment. If a grantee is uncertain, the population should not be reported, rather than guessing or asking youth.

12. **How should grantees count the number of the youths' parents/guardians and other caring adults who attended at least one program session?**
Parents/guardians and other caring adults should be counted who attend any SRAE program session, including Parent Nights, other parent sessions, youth program sessions, or program sessions for parents/guardians and youth together.

Questions About Data Submission

13. **Who is responsible for submitting performance measures data for subrecipient providers?**
Grantees are ultimately responsible for ensuring all performance measures data are submitted to the Portal. While grantees can submit the data themselves, they may choose to delegate some of the data submission responsibility to providers or evaluators.

14. **What is the relationship between the optional Excel data recording tools and the SRAE Performance Measures Portal?**
The optional Excel data recording tools provide a format for recording individual cohort and participant information. The tools automatically calculate the information that the Portal requires. The Summary data tab in each tool presents the data as they should be entered into the Portal. Use of the Excel tools is optional, but all grantees must submit performance measures data through the Portal.

15. **Where can grantees find the optional Excel data recording tools to assist with data entry?**
The optional Excel data recording tools can be found on at www.sraepas.com/tta-resources/.

16. **How should a grantee decide which optional Excel tool to use for attendance, reach, and dosage?**
Two versions of the tool were developed to help grantees prepare the data to be submitted for measures of attendance, reach, and dosage. One facilitates recording data based on program sessions, and the other facilitates recording data by program hours. Which version of the tool a grantee should use depends on the frequency and length of program sessions. The "By Session" version of the tool was designed for programs that deliver shorter sessions of equal length. The "By Hours" version of the tool was designed for programs that deliver sessions that are longer or of unequal length.

Grantees should be sure to use the tool for the correct reporting period. The Summary tab only pulls data for cohorts completed during the reporting period, so if a grantee uses the tool for the wrong period, data won't aggregate correctly.

17. When using the optional Excel tools, how should grantees identify participants?

Grantees should not submit individual participant information or identifiers to the Portal. Aggregated data, such as the total number of participants and the number of participants completing 75 percent of program sessions, should be submitted to the Portal. When using the optional Excel tools, grantees and subrecipients should comply with the data security and privacy requirements found on the www.sraepas.com website and located at this link: https://www.sraepas.com/wp-content/uploads/2020/06/SRAE-Performance-Measures-Data-Privacy-and-Security-Requirements.pdf

These data privacy and security requirements are particularly important if personally identifiable information (PII) is used to identify participants whose data are included in the optional Excel tools.

18. Should grantees with multiple providers, or providers that operate more than one program, use more than one optional Excel tool spreadsheet?

Yes. Each optional Excel tool is designed for one program operated by one provider. Grantees with multiple providers will use at least one spreadsheet per provider. If a provider has multiple cohorts but only one program model, it can use one spreadsheet. However, if a provider has more than one program model, it will need a separate spreadsheet for each program model.