

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

Re-recorded November 1, 2021

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## WEBINAR MATERIALS AND RECORDING

- The webinar materials and recording are available for download on the SRAE PAS website.

# 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

- FYSB guidance
  - Coordinating the approval process
  - Institutional Review Board (IRB)
  - Data collection capacity
- Upcoming technical assistance events and other important information

## STATUS OF ENTRY AND EXIT SURVEYS

- The data collection start date for revised entry and exit surveys is January 1, 2022.
- The revised entry and exit surveys have been OMB-approved and released. The surveys are 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 recommends that grantees share the surveys with their subrecipients **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

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

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

*For information on waivers, please refer to the November 10, 2021, webinar on the SRAE PAS website.*

## 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 requires that grantees 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 should request a letter of determination now.***

## 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 November 10, 2021, webinar?***

During the November 10 webinar, the contractor shared examples of the following:

- A suggested template for parent consent form
- A suggested template for youth assent form
- IRB application
- Staff confidentiality agreement

These documents are templates to guide you. They are not required for you to use if you have your own forms. If you choose to use them, you may edit them 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 January 1, 2022 start date should provide the following to their Federal Project Officer:

- The reason(s) data collection cannot start January 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 subrecipients, 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 11/1/2021 webinar recording and materials posted at <https://www.sraepas.com/>.

## UPCOMING TECHNICAL ASSISTANCE EVENTS

- Please refer to the SRAE PAS website for upcoming technical assistance events and dates here: [www.sraepas.com](http://www.sraepas.com)

## PERFORMANCE MEASURES DATA SUBMISSION

- The first data submission period for new grantees occurs in July – August 2022.
- When the data submission period begins, grantees may access the data submission portal through the SRAE PAS website <https://www.sraepas.com/>.

## SUMMER 2022 DATA SUBMISSION SUMMARY

Measures to be Collected	Data Collection Period	Data Submission Period
Structure, cost, and support for program implementation	October 1, 2021 – September 30, 2022	July/August 2022
<ul style="list-style-type: none"> <li>Attendance, reach, and dosage</li> <li>Participant characteristics, perceptions of program effects, and program experiences (entry and exit surveys)</li> </ul>	January 1 – June 30, 2022	July/August 2022

## IMPORTANT REMINDERS

- The first step is for grantees to share the surveys with subrecipients.
- 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](http://www.sraepas.com).
- For further support, contact Public Strategies at [www.sraepas.com/contact/](http://www.sraepas.com/contact/) or call toll-free 833-797-0166.