Preparing SRAE Performance Measures Entry and Exit Survey Data for Submission

April 28, 2022
3:30–5:00 p.m. EST

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AGENDA

3:30 to 3:40	Welcome and introductions
3:40 to 3:55	Reviewing and cleaning participant entry and exit survey data
3:55 to 4:10	Preparing individual-level data files for upload to the Portal
4:10 to 4:25	Questions and answers
4:25 to 4:45	Demonstration of optional data recording tools
4:45 to 5:00	Questions and answers

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Welcome

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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 grantee staff person or contractor 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
  - Developing a plan or process to avoid common issues in the future

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COMPLETENESS CHECKS

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

- Some missing data are acceptable:
  - 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 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 for high school and older version, 10 through 16 for middle school version
  - 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 “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 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 that served youth during the reporting period
- 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

Do	Do *Not*
Contact providers or data collectors	Contact youth participants to resolve inconsistent or missing survey responses
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	Attempt to correct mistakes youth respondents made (such as inconsistent or out-of-range responses)
Compare the data file to hard-copy surveys or any other original version of responses to identify errors in data entry	

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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 needed

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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
- The entry survey tool accommodates data from both main versions and versions for programs participating in impact studies

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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 another 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, HS, MS impact (for entry only), or HS impact (for entry only)
  - 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 lists 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: GENERAL TIMELINE

- Grantees submit performance measures based on survey data each winter and summer
- Typically, survey data submissions cover a six-month data collection period (January–June or July–December)
  - *However, data collected February–June 2022 will be submitted in summer 2022*
- For each data collection period, grantees 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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SUMMER (JULY–AUGUST) 2022 DATA SUBMISSION

Measures	Frequency of submission	Period covered by data
Participant characteristics, perceptions of program effects, and program experiences (entry and exit survey data)	Biannual	February through June 2022
Attendance, reach, and dosage	Biannual	February through June 2022
Structure, cost, and support for program implementation	Annual	Federal grant year: October 2021 through September 2022

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UPCOMING TECHNICAL ASSISTANCE EVENTS

Event	Timeline	Content
Live webinar: Refresher on submitting data to the Portal	June 23, 2022	• Review of measures to be submitted in summer 2022 • Demonstration of SRAE Performance Measures Portal
Office hours	July 28, 2022	• Answer questions from grantees and providers on submitting data to the Portal
Live webinar: Intro to SRAE performance measures/human subjects and privacy protections for grantees	October 5, 2022	• Overview of SRAE reporting requirements • Guidance on IRB engagement and approvals (if needed)
Live webinar: SRAE implementation measures and Winter 2023 reporting requirements	December 7, 2022	• Overview of implementation measures of structure, cost, and support as well as attendance, reach, and dosage

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QUESTIONS AND COMMENTS

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RESOURCES AND ADDITIONAL INFORMATION

- Additional information about the SRAE performance measures is available at www.sraepas.com
- For further support, contact the SRAE Performance Measures Help Desk at www.sraepas.com/contact or call toll-free 833-797-0166

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