SRAEPAS
Sexual Risk Avoidance Education
Performance Analysis Study

Sexual Risk Avoidance Education Performance Measures Portal

MANUAL OF OPERATIONS

WINTER 2025 DATA SUBMISSION

Measures of Attendance, Reach, and Dosage
Participant Entry and Exit Survey Measures

OPRE

FYSB Family & Youth Services Bureau

Mathematica
Progress Together

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Contents

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I. Introduction

Welcome to the Sexual Risk Avoidance Education Performance Measures Portal, hereafter referred to as the Portal. The Sexual Risk Avoidance Education (SRAE) grant recipients[1] and their designees use the Portal to submit data on SRAE performance measures to the Family and Youth Services Bureau (FYSB). The Portal is operated by Mathematica and Public Strategies under contract with the Administration for Children and Families (ACF). This operations manual describes how users should submit performance measures data into the Portal during the winter 2025 submission period. The manual includes instructions on how to:

- Log in
- Enter performance measures data for the reporting period, including uploading participant entry and exit survey data files
- Create additional user accounts
- Validate and submit data

All SRAE grant recipients should submit data into the Portal during the winter 2025 submission period: from January 13 through February 24, 2025.

A. Submitting data on performance measures: An overview

Grant recipients are ultimately responsible for ensuring all required performance measures data are accurate and entered into the Portal. However, grant recipients may ask providers[2] or other designees to input data on their behalf. Grant recipients should review all data entered by their designees before making a final submission.

Grant recipients and their designees will submit two of the three categories of performance measures data to the Portal in winter 2025:

- **Measures of structure, cost, and support for program implementation** will not be submitted during this submission period.
- **Measures of attendance, reach, and dosage**, including youth attendance (overall and by setting) and the program dosage delivered to youth. These measures should cover youth ending programming during the six-month reporting period from July 1 through December 31, 2024. Appendix C details these measures.
- **Participant entry and exit survey data**, including measures of participant characteristics, behavior, experiences, and perceptions of program effects. The entry survey measures should include all youth who began programming from July 1 through December 31, 2024, and the exit survey measures should include all youth who ended programming during that same six-month period.

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[1] Definition for grant recipient is in the glossary in Appendix A.
[2] Definition for provider is in the glossary in Appendix A.

B. Portal user accounts

Access to the Portal is restricted to SRAE grant recipients and their designees. The login process is described in Section II, Getting Started. Within the Portal, access to specific pages depends on the role assigned to each user during account registration:

- Grantee-level accounts have access to all pages of the Portal related to their data, which include data at the grant, provider, and program levels.[3] Grantee-level accounts are for grant recipient staff and designees, such as evaluators identified by the grant recipient as requiring access. Users with grantee-level accounts can also create accounts for other staff at the grantee or provider level.
- Provider-level accounts have access to Portal pages only at the provider and program levels that relate to their data.

C. Additional resources

Guidance documents, tools, and training materials are available at the SRAE Performance Analysis Study (PAS) website at www.sraepas.com. Recordings and other materials most relevant to the current data submission include the following:

- January 7, 2025 webinar related to submitting data to the Portal, which will be posted to the website in early February
- May 10, 2023 webinar related to preparing entry and exit survey data files for submission

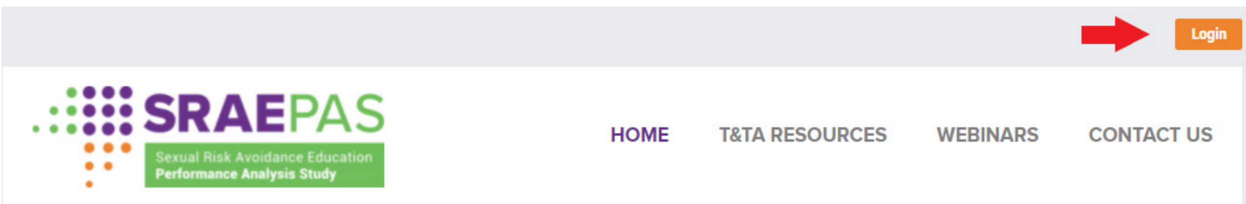
The SRAE Performance Measures Help Desk is available to answer additional questions about performance measures or Portal operations. The Help Desk can be reached toll-free at (833) 797-0166 or at www.sraepas.com/contact/. The Help Desk inbox and voicemail box are checked every 1-2 business days.

[3] By default, grantee-level and provider users have access to both the Portal and Dashboard. If grantee-level users want to limit a user's access to only the Portal or the Dashboard, grantee-level users may change access levels on the *Grantee User Management* page.

II. Getting started

A. Logging in

Users can access the Portal by opening the Chrome or Internet Explorer browsers, navigating to the SRAE PAS website at www.sraepas.com, and then clicking the **Login** button in the top right corner of the page. Users with accounts created during the previous data submission period can log in by using their existing username and password, following the instructions in the "Subsequent logins" section below. Individuals who need an account should contact an existing user for their grant and ask them to create a new account.[4]



1. Initial login for new users

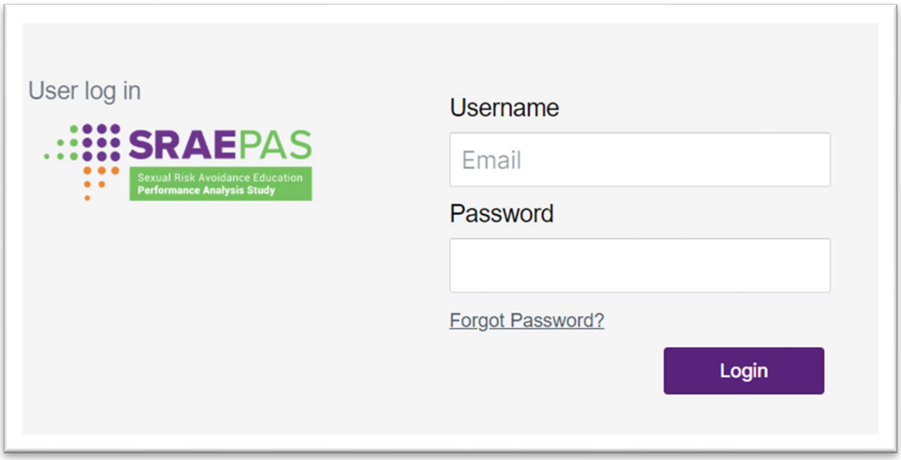
When a new account is created, users will receive an email invitation to access the Portal. The email will include a username and a temporary password.

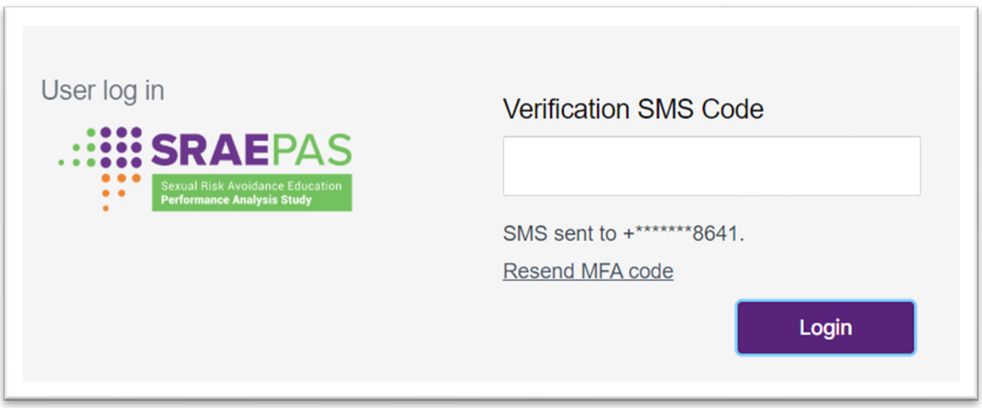
The first time a new user logs in to the Portal, the user will enter the username and temporary password from the invitation email and click **Login**. If users experience trouble copying and pasting their temporary password from the invitation email, they should attempt to type it into the Portal. Next, the user will be prompted to create a new password for future logins. After the password is reset, the user will be prompted to enter a location (for example, United States) and a *cell phone number that can receive text messages* (not a landline).[5] After the user enters a cell phone number and clicks **Submit**, they will receive a six-digit code via SMS text message. As shown in the screenshot on the next page, the user will enter the security code from the text message to complete the login process. This process is referred to as Multi-Factor Authentication (MFA) and is an enhanced security procedure to improve data protection.

As an additional layer of security, the Portal requires a security code, sent via SMS text message, to be entered at login. The SMS text message will be sent to the **cell phone number** provided at time of registration.

[4] To find out who at your grant recipient has an account, contact the Help Desk at (833) 797-0166 or www.sraepas.com/contact/.

[5] To update an incorrect phone number associated with the account, contact the Help Desk at (833) 797-0166 or www.sraepas.com/contact/.



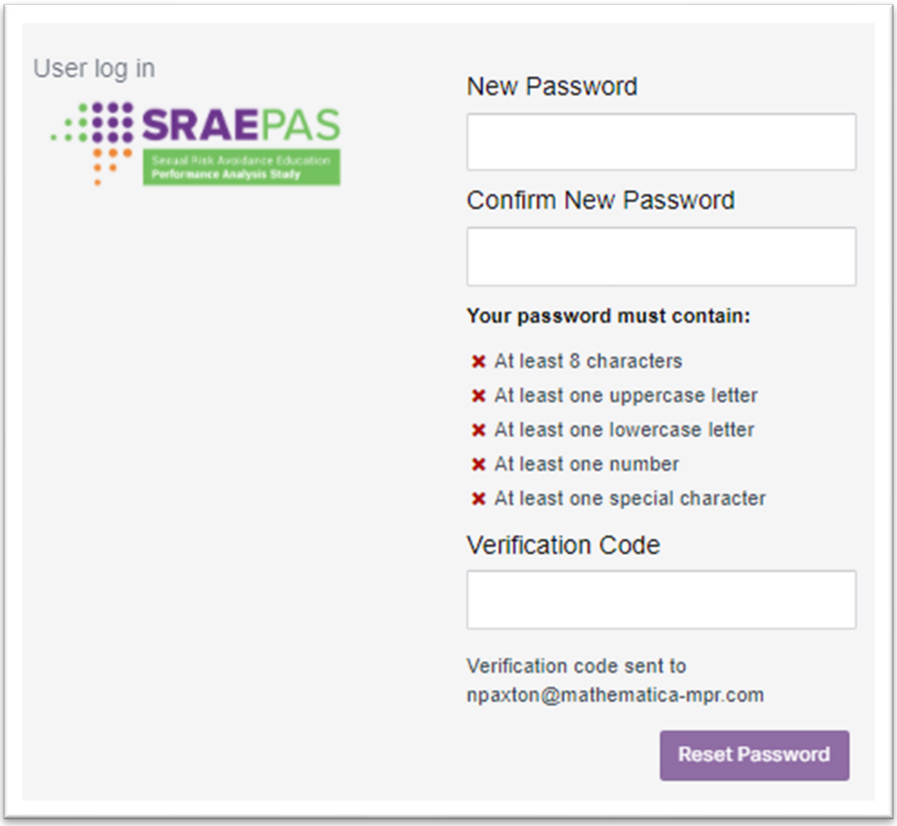


2. Subsequent logins

For subsequent logins, Portal users will be prompted for a username and password. Once users click **Login**, they will receive a six-digit security code via an SMS text message. Users will enter the security code from the text message to complete the login process.

Users who forget their password should go to the *Login* page, provide their username (which is the email address used for registration) and select **Forgot Password**. A six-digit verification code will then be sent to the email address used for registration. Users will enter a new password and the six-digit verification code to complete the password reset process.

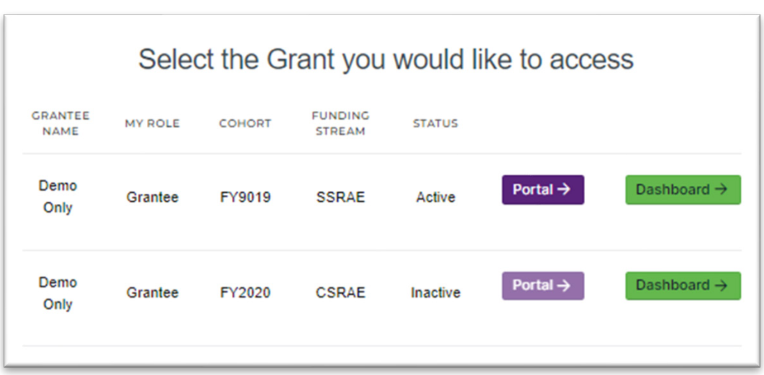
To ensure security, a user will be automatically logged out of the Portal after 120 minutes of inactivity and will have to log back in.



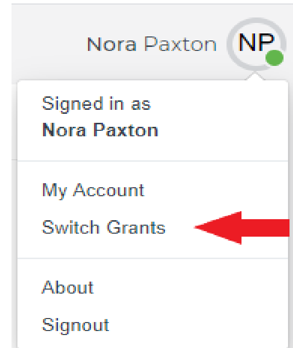
Users who forget their username (the email address used for registration) should email the SRAE Performance Measures Help Desk at www.sraepas.com/contact/ or call the toll-free line at (833) 797-0166.

3. Users with more than one active SRAE grant

Grantee-level users with more than one active SRAE grant during the reporting period will submit performance measures data for each grant separately. If a user is responsible for entering data for more than one grant, they will see a table when they log in to the Portal with the names of the grants to which they have access. They can select a grant from the list, enter data, and submit data for that grant. If a user does not see all their grants listed, they should ask an existing grantee-level user to give them access to the missing grant or contact the help for support.



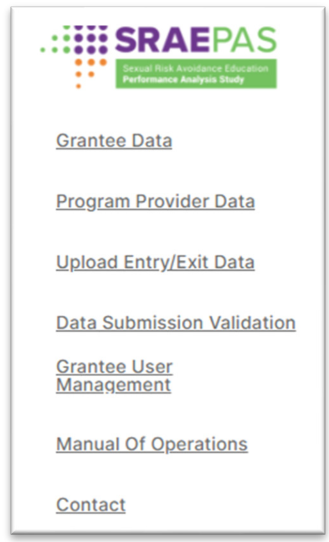
To enter data for a different grant, they can click on their initials in the top right corner of the Portal and select **Switch Grants**.



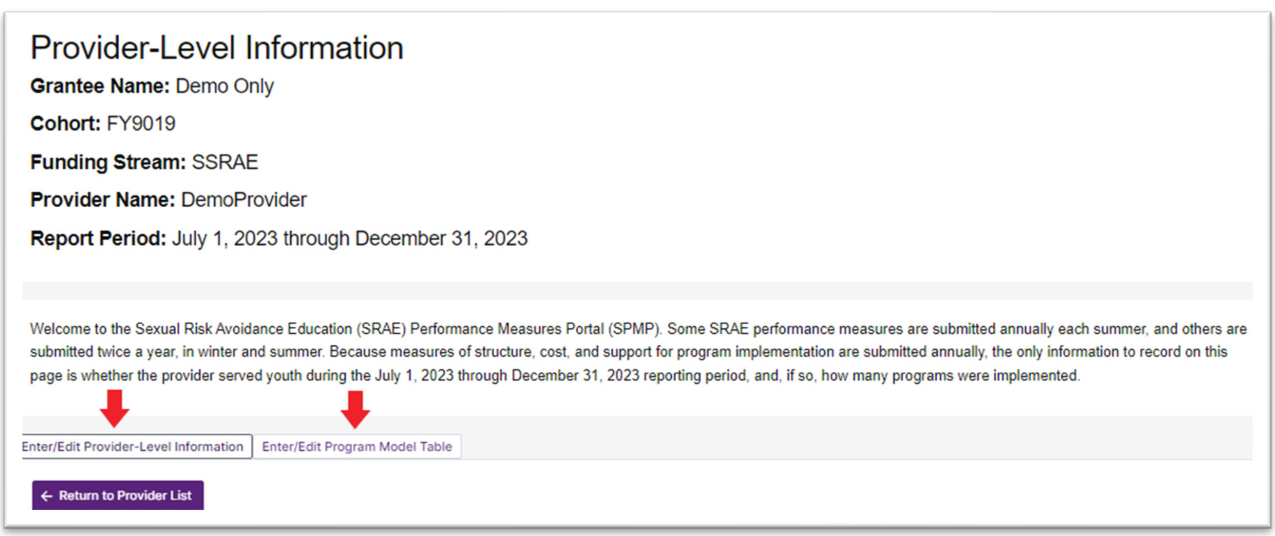
B. Navigating the Portal

Once logged in to the Portal, there are several ways to navigate.

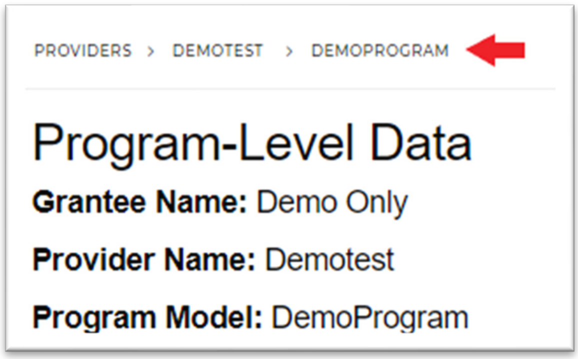
Left navigation menu. This menu, shown in the screenshot to the right, is visible from all pages and brings users to the following pages: *Grantee Data, Program Provider Data, Upload Entry/Exit Data, Data Submission Validation, Grantee User Management, Manual of Operations*, or *Contact*.



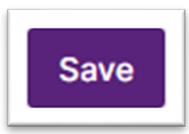
Page tabs. The provider-level and program-level measures span several pages. Page tabs are included to allow users to navigate these pages in whatever order they choose. In the screenshot below, the upper-level tabs labeled in purple text are used to navigate between provider-level pages. The lower-level tabs labeled in all capital letters and black text are used to navigate between the program-level pages.



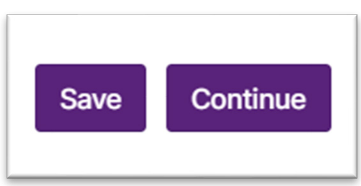
Nested pages (breadcrumb navigation). At the top of each page, users will see the list of nested pages that lead to the current page. Users can use this nested list to navigate back to earlier pages.



Save. At the bottom of each page, there is a **Save** button. Users can save data at any time. Saving data will enable users to navigate to different pages or to log out of the Portal without losing data they have already entered. Users can return to the page to edit any saved data or add more data. If the data entered are incomplete or inconsistent when saved, messages flagging the issue(s) will appear, and the fields requiring attention will be highlighted on the screen.



Continue and **Return.** At the bottom of the page, next to the **Save** button, users will see either a **Continue** button or a **Return** button. A **Continue** button will be on the bottom of the page if more measures need to be entered at that level (grant, provider, or program level). A **Return** button will be on the bottom of the page if no more measures need to be entered at that level. Clicking on the **Return** button will bring users back to either the Program Provider Table or the Program Table. For clarity, if users hover over the **Continue** and **Return** buttons, a message will show the page that users will land on when the button is clicked. If users click **Continue** or **Return** without first clicking **Save**, they will be asked, “Are you sure you want to leave the page without saving your data?” Users may click on **Yes** to continue the action or click on **Cancel** to stay on the page and save the data (by clicking the **Save** button) before continuing.



In general, the Portal is designed so that users can skip around and enter data in whatever order is convenient for them, coming back later to fill in additional items. However, there are two notable exceptions:

- The Program Provider Table must be completed before any data on their programs can be entered.
- The Program Model Table and program-level page on survey data collection information must be completed before users can upload survey data.

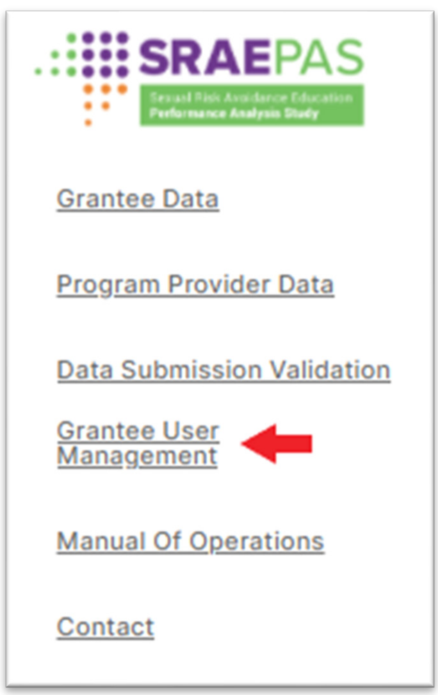
C. Creating and managing user accounts

SRAE grant recipients are responsible for ensuring that data are submitted for all providers and programs associated with their grants. Grant recipients can submit all data into the Portal directly or can delegate the submission of some or all measures to providers or other partners (such as external evaluators). Grantee-level users can use the Portal to create a new user account for anyone they choose as a delegate. Accounts created during any data submission period will remain active in later data submission periods (unless a grantee-level user deletes the account).

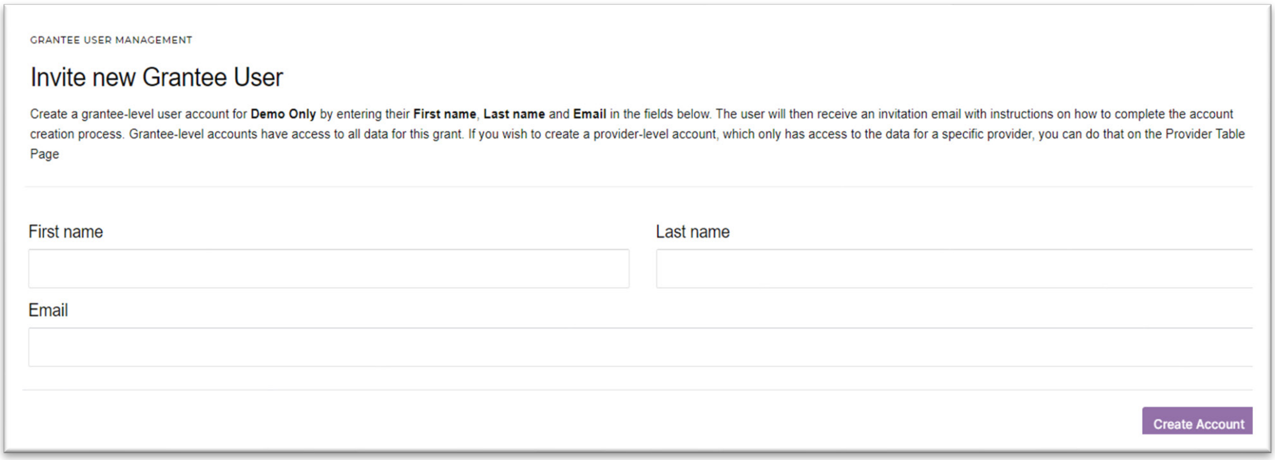
> Only grantee-level users can create user accounts; provider-level users do not have this capability.

There are different processes for creating new accounts, depending on the type of account the grantee-level user wishes to create:

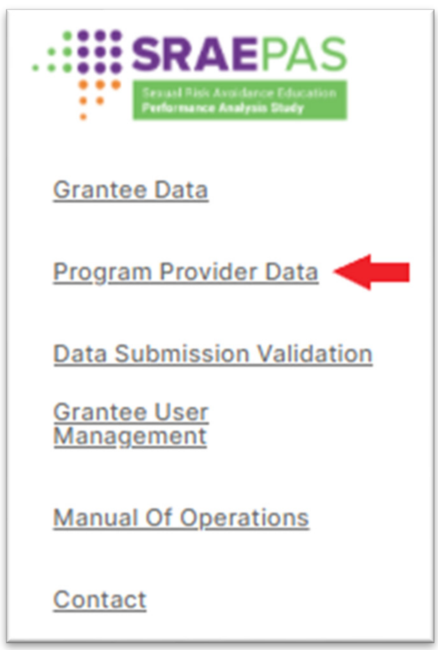
- To create a new grantee-level account, grantee-level users will log in to the Portal and click on **Grantee User Management** from the menu on the left side of the page:



Grantee-level users will complete the form at the top of the *Grantee User Management* page, entering the new grantee-level user's name and email address. Once they have completed the form and selected **Create Account**, new users will receive an email invitation to complete the initial login process.



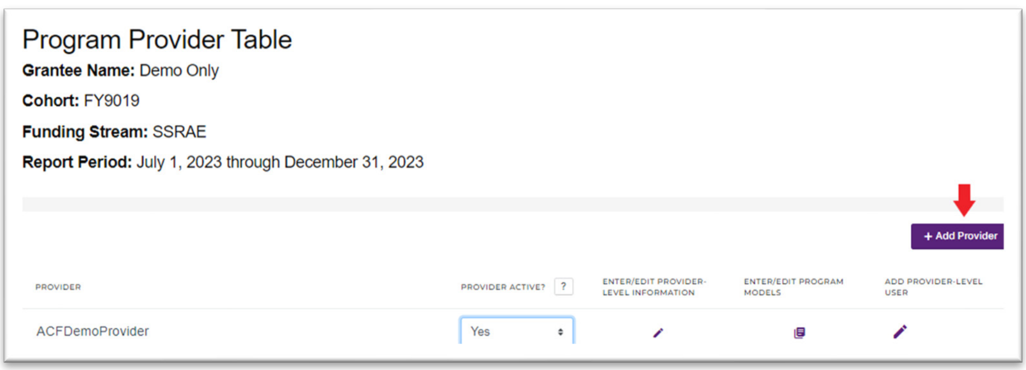
- For new provider accounts, select **Program Provider Data** from the menu on the left side of the page:

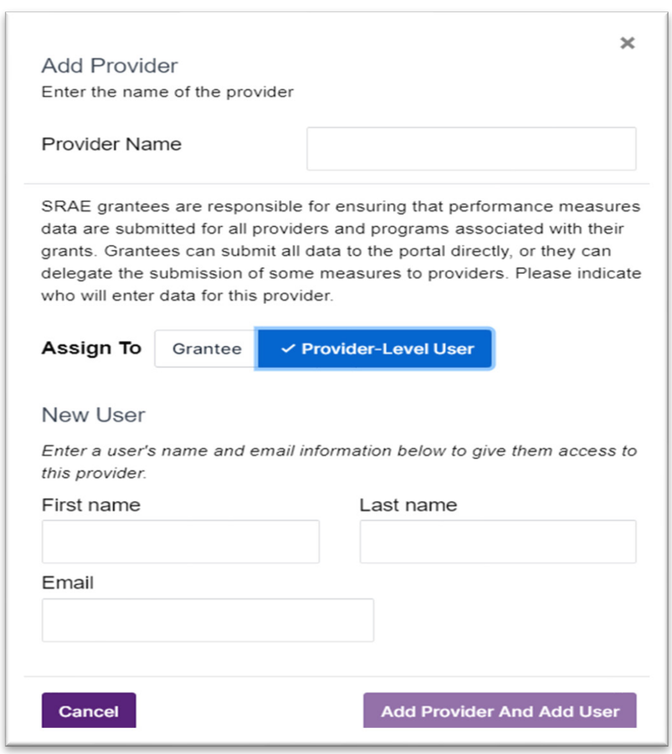


There are two ways to create a new provider account.

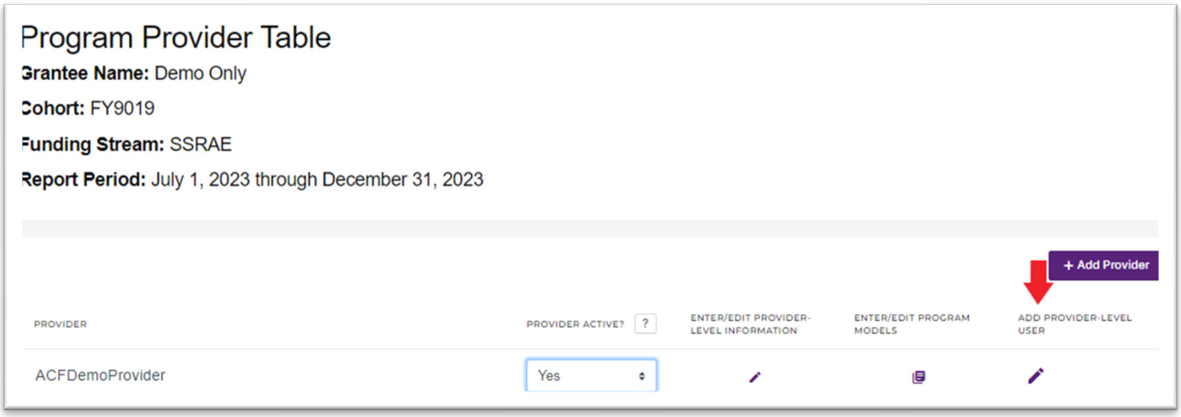
Before creating a new provider-level account, the grantee-level user must ensure that the provider appears in the Program Provider Table.

- To create a provider-level account for a provider that is not yet listed in the Program Provider Table, grantee-level users must click on the **Add Provider** button at the top of the Program Provider Table and add the new provider to the table. As part of the process of adding a new provider, users must indicate who will enter the data for the provider. The default is that a grantee-level user will enter all the data for the provider. However, grantee-level users can choose to delegate some data entry to a provider-level user linked to the provider. If grantee-level users choose to delegate data entry, they can either select an existing user from a drop-down menu to have access to that provider or create a new account by providing the new user's name and email address.



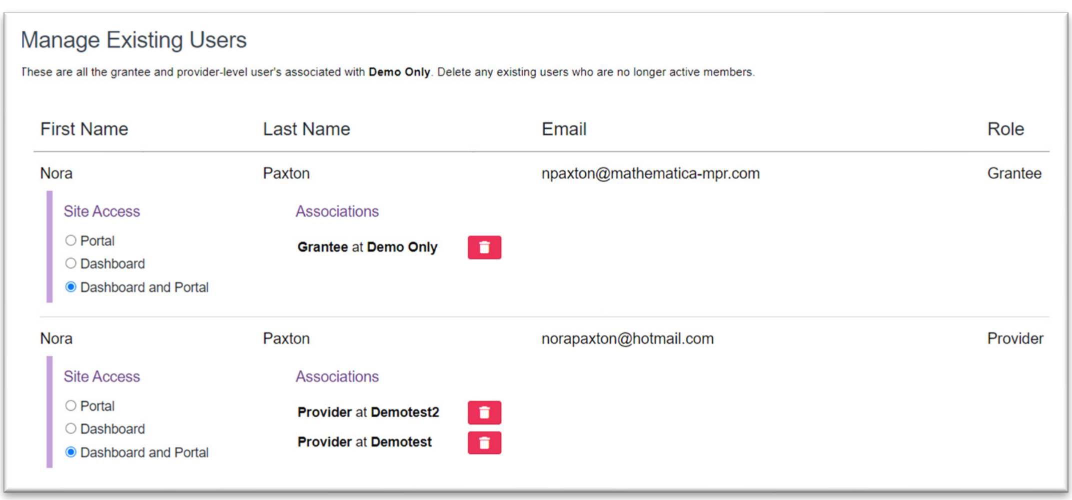


- To create a provider-level account for a provider that already appears in the Program Provider Table, grantee-level users should scroll to that provider's row in the Program Provider Table and select **Add Provider-Level User**. Users can either select an existing user from a drop-down menu to have access to that provider or create a new account by entering the new user's name and email address.



For each approach, once grantee-level users submit the new user's name and email address, the new user will receive an email invitation to the Portal with instructions on how to complete the initial login process.

After grantee-level users create accounts, they also have the ability to manage these accounts. At the bottom of the Grantee User Management page is a table of existing accounts for that grant. The table shows the first name, last name, email address, and role (grantee or provider) for each existing account and lists the associated grant(s) and/or provider(s). Grantee-level users can remove access by selecting the trash can symbol next to the grant(s) and/or provider(s) listed. Grantee-level users can also change Portal and Dashboard access by clicking on the check boxes in the Grantee User Management section.



III. Entering data

Grant recipients and their designees will enter performance measures data into several pages of the Portal:

- **Grant-level data.** Users will complete two grant-level pages:
  - Grant-level information
  - Table of providers
- **Provider-level data.** Users will complete two provider-level pages for *each* provider:
  - Provider-level information
  - Table of program models
- **Program-level data.** Users will complete two program-level pages for *each* program:
  - Measures of attendance, reach, and dosage
  - Information on participant entry and exit survey data collection
- **Participant-level data.** Users will upload two participant-level data files on two pages:
  - Participant entry survey data
  - Participant exit survey data

The first page that grantee-level users will see after they log in is the *Grantee-Level Information* page, and providers will begin on the *Provider-Level Information* page.

This ? icon indicates that more information is available. If users click on the icon or hover over the image, a pop-up window will appear with explanatory text. To close the pop-up, users can simply move the cursor off the ? icon.

A. Entering grant data

> The grant recipient is the agency or organization that receives SRAE funding directly from FYSB.

1. Grant-level information

When grantee-level users log in to the Portal, they will automatically start on the page for *Grantee-Level Information*. The grant recipient's name and the reporting period will be shown at the top of the page. Given that measures of structure, cost, and support are submitted only in the summer, the only information to be entered on this page during the winter data submission is the number of provider organizations that received SRAE funds from the grant recipient during the July 1 through December 31, 2024 reporting period.

> Providers are organizations or agencies that deliver core SRAE programming directly to youth. Some providers are SRAE grant recipients; other providers are subrecipients that receive SRAE funding through an SRAE grant recipient.

- *Number of providers funded*

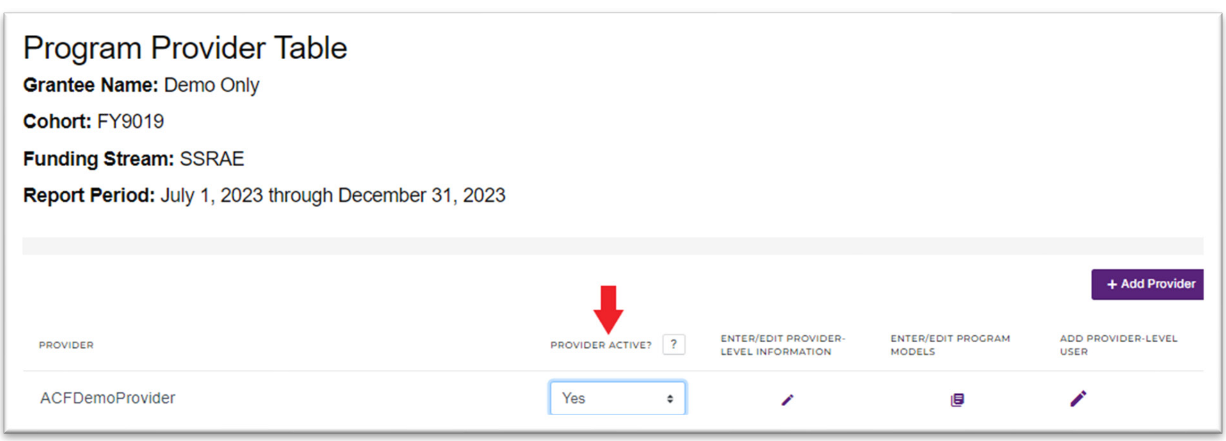
  Grantee-level users will enter the number of total providers funded during the reporting period. If the grant recipient provides SRAE programming directly to youth, the grant recipient should be counted as a provider. All providers counted here should be listed as active in the Program Provider Table on the next page.

2. Program Provider Table

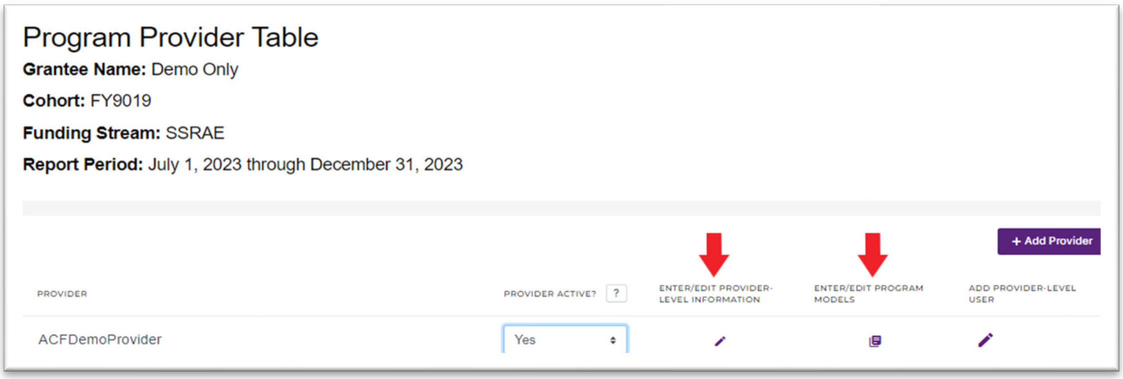
On the *Program Provider Table* page, grant recipients will first update the table of providers, which they will then use to navigate to other pages to enter data for each provider. Users can navigate to the *Program Provider Table* page by clicking **Continue** at the end of the *Grantee-Level Information* page or by clicking **Program Provider Data** from the navigation menu on the left side of the page.

Grant recipients are responsible for ensuring that performance measures data are entered for all providers associated with their grants. Grantee-level users must ensure that each of their providers appears in the Program Provider Table. Grantee-level users may then choose to either (1) enter the performance measures data for each provider or (2) ensure that each provider has a user account and instruct the provider to enter the performance measures data. If grant recipients provide SRAE programming directly to youth, they should be included as a provider.

Initially, the Program Provider Table for each grant recipient will contain all providers from the previous reporting period. For each provider in the table, grantee-level users will select “Yes” or “No” in the Provider Active column of the table to indicate whether the provider was or was not active during the July 1 through December 31, 2024 reporting period.

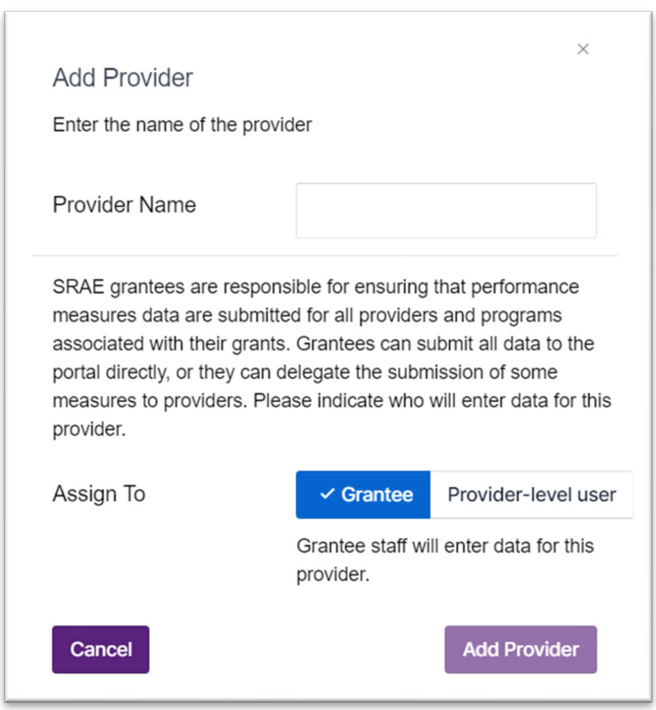


For providers that were active during the reporting period, grantee-level users will click on the **Enter/Edit Provider-Level Information** or **Enter/Edit Program Models** button in the table to enter performance measures data for each provider on the *Provider-Level Information* page or the *Program Model Table* page, which are described below. For providers that were not active during this reporting period, no additional information is required and the **Enter/Edit Provider-Level Information** and **Enter/Edit Program Models** buttons are disabled.



To add a provider that was not included in the last reporting period, users will click the **Add Provider** button.

This action will open a pop-up form where grantee-level users will enter the provider's name. Grantee-level users will also select "Yes" in the Provider Active column of the table to indicate that the provider was active during the July 1 through December 31, 2024 reporting period. Grantee-level users can also create a new provider account here if they choose to delegate the entry of the remaining measures for the provider to a provider user.



Grantee-level users will repeat this process, as necessary, until they list all providers in the table. Grantee-level users can return to the *Program Provider Table* page to enter more providers or to navigate to other pages to enter data for a provider.

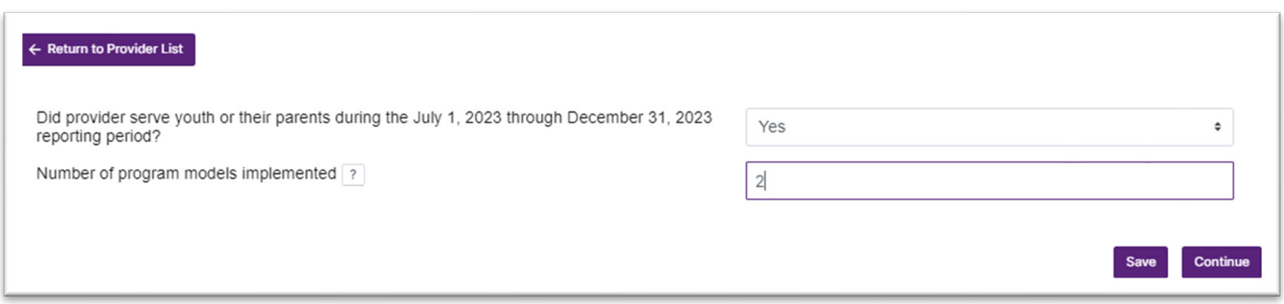
B. Entering provider data

1. Provider-level information

When providers log in to the Portal, they will automatically start on the page for *Provider-Level Information*. Grantee-level users can navigate to this page by selecting **Enter/Edit Provider Data** on the *Program Provider Table* page. The grant recipient's name, the provider's name, and the reporting period (July 1 through December 31, 2024) will be shown at the top of the page.

Given that measures of structure, cost, and support are submitted only in the summer, the only information to be entered on this page during the winter data submission is responses to screener questions to determine what additional information is needed for the provider. The first question on this page is whether the provider served youth during the July 1, 2024 through December 31, 2024 reporting period.

If the provider served youth during the reporting period, users will be prompted to enter the number of programs implemented during the reporting period. All programs counted here should be listed as active in the Program Model Table on the next page.



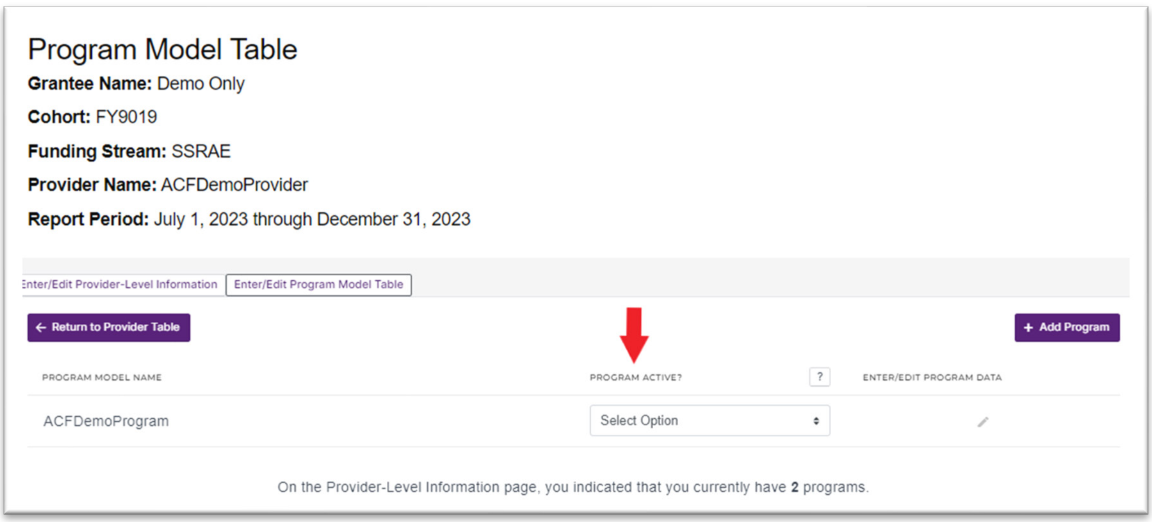
However, if users indicate that the provider did not serve youth during the reporting period, no further information is required for this provider, and users return to the *Program Provider Table* page.

2. Program Model Table

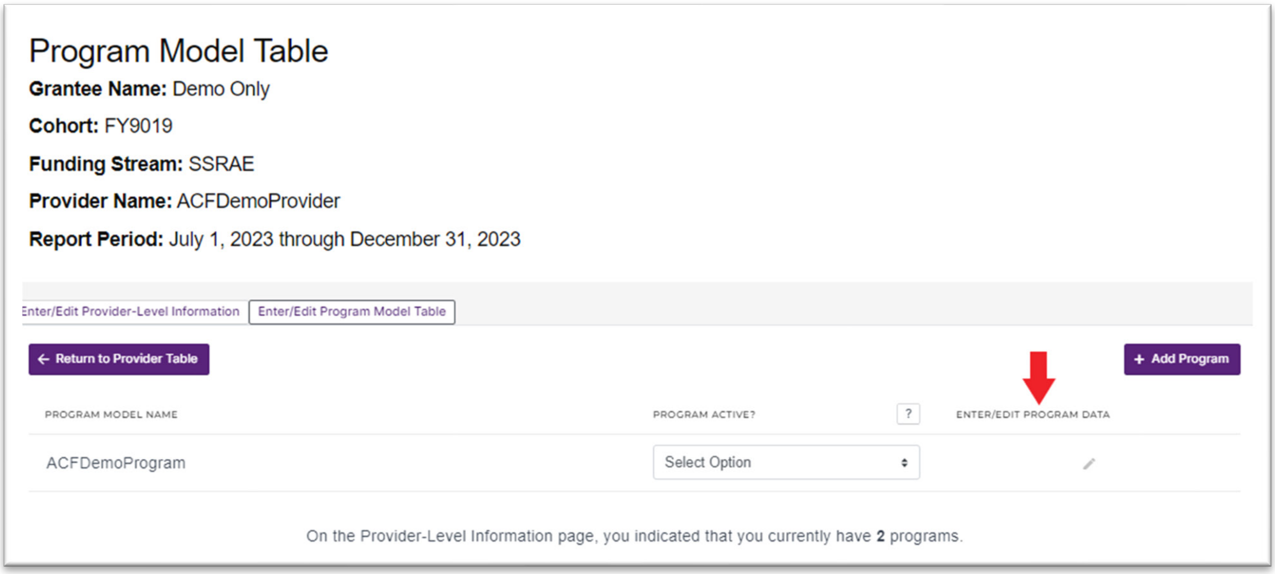
On the *Program Model Table* page, users will first update a table of program models that the provider implemented during the reporting period. Users will then use the links in the table to navigate to other pages to enter data for each program. Users navigate to the *Program Model Table* page by clicking **Continue** at the end of the *Provider-Level Information* page or by clicking **Enter/Edit Program Models** from the *Program Provider Table* page.

Program models consist of the core curriculum plus other lessons or activities integrated to meet SRAE objectives.

Initially, the Program Model Table for each provider will list the programs from the previous reporting period. For each program in the table, users should select "Yes" or "No" in the Program Active column to indicate whether the program was active during the reporting period.



For programs that were active during the reporting period, users will click the **Enter/Edit Program Data** button in the table to enter performance measures data for each program on the *Measures of Attendance, Reach, and Dosage* page, which is described below. For programs that were not active, no additional information is required, the **Enter/Edit Program Data** button is disabled, and that program will not be included on the *Data Submission Validation* page.



To add a new program model, users will click the **Add Program** button (as shown in the screenshot above).

A pop-up box will appear (as shown in the screenshot below), and users will be prompted to enter the name of the program model and click the **Add Program** button. The program model name should be the name that the provider uses to refer to the program, which could be the name of a curriculum or a local name. Whatever users enter here as the program model name will be used on other pages of the Portal and in the SRAE Performance Measures Dashboard to identify the program.

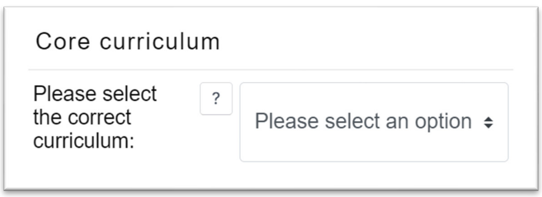
Users will repeat this process, as necessary, until all new programs are added to the table. Users will select "Yes" in the Program Active column to indicate that the program was active during the reporting period. Users can return to the *Program Model Table* page to enter more programs or to navigate to other pages to enter data for a program.

C. Entering program data

Users can navigate to the program-level pages by selecting **Enter/Edit Program Data** on the *Program Model Table* page. The program-level pages consist of three pages: *Program-level*

Measures of Structure, Cost and Support for Program Implementation; Program-level Measures of Attendance, Reach, and Dosage; and *Information about Survey Administration*. The grantee, provider, and program model will be shown at the top of the pages, along with the reporting period for the measures on the page.

The only information to be entered on the *Program-level Measures of Structure, Cost, and Support for Program Implementation* page during the winter data submission is the core curriculum. Users will select the core curriculum implemented for the program from the drop-down menu. If a program's core curriculum is not listed, users should select "Other" and enter the curriculum name in the field that appears.[6]

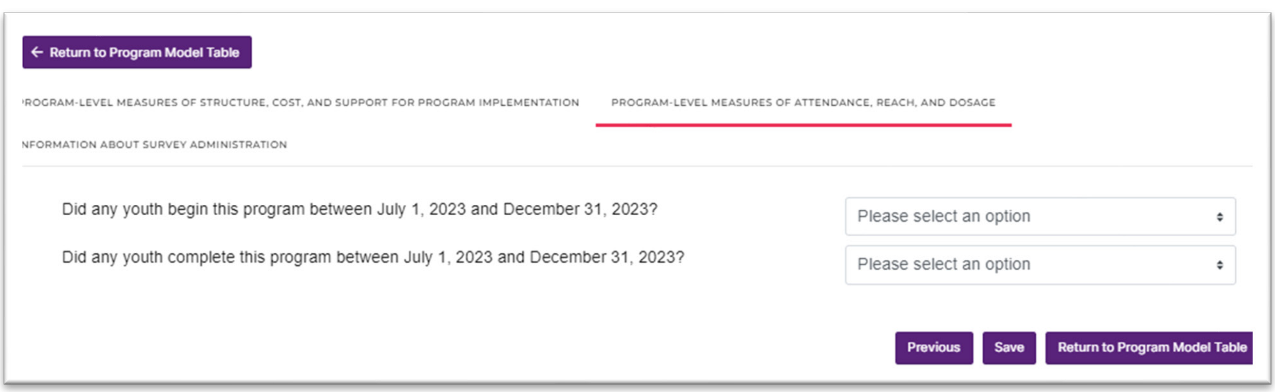


If the majority of programming time is spent covering one curriculum but the program incorporates a few lessons from another curriculum, then the primary curriculum should be reported as the core curriculum. However, if a program includes all lessons from two curricula of similar length, then the user should select "Other" and enter the names of the curricula that have been combined to form the program.

1. Measures of attendance, reach, and dosage

On the *Program-level Measures of Attendance, Reach, and Dosage* page, users should first indicate whether any youth began the program during the reporting period and whether any youth completed the program during the reporting period. This information will determine what additional data are required for the program for this reporting period.

Youth are considered to have completed programming if programming has ended for the cohort and will not resume. Identifying a cohort as "completed" during the reporting period does not require that all intended sessions were delivered.



[6] If the core curriculum does not have a name, enter "[*Program Provider Name*] curriculum."

If any youth began the program during the reporting period, users should (1) enter information about the participant entry survey administration on the *Information About Survey Administration* page, and (2) submit participant entry survey data on the *Upload Entry/Exit Data* page for all youth who began programming during the July 1 through December 31, 2024 reporting period.

If any youth completed the program during the reporting period, users should (1) enter measures of attendance, reach, and dosage on the *Measures of Attendance, Reach, and Dosage* page; (2) enter information about participant exit survey data administration on the *Information About Survey Administration* page; and (3) submit participant exit survey data on the *Upload Entry/Exit Data* page for all youth who completed programming during the July 1 through December 31, 2024 reporting period.

The measures to be entered on the *Measures of Attendance, Reach, and Dosage* page include the number of youth served (overall and by setting); the number of youth who completed at least 75 percent of intended program hours; the number of program hours delivered (a measure of intensity, or dosage); and whether more than 50 percent of youth were in target populations specified as highly vulnerable. All data on this page should be aggregated at the program level; no individual-level data should be entered.

- *Number of youth who attended at least one program session*

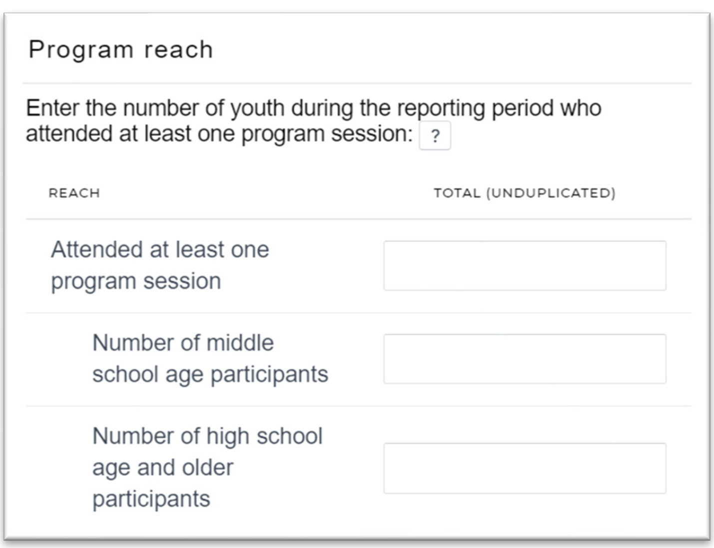
  Users will enter the total, unduplicated number of youth who attended at least one program session.

- *Number of middle school age participants*

  Users will enter the total, unduplicated number of middle school youth who attended at least one program session.

- *Number of high school age or older participants*

  Users will enter the total, unduplicated number of high school and older youth who attended at least one program session.



Program reach

Enter the number of youth during the reporting period who attended at least one program session: ?

REACH	TOTAL (UNDUPLICATED)
Attended at least one program session	
Number of middle school age participants	
Number of high school age and older participants	

- *Number of youth who attended a program session, by delivery setting*

  Users will enter the total, unduplicated number of youth who attended a session in each of the following settings:

  – In school, during school
  – In school, after school
  – In a community-based organization
  – In a clinic
  – In a foster care facility or placement
  – In a juvenile detention center
  – In a residential mental health treatment facility
  – Virtually[7]
  – In another setting

For providers that operate the same program in more than one setting, report only the primary setting in which youth are served.

Program setting

Enter the number of youth during the reporting period who attended a session:

PROGRAM SETTING	TOTAL (UNDUPLICATED)	PROGRAM SETTING	TOTAL (UNDUPLICATED)
In school during school		In a juvenile detention center	
In school after school		In a residential mental health treatment facility	
In a community-based organization		Virtually ?	
In a clinic		In another setting	
In a foster care setting			

[7] Virtually includes any programming that is facilitated virtually rather than by an in-person facilitator, regardless of the physical setting where participants are located.

- *Number of youth who completed at least 75 percent of the scheduled program hours*

  Users will enter the number of youth who completed at least 75 percent of the scheduled program hours.

  Program attendance/dosage

  Enter the number of youth during the reporting period who completed at least 75 percent of the scheduled program hours

- *Number of the youths' parents and other caring adults who attended at least one program session*

  Users will enter the number of the youths' parents and other caring adults who attended at least one program session.

  Parent involvement

  Enter the number of youths' parents and other caring adults who attended at least one program session during the reporting period

- *Populations represented by more than 50 percent of youth attending the program*

  Users will indicate which of the populations listed, if any, make up more than 50 percent of program participants. Specific populations include youth who are:

  – In foster care
  – Homeless or runaway
  – Pregnant or parenting
  – In adjudication systems
  – LGBTQ youth

Report that most youth in a program were from a specific population only when you have information that confirms that assessment. If uncertain, do not indicate that population.

Majority population

Indicate whether more than 50 percent of youth attending the program were:

- [ ] In foster care
- [ ] Pregnant or parenting
- [ ] Homeless or runaway
- [ ] In adjudication systems
- [ ] LGBTQ youth
- [ ] None of the above

NOTE: Serving these populations is not required. This reporting will only apply when your program is specifically targeted to one of these populations and therefore you reach more than 50 percent.

Cohort-level measure

The last measure on the *Measures of Attendance, Reach, and Dosage* page should be reported separately for each cohort of youth served. Like other measures of attendance, reach, and dosage, this measure should be submitted for cohorts of youth that completed programming during the reporting period July 1 through December 31, 2024. Cohorts that completed programming after this date will submit measures in a later submission period. First, to add a cohort, users can click the **Add Cohort** button.

> A cohort represents a group of youth that jointly received a defined SRAE program. A cohort could be one person, if programming is delivered one-on-one.

For each cohort that completed programming during the reporting period, users will provide the following information:

- *Hours of programming delivered*

  Users will enter the number of program hours delivered to the cohort.

> The number of program hours delivered should consist of the hours for all SRAE programming, which could include a specific curriculum plus any hours of programming added to meet SRAE goals.
>
> Report the number of program hours delivered by program staff (facilitators); do not multiply this number by the number of youth receiving programming.

2. Information on participant entry and exit survey data collection

For programs in which youth ***began*** the program during the reporting period, users will respond to the following items related to the participant *entry* surveys:

- *Total entry surveys completed (middle school)*

  Users will enter the total number of entry surveys completed using the version of the survey for middle school age youth.

- *How many of these middle school entry surveys were impact versions? (Enter 0 if all middle school entry surveys were the main version)*

  Users will enter the total number of entry surveys completed using the impact version of the survey for middle school age youth.

- *Total entry surveys completed (high school or older)*

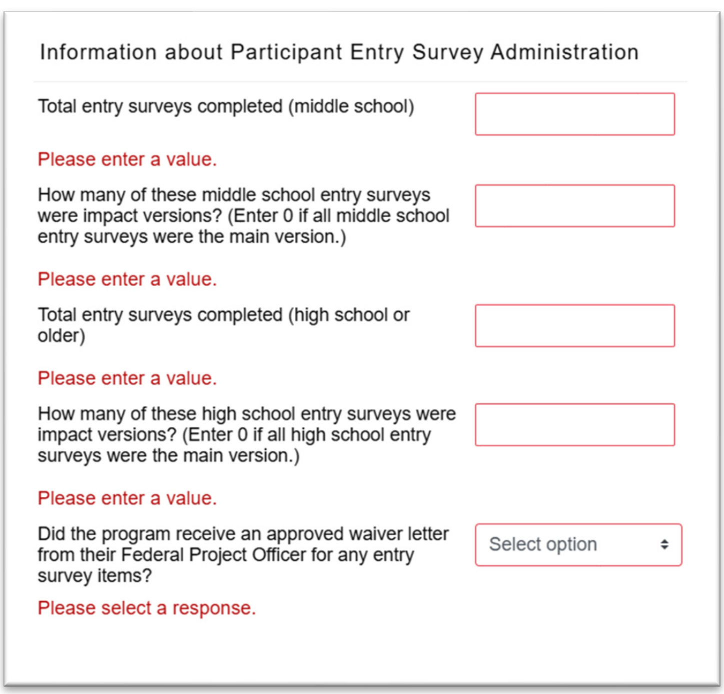
  Users will enter the total number of entry surveys completed using the version of the survey for high school age or older youth.

- *How many of these high school entry surveys were impact versions? (Enter 0 if all high school entry surveys were the main version)*

  Users will enter the total number of impact versions of the entry surveys completed using the impact version of the survey for high school age or older youth.

- *Did the program receive an approved waiver letter from its Federal Project Officer for any entry survey items?*

  Users will select “Yes” if they received an approved waiver from their Federal Project Officer for any entry survey item and will select “No” otherwise.



Information about Participant Entry Survey Administration

Total entry surveys completed (middle school)

Please enter a value.

How many of these middle school entry surveys were impact versions? (Enter 0 if all middle school entry surveys were the main version.)

Please enter a value.

Total entry surveys completed (high school or older)

Please enter a value.

How many of these high school entry surveys were impact versions? (Enter 0 if all high school entry surveys were the main version.)

Please enter a value.

Did the program receive an approved waiver letter from their Federal Project Officer for any entry survey items?

Select option

Please select a response.

- *What mode(s) of data collection did the program use for participant entry surveys during the reporting period?*

  If any surveys were administered, users will indicate which of the following modes they used to collect survey data:

  – In-person paper-and-pencil survey

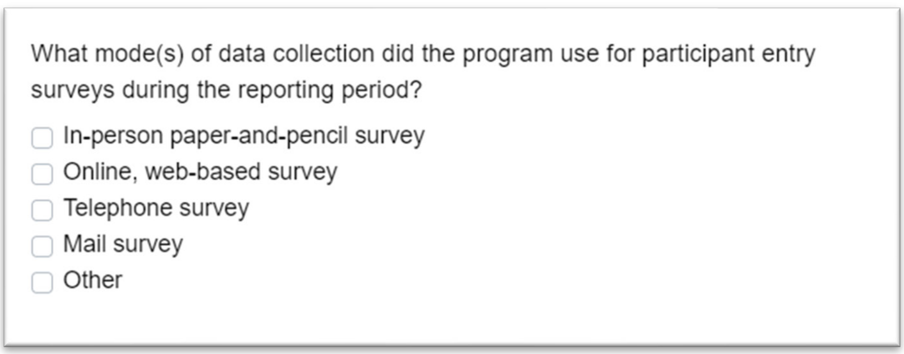
  – Online, web-based survey

  – Telephone survey

  – Mail survey

  – Other (specify)

  Users selecting "Other" will be prompted to specify the other mode of data collection used, entering text up to 200 characters.



What mode(s) of data collection did the program use for participant entry surveys during the reporting period?

- ☐ In-person paper-and-pencil survey
- ☐ Online, web-based survey
- ☐ Telephone survey
- ☐ Mail survey
- ☐ Other

For programs in which youth ***completed*** the program during the reporting period, users will provide information related to the participant *exit* surveys:

- *Total exit surveys completed (middle school)*

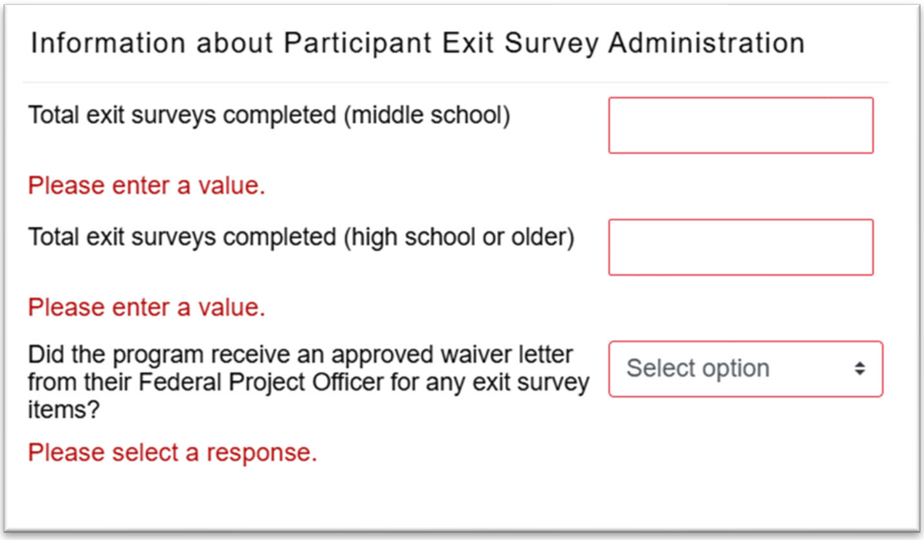
  Users will enter the total number of exit surveys completed using the version of the survey for middle school youth.

- *Total exit surveys completed (high school or older)*

  Users will enter the total number of exit surveys completed using the version of the survey for high school or older youth.

- *Did the program receive an approved waiver letter from its Federal Project Officer for any exit survey items?*

  Users will select "Yes" if they received approval from their Federal Project Officer to delay survey data collection and will select "No" otherwise.


Information about Participant Exit Survey Administration

Total exit surveys completed (middle school)

Please enter a value.

Total exit surveys completed (high school or older)

Please enter a value.

Did the program receive an approved waiver letter from their Federal Project Officer for any exit survey items?

Select option

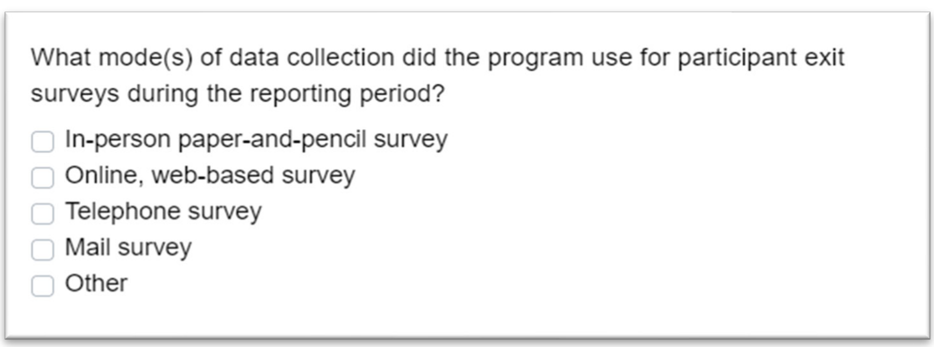
Please select a response.

- *What mode(s) of data collection did the program use for participant exit surveys during the reporting period?*

  Users will indicate which of the following modes they used to collect survey data:

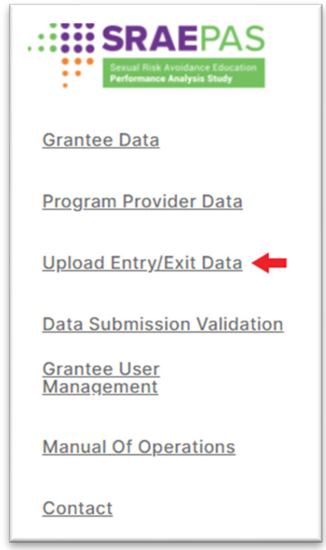
  - In-person paper-and-pencil survey
  - Online, web-based survey
  - Telephone survey
  - Mail survey
  - Other (specify)

  Users selecting "Other" will be prompted to specify the other mode of data collection used, entering text up to 200 characters.


What mode(s) of data collection did the program use for participant exit surveys during the reporting period?

- [ ] In-person paper-and-pencil survey
- [ ] Online, web-based survey
- [ ] Telephone survey
- [ ] Mail survey
- [ ] Other

D. Uploading participant survey data



Grantee-level users are responsible for uploading a single participant entry survey data file, which includes data for all youth who began the program during the July 1 through December 31, 2024 reporting period.[8] In addition, grantee-level users are responsible for uploading a single participant exit survey data file, which includes data from all youth who completed the program during the reporting period. Grantee-level users access the file upload feature by clicking **Upload Entry/Exit Data** from the left navigation menu.

The top of the *Upload Entry/Exit Data* page includes the grantee name, cohort, funding stream, and the reporting period. There is also a reminder that survey data should be uploaded AFTER the program data are entered for each program.[9]

1. Uploading participant entry survey data

Below the page header, users can select the *Entry Survey Data* page to upload their entry survey data file.

On the *Entry Survey Data* page, a Current Status section provides information about uploaded entry survey data. Initially, the message will indicate that no entry survey data have been uploaded. After an entry survey data file is uploaded to the Portal, this message will be updated to reflect the name of the most recent entry survey data file uploaded to the Portal and the date it was uploaded.

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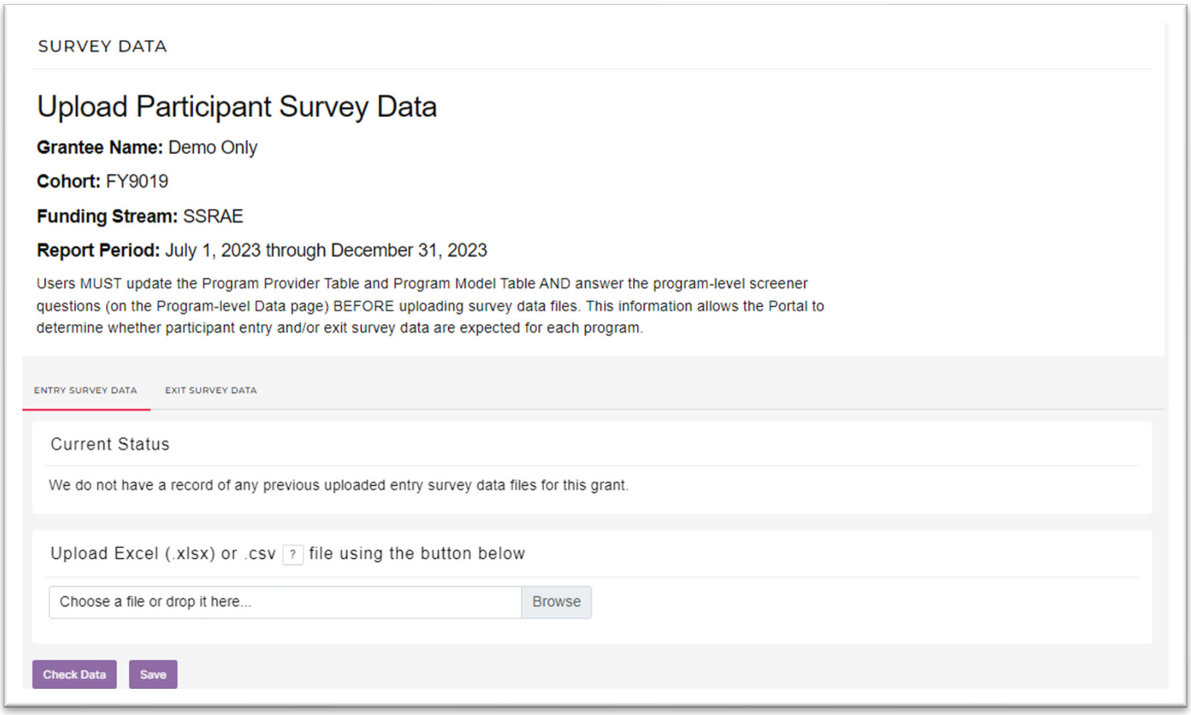
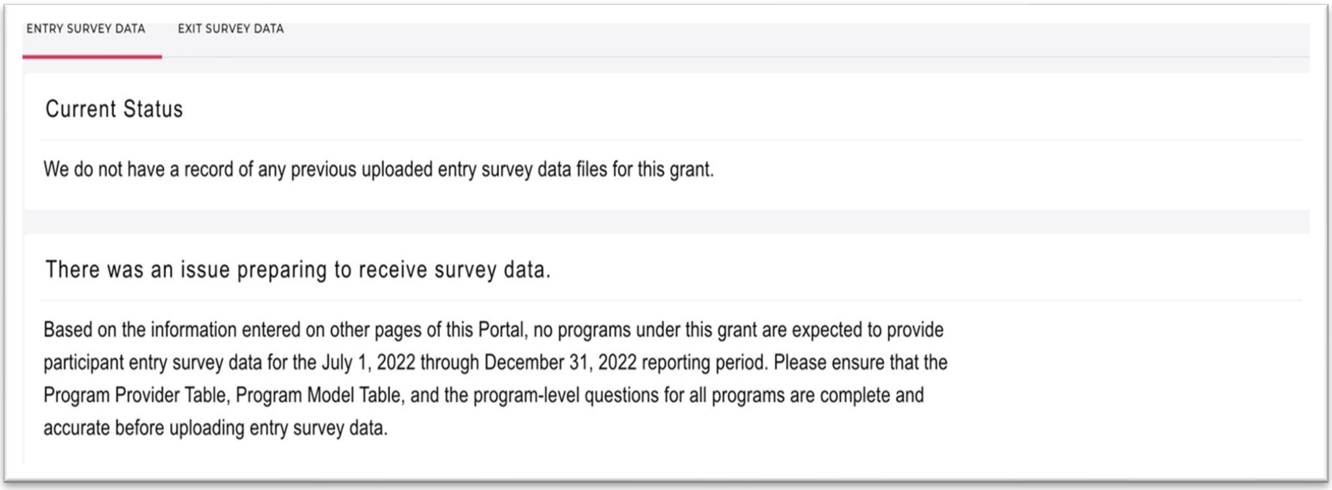
[8] For more information about preparing the files for upload, review the May 10, 2023 webinar on www.sraepas.com.
[9] Answers to program-level screener questions (on the *Program-level Data* page) determine whether participant entry and/or exit survey data are expected for each program.



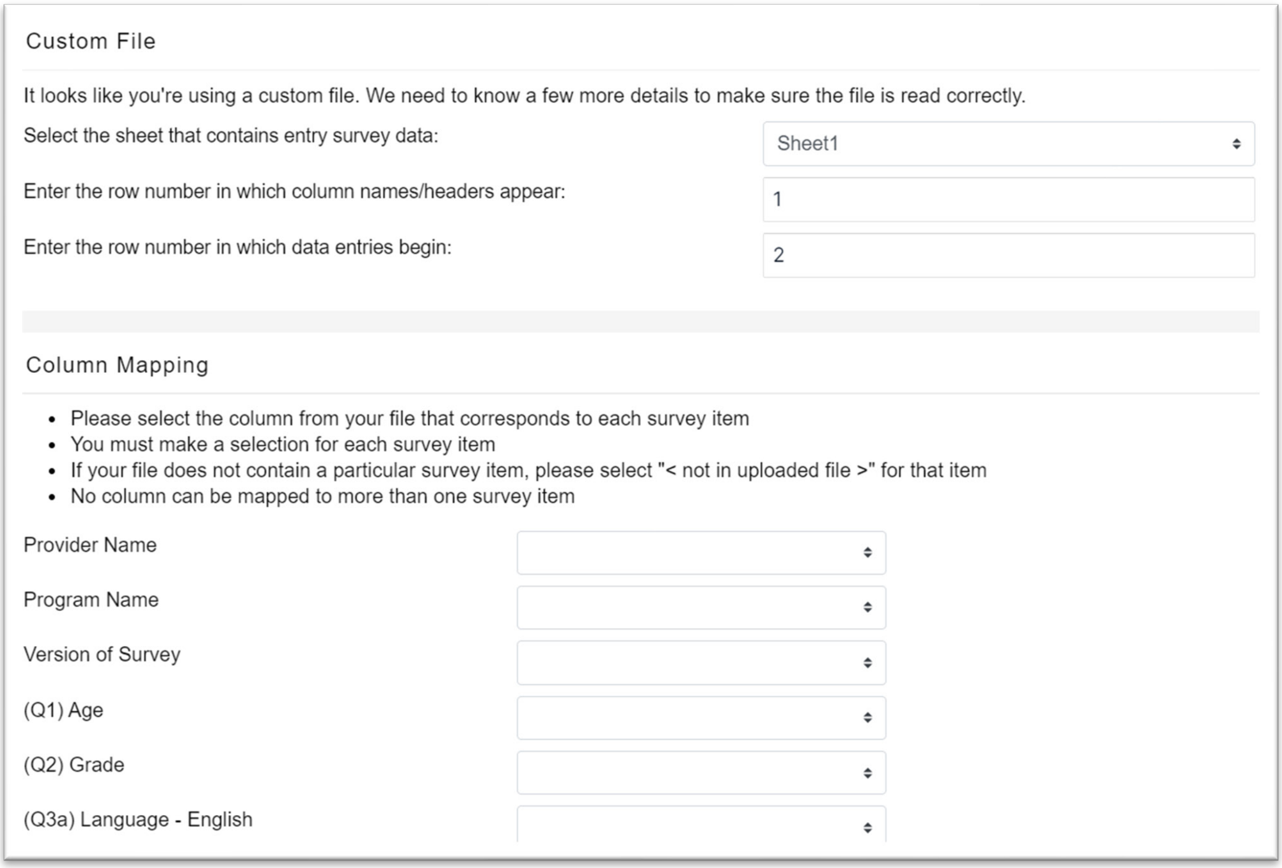
To upload an entry survey data file, users select the **Browse** button and navigate to the data file that contains the individual-level participant survey data. The Portal will accept Excel (.xlsx) and comma-separated values (.csv) file formats. If your file includes a large number of survey records (e.g., more than 10,000), please use a .csv rather than .xlsx format for a successful upload. If users select a file in a different format, they will receive an error message and will have to select a different file.

Below the Current Status section, users may see a message saying that no entry survey data is expected for this reporting period. This message will appear if no programs were active during this reporting period and/or no youth began services during the reporting period, based on the information entered on the *Program Provider Table* page, the *Program Model Table* page, and the *Program-level Measures of Attendance, Reach, and Dosage* page. If users see this message but have entry survey data to upload, they should go back to the *Program Provider Table* page, *Program Model Table* page, and the first question on the *Program-level Measures of Attendance, Reach, and Dosage* page to update their responses.



Once users select an .xlsx or .csv file, the upload wizard will appear on the screen. If users are using their own file extract instead of the optional Excel data reporting tools, the wizard will recognize it as a custom file, and users will complete the following steps:

- **Select the sheet that contains entry survey data.** The default value will be the name of the first worksheet in the file. Users can edit this field, if necessary, to reflect the name of the worksheet that contains the survey data.
- **Enter the row number in which column names/headers appear.** The default value to appear will be row 1. Users can edit this field, if necessary, to reflect the row that contains the column names/headers.
- **Enter the row number in which data entries begin.** The default value to appear will be row 2. Users can edit this field, if necessary, to reflect the row where data begin.
- **Column mapping.** For each question in the survey, users will select the column in the data file that corresponds to that question. Next to each survey question, there is a drop-down list that will show the column names from the data file. Users can select the appropriate column name from the list. Users must select a column for each survey question. If the data file does not include a particular survey question, users should select the option **<not in uploaded file>** for that question.



Custom File

It looks like you're using a custom file. We need to know a few more details to make sure the file is read correctly.

Select the sheet that contains entry survey data: Sheet1

Enter the row number in which column names/headers appear: 1

Enter the row number in which data entries begin: 2

Column Mapping

- Please select the column from your file that corresponds to each survey item
- You must make a selection for each survey item
- If your file does not contain a particular survey item, please select "< not in uploaded file >" for that item
- No column can be mapped to more than one survey item

Provider Name

Program Name

Version of Survey

(Q1) Age

(Q2) Grade

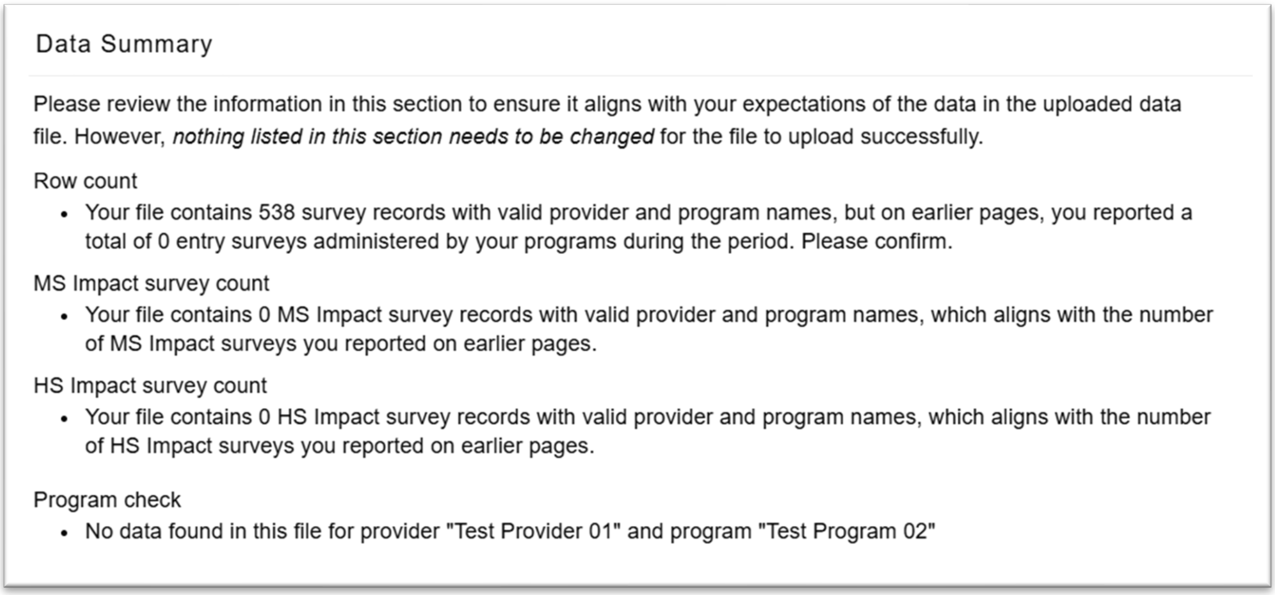
(Q3a) Language - English

If using the optional Excel data reporting tools, users will not see the custom file questions or the column mapping step. The upload wizard will automatically recognize the template and determine the location of the column headers and data values.

Once the upload wizard is complete, users will select the **Check Data** button. Clicking on the **Check Data** button triggers data checks to assess data quality before data can be saved. The data quality checks will provide two types of information:

- **Data Summary**. This section will always appear after users click the **Check Data** button. The information provided in this section should be reviewed to ensure it aligns with user expectations of the data in the uploaded data file. ***However, nothing listed in this section needs to be changed prior to saving data.***
  - **Row count**. The number of rows of data will be indicated here. This count only includes rows with expected provider and program names. This subsection also will indicate the total number of entry surveys expected based on the information entered on the program-level *Information About Survey Administration* pages.
  - **Program check.** This section lists any provider and program names that the tool is expecting based on the answer to the screener question on the *Program-level Measures of Attendance, Reach, and Dosage* page but that do not appear in the uploaded data file. If there are no missing providers or programs, this subsection will not appear.

- **Missing data**. Any columns where more than 25 percent of rows are blank will be listed. If no columns have more than 25 percent missing, this subsection will not appear. This warning is solely to inform users that they might have accidentally excluded data from the uploaded file. If the data flagged as missing are truly unavailable, then the file can and should be uploaded without filling any of the missing data.


Data Summary

Please review the information in this section to ensure it aligns with your expectations of the data in the uploaded data file. However, *nothing listed in this section needs to be changed* for the file to upload successfully.

Row count

- Your file contains 538 survey records with valid provider and program names, but on earlier pages, you reported a total of 0 entry surveys administered by your programs during the period. Please confirm.

MS Impact survey count

- Your file contains 0 MS Impact survey records with valid provider and program names, which aligns with the number of MS Impact surveys you reported on earlier pages.

HS Impact survey count

- Your file contains 0 HS Impact survey records with valid provider and program names, which aligns with the number of HS Impact surveys you reported on earlier pages.

Program check

- No data found in this file for provider "Test Provider 01" and program "Test Program 02"

- **Data Check Results**. This section will appear on the page if any data quality ***issues need to be resolved before data is saved to the Portal***. Three data quality issues may be reported here:
  - **Invalid provider and program names**. The upload tool is designed to expect entry survey data for programs where any youth began the program as indicated on the *Program-level Measures of Attendance, Reach, and Dosage* page. Likewise, the tool expects exit survey data for programs where any youth completed the program as indicated on the *Program-level Measures of Attendance, Reach, and Dosage* page. Therefore, it is critical that the provider and program names in the uploaded data file match exactly what is listed in the Program Model Table and that the screener questions on the *Measures of Attendance, Reach, and Dosage* page are answered for each program before uploading survey data files. The list of provider and program names that the upload tool is expecting can be seen by clicking on the **Show acceptable provider and program name combinations** button.

Data Check Results - (issues listed must be resolved before uploading data)

Invalid provider names and program names:

- 1 row(s) have an invalid combination of provider name and program name. For example, **row 5** has provider name **Wrong Provider Name** and program name **Wrong Program Name**.

Show acceptable provider and program name combinations

– **Missing values for required columns**. Each row of data in the uploaded data file must contain the provider name, program name, and survey version. If any rows are missing one of these required fields, they will be listed here. Missing values in any of the three required fields listed above must be filled in to enable saving the uploaded data.

Missing values for required columns:

- **1** row(s) have missing values (blanks) for one or more required columns (Provider Name, Program Name, Version of Survey). See row 6 for an example.

– **Invalid values.** This section will indicate if any columns contain invalid values (except for program name and provider name, which are listed in the first check). The upload tool is designed to expect the valid values listed in the optional Excel reporting tools. If a data column contains any invalid values, the column name, the number of invalid values, an example, and all valid values will be listed. Using this information, users will need to update their data file and upload a revised file.

Invalid values:

- Column **Q1** has **1** out-of-range value(s).
  For example, **row 6** has value **26**.
  Acceptable values for **(Q1) Age at entry** are: **10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20**.
- Column **Q3a** has **1** out-of-range value(s).
  For example, **row 6** has value **Y**.
  Acceptable values for **(Q3a) Language - English** are: **0, 1**.

Once all issues listed under the Data Check Results section are resolved, the **Save** button at the bottom of the page will be enabled. Users will click the **Save** button to save their data to the Portal. As shown in the screenshot below, the "Current Status" message will be updated to reflect the saved data.

> Current Status
>
> You have already uploaded entry survey data for this grant. The most recently uploaded file was named "entry-template-valid_webinardemo.xlsx", contained 15 rows of data, and was uploaded on 2/17/2021 at 4:43:51 PM. You may upload another file, but it will replace any existing entry data, so the new file should include ALL available entry survey data.

If users later decide to upload a new file, they must upload a full replacement file that contains all the survey data for the grant for this reporting period. **All previous data uploaded for this reporting period will be replaced with the new file**.

2. Uploading participant exit survey data

Users can select the *Exit Survey Data* page to upload their exit survey data file.

Like the *Entry Survey Data* page, the top of the *Exit Survey Data* page contains a Current Status section that provides information about uploaded exit survey data. Initially, the message will indicate that no exit survey data have been uploaded. After an exit survey data file is uploaded to the Portal, this message will be updated to reflect the name of the most recent exit survey data file uploaded to the Portal and the date and time it was uploaded.

Below the Current Status message, users may see a message saying that no exit survey data is expected for this reporting period. This message will appear if no programs were active during this reporting period and/or no youth completed services during the reporting period, based on the information entered on the *Program Provider Table* page, *Program Model Table* page, and the *Program-level Measures of Attendance, Reach, and Dosage* page. If users see this message but have exit survey data to upload, they should go back to the *Program Provider Table* page, *Program Model Table* page, and the second question on the *Program-level Measures of Attendance, Reach, and Dosage* page to update their responses.

The process of uploading, checking, and saving exit survey data is identical to the steps described in the previous section for entry survey data files.

IV. Reviewing and submitting the data

Grant recipients are ultimately responsible for ensuring the accurate entry of all required performance measures data. Grantee-level users have access to all data that their providers enter into the Portal, and it is important for grantee-level users to verify that the information is complete before submitting the data to ACF. This section covers how to use the *Data Submission Validation* page to review and revise data before finalization of data submission.

The *Data Submission Validation* page can be accessed from the Portal's left navigation menu. The page is designed to allow grantee-level users to check the data they enter and correct any issues before finalizing the data submission.

The page identifies grant-level, provider-level, and program-level pages with any of the following issues:

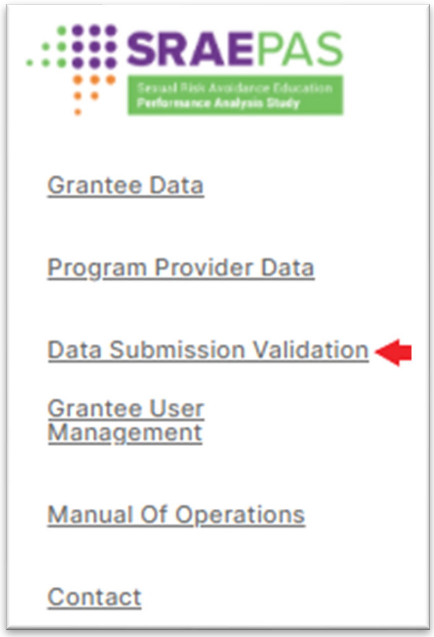
- Missing data (form fields that were left blank – please enter values in all fields where data are available)
- Unexpected values (such as negative numbers)
- Values that are inconsistent with values entered in other fields

The page also identifies programs for which participant entry and/or exit data were expected, but not uploaded:

- Entry survey data are expected for a program if:
  - Provider-level page has "Did provider serve youth or their parents…" = "Yes"
  - Program-level attendance, reach and dosage page has "Did any youth begin this program between…" = "Yes"
- Exit survey data are expected for a program if:
  - Provider-level page has "Did provider serve youth or their parents…" = "Yes"
  - Program-level attendance, reach and dosage page has "Did any youth complete this program between…" = "Yes"
- For each program, if the "Missing entry survey data" or "Missing exit survey data" flags appear, but entry/exit survey data are available for that program, please add the available data to your survey files and repeat the upload process.
- If the survey data for a program are not available, you may indicate why in the "Optional comments…" field at the bottom of the *Data Submission Validation* page.

Links on the *Data Submission Validation* page will take grantee-level users directly to the page(s) where there are issues. The specific issues are described on the page(s), and data fields needing attention are outlined in red.

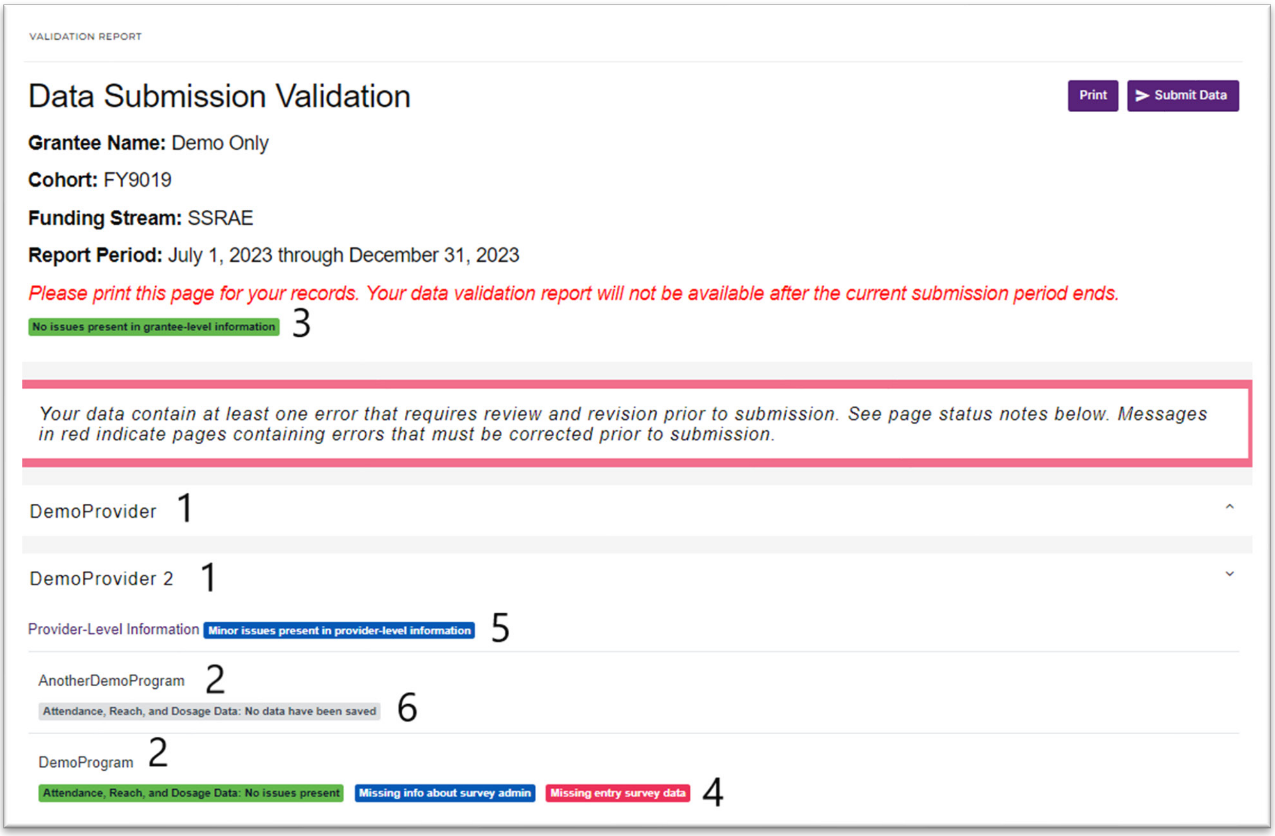
To view the report, grantee-level users select **Data Submission Validation** from the menu on the left side of the page.



On the *Data Submission Validation* page, grantee-level users click the **Submit Data** button. This button will not be available to provider users. Three possible outcomes will be displayed, with the relevant one listed at the top of the *Data Submission Validation* page, indicating:

- There are no identified issues within the data, and submission is complete.
- There are potential data issues that should be reviewed and corrected if possible. Pages that contain only potential issues will have a status of "Minor issues present" on the *Data Submission Validation* page.
- There are errors in the data that must be corrected before submission is complete. Pages that contain such errors will have a status of "Major issues present" on the *Data Submission Validation* page.

Below is a sample validation report. For illustration, each part of the report page is numbered and includes a description below the image.



1. Provider names are listed here.
2. Program model names are listed here.
3. Pages without any errors or potential issues are noted in green and link to the relevant page(s).
4. Pages with errors are noted in red and link to the relevant page(s).
5. Pages with potential issues are noted in blue and link to the relevant page(s).
6. Providers and programs that do not have any data saved yet are noted in grey and link to the relevant page(s). Note that all providers and programs listed as active or without an explicit indication of active/inactive status will be included in the validation report. Providers and programs explicitly marked as inactive will be excluded from the validation report.

To print the *Data Submission Validation* page, users can click on the **Print** button next to the **Submit Data** button.

Appendix A: Definitions

Cohort

A cohort represents a group of youth that all jointly receive a defined SRAE program, which could include a specific curriculum and any additional hours of programming added to meet all SRAE program requirements. 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.

Grant recipient

The grant recipient, or grantee, is the agency or organization that receives SRAE funding directly from FYSB and has fiduciary and administrative responsibility for the grant. Per ACF's online glossary, "As defined by 45 CFR §75.2, an entity, usually but not limited to non-federal entities, that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program. The recipient is the entire legal entity even if a particular component is designated in the Notice of Award (NoA). The term includes 'grantee' and 'non-federal entity.' The term recipient does not include subrecipients."

Program model

The SRAE program model includes the core curriculum plus other lessons or activities that can be integrated with the core curriculum to meet SRAE funding objectives.

Provider

A provider is an organization or agency that provides core SRAE programming directly to youth. Examples include nongovernmental and nonprofit organizations, local government agencies (such as school districts, individual schools, and county health departments), or state government agencies (such as departments of education or corrections) that are directly responsible for operating SRAE-funded programs. Grant recipients might serve as providers and, in some cases, might be the only provider. Other grant recipients partner with one or more subrecipient providers. (A subrecipient is an organization that receives SRAE funds from an SRAE grant recipient and not directly from FYSB.)

Reporting period

The reporting period refers to the period of time for which data are being reported.

For definitions of the structure, cost, and support measures, see Appendix B.

For definitions of the attendance, reach, and dosage measures, see Appendix C.

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Appendix B: Measures of Structure, Cost, and Support for Program Implementation

The contents of this appendix are available on the SRAE-PAS website at https://www.sraepas.com/wp-content/uploads/2023/02/Final-MeasuresofSCSHandout_2.20.23_508.pdf.

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Appendix C: Measures of Attendance, Reach, and Dosage

The contents of this appendix are available on the SRAE-PAS website at https://www.sraepas.com/wp-content/uploads/2023/02/Final-MeasuresofARDHandout_2.20.23_508.pdf.