

PREP Performance Measures

Get Ready for Winter 2025 Data Submission

January 9, 2025

Presented by Mathematica

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Lauren Murphy • Lara Hulsey

Welcome and Introductions

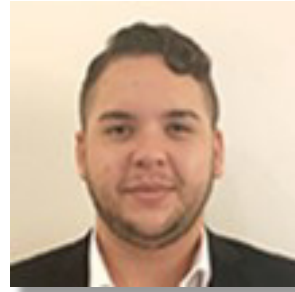
On the webinar today



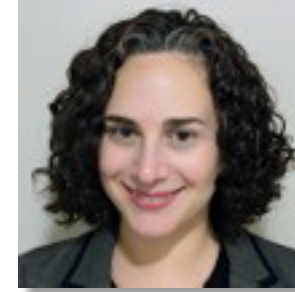
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Consultant



Katie Hunter
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Services Analyst



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Analyst



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Deputy Project
Director



Lara Hulsey
Principal
Researcher

Agenda

- **Welcome and introductions**
- **Celebrations**
- **Why the performance measures matter**
- **Resource spotlight**
- **Important dates**
- **Reminders**
- **Tips for winter 2025 data submission**
- **Q&A**

Wa-Hoooooooo!!!



During the 2023-24 program
year, PREP programs served
more than

94,500

youth.

Why the PREP performance measures matter



Demonstrating
grantee
success

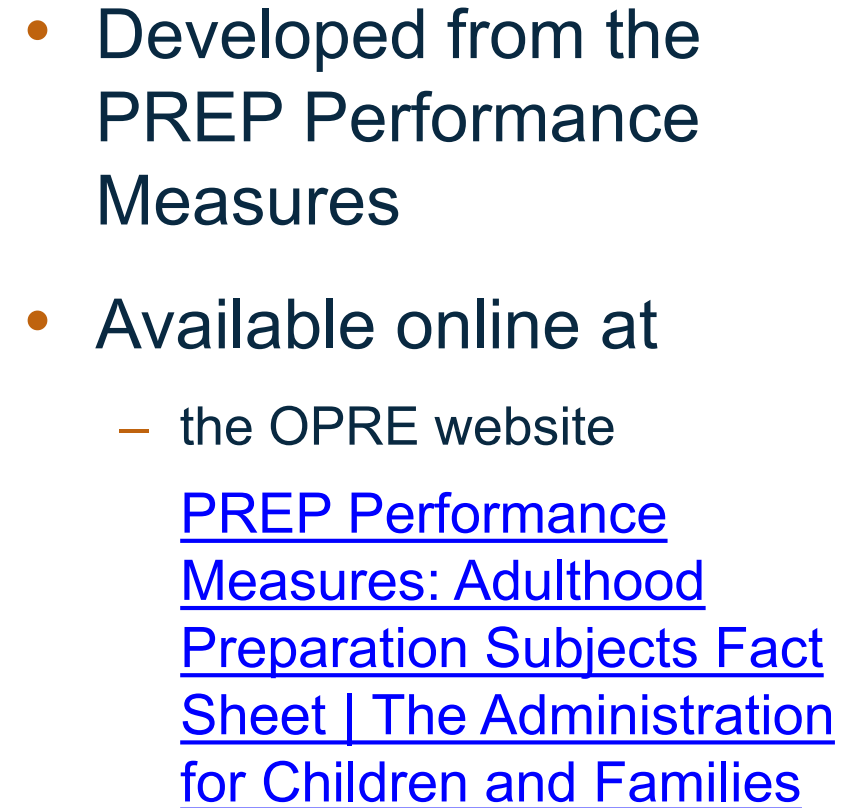


Supporting your
work and
strengthening
the field



Powering
continuous quality
improvement
(CQI)

PREP Performance Measures: Adulthood Preparation Subjects Fact Sheet



Important dates

What's coming	When it will happen
Winter data submission opens	Monday, January 13 th , 2025
Winter data submission closes	Monday, February 24 th , 2025

Please remember this important policy

- There will be no extension to the data submission period.
- All data must be submitted by February 24th.
 - If you have sub-recipients, this includes all their data, too.
 - As the grant recipient, you are responsible for making sure all data are submitted on time.



Reminders

Logging In and MFA
Grantee Self-Service Features
New Dashboard Views

Logging in: username and password

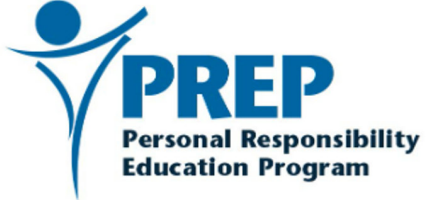
- Your username is the email address that you signed up with (you get the PREP emails at this address).
- Your password is the one you chose when you first set up your account.

Performance Measures Portal

About the PREP Performance Measures

The federally-funded Personal Responsibility Education Program (PREP) supports efforts to educate youth on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections through evidence-based and evidence-informed programs, elements of effective programs, and innovative strategies. Programs also educate youth on adulthood preparation subjects. To understand whether grant objectives are being met and to contribute to lessons learned, ACF collects data on performance measures from all PREP grantees.

Resources & Training



Performance Measures Portal

Username*

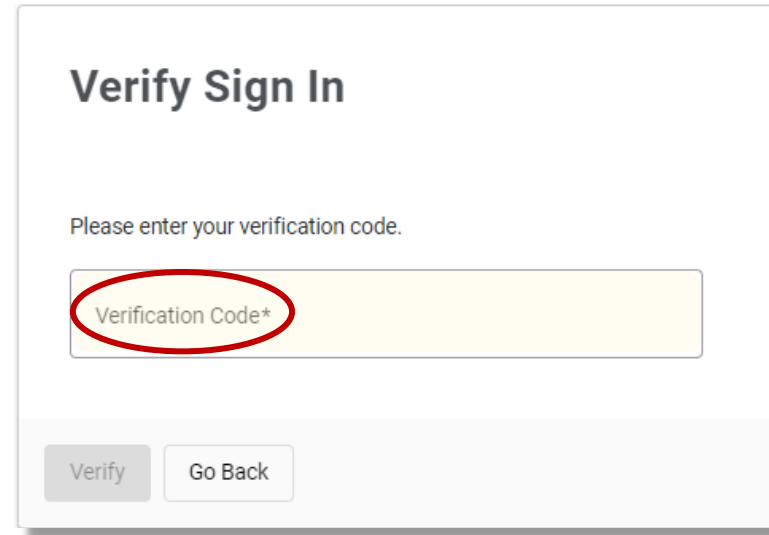
Password*

[Sign In](#) [Forgot your password?](#)

Logging in: multifactor authentication (MFA)

- The verification code will appear inside the authenticator app on your phone.
- It does not come to you in an email or a text message.
- You must open the authenticator app on your phone and retrieve the code there.



Verify Sign In

Please enter your verification code.

Verification Code*

Verify Go Back



Google



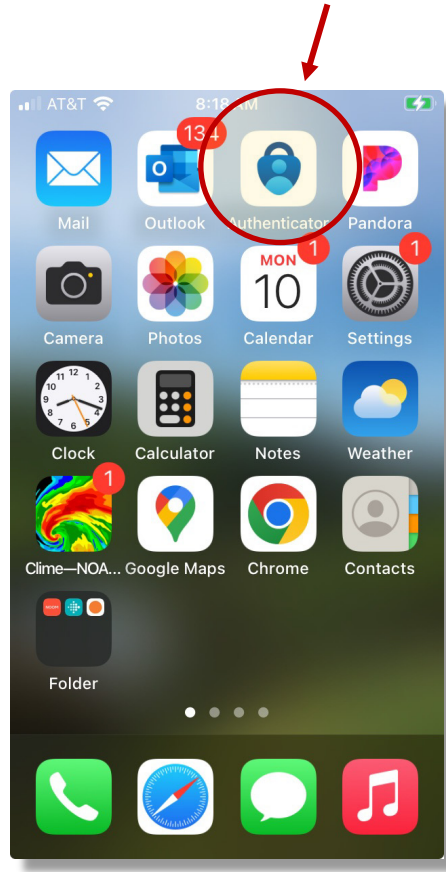
CISCO



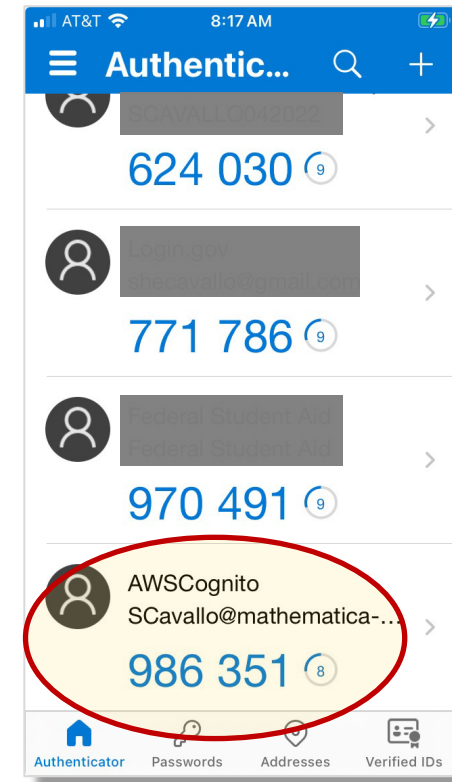
Microsoft

The authenticator app

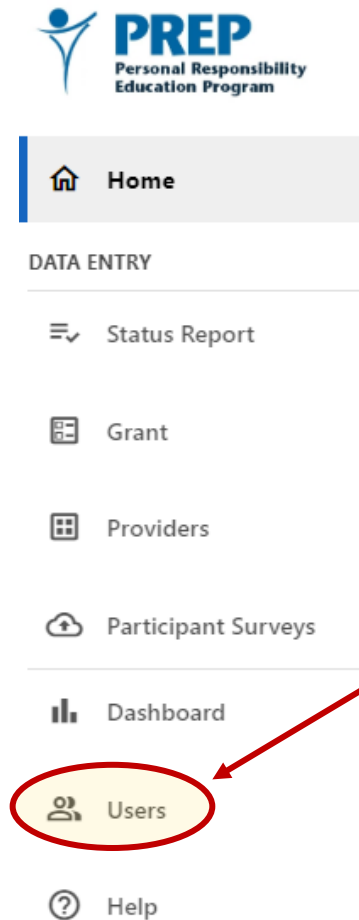
- Locate the app on your phone.



- Grab the verification code.



Grantee self-service: add and delete users



- Existing grantee-level users can add and delete users.
 - Other grantee-level users
 - Provider-level users
- These self-service user management features can be reached through the Users page of the portal.
- Instructions are available on page 4 of the [User Guide: PREP Performance Measures Data Submission Portal \(hhs.gov\)](#).

Grantee self-service: reactivate a user

#1.
Click on
“Users”



FY2024 Justice League CPREP

Winter 2025 Submission Period

?

WW

Home

DATA ENTRY

Status Report

Grant

Providers

Participant Surveys

Dashboard

Users

Help

Home / Users

Users

Search

Include inactive users

Refresh

Download

Add User

FIRST NAME	LAST NAME ↑	EMAIL	ROLE	STATUS
Diana	Prince	WonderWoman@DCU.com	Grantee	Active
Victor	Stone	Cyborg@DCU.com	Grantee	Active
Jo	Mullein	GreenLantern@DCU.com	Provider	Active
Clark	Kent	Superman@DCU.com	Grantee	Active
Sandra	Wu-San	LadyShiva@DCU.com	Grantee	Active
Bruce	Wayne	Batman@DCU.com	Grantee	Inactive

#2.
Click on
“Include
inactive
users”

#3. Click on the user account you want to reactivate

Grantee self-service: reactivate a user (cont.)

Bruce Wayne  Grantee
FY2022 Justice League CPREP

 This user is currently inactive. 

Email address*
Batman@DCU.com

First name*
Bruce

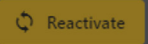
Last name*
Wayne

In the pop up
that appears,
click on
“Reactivate”

Then click on
“Yes”

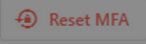
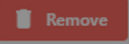
Bruce Wayne  Grantee
FY2022 Justice League CPREP

 This user is currently inactive. 

Confirm Reactivation
Are you sure you would like to reactivate Bruce Wayne from Justice League?

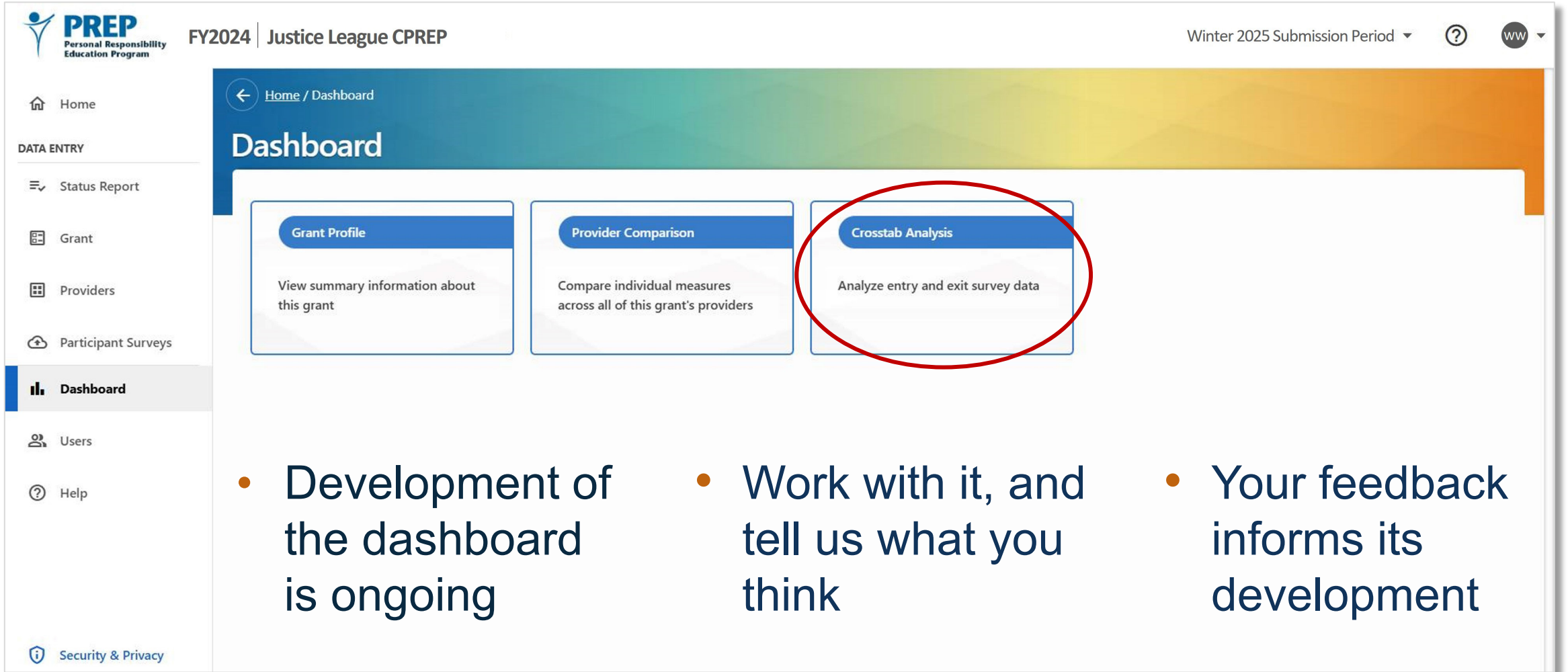
 

Last name*
Carter

The system will send 2 emails, one to notify the user and one with instructions for completing the reactivation.

The dashboard now has crosstab analysis!



The screenshot shows the PREP (Personal Responsibility Education Program) dashboard for FY2024 Justice League CPREP. The dashboard has a left sidebar with navigation links: Home, DATA ENTRY (Status Report, Grant, Providers, Participant Surveys), Dashboard (highlighted), Users, Help, and Security & Privacy. The main content area has a header 'Dashboard' and three cards: 'Grant Profile' (View summary information about this grant), 'Provider Comparison' (Compare individual measures across all of this grant's providers), and 'Crosstab Analysis' (Analyze entry and exit survey data). The 'Crosstab Analysis' card is circled in red. The top right of the dashboard shows 'Winter 2025 Submission Period' and a 'ww' dropdown.

- Development of the dashboard is ongoing
- Work with it, and tell us what you think
- Your feedback informs its development

Send us your feedback on the new dashboard

The screenshot shows the PREP (Personal Responsibility Education Program) dashboard for FY2024 Justice League CPREP. The top navigation bar includes the PREP logo, the program name, the submission period (Winter 2025), and a user profile icon. A red circle highlights the question mark icon in the top right corner, with a red arrow pointing to it from a red box labeled "CLICK #1". The left sidebar contains a menu with options: Home, DATA ENTRY, Status Report, Grant, Providers, Participant Surveys, Dashboard, Users, and Help. The Help page is currently selected. The main content area of the Help page contains text about contacting support. A red circle highlights the email address PREPPerformanceMeasures@mathematica-mpr.com, with a red arrow pointing to it from a red box labeled "CLICK #2". Below the email address, there is a link to the "PREP Performance Measures Portal User Guide" and another link to the "PREP Performance Measures Support Site".

PREP
Personal Responsibility
Education Program

FY2024 Justice League CPREP

Winter 2025 Submission Period

Home / Help

Help

For questions about PREP Performance Measures, the Performance Measures data submission portal, or the Performance Measures dashboard please contact PREPPerformanceMeasures@mathematica-mpr.com or call toll-free 855-267-6270.

For any additional questions or technical assistance requests, contact your Project Officer.

For step-by-step instructions on the data submission process, please review the [PREP Performance Measures Portal User Guide](#).

[PREP Performance Measures Support Site](#)

CLICK #1

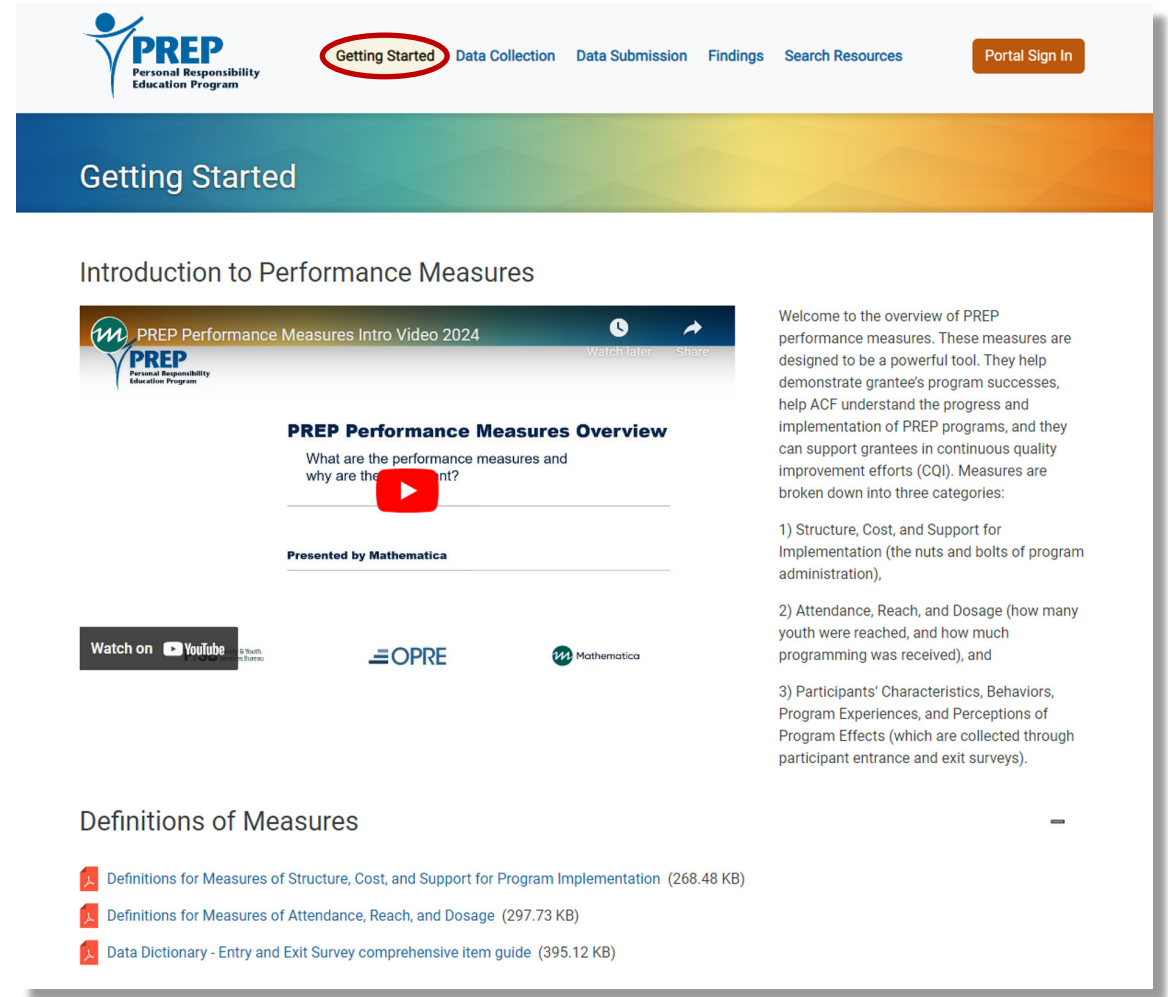
CLICK #2

With just **2 clicks**,
you can send us
your **feedback** on
the dashboard.

Tips for Winter 2025 Data Submission

Measures to be submitted

- Attendance, reach, and dosage
- Participants' characteristics, behaviors, program experiences, and perceptions of program effects
- These measures are defined on the [Getting Started](#) page of the PREP Performance Measures website
 - Intro to Performance Measures Video
 - Definitions of Measures documents



The screenshot shows the PREP Performance Measures website. The header includes the PREP logo, navigation links (Getting Started, Data Collection, Data Submission, Findings, Search Resources), and a Portal Sign In button. The main content area is titled 'Getting Started' and features an 'Introduction to Performance Measures' section. This section includes a video player for 'PREP Performance Measures Intro Video 2024' and a 'PREP Performance Measures Overview' section. The overview text explains that performance measures are designed to demonstrate program successes, help ACF understand progress, and support continuous quality improvement efforts (CQI). It lists three categories: 1) Structure, Cost, and Support for Implementation; 2) Attendance, Reach, and Dosage; and 3) Participants' Characteristics, Behaviors, Program Experiences, and Perceptions of Program Effects. The bottom of the page lists three downloadable documents: 'Definitions for Measures of Structure, Cost, and Support for Program Implementation' (268.48 KB), 'Definitions for Measures of Attendance, Reach, and Dosage' (297.73 KB), and 'Data Dictionary - Entry and Exit Survey comprehensive item guide' (395.12 KB).

PREP
Personal Responsibility
Education Program

Getting Started

Introduction to Performance Measures

PREP Performance Measures Intro Video 2024

PREP Performance Measures Overview

What are the performance measures and why are they important?

Presented by Mathematica

Watch on YouTube

OPRE

Mathematica

Welcome to the overview of PREP performance measures. These measures are designed to be a powerful tool. They help demonstrate grantee's program successes, help ACF understand the progress and implementation of PREP programs, and they can support grantees in continuous quality improvement efforts (CQI). Measures are broken down into three categories:

- 1) Structure, Cost, and Support for Implementation (the nuts and bolts of program administration),
- 2) Attendance, Reach, and Dosage (how many youth were reached, and how much programming was received), and
- 3) Participants' Characteristics, Behaviors, Program Experiences, and Perceptions of Program Effects (which are collected through participant entrance and exit surveys).

Definitions of Measures

- Definitions for Measures of Structure, Cost, and Support for Program Implementation (268.48 KB)
- Definitions for Measures of Attendance, Reach, and Dosage (297.73 KB)
- Data Dictionary - Entry and Exit Survey comprehensive item guide (395.12 KB)

Data Submission Tips:

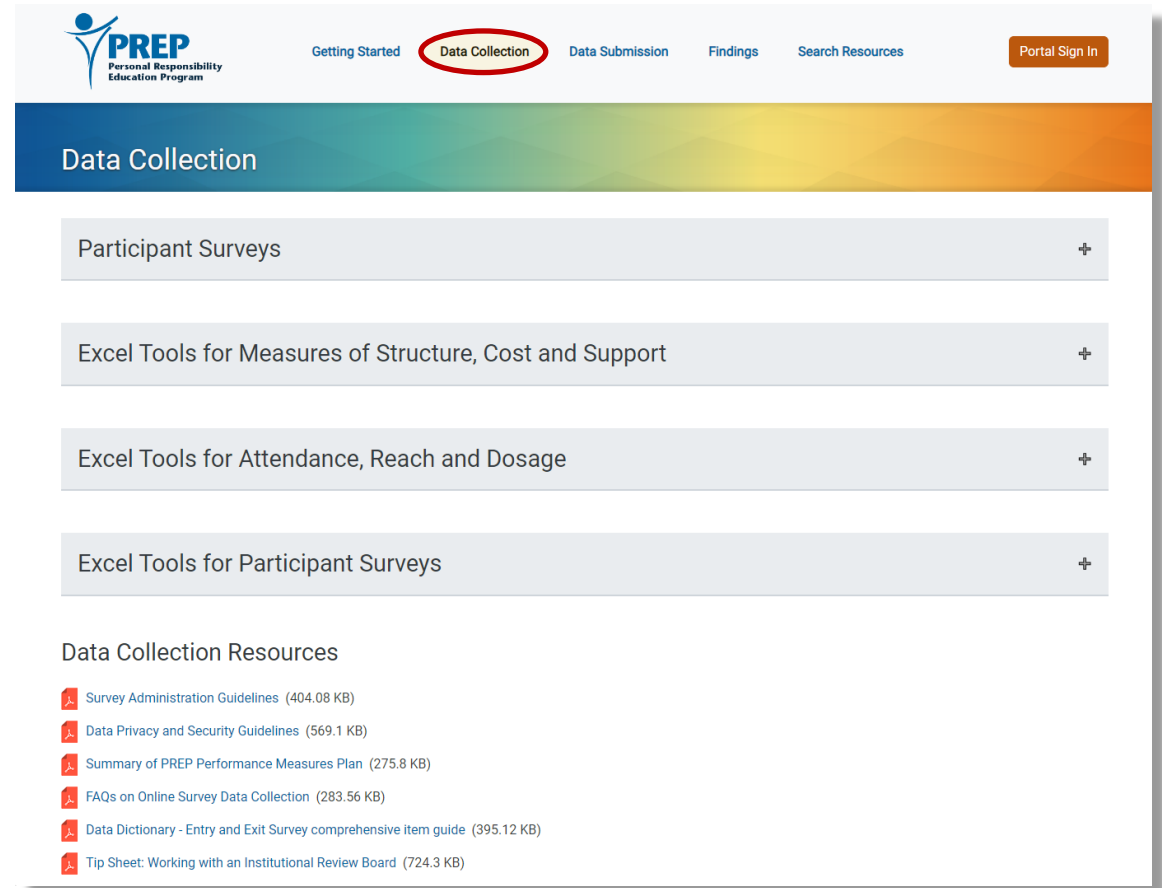
Grant-, Provider-, and Program-Level Data

File Upload

Excel tools review

- The Excel tools are available on the Data Collection page of the PREP Performance Measures website.

[Data Collection | PREP Performance Measures \(hhs.gov\)](https://www.hhs.gov/prep/data-collection)



The screenshot shows the PREP Performance Measures website's Data Collection page. The header includes the PREP logo, navigation links (Getting Started, Data Collection, Data Submission, Findings, Search Resources), and a Portal Sign In button. The Data Collection section is highlighted with a blue and orange gradient bar. Below this, there are four expandable sections: Participant Surveys, Excel Tools for Measures of Structure, Cost and Support, Excel Tools for Attendance, Reach and Dosage, and Excel Tools for Participant Surveys. At the bottom, there is a section for Data Collection Resources with a list of downloadable documents.

PREP
Personal Responsibility
Education Program

Getting Started **Data Collection** Data Submission Findings Search Resources Portal Sign In

Data Collection

- Participant Surveys
- Excel Tools for Measures of Structure, Cost and Support
- Excel Tools for Attendance, Reach and Dosage
- Excel Tools for Participant Surveys

Data Collection Resources

- Survey Administration Guidelines (404.08 KB)
- Data Privacy and Security Guidelines (569.1 KB)
- Summary of PREP Performance Measures Plan (275.8 KB)
- FAQs on Online Survey Data Collection (283.56 KB)
- Data Dictionary - Entry and Exit Survey comprehensive item guide (395.12 KB)
- Tip Sheet: Working with an Institutional Review Board (724.3 KB)

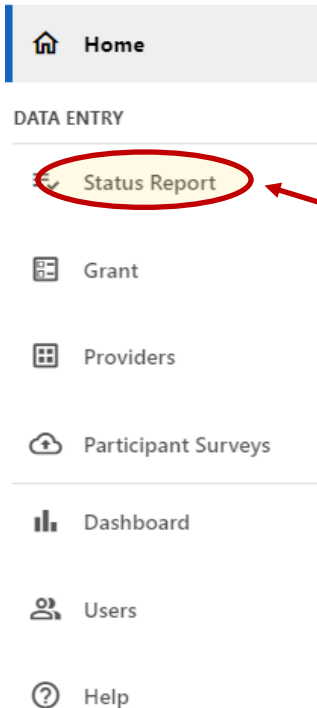
Data Submission Tips:

File Upload

Tips for a successful file upload

- **If you use the Excel template found on the PREP Performance Measures website**
 - Ensure you are using the most recent templates dated “July – December 2024.”
- **If you are using a custom file**
 - Ensure that your columns contain valid values by cross referencing with the Excel tool template.
- **For either a template file or a custom file**
 - Ensure that provider and program names in the excel files are an exact match for the provider and program names in the PREP system. This includes capitalization.
 - Before you attempt to upload your file, ensure that the file is closed and saved locally on your computer (like on your desktop).

Confirming submission status



- Check the Status Report to confirm that all expected data has been submitted

Use the open text box at the bottom of the Submission Status Report page to provide an explanation for any data the system flags as missing

Comments

No comments.

By clicking this button, you indicate that you have finished entering your required data for this submission window.

[Submit Grant](#)

Click the Submit button

Q&A

Start early!

- All data must be submitted by February 24th. There will be no extension to the data submission period.
- Please begin your data submission early, so we can help if you need us.



We're here to help!



Sydney



Katie



Vlad



Vicki



Ian



Sheila

**For further support, contact the Mathematica
PREP Performance Measures Help Desk Team:**

PREPPerformanceMeasures@mathematica-mpr.com

1-855-267-6270 (toll-free)