

PREP Performance Measures

Get Ready for Summer 2025 Data Submission

June 25, 2025

Presented by Mathematica

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Welcome and Introductions

On the webinar today



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Manager



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Principal
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Agenda

- **Welcome and introductions**
- **Why the performance measures matter**
- **What's new**
- **Important dates**
- **Tips for summer 2025 data submission**
- **Q&A**

Why the PREP performance measures matter



Demonstrating
grantee impact



Supporting your
work and
strengthening
the field



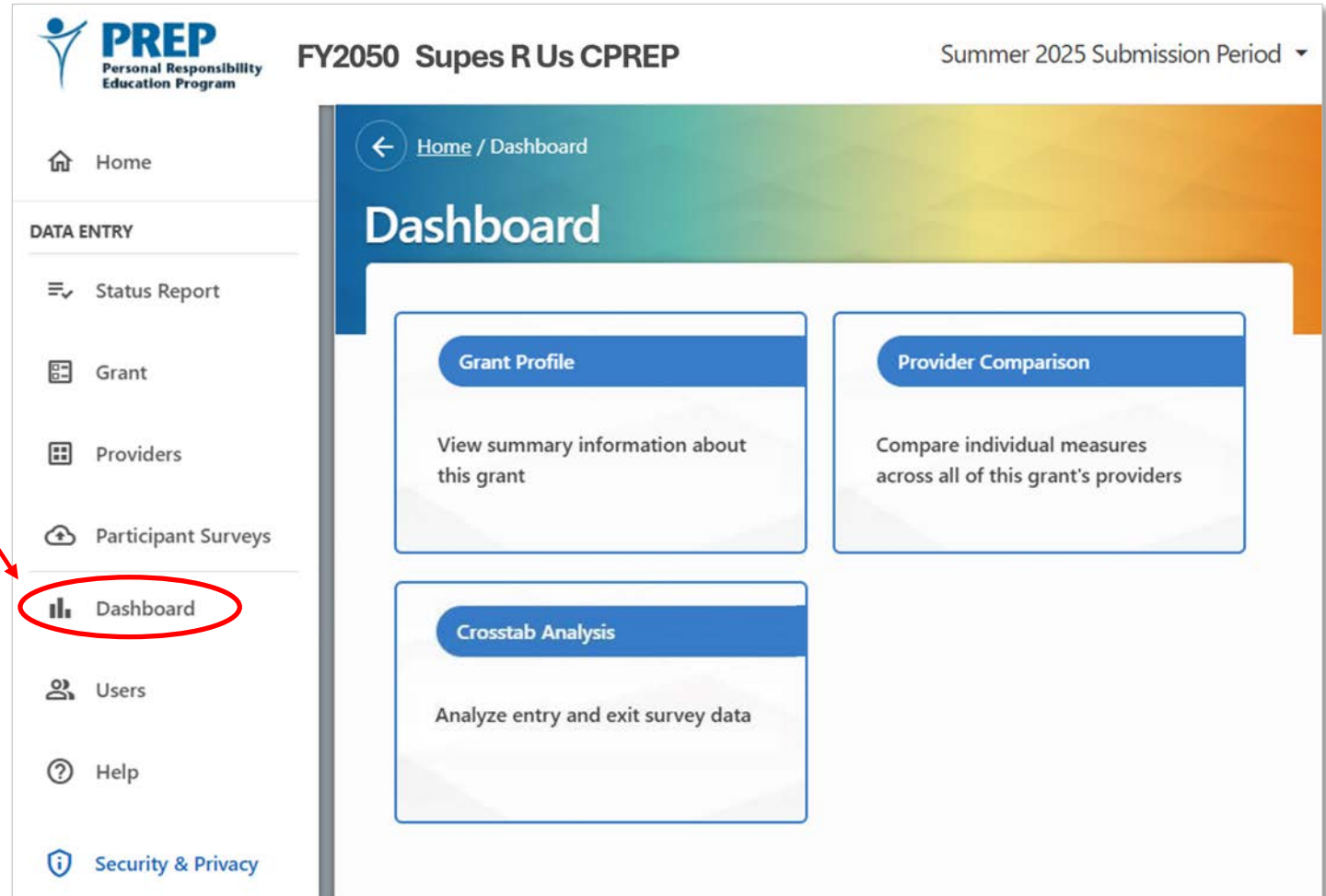
Powering continuous
quality improvement
(CQI)

What's New

Dashboard / Benchmarks / Resources

PREP Dashboard: Winter 2025 Data are Available

- Log into your portal account
- Click on Dashboard
- Tipsheet:
[PREP Performance Measures](#)
[Dashboard Quick Start Guide](#)



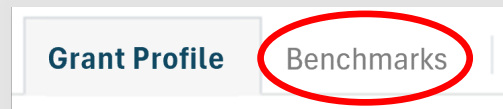
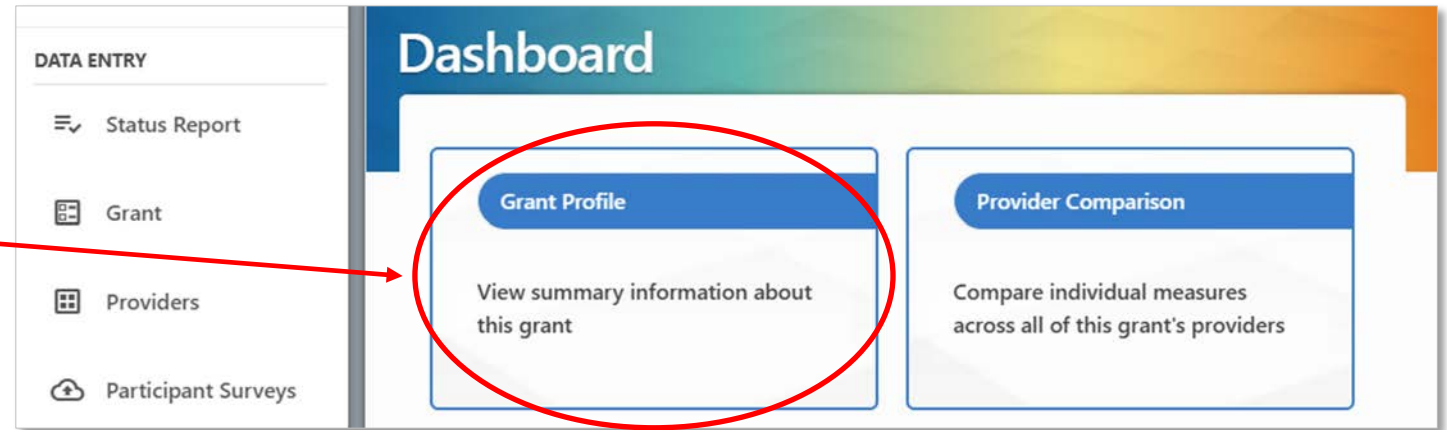
The new PREP Federal benchmarks are LIVE!



- Points of reference for measurement
- Tools for program monitoring and improvement
- Webinar recording:
[Data Submission & Usage](#)
(in the Data Usage section)
- Tipsheet:
[PREP Federal Benchmarks: Getting Started](#)

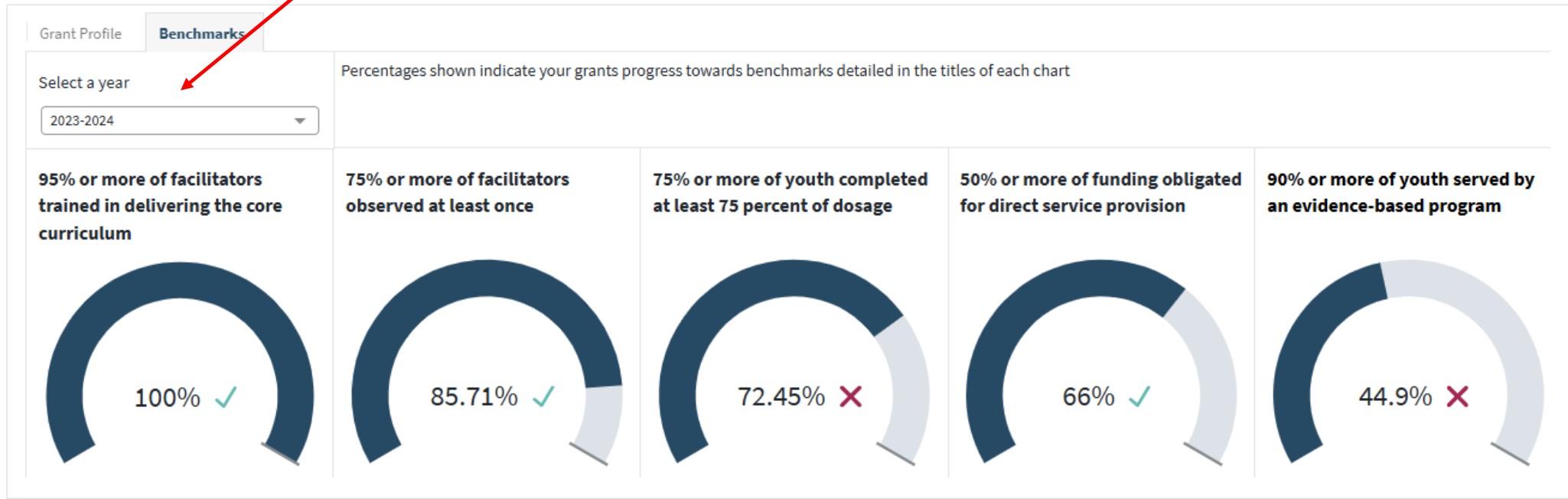
View benchmarks in the PREP dashboard

- Click on Grant Profile view
- Click on the Benchmarks tab



View benchmarks by program year

- Select the year you'd like to view



- Green checkmarks indicate targets met or exceeded
- Red crosses indicate targets not met

2 new video tutorials

- Instructions for logging into the portal
- Instructions for reactivating an account
- Available at the top of the [Data Submission & Usage](#) page of the PREP website

MICRO TRAINING VIDEO

How to Log In to the Portal with Your User Account



MICRO TRAINING VIDEO

How to Reactivate an Inactive User Account



Important Dates

Mark your calendars!

Important dates

What's coming	When it will happen
 Summer data submission opens	Tuesday, July 1 st , 2025
Summer data submission closes	Friday, August 15 th , 2025 

Please remember this important policy

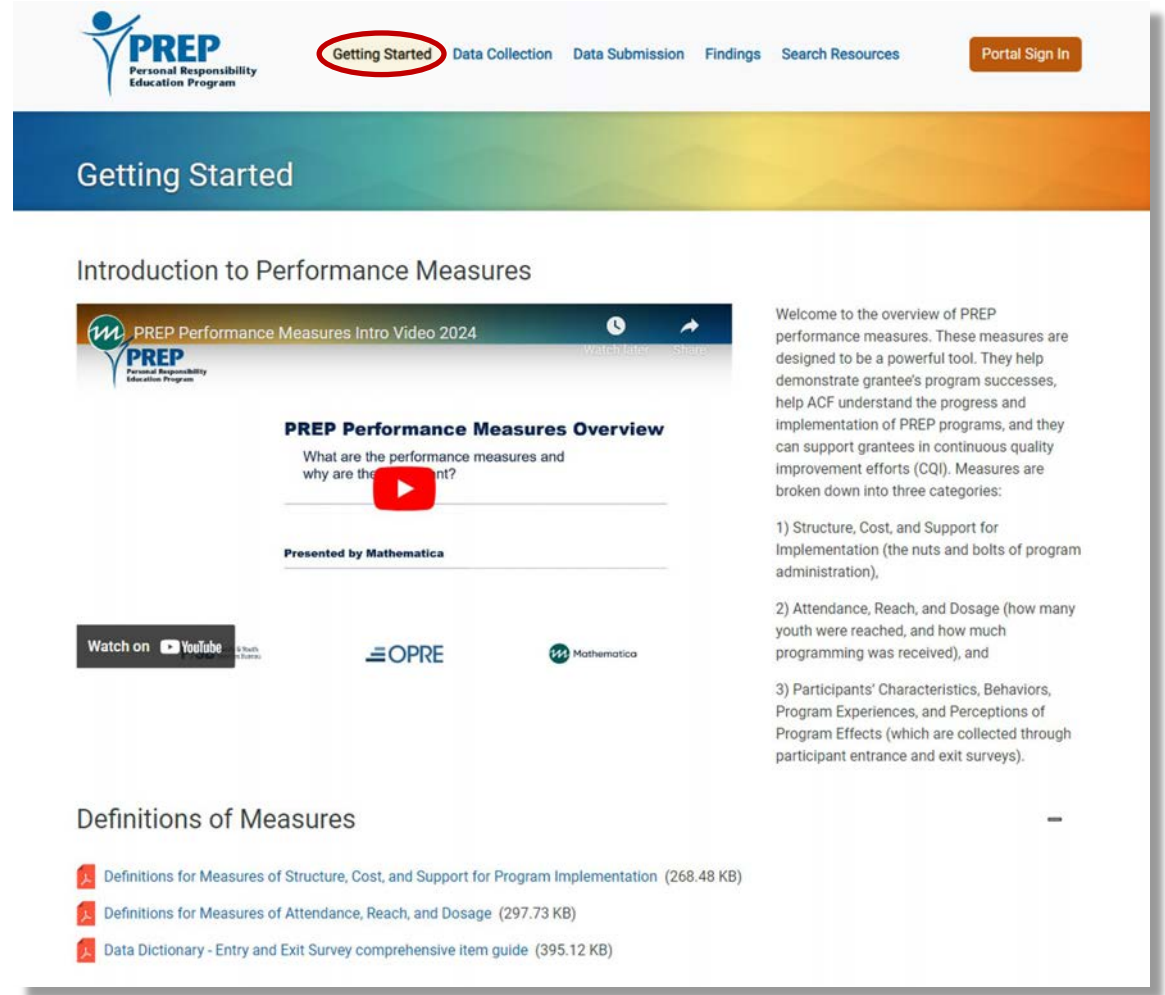
- There will be no extension to the data submission period.
- All data must be submitted by August 15th.
 - If you have sub-recipients, this includes all their data too.
 - As the grant recipient, you are responsible for making sure all data are submitted on time.



Tips for Summer 2025 Performance Measures Data Submission

Measures to be submitted

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



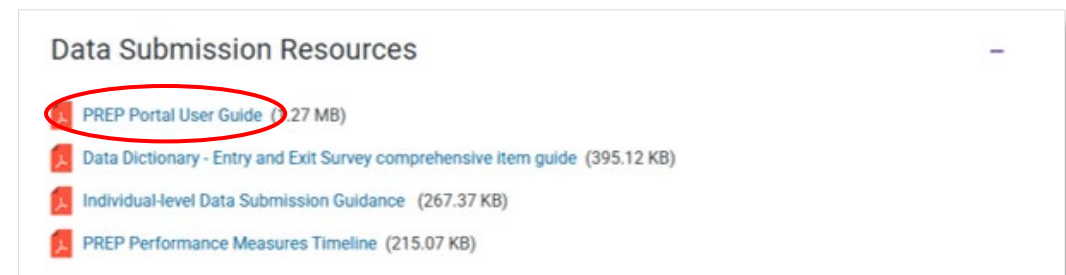
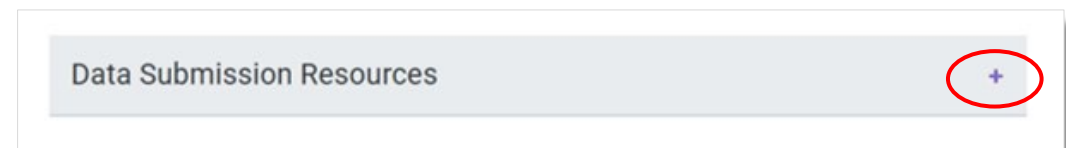
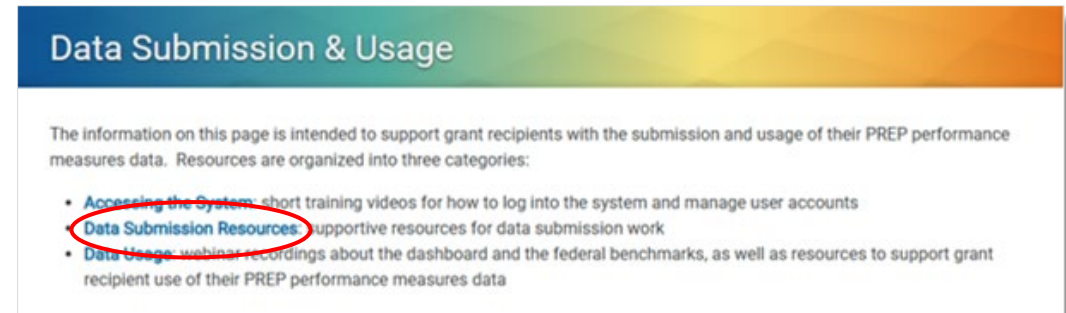
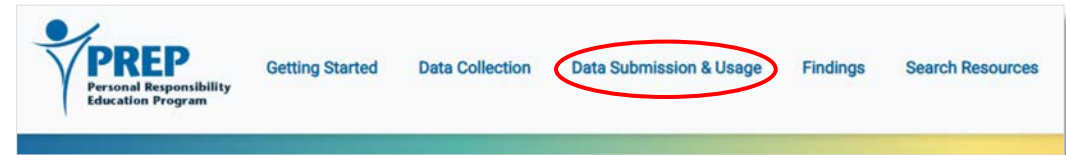
The screenshot shows the 'Getting Started' page of the PREP website. At the top, the PREP logo is on the left, and navigation links 'Getting Started' (circled in red), 'Data Collection', 'Data Submission', 'Findings', and 'Search Resources' are in the center. A 'Portal Sign In' button is on the right. Below the navigation bar is a blue header with the text 'Getting Started'. The main content area is titled 'Introduction to Performance Measures'. It features a video player for 'PREP Performance Measures Intro Video 2024' with a red play button. Below the video is the text 'PREP Performance Measures Overview' and 'What are the performance measures and why are they important?'. The video is 'Presented by Mathematica'. To the right of the video player, there is a welcome message: '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:'. Below this, there is a list of 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). At the bottom of the page, there is a section titled 'Definitions of Measures' with three links: '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)'.

Data Submission Tips:

Grant-, Provider-, and Program-Level Data

PREP Portal User Guide

- In the top navigation bar, click on Data Submission & Usage
- Near the top of the [Data Submission & Usage](#) page, click on Data Submission Resources
- Click on the plus sign on the far right end of the Data Submission Resources accordion
- The webinar recording will also appear here, when it becomes available



Beginning the data submission process

Access data submission pages here

The screenshot shows the PREP Performance Measures Data Portal interface. The top header includes the PREP logo (Personal Responsibility Education Program), the fiscal year 'FY2050', the program name 'Supes R Us CPREP', and the 'Summer 2025 Submission Period' dropdown menu. A sidebar on the left contains navigation links: 'Home', 'DATA ENTRY' (with a sub-link 'Status Report'), 'Grant', 'Providers', 'Participant Surveys', 'Dashboard', 'Users', and 'Help'. The 'Grant', 'Providers', and 'Participant Surveys' links are highlighted with a red rectangular box. The main content area features a large banner with the title 'PREP Performance Measures Data Portal' and a message: 'The data submission period for Summer 2025 is currently open and will close on August 15, 2025.' Below the banner, a 'Welcome to the PREP Data Portal' section provides 'To get started' instructions: 1. Invite additional grantee or provider users (if desired), 2. Complete the grant level information and indicate how many providers were active this reporting period, and 3. Complete the provider table and indicate which providers were active this reporting period.

PREP
Personal Responsibility
Education Program

FY2050 | Supes R Us CPREP

Summer 2025 Submission Period

Home

DATA ENTRY

Status Report

Grant

Providers

Participant Surveys

Dashboard

Users

Help

PREP Performance Measures Data Portal

The data submission period for Summer 2025 is currently open and will close on August 15, 2025.

Welcome to the PREP Data Portal

To get started:

1. Invite additional grantee or provider users (if desired).
2. Complete the [grant level information](#) and indicate how many providers were active this reporting period.
3. Complete the [provider table](#) and indicate which providers were active this reporting period.

Grant-level information



FY2050 | Supes R Us CPREP

Summer 2025 Submission Period ? SW

Home

DATA ENTRY

Status Report

Grant

Providers

Participant Surveys

Dashboard

Users

Help

Security & Privacy

← [Home](#) / [Grant](#)

Grant

Measures of Structure, Cost, and Support for Program Implementation

⋮ Grantee Staffing

Number of grantee staff involved in overseeing PREP: ?

Number of grantee FTEs involved in overseeing PREP: ?

⋮ PREP Funding

Total amount of PREP grant funding obligated (including any carryover funds) during October 2024 through September 2025:

Save Changes

Submission Progress

25%

Grantee Submission

> Grantee Staffing

> PREP Funding

Provider-level information



FY2050 | Supes R Us CPREP

Summer 2025 Submission Period

Home

DATA ENTRY

Status Report

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Security & Privacy

 [Home / Providers](#)

Providers

Providers associated with Supes R Us CPREP

Indicate which providers are active by checking the boxes in the Active column. To add a new provider, click the Add Provider button on the right. For each provider, you may enter the data for the current submission period or add and submit program models.



 Refresh

 Add Provider

ACTIVE	PROVIDER NAME ↑	PROVIDER DATA	PROGRAM MODELS
☒	Supes R Us	 Provider Data	 Program Models
☐	The Stark Foundation	 Provider Data	 Program Models
☐	Bat-tastic Community Center	 Provider Data	 Program Models
☒	Green4Go Afterschool Heroes	 Provider Data	 Program Models

Items per page:

10

1 – 10 of 16

Program-level information



FY2050 | Supes R Us CPREP

Summer 2025 Submission Period

Home

DATA ENTRY

Status Report

Grant

Providers

Participant Surveys

Dashboard

Users

Help

Security & Privacy

 [Home](#) / [Providers](#) / [Alexandria City Public Schools \(MS\)](#) / Program Models

Program Models

Program Models associated with Green4Go Afterschool Heroes

Indicate which programs are active by checking the boxes in the Active column. To add a new program, click the Add Program Model button on the right. Then you can enter data for active program models.



 Refresh

 Add Program Model

ACTIVE 	PROGRAM MODEL 	PROGRAM MODEL DATA
☒	Be Proud! Be Responsible!	 Program Model Data
☐	Draw the Line Respect The Line	 Program Model Data

Items per page:

10

1 - 2 of 2

Point of Clarification – Facilitators Trained

- Number of facilitators who provided programming to youth during the reporting period
- Of the facilitators who provided programming to youth (cell above), the number of those facilitators who have been trained in delivering the core program model at any time, either during or prior to the reporting period.

PREP
Personal Responsibility
Education Program

FY2050 | Supes R Us CPREP

Home

DATA ENTRY

Status Report

Grant

Providers

Participant Surveys

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Help

Security & Privacy

Facilitators

Number of PREP facilitators working for provider:

Facilitator Training and Observation

Number of PREP facilitators trained in delivering core program model:

Number of PREP facilitators observed exactly once:

Number of PREP facilitators observed twice or more:

Provider Implementation Challenges

Indicate how the provider assessed the implementation challenges below:

Save Changes Program Models

Data Submission Tips:

File Upload

Excel tools review

- The Excel tools are available on the [Data Collection](#) page of the PREP Performance Measures website.
- Make sure you're using the tools for this reporting period

The screenshot shows the PREP Personal Responsibility Education Program website. The navigation bar includes 'Getting Started', 'Data Collection' (highlighted with a red circle), and 'Data Submission'. The main heading is 'Data Collection'. Below it, there are sections for 'Participant Surveys' and 'Excel Tools'. The 'Excel Tools' section lists several files, with a red box highlighting the following:

- July-December 2025 - Participant Attendance by Hours (6.65 MB)
- July-December 2025 - Participant Attendance by Sessions (4.5 MB)
- PREP 2025 Participant Entry Survey - File Upload Tool (7.08 MB)
- PREP 2025 Participant Exit Survey - File Upload Tool (8.92 MB)
- 2024-2025 - Structure, Cost, Support: Grantee Level (170.24 KB)
- 2024-2025 - Structure, Cost, Support: Provider/Program Level (183 KB)
- January-June 2025 - Participant Attendance by Sessions (4.53 MB)
- January-June 2025 - Participant Attendance by Hours (6.59 MB)

Data Submission Tips:

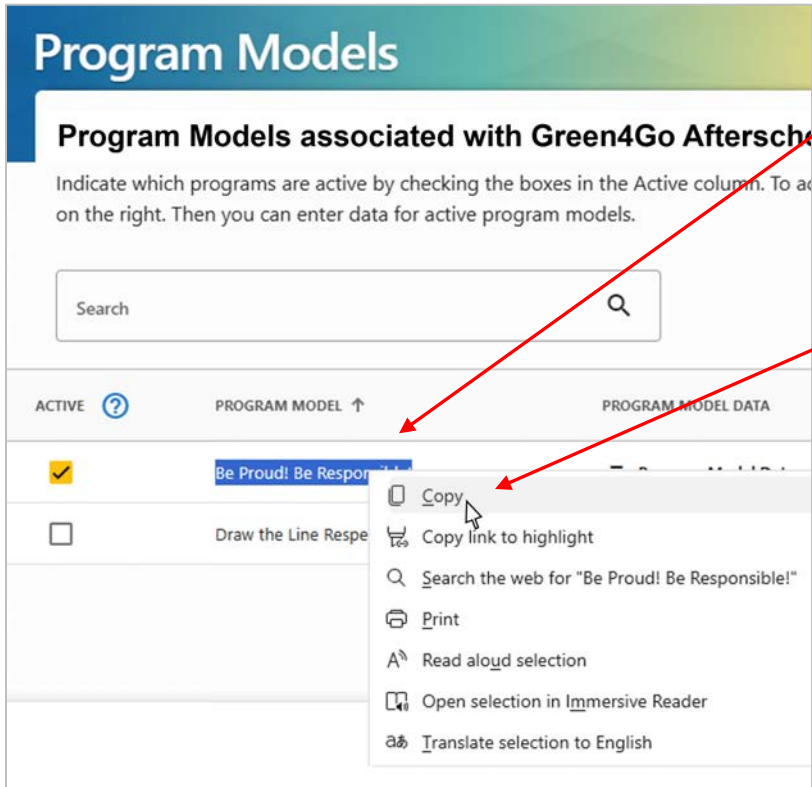
File Upload

Tips for using the Excel tools

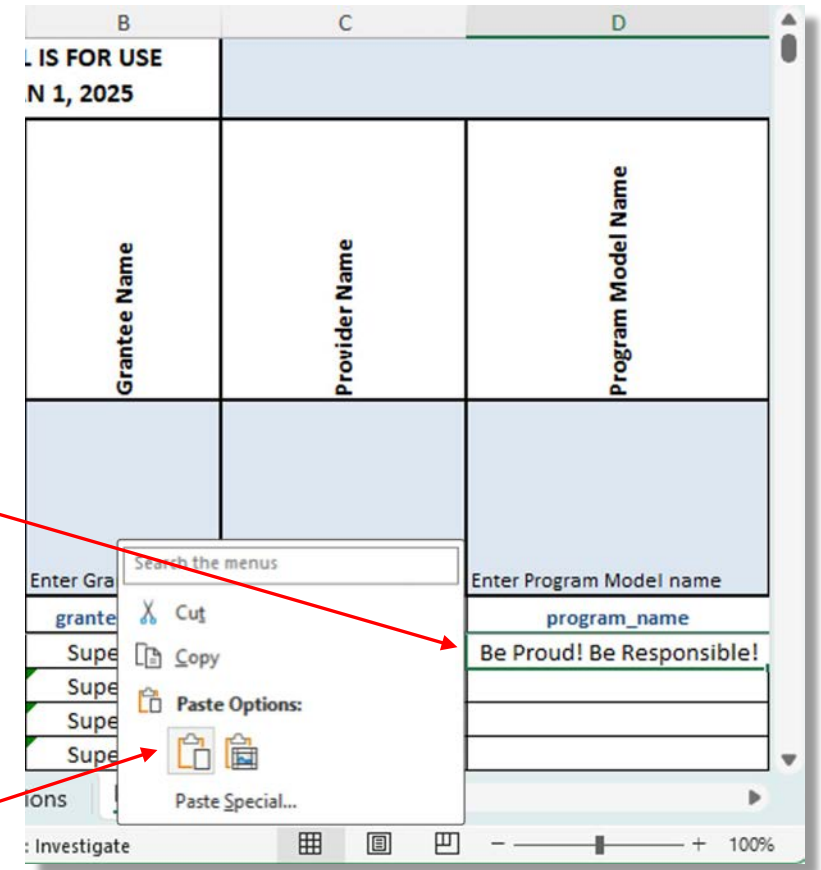
- Ensure provider names and program names are an exact match for the names in the PREP portal, including capitalization.
- The easiest way to ensure this happens is to cut and paste those names from the portal into the Excel tool.

NOTE: THIS TOOL IS FOR USE BEGINNING JAN 1, 2025				
	Grantee Name	Provider Name	Program Model Name	Survey Version
Participant surveys are anonymous. Do not enter names in this column.	Enter Grantee name	Enter Provider name	Enter Program Model name	MS-SC = Middle School State/Competitive PREP HS-SC = High School State/Competitive PREP MS-TP = Middle School Tribal PREP/PREIS HS-TP = High School Tribal PREP/PREIS
	grantee_name	provider_name	program_name	survey_version
Survey 1	Supes R Us	Supes R Us	Making Proud Choices!	
Survey 2	Supes R Us	Supes R Us	Making Proud Choices!	
Survey 3	Supes R Us	Supes R Us	Making Proud Choices!	
Survey 4	Supes R Us	Green4Go Afterschool Heroes	Be Proud! Be Responsible!	
Survey 5	Supes R Us	Green4Go Afterschool Heroes	Be Proud! Be Responsible!	
Survey 6	Supes R Us	Green4Go Afterschool Heroes	Be Proud! Be Responsible!	

Copying and pasting from the portal



- In the portal, highlight the name you want to copy.
- Right click and choose “Copy.”
- In your Excel tool, click in the cell into which you want to insert the name.
- Right click and choose the paste icon.



Uploading your entry and exit survey data

- Click on Participant Surveys
- The system accepts only one file for entry surveys and one file for exit surveys
- Grantees with multiple providers should combine all entry surveys into one file and all exit surveys into one file

The screenshot displays the PREP (Personal Responsibility Education Program) web interface. The header includes the PREP logo, the text 'FY2050 | Supes R Us CPREP', and the 'Summer 2025 Submission Period'. A sidebar on the left contains navigation links: Home, DATA ENTRY (with sub-links for Status Report, Grant, Providers, and Participant Surveys), Dashboard, Users, and Help. The 'Participant Surveys' link is highlighted. The main content area is titled 'Participant Surveys' and contains a message: 'To upload your survey data, begin by selecting either the Entry Survey or Exit Survey. You will then be prompted to upload a file and validate your data before completing the upload.' Below this message are two panels: 'Entry Survey' and 'Exit Survey'. Both panels show a status of 'Not Started' and a blue 'Upload Data' button. The 'Upload Data' button in the 'Entry Survey' panel is circled in red.

2 options for beginning file upload

- **Option 1**

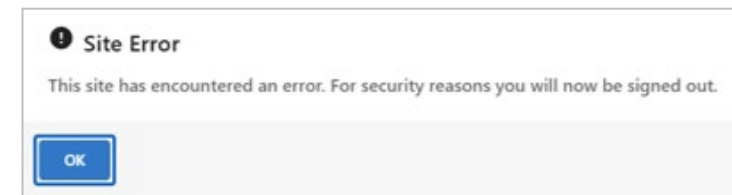
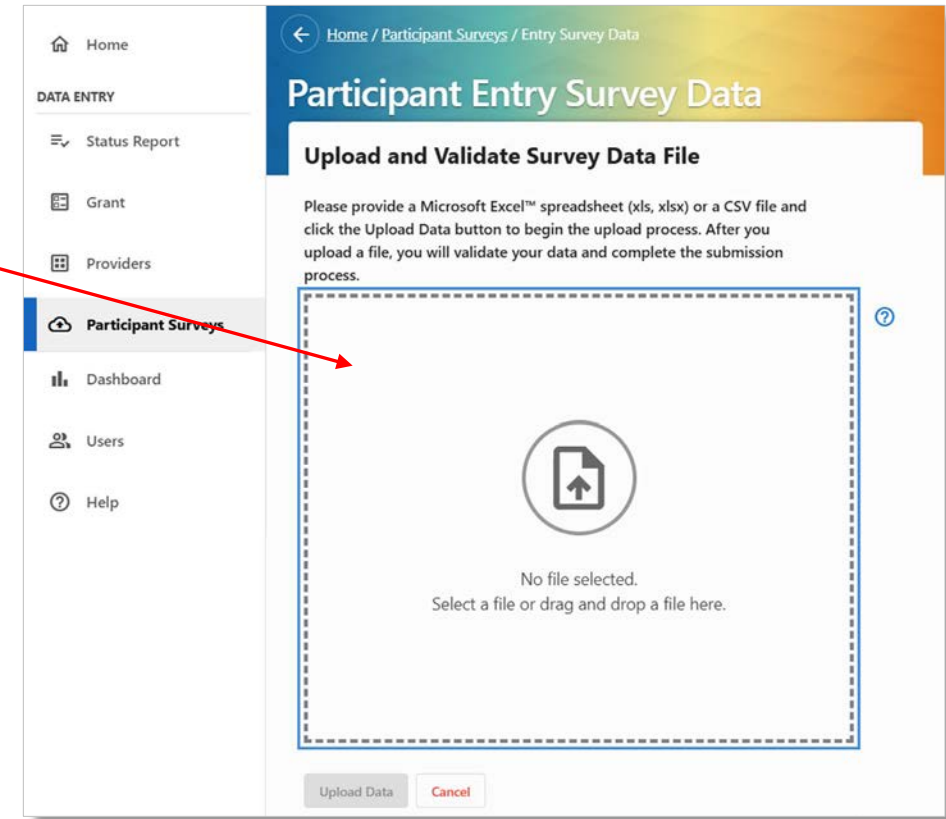
- Click inside the box
- Choose your file from the dialogue box that opens

- **Option 2**

- Drag and drop your file into the box

- **Tips for success**

- For either option 1 or 2, save your file locally, i.e. to your desktop
- Make sure your file is closed before you attempt to upload it, or the system will log you out



Uploading and validating a file

- When your file name appears inside the box, click the yellow Upload Data button

Upload and Validate Survey Data File

Please provide a Microsoft Excel™ spreadsheet (xls,xlsx) or a CSV file and click the Upload Data button to begin the upload process. After you upload a file, you will validate your data and complete the submission process.



Excel demo_entry.xlsx
7192.11 KB

- A green checkmark appears when file upload is complete
- Click the blue Validate Data button

Upload and Validate Survey Data File

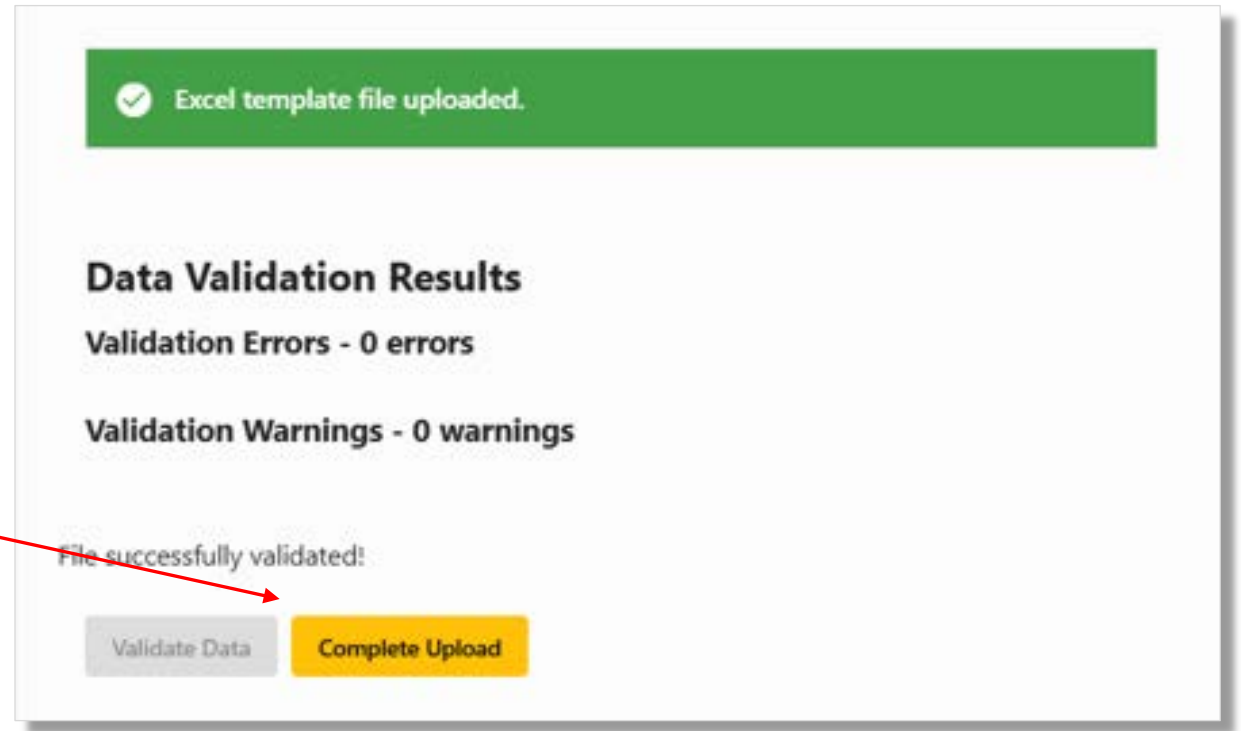
Please provide a Microsoft Excel™ spreadsheet (xls,xlsx) or a CSV file and click the Upload Data button to begin the upload process. After you upload a file, you will validate your data and complete the submission process.



✓ Excel template file uploaded.

Successful validation

- **Successful validation, no errors or warnings**
- **Click on the yellow Complete Upload button**
- **Repeat the process with your exit survey file**



Validation: errors

- Errors must be corrected before file upload can be completed

Data Validation Results

Validation Errors - 1 error

There are errors in the selected file. See output below.

Validation Errors

You must correct errors before you can upload the data file.

- Participant exit data is not expected from provider Green4Go Afterschool Heroes and program Be Proud!Be Responsible!, but the data file includes row(s) with these provider/program names.

Fix issues and reupload data

The errors listed above need to be fixed in the data file and reuploaded above. Use the "Browse" button or drag and drop the updated data file to start the reupload process.

To fix data issues related to provider and program name combinations, view the name combinations expected based on the data you submitted on other pages.

[Download Errors and Warnings](#)

[Validate Data](#) [Complete Upload](#)

- They can be challenging to locate:

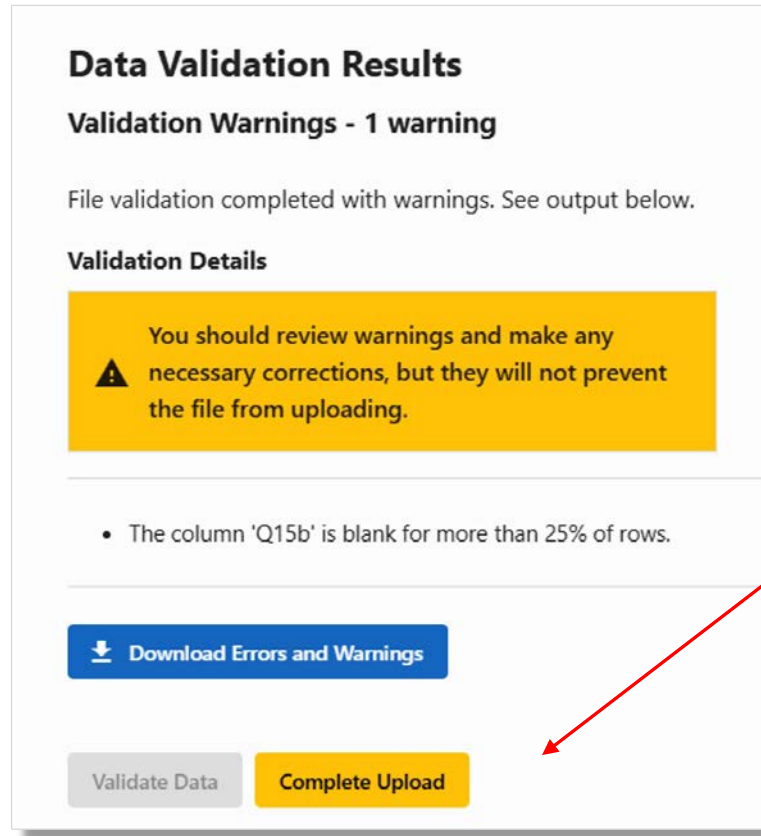
Be Proud!Be Responsible!

VS

Be Proud! Be Responsible!

Validation: warnings

- Warnings do not have to be corrected to complete file upload
- Confirm the flagged information is what you expect (and not a true mistake)



Data Validation Results

Validation Warnings - 1 warning

File validation completed with warnings. See output below.

Validation Details

⚠ You should review warnings and make any necessary corrections, but they will not prevent the file from uploading.

- The column 'Q15b' is blank for more than 25% of rows.

[Download Errors and Warnings](#)

[Validate Data](#) [Complete Upload](#)

- Click the yellow Complete Upload button

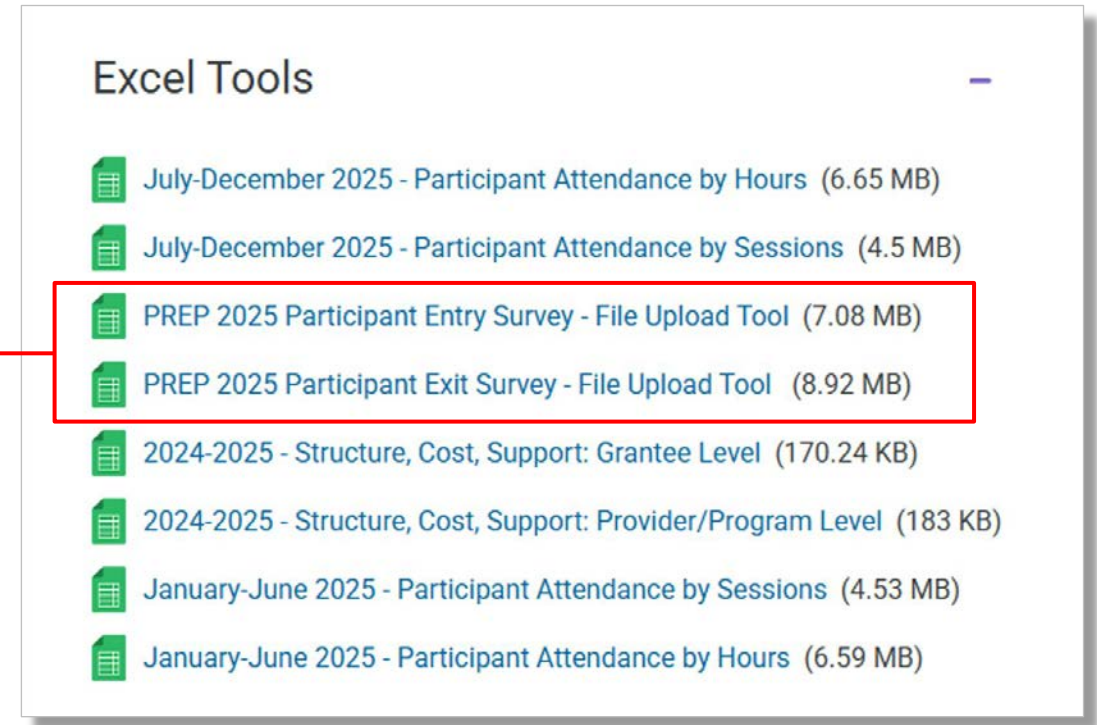
Tips for a successful file upload

- **If you use the Excel templates found on the PREP Performance Measures website**

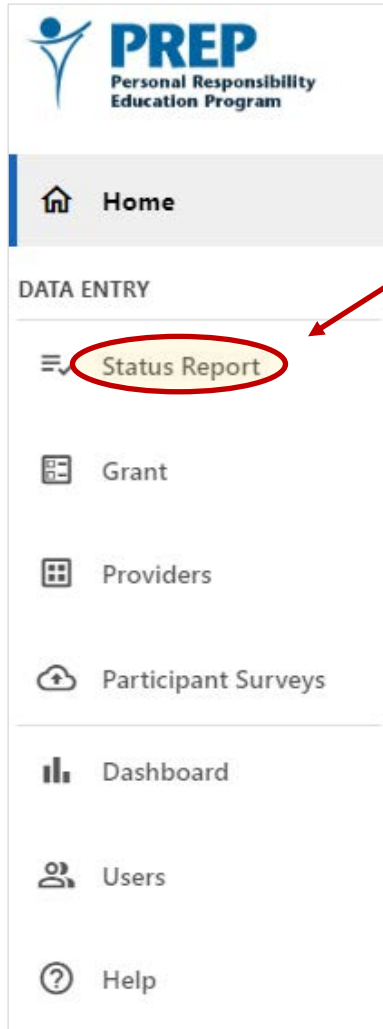
- Ensure you are using the templates dated 2025.

- **If you are using a custom file**

- Ensure your columns contain valid values by cross referencing with the Excel tool template.



Confirming submission status



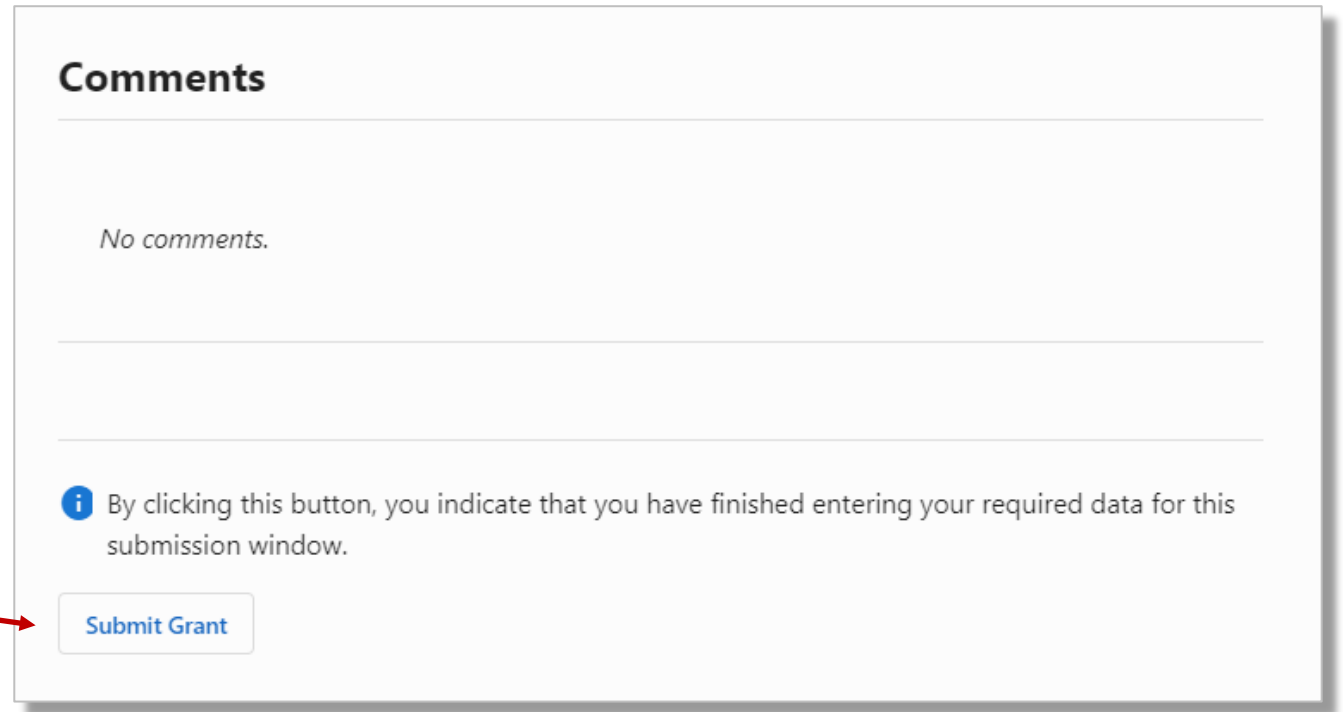
- Check the Status Report to confirm that all expected data have been submitted
- All areas with complete data are noted with the green No Data Missing buttons
- Areas with missing data are noted with the yellow Missing Data buttons

✓ No Data Missing

⋮ Missing Data

Final steps

- Use the open text box at the bottom of the Submission Status Report page to provide context for anything you would like to clarify
- Click the Submit button



The screenshot shows a 'Comments' section with a text area containing the text 'No comments.' Below the text area is a blue information icon followed by the text: 'By clicking this button, you indicate that you have finished entering your required data for this submission window.' At the bottom of the section is a button labeled 'Submit Grant'. A red arrow points from the 'Click the Submit button' instruction in the list to this button.

Q&A

Start early!

- All data must be submitted by August 15th. 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



Fred



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)