

FY21 REPORTING SYSTEM

PROTOCOL

FOR T/TA PROVIDERS

 SVPP EVALUATION



TEXAS A&M UNIVERSITY
Center for Community
Health Development

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OVERVIEW

This document contains information about the Sexual Violence Primary Prevention (SVPP) Program Reporting System. The reporting system and protocol were developed by a team of evaluators at Texas A&M University to streamline site data collection. This reporting system satisfies reporting requirements for the *SAPCS-Federal grant program - Rape Prevention and Education* funds only. The reporting system is designed to allow organizations to input data on a monthly or quarterly basis, as preferred. We strongly encourage you to have this protocol available as you enter data into the data collection system. It contains specific definitions and other information you will need as you record your activities.

DEVELOPMENT PROCESS

The evaluation team closely examined various program reporting documents to ensure collection of required data. Specifically, information from the following reports were condensed into the system:

- Rape Prevention and Education (RPE) Program Report Tools required by the Centers for Disease Control and Prevention (CDC);
- RPE Work Plan Tool required by the CDC; and
- SAPCS-Federal Quarterly Performance Report (QPR) required by the Office of Attorney General (OAG) of Texas.

The OAG Primary Prevention Program Administrator and staff from the Grants Administration were consulted to ensure that the reporting system requirements were in line with OAG requirements.

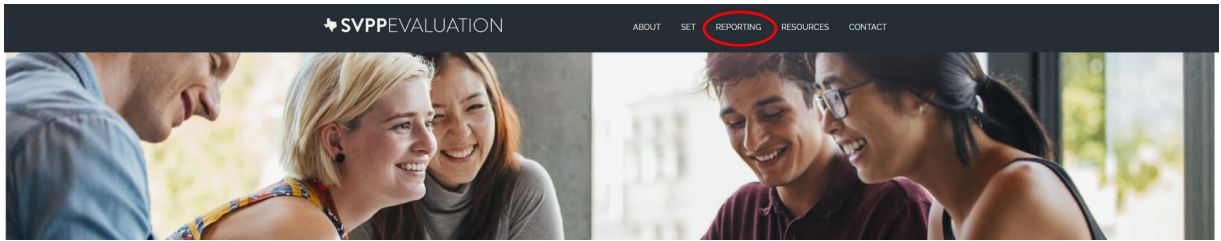
NAVIGATION

The reporting system is an online data collection tool hosted through Qualtrics. Data input and submission will require internet access.

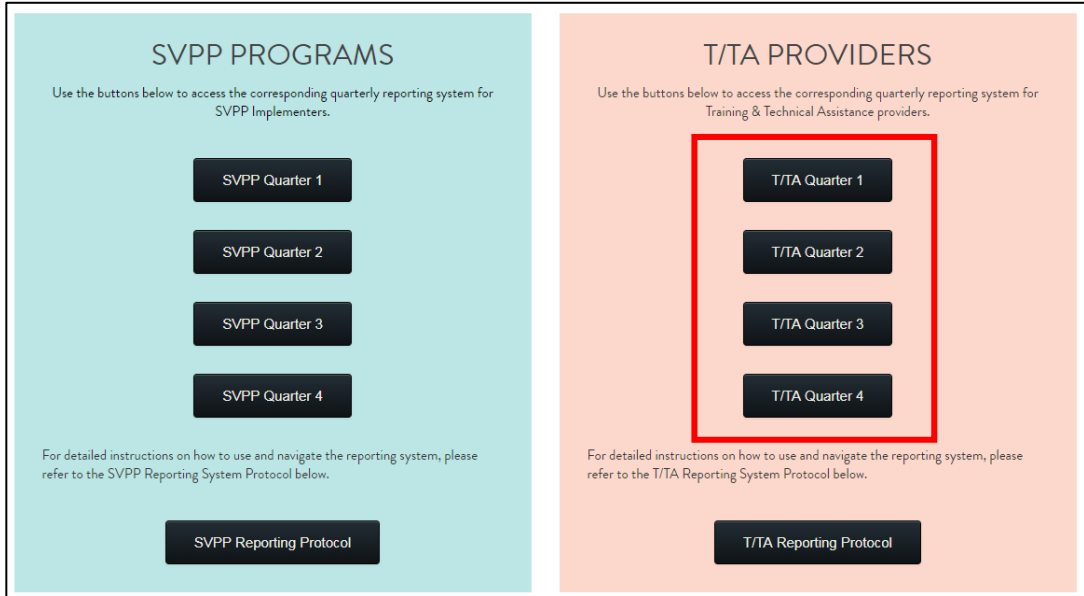
ACCESSING THE REPORTING SYSTEM

The reporting system is accessed through the Texas SVPP Evaluation website. Instructions for accessing the system are as follows:

1. Go to www.evalsvpptx.com.
2. Click on the REPORTING tab.



3. The SVPP program reporting system links T/TA providers are in the orange box on the right side of the screen. Scroll to and click on the quarterly reporting button that corresponds with the quarter you would like to report.



4. You will be asked to enter your password which has been assigned to you by the Texas A&M Evaluation team and is unique to your organization. If you are unsure of your organization's password, please go to www.evalsvppts.com/contact and fill out the form to request your password be sent to you via email.

SAVING DATA

At the bottom of each page that requires data input, there is a **“SAVE & CONTINUE”** button. This button saves all the data on the current page. You *must* click this button to save your data, even if you have not filled in all of the requested information on the page. When you return to the reporting system at a later time, you will automatically be directed to the last page you were on.

RETURNING TO THE SYSTEM

The system is designed to allow you to return to the system if you are unable to input all of your quarterly data at one time. Once you have saved inputted data and exited the reporting system by closing your browser, you can return to the system through the Texas SVPP Evaluation website (www.evsvptx.com). You will enter your password and then automatically be directed the page where you left off. If you certify and submit your quarterly data and return to the system, the previously submitted data is no longer visible to you as it has been received by the evaluation team. If you need to edit submitted information, submit a data corrections form (instructions provided on page 5).

SUBMITTING REPORT(S)

As required by the OAG, you will be prompted with a certification page at the end of each quarter before you submit your data. After you have input all required data for the reporting period, you will be required to enter the name of the authorized individual who will be verifying your data.

You have completed reporting for Quarter 1! However, you **must certify the data before your report is submitted**. Continue using one of the following options:

Update/Add Additional Data:
Navigate to the correct page using the "BACK" button.

Certify Data:
Enter the name of the individual who has authority to certify your organization's data in the field below and click "**PROCEED TO SUMMARY PAGE**".

If you are authorized to verify your organization's data, you will be able to review and certify all of your data on the summary page. If you need a supervisor to certify your data, the summary page will provide you with instructions on sharing your inputted data with an authorized official.

E1. Please provide the name of the person certifying data:

Follow the instructions on this page to proceed to the summary page where the authorized official will be able to review and verify data for the reporting period.

Summary Page

This page contains a summary of your responses. If you need to correct any data before submitting your report, please use the "BACK" button to navigate to the appropriate page. Your report is not submitted until the "VERIFY" button at the bottom of this page is clicked.

Data Verification/Certification

Data verification by an Authorized Official or Grant Contact is required. By clicking "VERIFY" at the bottom of this page, you are attesting that the data and information contained in this report are true and accurate to the best of your knowledge and understanding. If you do not have the authority to verify this data, please follow the instructions below to share the report with your Authorized Official or Grant Contact:

- Electronically – Close your browser and have your Authorized Official/Grant Contact login to the reporting system using the organization's password. They will automatically be taken to this summary page where they can review and verify the data.
- PDF – Use your browser's Print to PDF mechanism to print this summary page. For many web browsers, this can be done by right clicking within the browser window and selecting "Print". **NOTE: DO NOT RELY ON THE DOWNLOAD PDF BUTTON BELOW.** It does not always display all of the data entered.

Authorized Official/Grant Contacts

Please review the data entered in the report. Once you verify that all the information is correct, select the "VERIFY" button at the bottom of the page to certify the report. If data needs to be corrected before verification, use the "BACK" button to navigate to the appropriate question(s) that need to be updated.

Saving this Summary Page for Your Records

You may save this Summary Page by using your web browser's Print to PDF mechanism. For many web browsers, this can be done by right clicking within the browser window and selecting "Print". **NOTE: DO NOT RELY ON THE DOWNLOAD PDF BUTTON BELOW.** It does not always display all of the data entered. However, please rest assured that all of the data that appears on this summary page has been captured by the system, even though it may not appear when the "Download PDF" button is used.

The summary page is your opportunity to review all your inputted data for the reporting period before it is officially submitted. Once you have reviewed your data and do not have any additions or edits, the authorized official of your organization must verify your data by clicking "VERIFY" at the very bottom of the summary page. By verifying the data, the authorized official attests that the data and information contained in the report are true and accurate to the best of their knowledge and understanding.

DATA CORRECTIONS

In the event that submitted data needs to be corrected, the grantee will be responsible for submitting a form through the Texas SVPP Evaluation website (www.evalsvpptx.com). Instructions for accessing the form are as follows:

1. Go to www.evalsvpptx.com.
2. Click on the REPORTING tab.
3. Scroll to the SUBMITTING DATA CORRECTIONS form.
4. Complete the required fields and click "Submit".

SUBMITTING DATA CORRECTIONS
Use the form below to submit corrections to previously submitted data.

Implementing Organization Name *

Name of Individual Submitting Corrections *

Phone Number of Individual Submitting Corrections *

Email Address of Individual Submitting Corrections *

Was this data correction prompted by your organization or at the request of Texas A&M or the Office of the Attorney General? *

My organization
 Texas A&M
 Office of the Attorney General

Select the quarter for which you are submitting corrections *

Submit updated data and any helpful contextual information in the box below *

Submit

DUE DATES

Your SAPCS-Federal Performance Report must be submitted quarterly via the SVPP Reporting System. Reports are due on or before the following dates:

- **May 30th** – Quarter 1 (February, March, and April)
- **August 30th** – Quarter 2 (May, June, and July)
- **November 30th** – Quarter 3 (August, September, and October)
- **February 28th** – Quarter 4 (November, December, and January)

TECHNICAL ASSISTANCE

REPORTING SYSTEM

For technical assistance regarding this reporting system, please contact Emily Martin at emilymartin@tamu.edu or **979-436-9350**.

PROGRAMMATIC QUESTIONS

For programmatic reporting questions, please contact Peggy Helton at peggy.helton@oag.texas.gov or **512-936-1423**.

QUESTION GUIDE

The question guide portion of this protocol details and clarifies what is being asked in each question of the reporting system created for organizations that provide training and technical assistance to SAPCS-Federal grantees. Each section header corresponds to each page of the reporting system. The title of each page of the reporting system is located at the top of that page. A description of the section content and the frequency at which each question is asked in the reporting system is listed below each section header. Each question is displayed in the left column, the question type (data field) in the middle column, and further explanation of each question in the right column.

INTRODUCTION QUESTIONS

These questions cover basic programmatic information including contact information for the person responsible for data corrections. All questions on this page are required.

Question frequency: **Quarterly**

Question Number	Question/Description	Data Field	Instructions/Answer Options
B1	Implementing Organization:	Pre-filled	This is filled in automatically based off of the password you entered. If you are unsure of your organization's password, please go to www.evalsvpptx.com/contact and fill out the form to request your password be sent to you via email. Once you have your correct password, access the reporting system through the Texas SVPP Evaluation website (www.evalsvpptx.com) and enter the password to proceed.
B2	Person to contact for corrections:	Text Entry	Enter in the information for the person that should be contacted regarding updating or correcting submitted data. The following information is required: <ul style="list-style-type: none">▪ Full name▪ Phone Number▪ Email

TRAINING AND TECHNICAL ASSISTANCE QUESTIONS

These questions regard training and technical assistance provided. For the purpose of this reporting system, technical assistance is defined as *efforts that build the capacity of SAPCS-Federal grantees to implement primary prevention strategies*. An “instance of technical assistance” is assistance provided via in-person, telephone, email or onsite associated with the implementation of primary prevention activities. Count each instance.

Question frequency: **Monthly**

Question Number	Question/Description	Data Field	Instructions/Answer Options
M1	Number of <i>trainings to RPE funded organizations</i> this month.	Numerical Entry	Enter by month, the number of trainings conducted for RPE funded programs. Each training should be counted individually even if part of a series. Example: As a part of a 9-week training series, you conduct 4 training sessions in September. Count each session as one (1) training. (i.e. For the month of September you would report 4 educational seminars)
M2	Number of <i>trainings per method to RPE funded organizations</i> this month:	Numerical Entry	Please fill in the response boxes for each training method. The methods are listed below: <ul style="list-style-type: none"> ▪ Webinars ▪ In-person ▪ Other (fill in the blank) The sum of these numbers must equal the number of trainings entered in question M1.
M3	Number of <i>participants who attended trainings to RPE funded organizations</i> this month:		Enter by month, the total number of attendees who attended trainings provided to RPE funded organizations. Each seminar’s participants should be counted individually even if part of a series. Example: As a part of a 9-week educational series, you conduct 4 training sessions in September. Each training was conducted to the same 15 RPE implementers. Enter the sum of the number of participants that attends each week. (i.e. For the month of September you would report 60 participants.)

M4	Training <i>topics covered with RPE funded organizations</i> this month (select all that apply):	Multiple Answer	Options include: <ul style="list-style-type: none"> • <i>Administering State-Level Evaluation</i> • <i>Bystander Approaches</i> • <i>Changes to Program’s Focus Areas, Approaches, Communities of focus, Population of Focus, or Programs</i> • <i>Facilitating Specific Programs</i> • <i>Implementing Community Level Strategies</i> • <i>Mobilizing Men and Boys as Allies</i> • <i>Organizational Capacity Building</i> • <i>Positive Youth Development/Authentic Youth Engagement</i> • <i>Program Improvement</i> • <i>Social Media in Programming</i> • <i>Strengthening Leadership and Opportunities for Girls</i> • <i>Other (list below)</i>
M4a	For which programs did you give training regarding facilitation? Select all that apply.	Multiple answer	This question appears if “Facilitating specific programs” was selected above. Response options include: <ul style="list-style-type: none"> • <i>Be Strong</i> • <i>Bringing in the Bystander</i> • <i>Close to Home</i> • <i>Coaching Boys Into Men</i> • <i>MVP Strategies</i> • <i>LiveRespect</i> • <i>Other (specify):</i>
M5	Total number of <i>instances of technical assistance</i> conducted this month with <i>RPE funded organizations</i> :	Numerical Entry	Enter by month, the number of instances of Technical Assistance provided to RPE funded programs.

M6	Number of <i>instances of technical assistance per method</i> conducted this month with <i>RPE funded organizations</i> :	Numerical Entry	Please fill in the response boxes for each technical assistance method. The methods are listed below: <ul style="list-style-type: none"> ▪ <i>On-site visit</i> ▪ <i>via telephone</i> ▪ <i>In person (at trainings or other events)</i> ▪ <i>via email</i>
M7	Number of <i>RPE funded organizations who were provided Technical Assistance</i> this month:	Numerical Entry	Enter by month, the total number of RPE funded programs who received technical assistance this month.
M8	<i>Technical Assistance topics covered</i> this month with <i>RPE funded organizations</i> (select all that apply):	Multiple Answer	Options includes: <ul style="list-style-type: none"> • <i>Administering State-Level Evaluation</i> • <i>Bystander Approaches</i> • <i>Changes to Program’s Focus Areas, Approaches, Communities of focus, Population of Focus, or Programs</i> • <i>Facilitating Specific Programs</i> • <i>Implementing Community Level Strategies</i> • <i>Mobilizing Men and Boys as Allies</i> • <i>Organizational Capacity Building</i> • <i>Positive Youth Development/Authentic Youth Engagement</i> • <i>Program Improvement</i> • <i>Social Media in Programming</i> • <i>Strengthening Leadership and Opportunities for Girls</i> • <i>Other (list below)</i>
M8a	For which programs did you give TA regarding facilitation? Select all that apply.	Multiple answer	This question appears if “Facilitating specific programs” was selected above. Response options include: <ul style="list-style-type: none"> • <i>Be Strong</i> • <i>Bringing in the Bystander</i> • <i>Close to Home</i>

			<ul style="list-style-type: none"> • <i>Coaching Boys Into Men</i> • <i>MVP Strategies</i> • <i>LiveRespect</i> • <i>Other (specify):</i>
M9	How many Communities of Practice (COP) Groups were active this month?	Multiple Choice	<p>Select the number of COP Groups that were active this month. The answer choices are listed below:</p> <ul style="list-style-type: none"> • 0 • 1 • 2 • 3 • 4 • <i>More than 5</i>
M9a-f	Communities of Practice (COP) Group #[number displayed based on the answer choice selected in question M9]		<p>This question will appear if you entered a number greater than “0” for M9. Please fill out the requested information for each COP group that was active this past month. Response boxes include:</p> <ul style="list-style-type: none"> • <i>Name of COP group:</i> • <i>Number of events for this COP:</i> • <i>Number of RPE funded organizations participating in event(s) for this COP</i>
M10	Total number of <i>informational materials</i> developed for RPE funded programs.	Numerical Entry	Enter the total number of informational materials that were developed for RPE funded programs.
M10a	Identify and describe the <i>informational materials</i> developed.	Text entry	This question will appear if you entered a number greater than “0” for M10. Provide information about the informational materials developed for RPE funded programs.

REPORTING ON OTHER EDUCATION QUESTIONS

These questions regard education given to people other than program participants, focusing on internal and external audiences.

Question frequency: **Monthly**

Question Number	Question/Description	Data Field	Instructions/Answer Options
Other education means live, interactive instruction conducted in person or in a virtual environment.			
M11	Enter the following information for <i>internal audiences</i> (i.e. TAASA staff and volunteers).	Numerical Entry	<p>Please fill in the response boxes regarding internal audiences only. Internal audiences refer to groups like agency staff, volunteers, and board members. The response boxes are listed below:</p> <ul style="list-style-type: none"> • <i>Total Education Workshops for internal audiences</i> • <i>Total Education Participants for internal audiences</i> <p>Each workshop and each workshop’s participants should be counted individually even if part of a series.</p>
M12	Provide details for Other Education directed at <i>internal audiences</i> . Be sure to identify types of participants (e.g. volunteers, agency staff, etc.), training topics, and the reason for the training.	Text Entry	Please provide any additional details about the previous question, if necessary.
M13	Enter the following information for <i>external audiences</i> (coalition members, community stakeholders, etc.).	Numerical Entry	<p>Please fill in the response boxes regarding external audiences only. External audiences refer to groups like coalition members and community stakeholders. The response boxes are listed below:</p> <ul style="list-style-type: none"> • <i>Total Education Workshops for external audiences</i> • <i>Total Education Participants for external Audiences</i> <p>Each workshop and each workshop’s participants should be counted individually even if part of a series.</p>

M14	Provide details for Other Education directed at <i>external audiences</i> . Be sure to identify types of participants, presentation topics, and the reason for/purpose of the education.	Text Entry	Please provide any additional details about the previous question, if necessary.
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QUARTLERLY SOCIAL MEDIA QUESTIONS

Question frequency: **Quarterly**

D1	Did your prevention team use social media to support prevention activities of funded sexual assault programs this quarter?	Multiple Choice	Response options: <ul style="list-style-type: none"> • Yes • No
D1a	Which social media platform(s) did you use?		This question will appear if you answered “Yes” for question D1. Response options: <ul style="list-style-type: none"> • Facebook • Instagram • Snapchat • TikTok • Other platform: [specify]
D1b	How many followers does your [platform] account have? <i>If your agency has multiple accounts, please report the total number of followers for the primary account that your prevention program utilizes.</i>		This question will appear for each social media platform you selected in question D1. [platform] is automatically filled in by the system.
D1c	About how often did you post messages on [platform] during this reporting period? <i>Choose which option best describes the frequency at which you post prevention messaging.</i>		This question will appear for each social media platform you selected in question D1. [platform] is automatically filled in by the system. Response options: <ul style="list-style-type: none"> • Daily • Weekly • Monthly • A couple of times this quarter • Once this quarter

QUARTERLY OVERVIEW QUESTIONS

These questions regard the entire quarter as a whole (i.e. all three months combined), including reporting on resources used and highlights of activities during the quarter.

Question frequency: **Quarterly**

Question Number	Question/Description	Data Field	Instructions/Answer Options
Q1	Enter the <i>percent of resources spent</i> on each SAPCS-Federal activity this quarter. <i>Note the use of social media to support prevention activities of funded sexual assault programs is now its own category.</i>	Numerical Entry	Enter the percent value of resources spent on each activity below. The sum of all categories must add up to 100%. The responses boxes are listed below: <ul style="list-style-type: none"> • <i>Training to SAPCS-Federal grantees</i> • <i>Technical Assistance to SAPCS-Federal grantees</i> • <i>Preparation of informational materials</i> • <i>Other education</i> • <i>Social media to support prevention activities of funded sexual assault programs.</i> • <i>Support efforts of the PPPC Steering Committee</i> • <i>Strategic planning</i> • <i>Staff development</i> • <i>Provide expertise and guidance on state level evaluation efforts for the RPE program</i> • <i>Development and implementation of Focus Area 4 (Improving safety and monitoring in schools; addressing community-level risks through environmental approaches)</i> • <i>Evaluation of training and technical assistance provided to SAPCS-Federal grantees</i>
Q1a	Describe your organization’s <i>training to SAPCS-Federal grantees</i> activities this quarter.	Text Entry	This question will appear if you entered a percentage for “Training to SAPCS-Federal grantees” in question Q1. Use the text box to provide detail on any SAPCS-Federal

			grantee training activities that occurred during the reporting period.
Q1b	Describe your organization’s <i>technical assistance to SAPCS-Federal grantees</i> activities this quarter.	Text Entry	This question will appear if you entered a percentage for “Technical assistance to SAPCS-Federal grantees” in question Q1. Use the text box to provide detail on any SAPCS-Federal grantee technical assistance activities that occurred during the reporting period.
Q1c	Describe your organization’s <i>preparation of informational materials</i> activities this quarter.	Text Entry	This question will appear if you entered a percentage for “Preparation of informational materials” in question Q1. Use the text box to provide detail on any preparation of informational materials activities during the reporting period.
Q1d	Describe your organization’s <i>other education</i> activities this quarter.	Text Entry	This question will appear if you entered a percentage for “Other education” in question Q1. Use the text box to provide detail on any other education activities completed during the reporting period.
Q1e	Describe your organization’s use of <i>social media to support prevention activities</i> of funded sexual assault programs.	Texas Entry	This question will appear if you entered a percentage for “Social media to support prevention activities of funded sexual assault programs” in Q1. Use the text box to provide detail on your organization’s use of social media to support prevention efforts of funded sexual assault programs.
Q1f	Describe your organization’s activities to <i>support efforts of the PPPC Steering Committee</i> this quarter.	Text Entry	This question will appear if you entered a percentage for “Support efforts of the PPPC” in question Q1. Use the text box to provide detail on any efforts that provided support to the PPPC during the reporting period.
Q1g	Describe your organization’s <i>strategic planning</i> efforts this quarter.	Text Entry	This question will appear if you entered a percentage for “Strategic planning” in question Q1. Use the text box to provide detail on any strategic planning conducted during the reporting period.

Q1h	Describe your organization's <i>staff development</i> activities this quarter.	Text Entry	This question will appear if you entered a percentage for "Staff development" in question Q10. Use the text box to provide detail on any staff development activities during the reporting period.
Q1i	Describe your organization's efforts to provide <i>expertise and guidance on state level evaluation</i> this quarter.	Text Entry	This question will appear if you entered a percentage for "Provide expertise and guidance on state level evaluation efforts for the RPE program" in question Q1. Use the text box to provide detail on expertise and guidance of state level evaluation during the reporting period.
Q1j	Describe your organization's efforts toward the <i>development and implementation of Focus Area 4</i> (Improving safety and monitoring in schools; addressing community-level risks through environmental approaches) this quarter.	Text Entry	This question will appear if you entered a percentage for "Development and implementation of Focus Area 4 (Improving safety and monitoring in schools; addressing community-level risks through environmental approaches" in question Q1. Use the text box to provide detail on any Focus Area 4 development and planning activities conducted during the reporting period.
Q1k	Describe your organization's efforts to <i>evaluate training and technical assistance provided to SAPCS-Federal grantees</i> this quarter.	Text Entry	This question will appear if you entered a percentage for "Evaluation of training and technical assistance provided to SAPCS-Federal grantees" in question Q1. Use the text box to provide detail on any evaluation training and technical assistance activities provided to SAPCS-Federal grantees during the reporting period.
Q2	Detail <i>successes</i> associated this quarter's activities.	Text Entry	Enter any successes your program experienced during this reporting period.
Q3	Detail <i>challenges</i> associated this quarter's activities.	Text Entry	Enter any challenges your program experienced during this reporting period.
Q4	Volunteer Involvement: Describe how your agency utilized volunteers within any agency program (not just primary	Text Entry	Enter any information about volunteer involvement within your agency. This question is asking about agency-wide

	prevention) during this reporting period.		volunteer involvement, not necessarily specific to primary prevention.
Q5	Are there <i>any changes in key personnel</i> that may have an impact on the agency's primary prevention program or grant performance?	Yes/No	Options include: <ul style="list-style-type: none"> ▪ Yes ▪ No
Q5a	Please explain changes.	Text Entry	Explain the changes in key personnel.
Q6	Have any grant-funded positions been left vacant for more than three months?	Yes/No	Options include: <ul style="list-style-type: none"> ▪ Yes ▪ No
Q6a	Please explain vacancies.	Text Entry	Explain the circumstances around the vacancy.