SRAEPAS
Sexual Risk Avoidance Education Performance Analysis Study

Sexual Risk Avoidance Education Performance Measures Dashboard

MANUAL OF OPERATIONS

Revised March 2025

OPRE | FYSB Family & Youth Services Bureau | Public Strategies | Mathematica Progress Together

TABLE OF CONTENTS

INTRODUCTION

The Sexual Risk Avoidance Education (SRAE) Performance Measures Dashboard (hereafter referred to as the Dashboard) was developed for use by SRAE grantees, their partners, and FYSB and OPRE staff to view performance measures data submitted through the SRAE Performance Measures Portal. The dashboard currently includes data for five reporting periods: 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024.[1,2] Measures of structure, cost, and support for program implementation are submitted annually, and cover the October through September federal grant year, while measures of attendance, reach, and dosage along with participant entry and exit survey data are submitted bi-annually, in batches covering July 1 through December 31 and January 1 through June 30.

This Manual of Operations provides instructions on how to use the Dashboard to visualize, query, and export SRAE performance measures data. Appendices provide definitions of key terms and additional description of the performance measures. Icons such as ① represent screenshot notations throughout the Dashboard Manual of Operations.

Dashboard user accounts

Access to the Dashboard is limited to ACF staff, and SRAE grantees and partners they designate, such as subrecipients or evaluators. Within the Dashboard, access to data depends on user permissions as follows:

- ACF staff can access data for all grantees, providers, and programs.
- Grantee users can access their data and the data for their providers and programs. They have access to limited data about other grantees through the map on the homepage, which shows each grantee's location and number of providers, programs, and participants served during the reporting period. Grantee users with more than one SRAE grant can access data for each of their grants.
- Provider users can access their provider- and program-level data. Like grantee users, provider user accounts have access to data from other grantees, providers, and programs only through the map on the homepage.

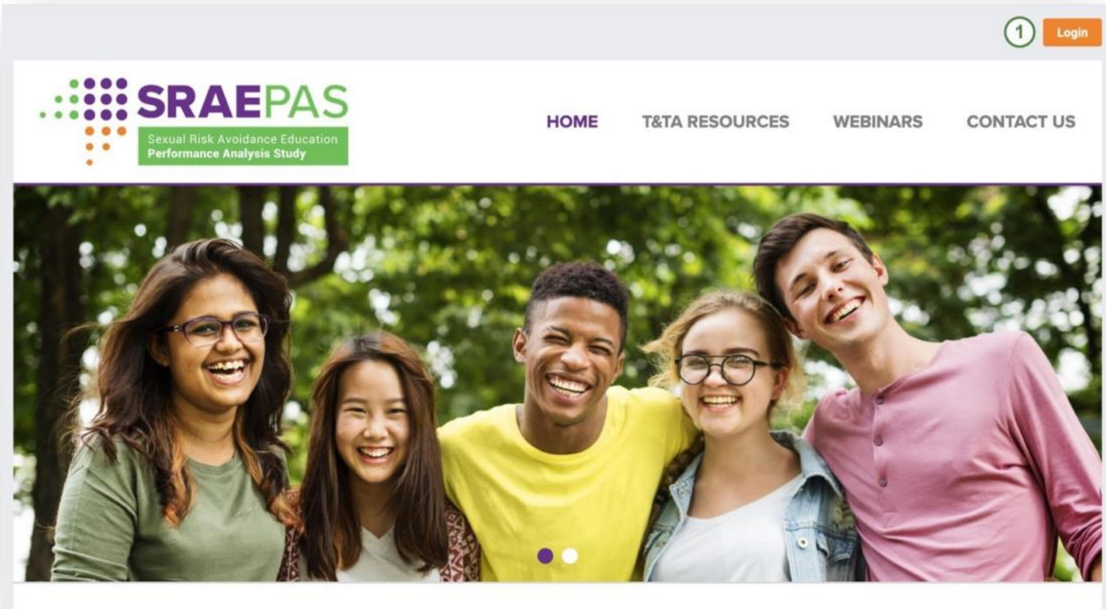
The Dashboard selections default to the data the user is authorized to access, and some users' choices will be more limited than some of the examples in the manual.

[1] Grantees first submitted performance measures for 2019-2020 and only submitted partial data for that year. In particular, no participant survey data are available for that year, and the attendance, reach, and dosage data only cover those beginning and ending programming between January and July 2020.

[2] Some measures changed during the 2021-2022 reporting period, because grantees began administering revised versions of the participant entry and exit surveys in February 2022. Measures that changed at this time are indicated by icons defined in the legend (an example of this appears on page 25 in this manual).

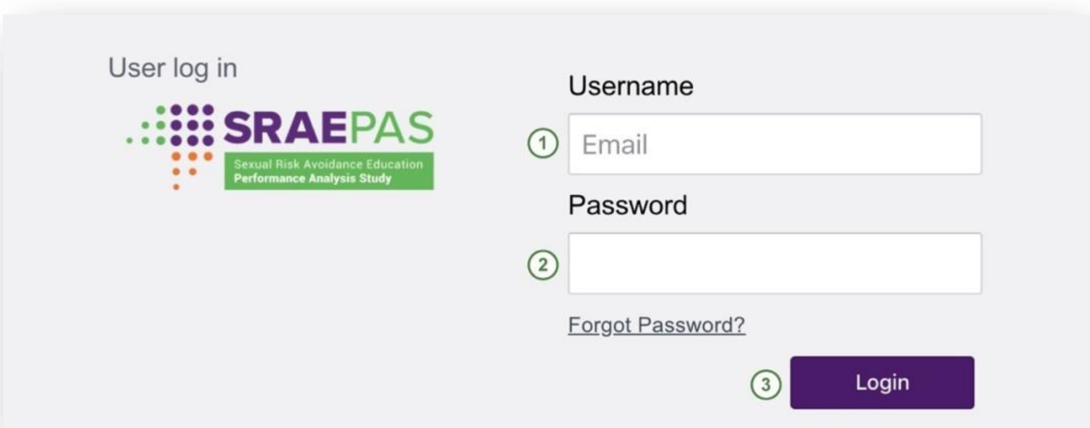
Logging in to the Dashboard

The Dashboard can be accessed from the SRAE PAS website at www.sraepas.com. From there, users can log in by clicking the **Login** ① button at the top right of the screen.

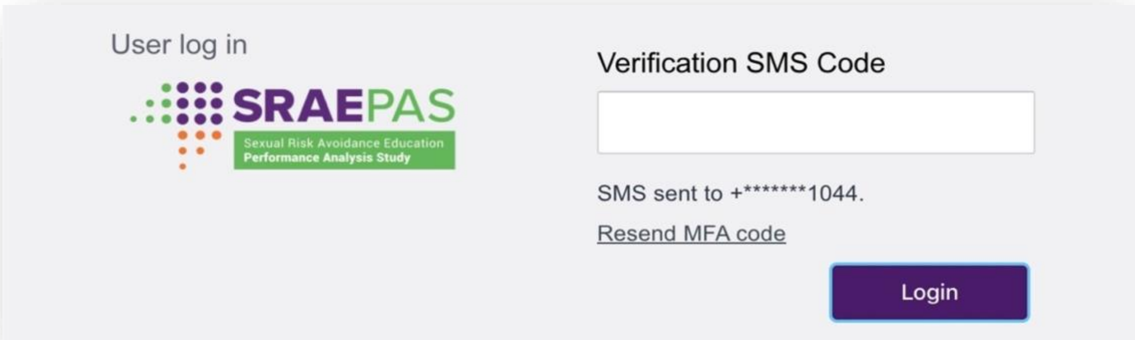


For New Users

Most individuals with existing Portal accounts can access the dashboard by logging into that account and choosing Dashboard instead of Portal on the selection screen. If a user with a Portal account does not have access to the Dashboard, their grantee project director can give them access through an existing account. If an individual without an account would like access, they can request access from their grantee project director. New users will receive an invitation email that contains their username and a temporary password. On the login screen, users will enter their ① username, which is their email address, and ② temporary password from the invitation email, then click ③ **Login**.



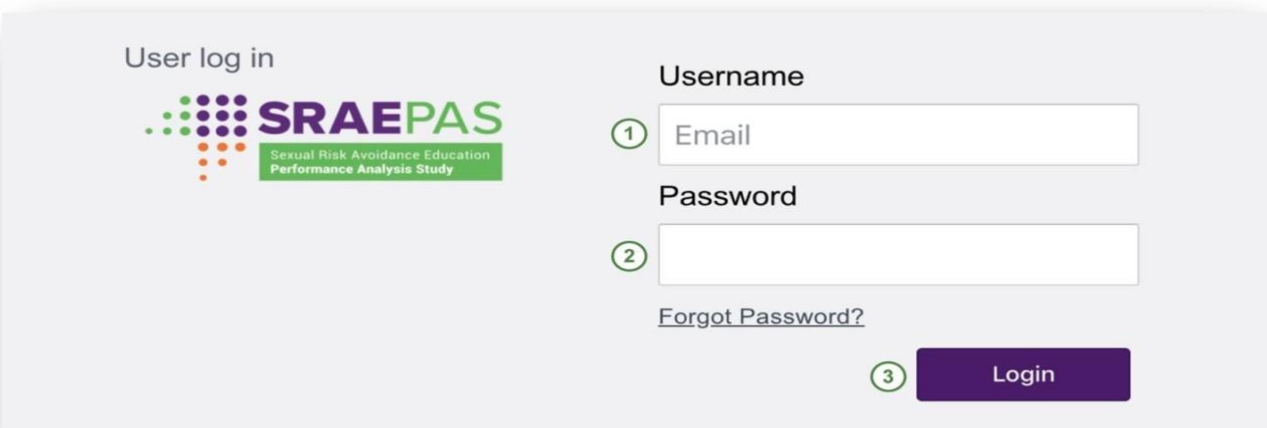
Next, the user will be prompted to create a new password for future logins. After the new password is created, the user will be prompted to enter a cell phone number that can receive text messages. This is a process called Multifactor Authentication (MFA), an enhanced security procedure to improve data protection. After entering a cell phone number and clicking **Submit**, the user will receive a text message with a security code, which the user will need to enter to complete the login process.



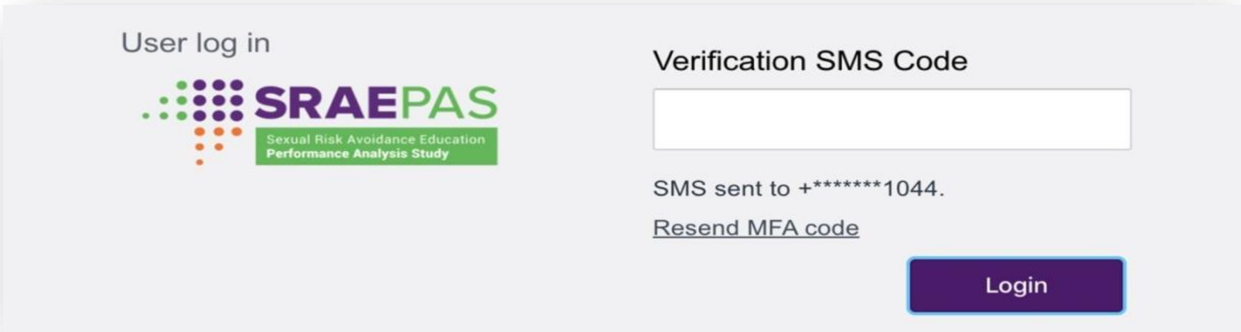
During subsequent logins, users will follow the instructions below.

For Existing Users

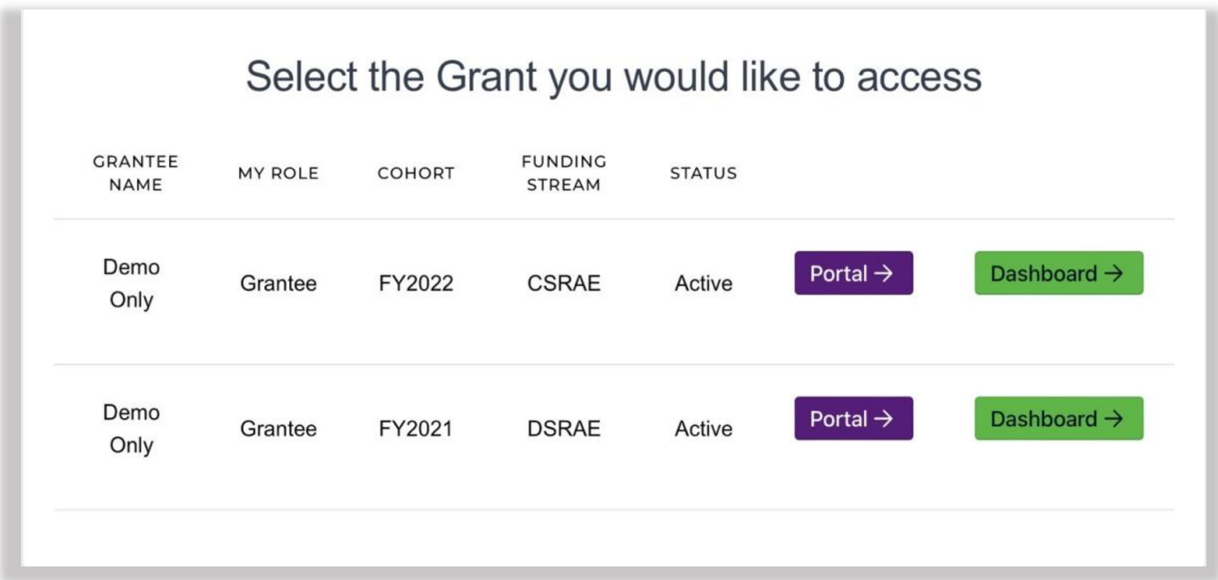
Users with existing Dashboard or Portal accounts will first enter their 1 username, which is their email address, and 2 password, then click 3 **Login**.



After clicking **Login**, users will enter the security code they receive by text message.

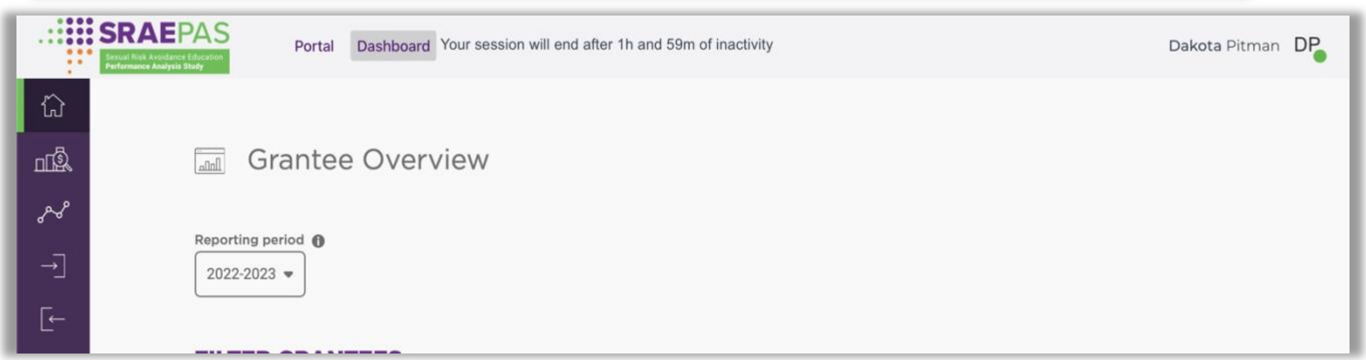


When users with more than one SRAE grant log into the Dashboard, they will see a list of their grants. Regardless of which grant a user selects on this page, they will be able to view data for all their grants in the dashboard.



Select the Grant you would like to access

GRANTEE NAME	MY ROLE	COHORT	FUNDING STREAM	STATUS		
Demo Only	Grantee	FY2022	CSRAE	Active	Portal →	Dashboard →
Demo Only	Grantee	FY2021	DSRAE	Active	Portal →	Dashboard →



Any users who forget their passwords can go to the Login page, input their username, and select **Forgot Password**, then select **Request Verification Code**. A new password will be sent to the email address used for registration.

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

Selecting the Portal or Dashboard

After logging in, users with access to both can either select the Dashboard or the Portal (if it is currently open for data submission), as shown in the screenshot above.[1] They can also access the Dashboard by clicking on the **Dashboard** link 1 in the upper-left part of the page. For Users with access to only the Dashboard, or when the Portal is closed, the user will be taken straight to the Dashboard Homepage.

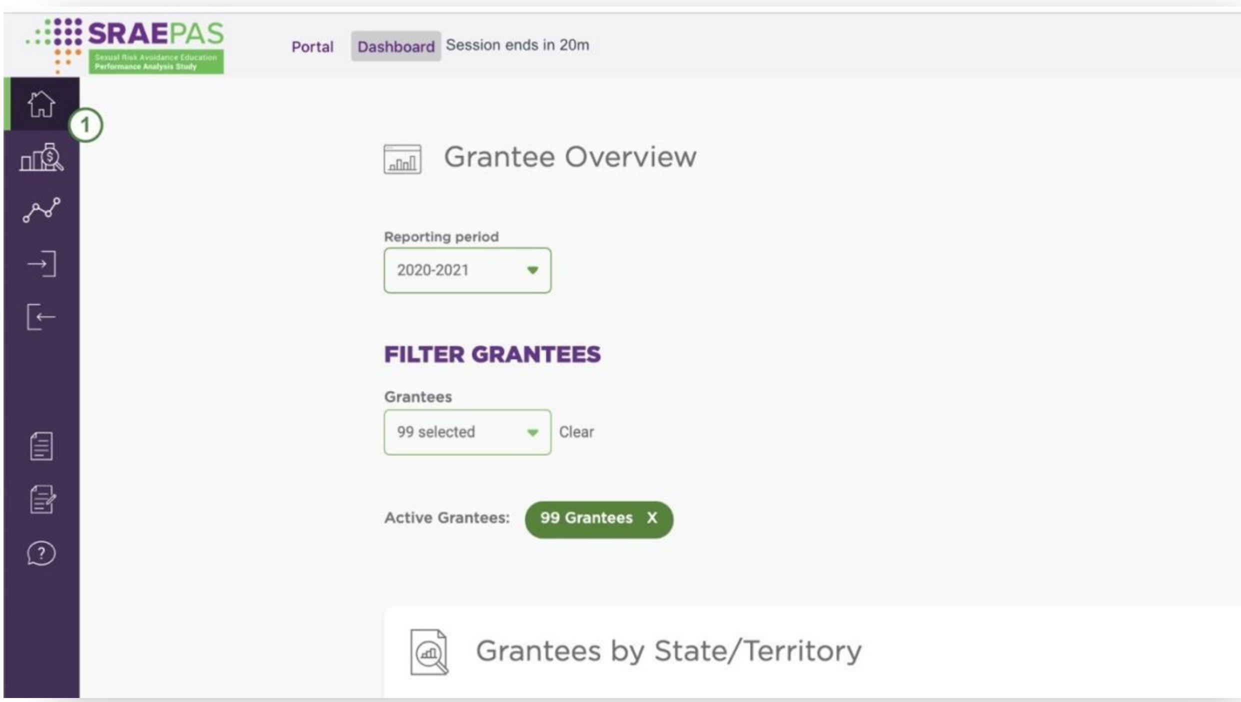
[1] The Portal is typically open for six weeks each winter and each summer.

KEY DASHBOARD FEATURES

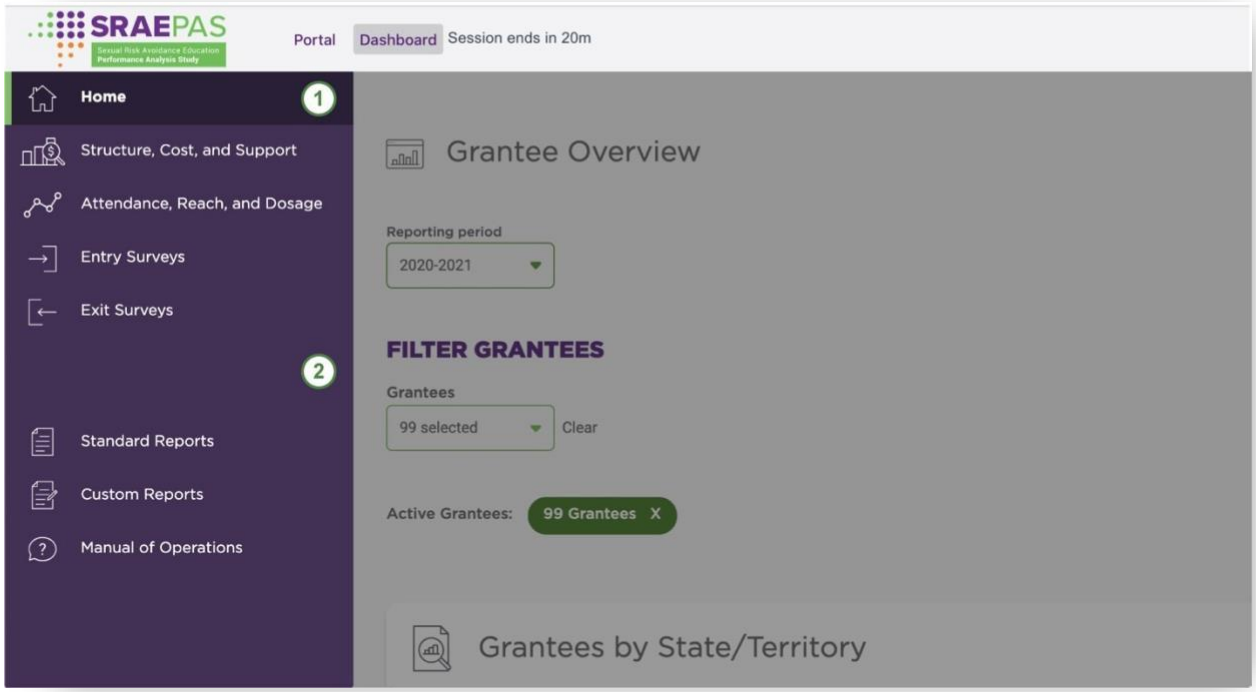
This section lists a few key Dashboard features. Additional features are shown in examples throughout the rest of this manual.

Left navigation menu

Users will navigate through sections of the Dashboard using ① the menu on the left side of the screen. This menu initially appears as a purple bar with navigation icons.



When a user hovers the cursor over any portion of the bar, the menu will 2 expand to show all available pages within the Dashboard.



The 1 active Dashboard page will be highlighted. When a user navigates away from the menu, the menu will collapse to allow more space for data visualization.

This menu is visible on all pages and will bring users to the Home; Structure, Cost, and Support for Program Implementation; Attendance, Reach, and Dosage; Entry Surveys; Exit Surveys; Standard Reports; Custom Reports; or Manual of Operations pages.

Filtering

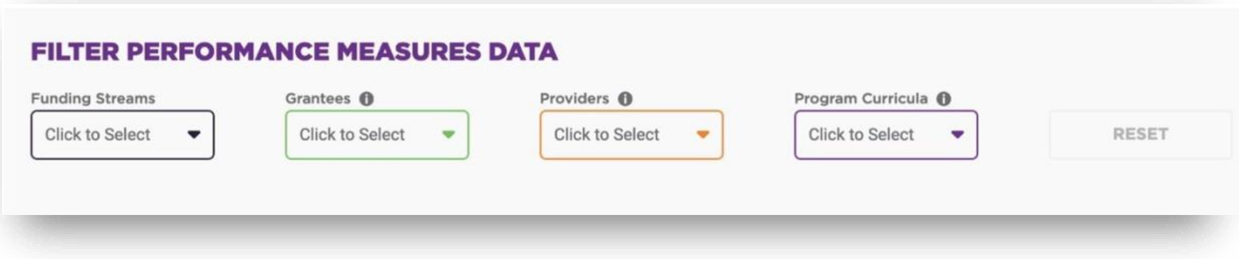
Throughout the Dashboard, filter dropdown boxes offer users the opportunity to narrow the focus of the data they wish to review for a more granular analysis. The one filter that must always be used is the Reporting Period filter. [1] This filter automatically defaults to the most recent Reporting Period on each page, but users can use this filter to select a different period to view. All other filters are optional and do not need to be selected in any specific order.

The data visualization pages of the Dashboard (Home; Structure, Cost, and Support; Attendance, Reach, and Dosage; Entry Surveys; and Exit Surveys) initially display data for all grantees, providers, and programs available to users based on their permissions. Users can narrow the scope of the data through filter selections in the dropdown boxes and make multiple selections from them. Selections made in these optional filters do not persist as the user

[1] Appendix A provides definitions of Reporting Period and other terms used as filters in the context of the SRAE performance measures.

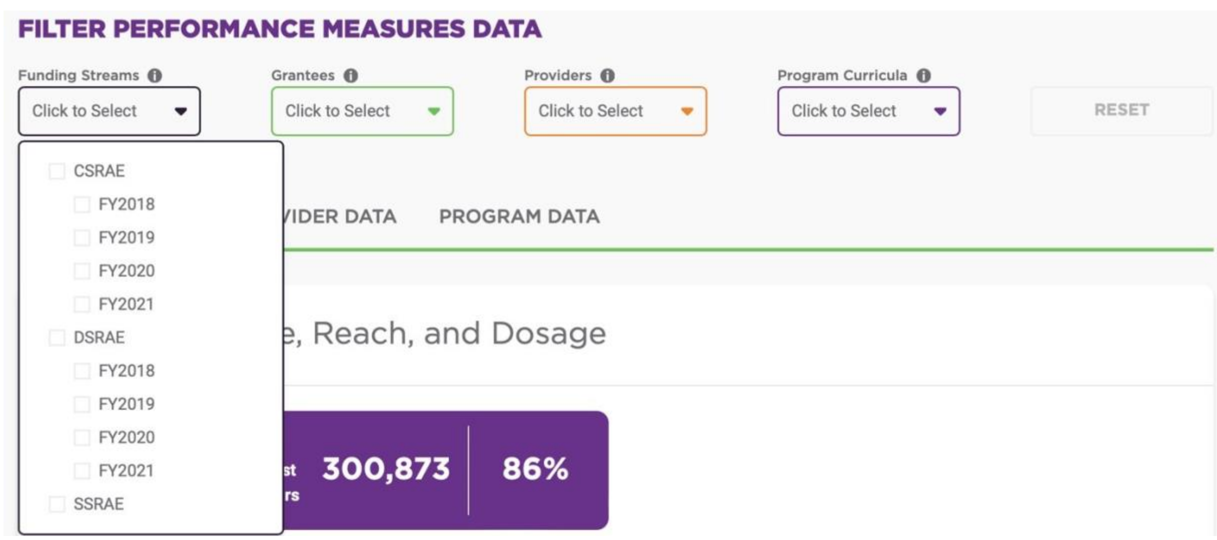
navigates to a new page. Once a user logs out of their session, the optional filters will also be reset to the default.

For example, at the top of the Structure, Cost, and Support for Program Implementation page, there are four dropdown boxes: Funding Streams, Grantees, Providers, and Program Curricula.

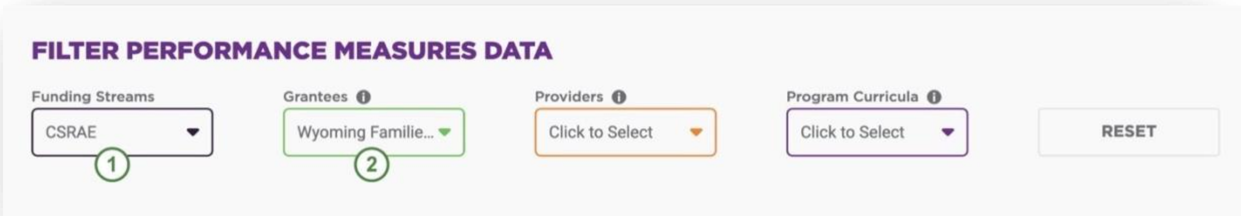


If no filters are applied, the data on most pages will show all available funding streams, grantees, providers, and program curricula. (Because most users have access to data for only one grant, the Funding Streams and Grantees filters will default to that funding stream and grantee. For users with access to data for only one provider or program, those filters will also automatically select their provider or program.) On the Structure, Cost, and Support for Program Implementation page, program data will not be visible until a specific program curriculum has been selected.

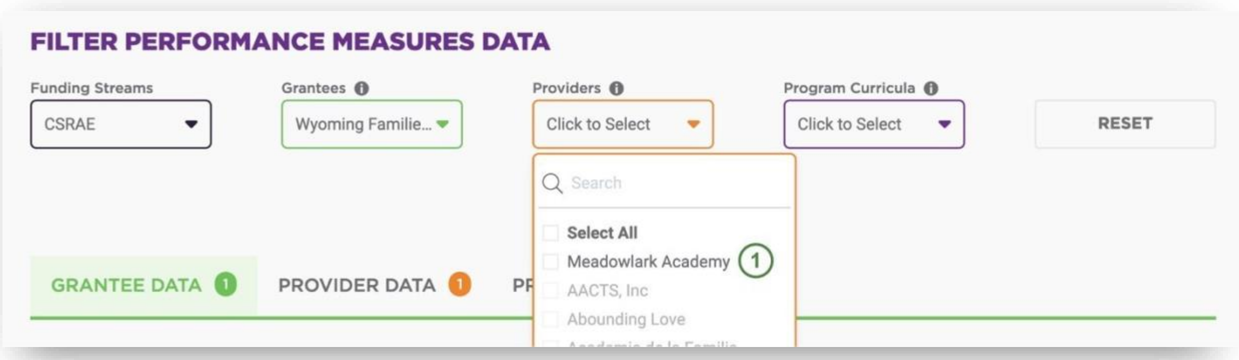
As an example, if a user with access to data for multiple funding streams chooses to filter by a single funding stream, the data will be limited to show only information for grantees, providers, and program curricula within that funding stream.



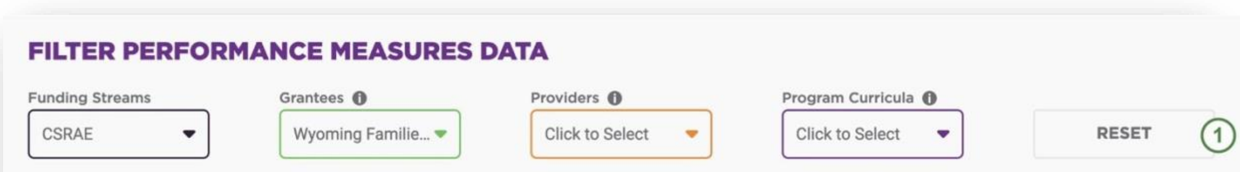
A user can further narrow the data by activating another filter. For example, in the image at the top of the next page, the user can choose to view only data relevant to 1 the CSRAE funding stream and 2 Wyoming Families First.



Note: If a filter selection in one dropdown box logically eliminates an option in another dropdown box, that option will appear in light gray text and cannot be selected. For example, if a user has access to only one grant or selects a single grantee in the Grantees dropdown box, the only available options in the Providers dropdown box will be 1 providers associated with the selected grantee. In this case, the only provider available is Meadowlark Academy, associated with Wyoming Families First.



To clear all selections and return to the default, users can click the **Reset** 1 button.



Persistent header

Each page of the Dashboard includes a persistent header to orient and support the user. Many user actions either take place or are reflected in the persistent header. The filter dropdown boxes just discussed are included in a persistent header 1 on each of the following pages: Home; Structure, Cost, and Support for Program Implementation; Attendance, Reach, and Dosage; Entry Surveys; and Exit Surveys. A similar persistent header appears on the Standard Reports page.

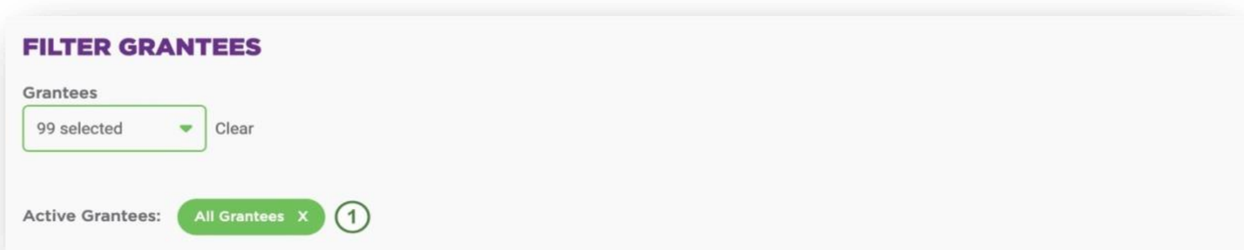
On the Custom Reports page, users can ① rename, ② save, and ③ run reports from the persistent header.

HOME PAGE

The Home page serves as the landing page for the Dashboard. It is designed to give users a high-level view of SRAE grantees and introduce structure, cost, and support; attendance, reach, and dosage; and participant entry and exit survey performance measures data. The page is divided into six sections: Filtering Grantees; Grantee Map; Structure, Cost, and Support; Attendance, Reach, and Dosage; Entry Surveys; and Exit Surveys.

Filtering grantees

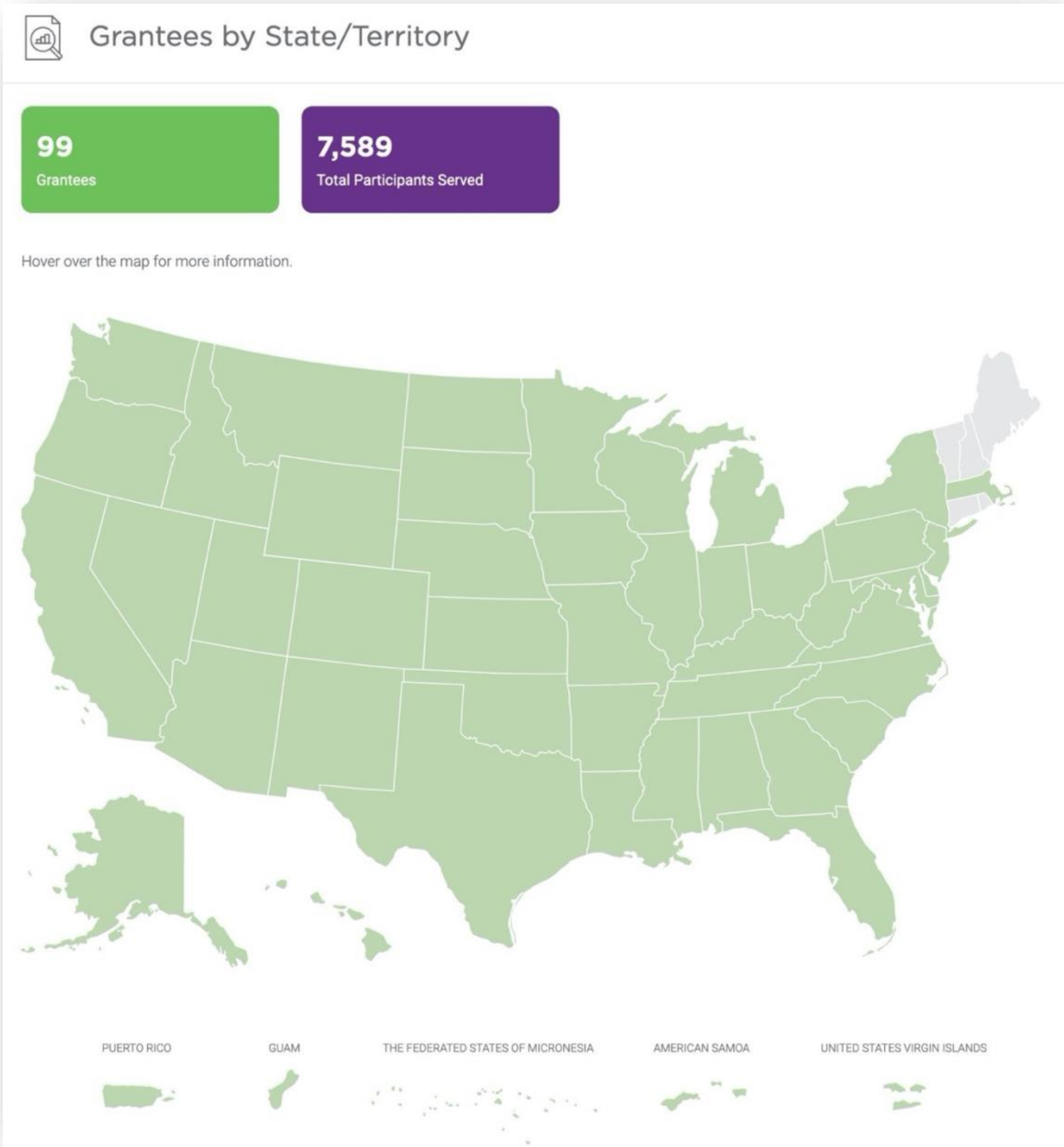
At the top of the page, users will find a Grantees dropdown box. Because most users have access to data for only one grant, the dropdown box will default to that grantee name. For ACF users, the Home page defaults to displaying data from ① all grantees. If an ACF user selects one or more grantees from the list, the data on the page will adjust to reflect their selections.



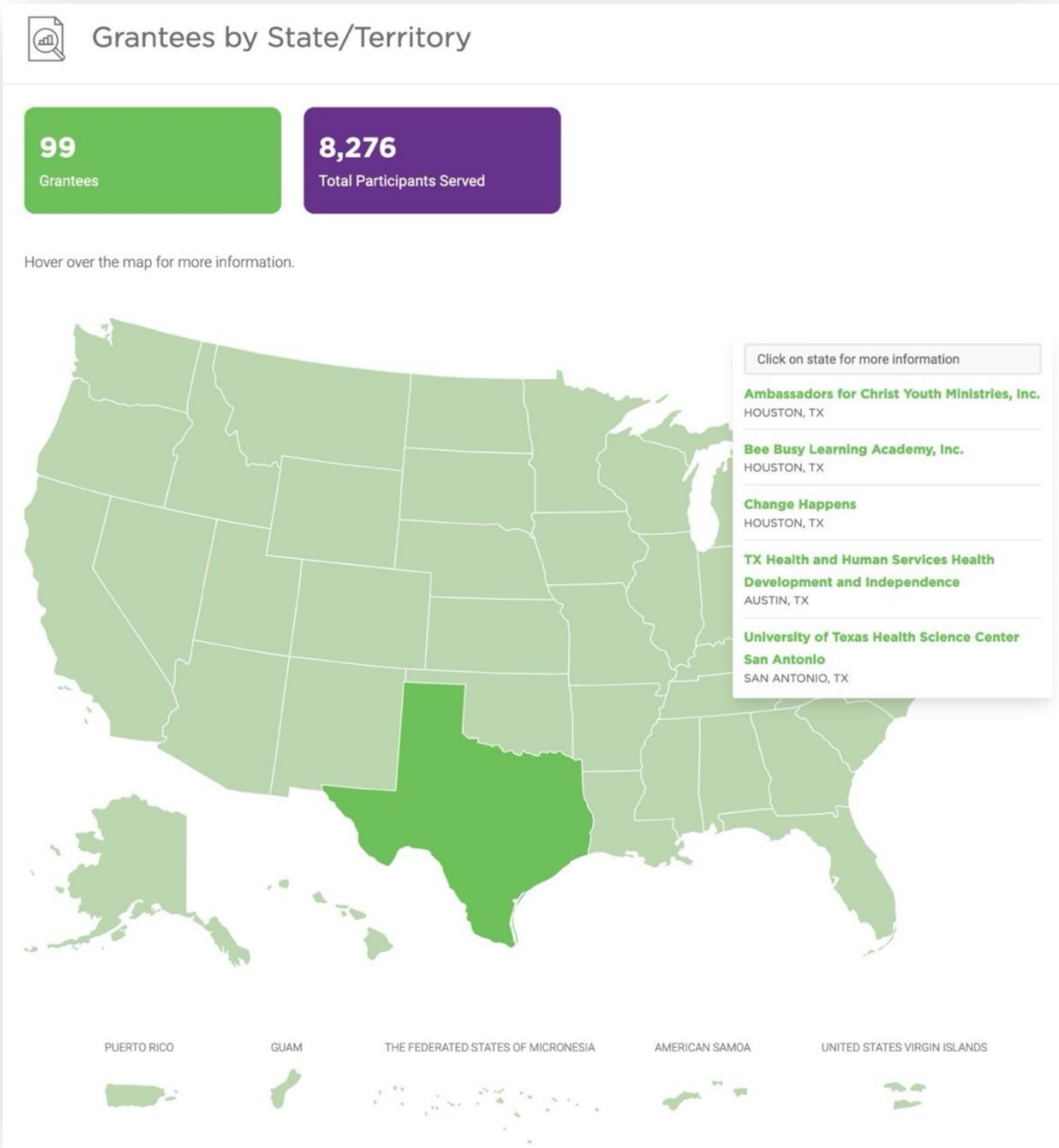
More information about filtering is available in the Key Dashboard Features section here.

Grantee map

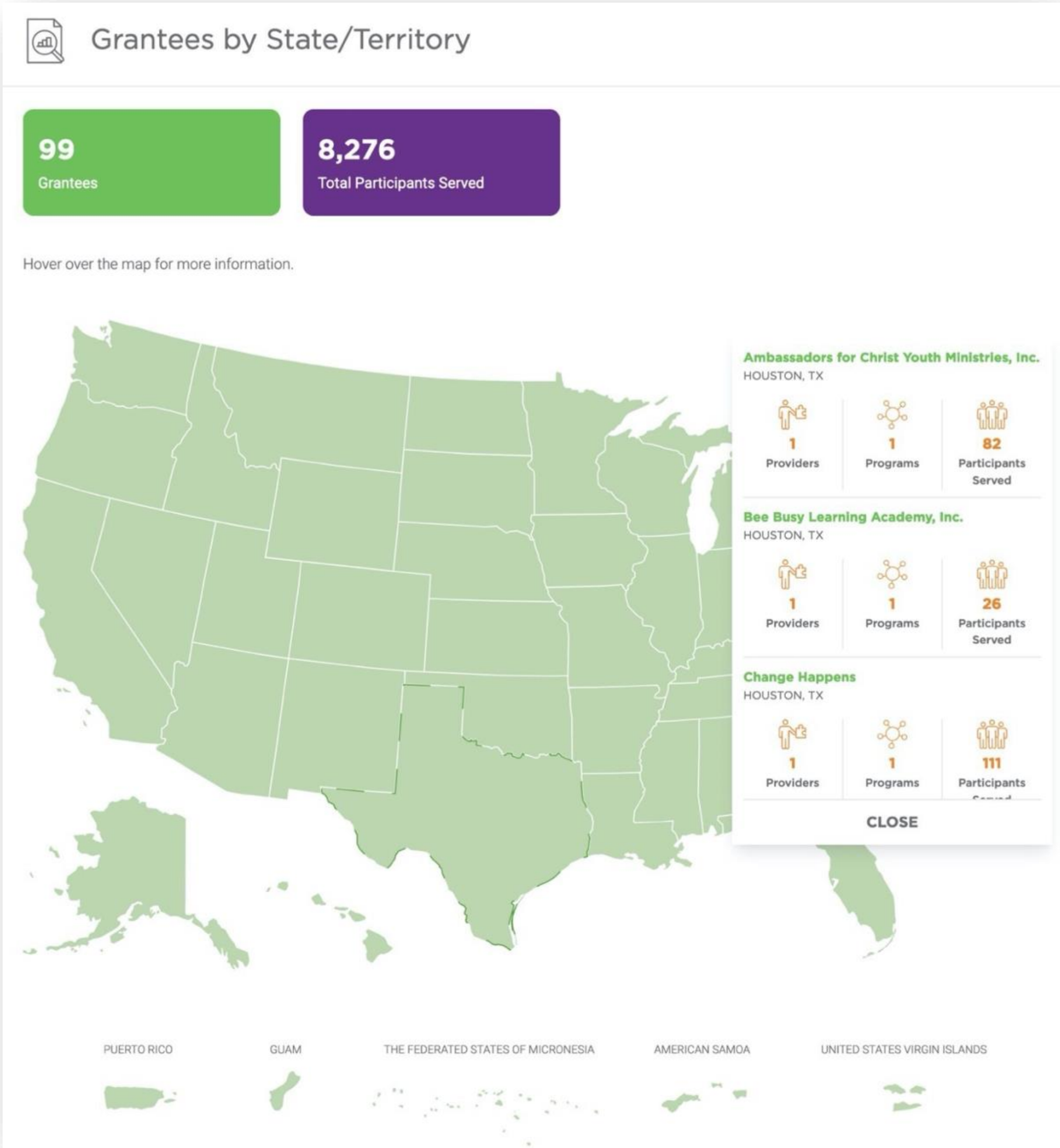
The map shows grantees by state/territory. If at least one grantee is present in a state/territory, the state/territory will be highlighted in green.



The user can move the cursor to hover over a state/territory for a list of corresponding grantees.



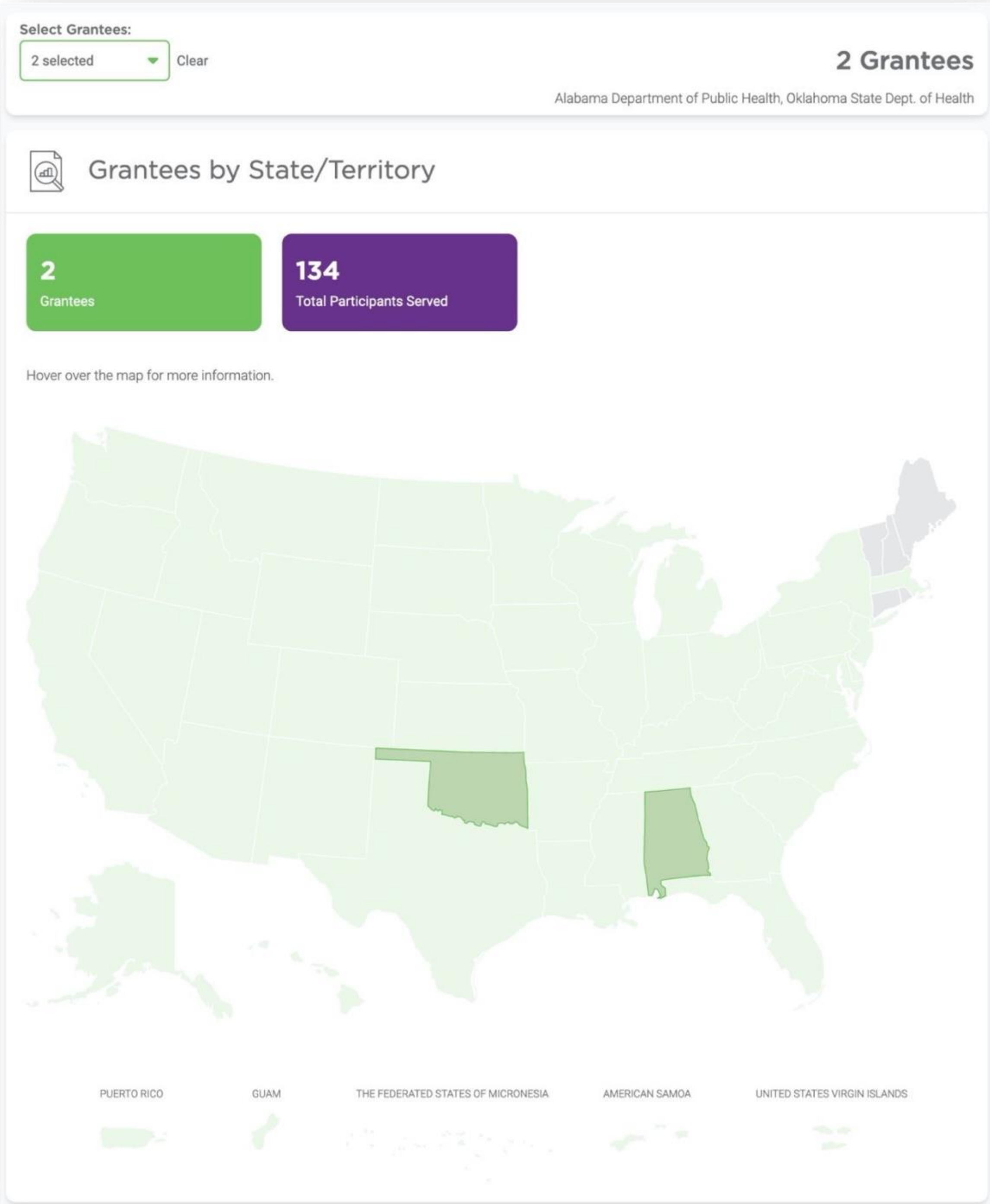
The user can click the state/territory for more details on those grantees, which includes the number of providers, programs, and participants served.



Map filter

The data displayed on the map represents all SRAE grantees. When a user selects a smaller number of grantees from the filter dropdown box, the data displayed on the map will represent only the grantees selected.

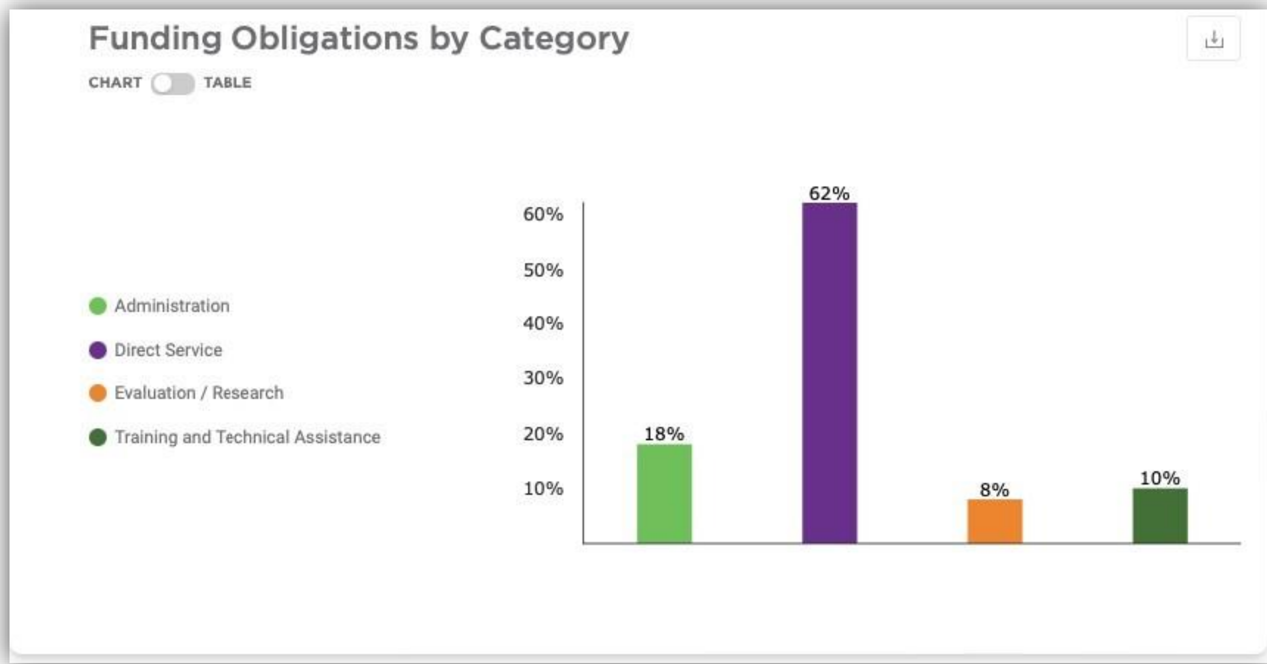
For example, if a user selects two grantees, the states for those grantees will become the only states highlighted on the map. If a user hovers over or clicks those states for more details, the only results displayed will be for the selected grantees.



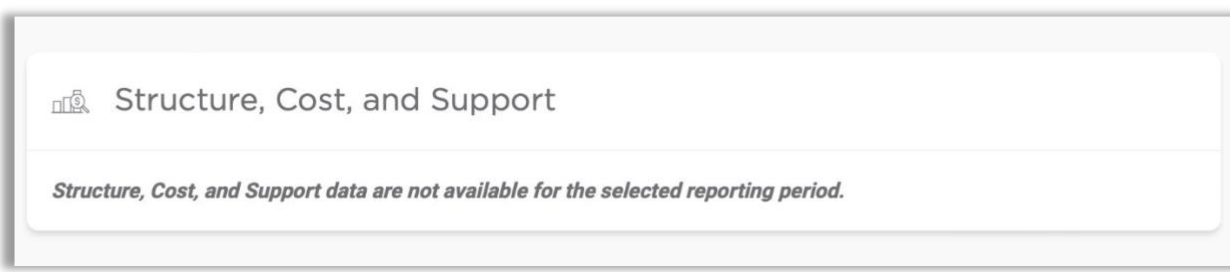
Structure, cost, & support

The Home page displays data for select measures from each category of performance measures for a quick overview. Some data are shown in boxes, and other measures are visualized with a chart. For example, the chart in the screenshot below displays information on funding obligations. The visualization introduces several key functions that are accessible throughout the Dashboard.

Chart hover: Users can hover the cursor over either the legend text or a chart segment to see the corresponding percentage or legend text color enhance in brightness, while the other displayed data will become less enhanced.

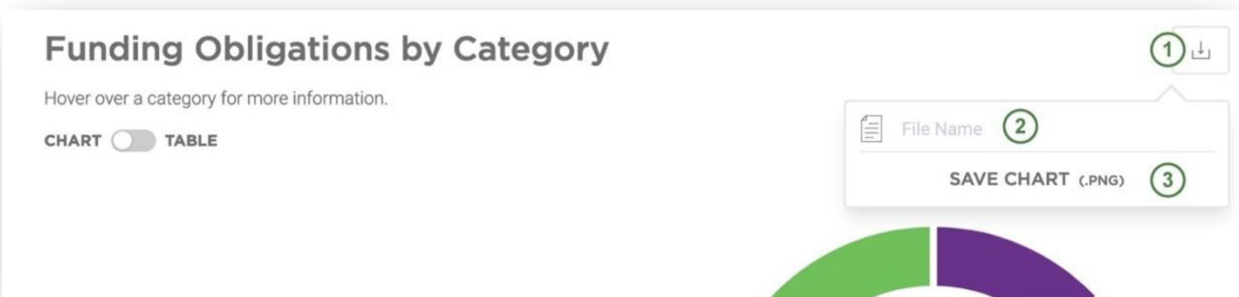


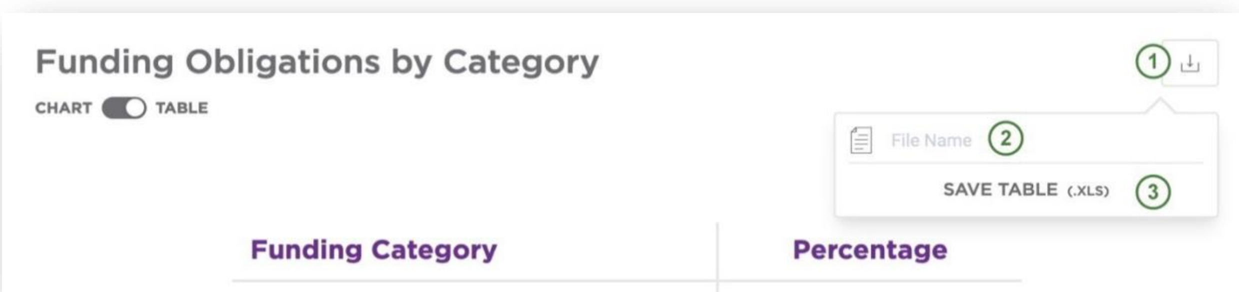
(**Note:** *Measures of structure, cost, and support are only submitted once a year (each summer) and therefore will not yet be available when the most recent reporting period in the dashboard includes data for only half of the program year (based on data submitted in the winter). In that case, the message in the screenshot below will appear.*



Chart/table toggle: Each data display can be viewed as a chart or a table. Users can click ① the chart/table toggle to view different representations of the data.

Download charts and tables: Dashboard visualizations are available for download, either as a Portable Network Graphics (PNG) image for charts or as an Excel (XLS) spreadsheet for tables. While viewing the preferred format, users can ① click the **download** button, ② enter a file name, and ③ click **Save** to download.





Attendance, reach, & dosage

The Home page displays select attendance, reach, and dosage performance measures data. The functionality of this section is the same as that for the Structure, cost, and support section as explained above.

Entry surveys

The Home page displays select participant entry survey data. The functionality of this section is the same as that for the Structure, cost, and support section as explained above.

Exit surveys

The Home page displays select participant exit survey data. The functionality of this section is the same as that for the Structure, cost, and support section as explained above.

STRUCTURE, COST, & SUPPORT PAGE

This page provides a more detailed view of structure, cost performance measures data and allows users to filter results by funding streams, grantees, providers, and program curricula. All structure, cost, and support performance measures are represented on this page. The page displays three data tabs: Grantee Data, Provider Data, and Program Data. Any selections made in the filters will persist across all tabs on this page.

Grantee data tab

The grantee data tab displays aggregate data for all selected grantees. The tab includes all grant-level measures, organized into in the following subcategories:

- Funding and Staffing
- Observations, Facilitator Training, and Technical Assistance
  (This section will only appear if the user has selected a single grantee.)
- Number of Providers and Target Participation

Descriptions of grantee-level performance measures can be found in Appendix B here.

Provider data tab

The provider data tab displays aggregate data for all selected providers. The tab includes all provider-level measures, organized into in the following subcategories:

- Provider Information
  (This section will only appear if the user has selected a single provider.)
- Funding
- Program Facilitator Breakdown
- Implementation Challenges (This section will only appear if the user has selected a single provider or has access to data for only one provider.)

- Needs for Technical Assistance (This section will only appear if the user has selected a single provider or has access to data for only one provider.)

Descriptions of provider-level performance measures can be found in Appendix B here.

Program data tab

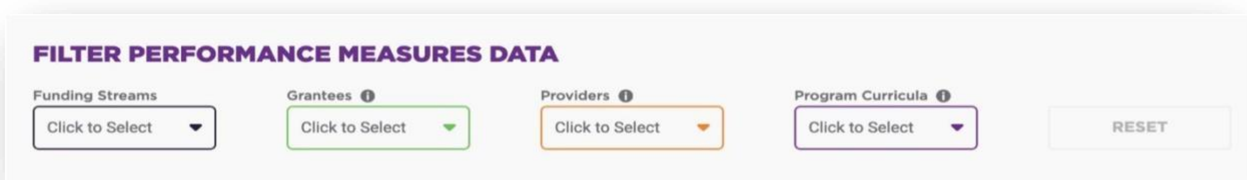
The Program data tab displays data for each selected program separately (unlike the displays in the other tabs, these data are not aggregated for display). The tab includes all program-level measures of structure, cost, and support for program implementation, organized into the following subcategories:

- Core Program Elements
- Number of Intended Program Delivery Hours
- Target Populations
- Grantees Using the Program Curriculum

Descriptions of program-level measures of structure, cost, and support can be found in Appendix B here.

Filtering performance measures data

Four filter dropdown boxes are located at the top of the page. An introduction to data filters can be found in the Key Dashboard Features section here. These filters allow users with access to data for more than one grant or provider to narrow results on the page to a subset of funding streams, grantees, providers, or program curricula.



There are several scenarios users might encounter when filtering structure, cost, and support for program implementation data. **No filtering:**

- If a user selects no filters, the data displayed will be for all grantees, providers, and programs to which the user has access. Program data will not be visible until a specific program curriculum has been selected.

Filtering by funding streams:

- If a user selects a single funding stream, only data for grantees belonging to that funding stream will be shown.
- If a user has access to and selects multiple funding streams, data for grantees belonging to any of the selected funding streams will be shown. (Funding streams

that the user does not have access to will appear in light gray text in the drop down menu and cannot be selected.)

Filtering by grantees:

- If a user selects a single grantee, only data for that grantee will be shown. Program data will be displayed only when a specific program curriculum has been selected.
- If a user has access to and selects multiple grantees, grantee and provider data for those grantees will be shown. Program data will be displayed only when a specific program curriculum has been selected.

Filtering by providers:

- If a user selects a single provider, only data for that provider and its grantee will be shown. Program data will be displayed only when a specific program curriculum has been selected.
- If a user has access to and selects multiple providers, data for those providers and their grantees will be shown. Program data will be displayed only when a specific program curriculum has been selected.

Filtering by program curricula:

- If a user selects a single program curriculum and makes no selections from the other three filter dropdown boxes, only data for grantees, providers, and programs using that curriculum will be shown.
- If a user selects a single program curriculum and also selects a grantee or a provider, only data for the selected grantee or provider and programs using the selected program curriculum will be shown.
- If a user selects multiple program curricula, data for grantees, providers, and programs using those curricula will be shown.
- If a user selects multiple program curricula and also selects a grantee or a provider, only data for the selected grantee or provider and programs using the selected curricula will be shown.

ATTENDANCE, REACH, & DOSAGE PAGE

This page provides a more detailed view of attendance, reach, and dosage performance measures data and allows users to filter results by funding streams, grantees, providers, and program curricula. All attendance, reach, and dosage performance measures are available to view. As with the Structure, Cost, and Support for Program Implementation page, the Attendance, Reach, and Dosage page displays aggregate data in three tabs: Grantee, Provider, and Program (although the functionality of the tabs is different on this page, as discussed below). Each tab shows the same program-level performance measures, organized into the following subcategories:

- Attendance, Reach, and Dosage
- Attendance by Setting
- Grantee Info and Cohorts

Descriptions of the measures of attendance, reach, and dosage are found in Appendix C here.

Data filtering in the Attendance, Reach, and Dosage page functions in the same way as for the Structure, Cost, and Support performance measures page. However, unlike Structure, Cost, and Support, the same attendance, reach, and dosage performance measures are displayed in all three tabs— Grantee, Provider, and Program—regardless of which selections a user makes in the filter dropdown boxes.

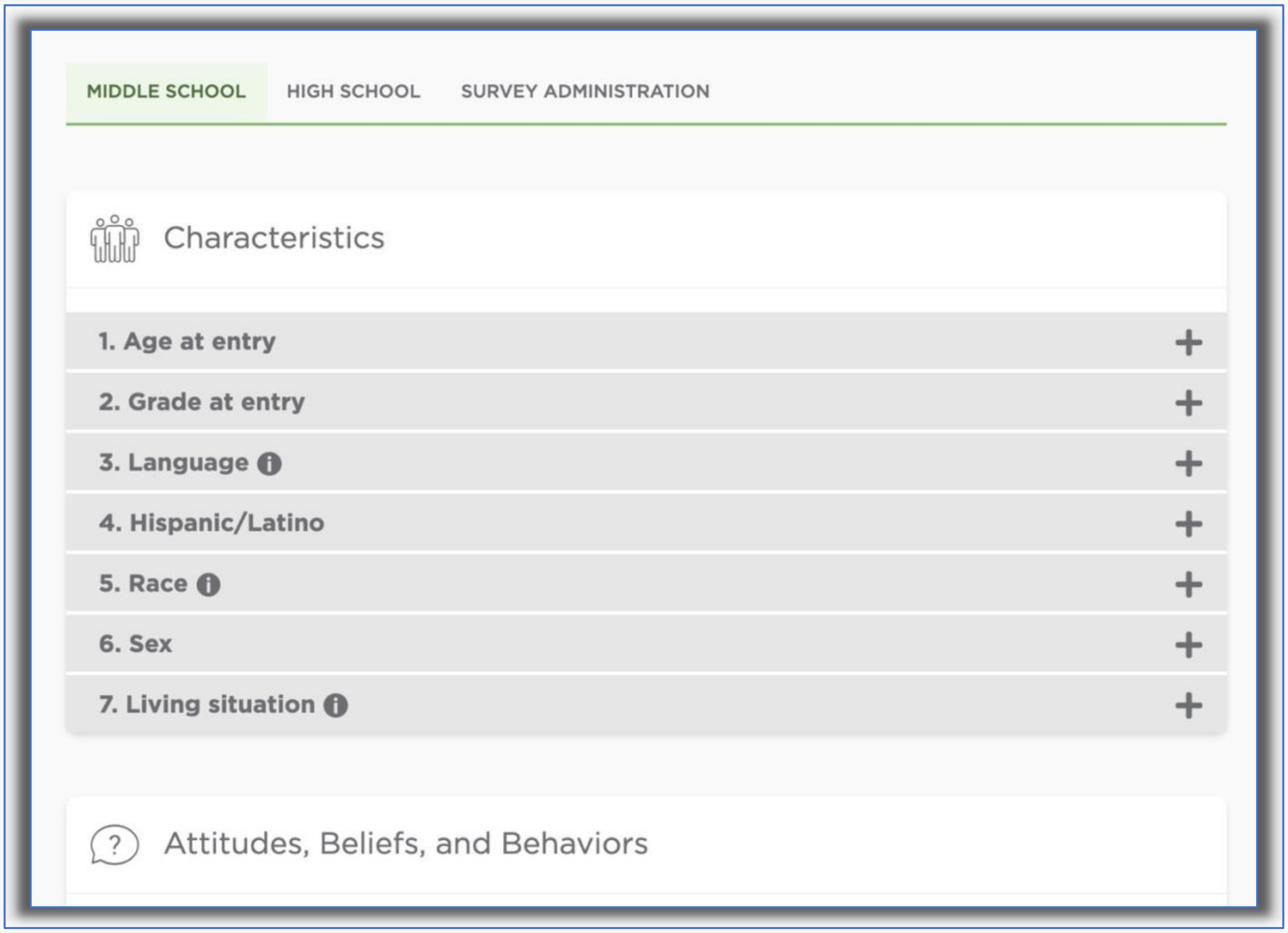
More information about filtering is available in the Key Dashboard Features section here.

ENTRY SURVEYS PAGE

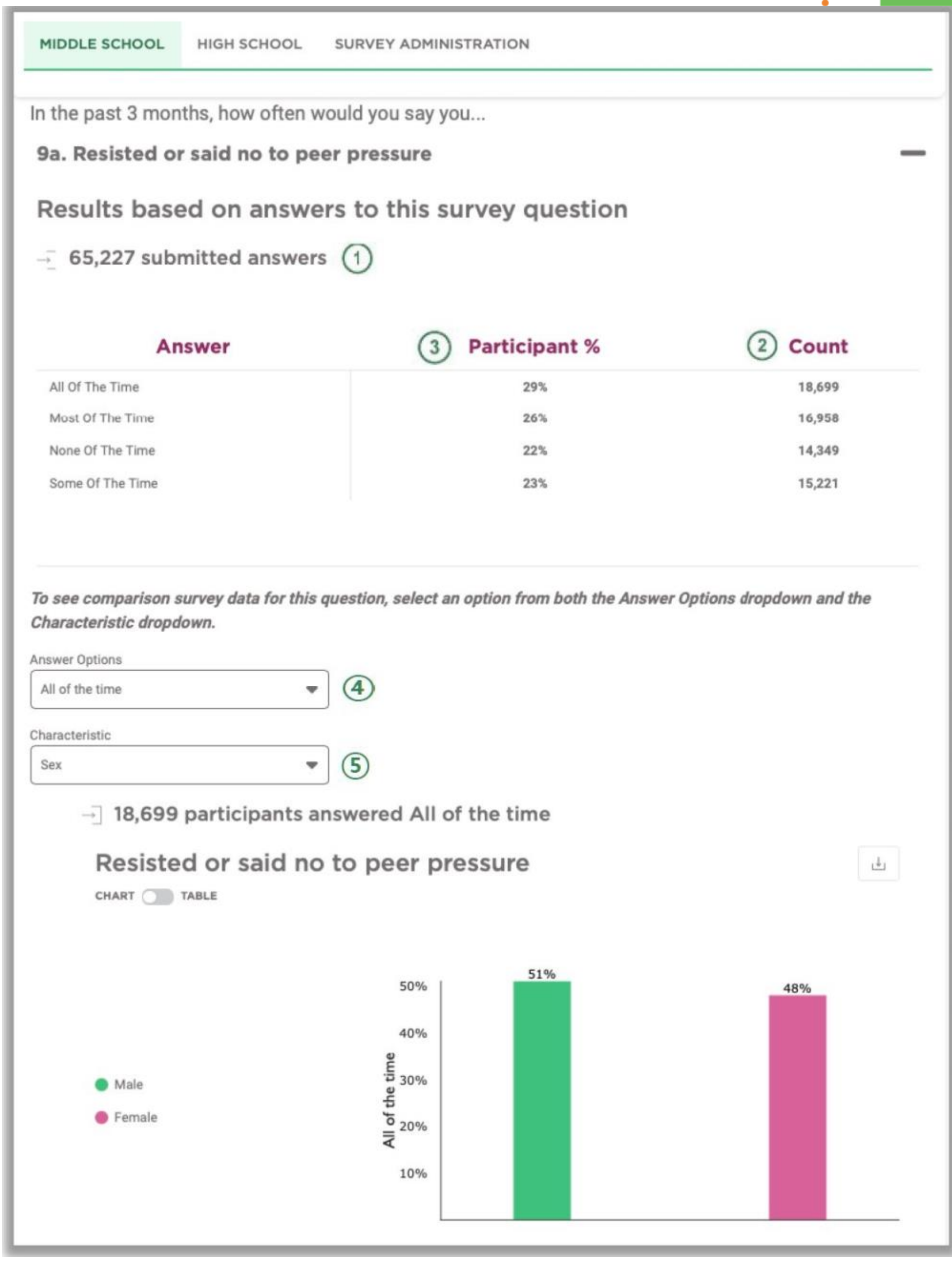
This page provides a more detailed view of participant entry survey data and allows users to filter results by funding streams, grantees, providers, and program curricula. Data filtering in the Entry Surveys page functions in the same way as for the Structure, Cost, and Support and Attendance, Reach, and Dosage pages. All entry survey questions are available to view. The Entry Surveys page displays aggregate data in three tabs: Middle School, High School, and Survey Administration. The Survey Administration tab provides information about the survey data collection, including numbers of surveys completed and mode. Each of the other two tabs shows all data elements from that version of the survey, organized into the following subcategories:

- Characteristics
- Attitudes, Beliefs, and Behaviors

Each question is initially visible in a list. Users can click the question to expand it and view participant responses. Once expanded, data appear in two sections (as shown in an example screenshot on the next page): a participant response breakdown section at the top and characteristic comparison section at the bottom.



The participant response breakdown shows the number of participants who responded to the question 1, number of respondents who provided each answer 2, and percentage of respondents who provided each answer 3. The characteristic comparison section allows the user to create data visualizations showing what percentage of respondents with a given participant characteristic provided a specific answer to the question. The user selects an answer from the answer options dropdown selection box 4 and then selects a characteristic from the characteristic dropdown selection box 5. Once selected, a bar chart will appear showing the percentage, among respondents with the selected participant characteristic, who provided the selected answer to the survey question.



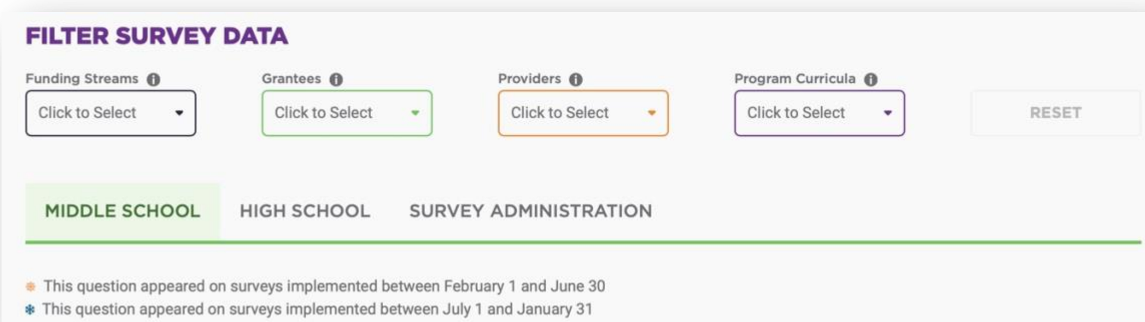
For example, the chart in the screenshot above shows that when asked how often in the prior three months they would say they resisted or said no to peer pressure, 51 percent of respondents who answered “All of the time” were male and 48 percent of respondents who answered “All of the time” were female.[1]

[1] These percentages do not sum to 100 percent because some youth who responded “All of the time” did not report their sex.

To avoid the risk of identifying an individual program participant through cross-tabulating participant characteristics with responses to other survey questions, the chart will not appear for survey responses (or combinations of responses) provided by fewer than ten participants.

Located at the bottom of the page is a legend with descriptions for the icons displayed throughout the page. For example, one icon appears when the number of responses is too small the be reported.

Located directly below the Filters on the Entry Survey page, there are icons to identify which questions changed as a result of the survey revisions that took effect in February 2022.



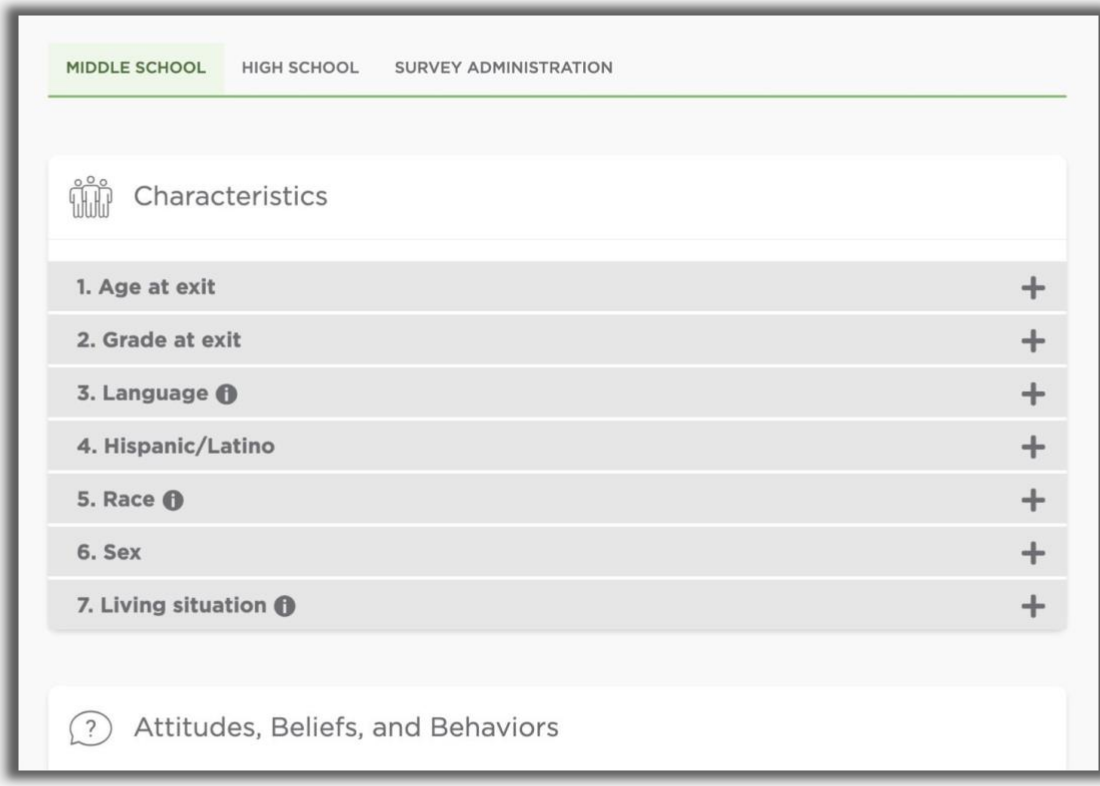
In the example screenshot below, the blue snowflake icon indicates the question appeared on surveys administered through January 31, 2022, while the orange sun icon indicates questions that appeared on surveys administered starting February 1, 2022.

EXIT SURVEYS PAGE

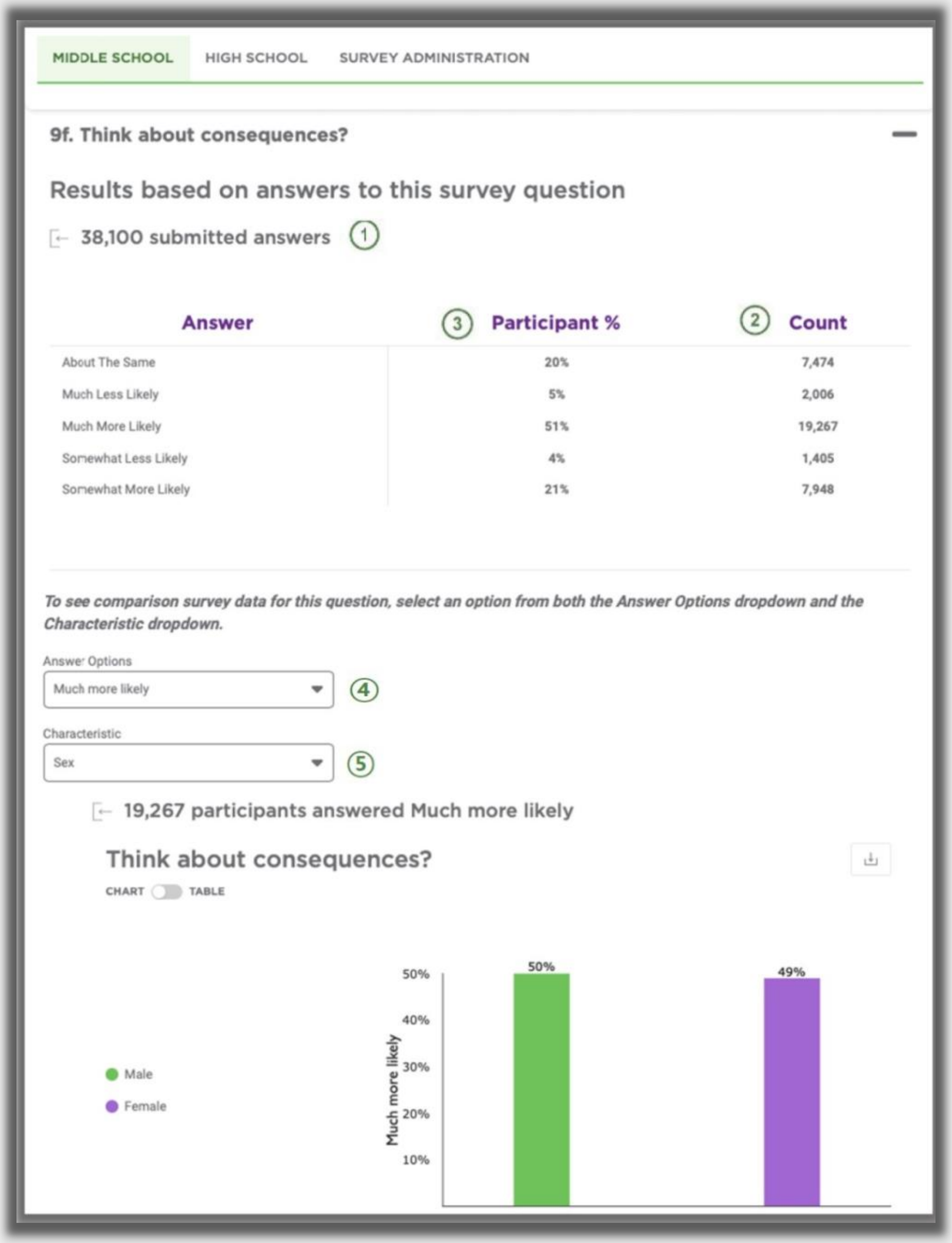
This page provides a more detailed view of participant exit survey data and allows users to filter results by funding streams, grantees, providers, and program curricula. Data filtering in the Exit Surveys page functions in the same way as for the Structure, Cost, and Support; Attendance, Reach, and Dosage; and Exit Surveys pages. All exit survey questions are available for view. The Exit Surveys page displays aggregate data in three tabs: Middle School, High School, and Survey Administration. The Survey Administration tab provides information about the survey data collection, including numbers of surveys completed and mode. Each of the next two tabs shows all data elements from that version of the survey, organized into the following subcategories:

- Characteristics
- Attitudes, Beliefs, and Behaviors**:** This category includes survey questions related to participant perceptions of program effects and program experiences.

Each question is initially visible in a list. Users can click the question to expand it and view participant responses. Once expanded, data appear in two sections (example in screenshot on next page): a participant response breakdown section at the top and characteristic comparison section at the bottom.


MIDDLE SCHOOL
HIGH SCHOOL
SURVEY ADMINISTRATION
Characteristics
1. Age at exit
2. Grade at exit
3. Language
4. Hispanic/Latino
5. Race
6. Sex
7. Living situation
Attitudes, Beliefs, and Behaviors

The participant response breakdown shows the number of participants who responded to the question ①, number of respondents who provided each answer ②, and percentage of respondents who provided each answer ③.

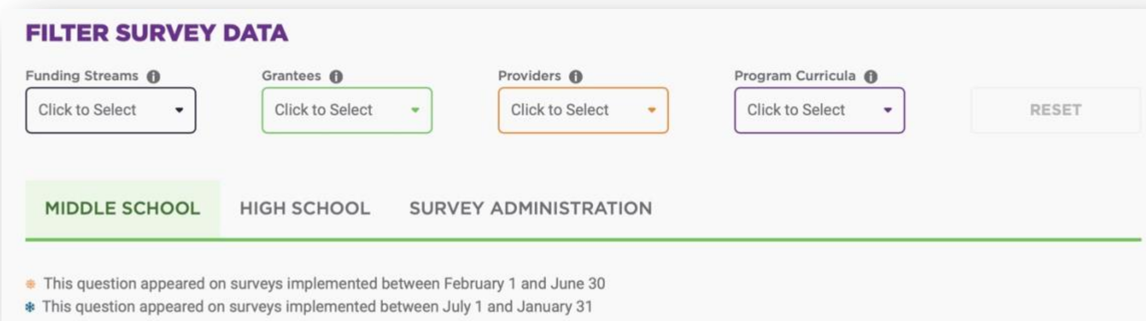


The characteristic comparison section allows the user to create data visualizations showing the breakdown by participant characteristic of the respondents providing a specific answer to the question. The user selects an answer from the answer options dropdown selection box ④ and then selects a characteristic from the characteristic dropdown selection box ⑤. A bar chart will then appear showing that participant characteristic for the respondents providing that answer to the survey question as well as a toggle to view the data in a table.

The chart on the previous page shows that when asked if being in the program made participants more likely, about the same, or less likely to think about consequences, 50 percent of male respondents and 49 percent of female respondents answered, “much more likely.”

To avoid the risk of identifying an individual program participant through cross-referencing survey responses with participant characteristics, the chart will not appear for survey questions with a small number of participant responses.

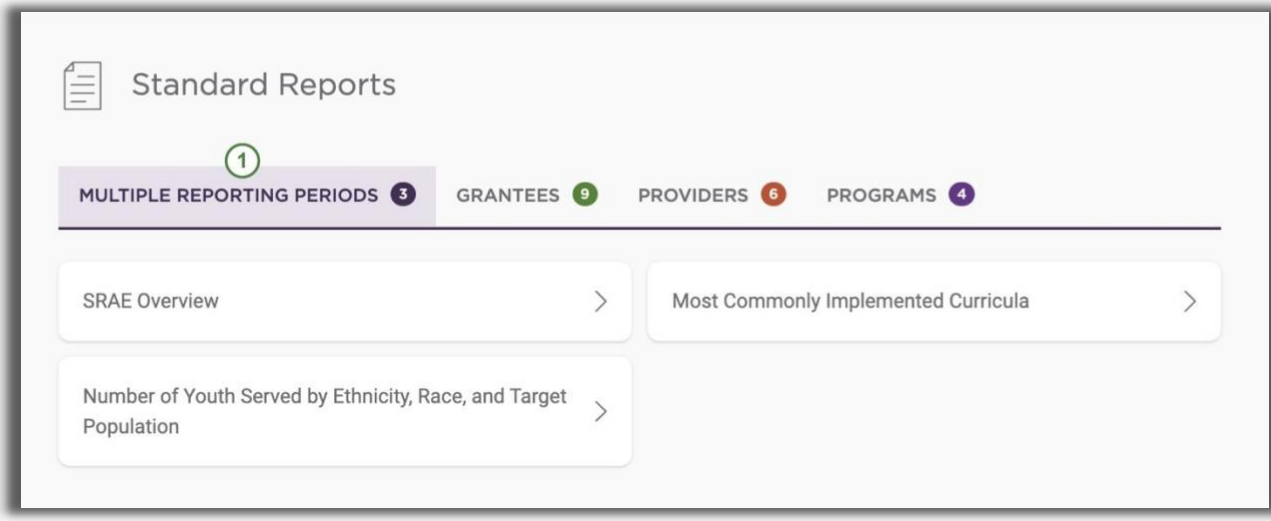
The Legend on the Entry Surveys page, discussed above, also appears directly below the Filters on the Exit Surveys page.



STANDARD REPORTS PAGE

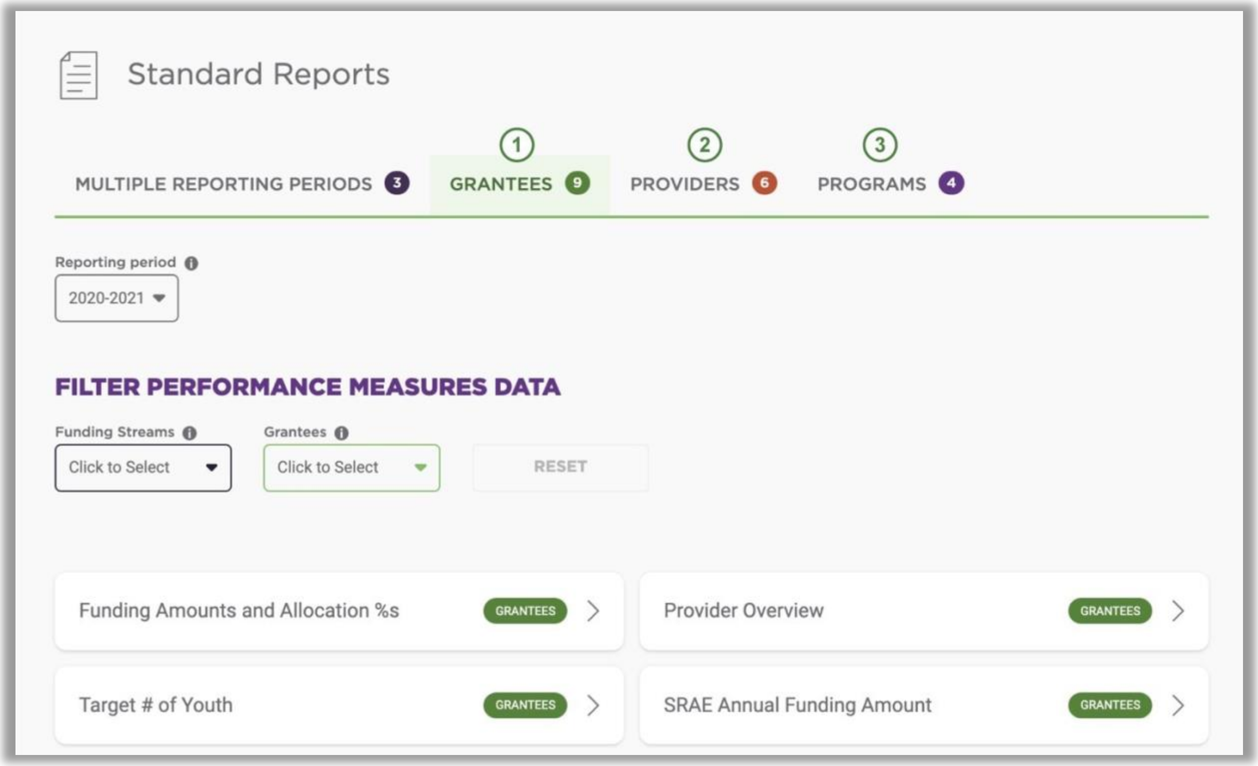
The Standard Reports page of the Dashboard provides reports of performance measures data that are of particular interest to some types of Dashboard users.

For ACF users, the first tab of the Standard Reports page is labeled Multiple Reporting Periods ①. (Grantee and provider users will not see this tab.) This tab contains three reports: SRAE Overview; Most Commonly Implemented Curricula; and Number of Youth Served by Ethnicity, Race, and Target Population. These reports show data for all grants across reporting periods.

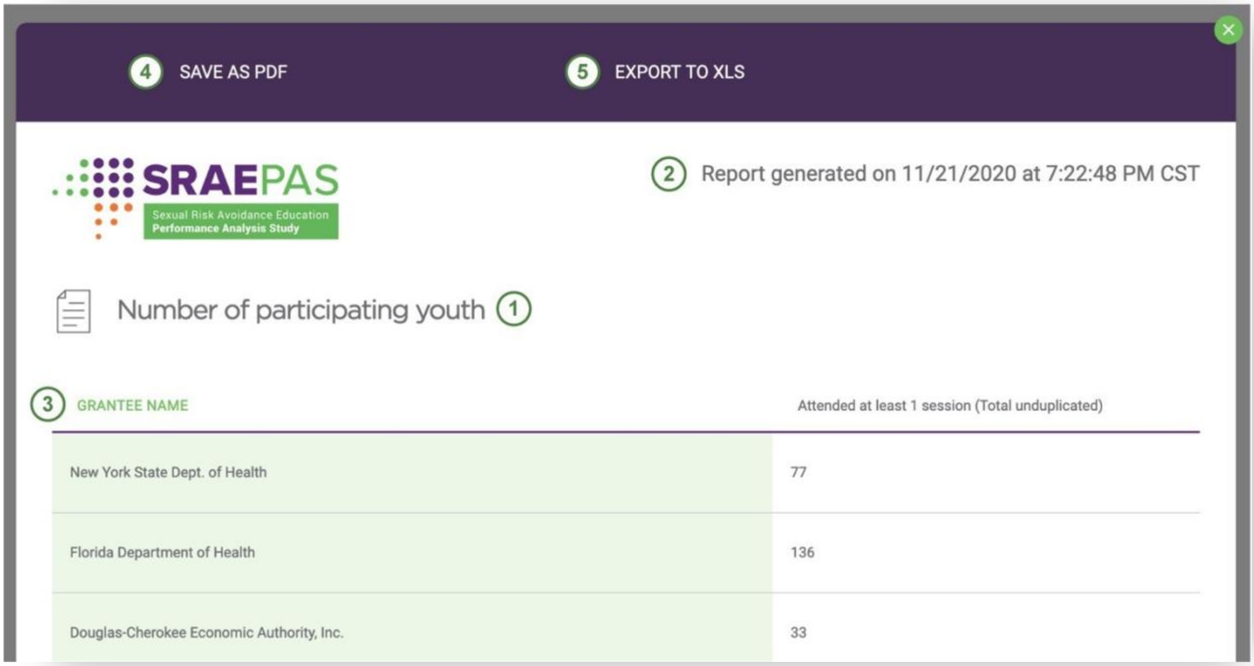


The other tabs on the page contain comparison reports. ACF users will see three of these tabs, labeled Grantees 1, Providers 2, and Programs 3. Grantee users will only see the Providers and Programs tabs, and provider users will only see the Programs tab. Each report for these tabs displays the performance measure separately by grantee, provider, or program, ordered from the highest to lowest values. As an example, one standard report shows the total number of delivery hours by program. The report lists programs according to the total number of delivery hours from the highest to lowest values.

Reports labeled Grantees show values for each grant that the user has access to. Reports labeled Providers show comparisons for each provider that the user has access to, along with the associated grantee name. Reports labeled Programs show values for each program that the user has access to, along with the associated grantee and provider names. For example, when the Total # of Delivery Hours report on the Grantees tab is selected, the report lists total delivery hours for each grantee. When the report for the same measure on the Providers tab is selected, it lists total delivery hours for each provider while also displaying the grantee associated with each provider.

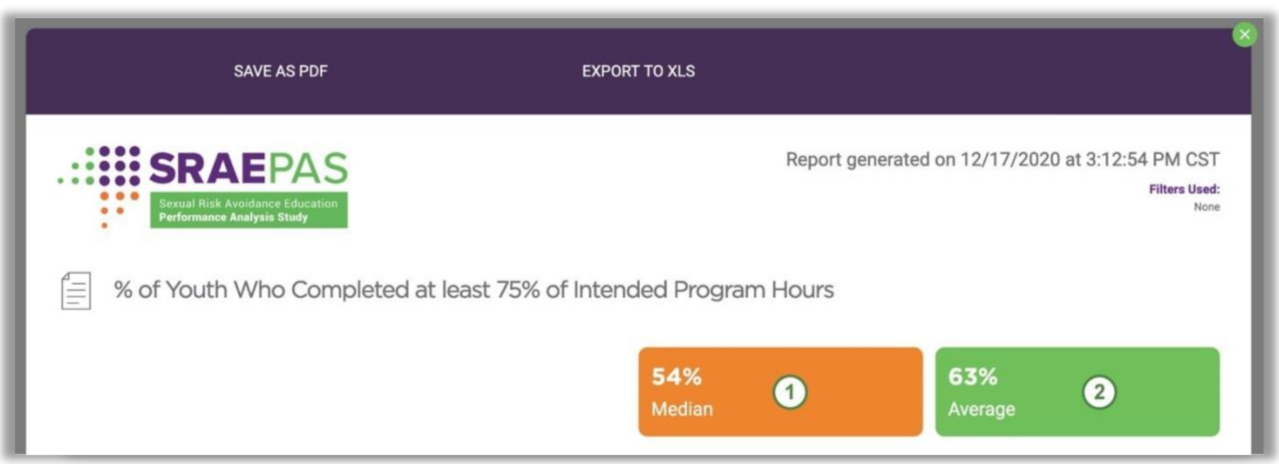


When users click on a standard report name, a window will appear with the report. The users can see ① the report name, ② the date and time it was generated, and ③ the report data itself. From this view, users can also ④ save the report as a PDF or ⑤ export the report to an Excel (XLS) spreadsheet.

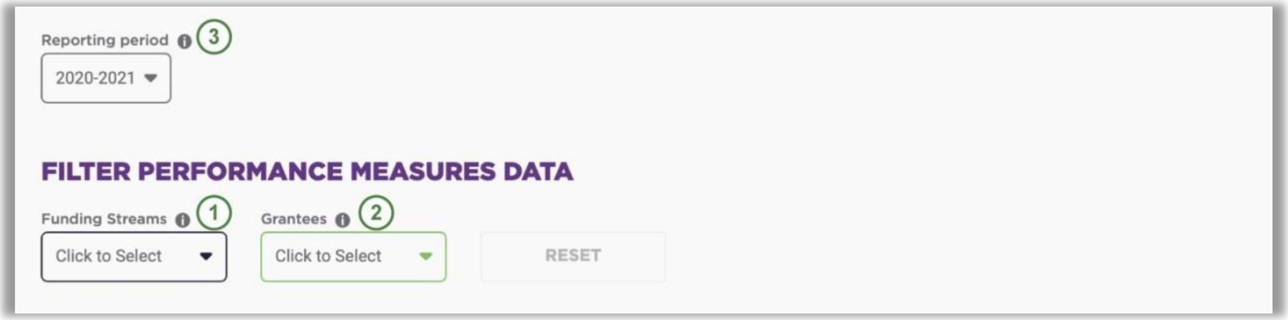


When users view a comparison report, they can also see the ① median and ② average values for the performance measure across all grantees, providers, or programs. The median is the middle number of all data points in the sequence. The average (or mean) is found by adding all data points and dividing that sum by the number of data points. These statistics are presented to assist users in comparing data at a glance. Users can compare their organization's results against the median and average metrics.

In the example screenshot below, the report shows a median of 54 percent across all programs. This means that of all data submitted on this performance measure, 54 percent was the middle percentage across all programs. This report also shows that on average across all programs, 63 percent of youth completed at least 75 percent of intended program hours.



Additionally, if a user has access to multiple grants, they can view a comparison report that only includes a select subset of grantees by using the filter dropdown boxes in the Filter Grantees section of the page. When a user filters by ① Funding Stream, ② one or more Grantees, or ③ Reporting period, and then clicks on a report, the report provides results for the Grantees in the selected Funding Stream(s) or that were individually selected for the selected reporting period.



CUSTOM REPORTS PAGE

In the Custom Reports page of the Dashboard, users can create their reports from the data available to them by selecting from multiple performance measures. For example, an ACF user may want a report that displays the following information:

- An alphabetical list of Grantees;
- The yearly funding amount each Grantee receives; and
- The target number of youth for each Grantee.

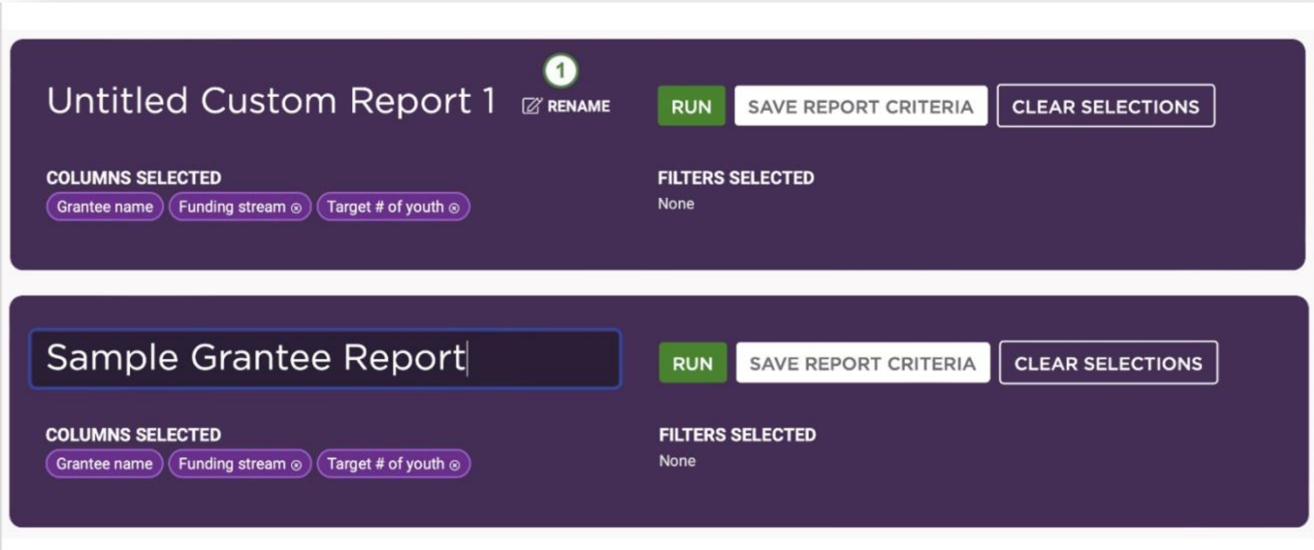
A Grantee user may want a report that displays the following information:

- List of programs including provider and program model names with the number of youth who attended at least one session
  - Additional filter on whether the provider served youth and/or whether the program operated in school during school time

The page displays two tabs: Active Report and Saved Report Criteria. The user can create a report from the Active Report tab in the following steps.

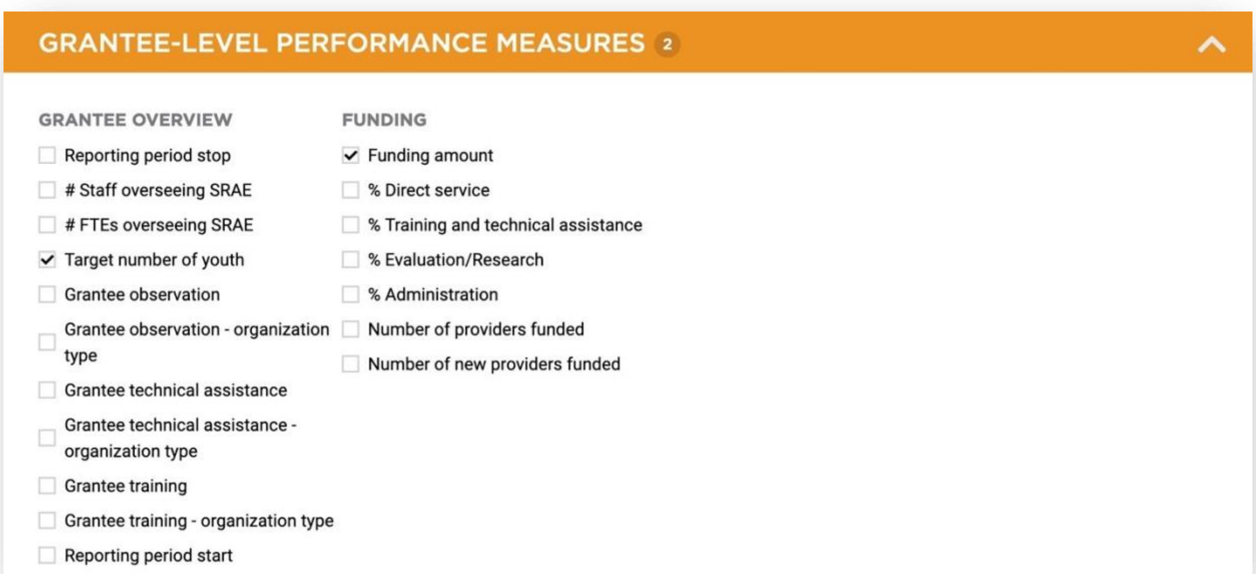
Naming a report

The user will name the report by clicking on the **Rename** ① button, replacing the default report name with “Sample Grantee Report,” and clicking the Enter key.

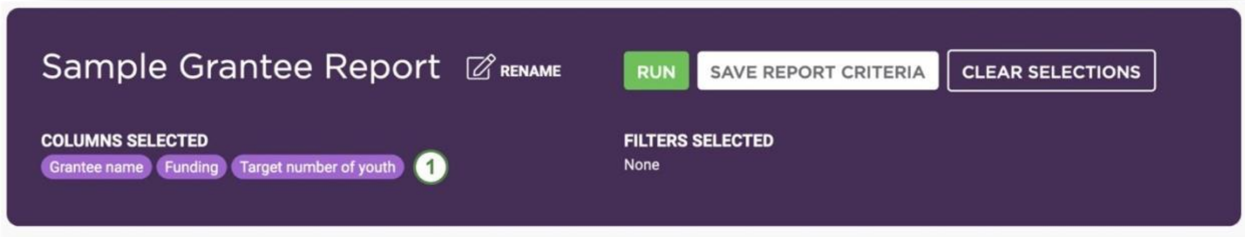


Choosing report columns

Next, the user will choose the columns of data to include in the report. By default, "Grantee Name" is preselected in column one. In this example, the user selected two additional report columns: "Funding amount" and "Target number of youth." To do this, the user would scroll to the **orange** Grantee Submissions section, click on "Target number of youth" in the first column, and click on "Funding amount" in the second column.



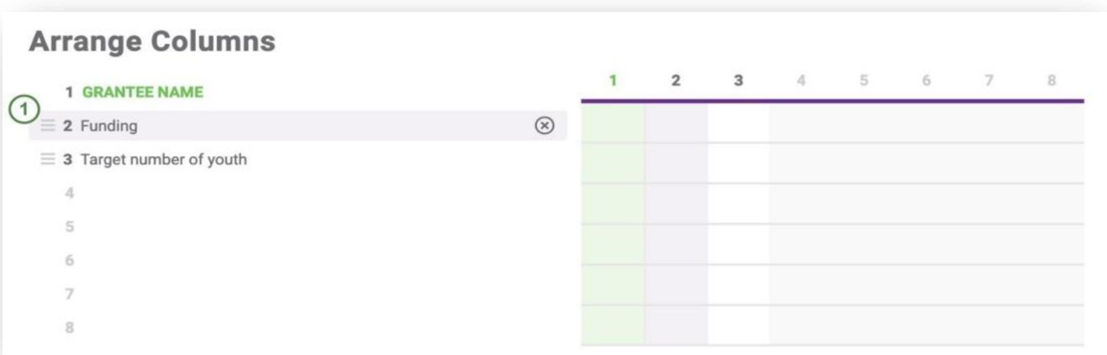
The selected performance measures are automatically added to the persistent header in the Columns Selected section ①.



By scrolling up, the user will see that the columns are also ① added under Arrange Columns. Because “Target number of youth” was the first performance measure selected in this example, it will appear in the report as the second column. Funding amount will appear in the report in the third column.

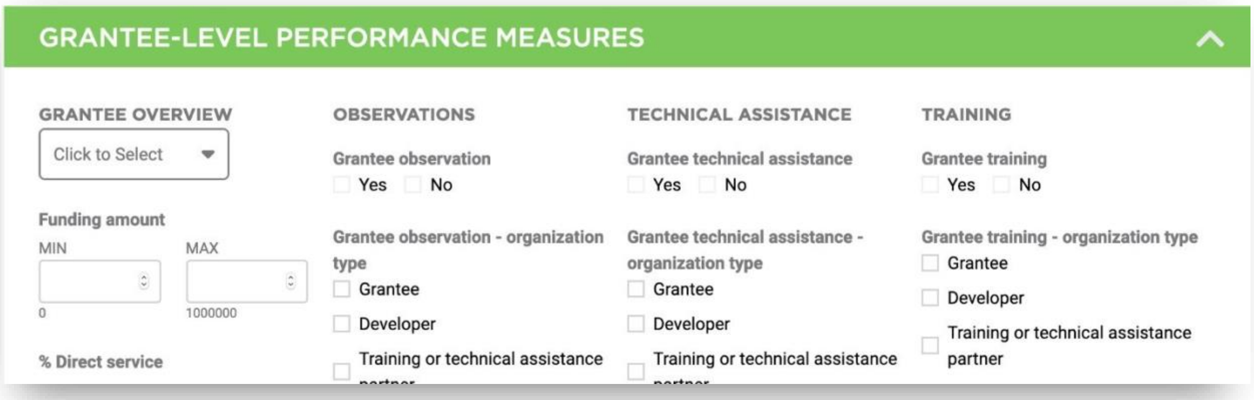
Ordering report columns

After selecting the columns, the user may want to change their order. The user can reorder the report columns by clicking ① the three-line icon to the left of each column name and dragging the column to the desired location in the list.



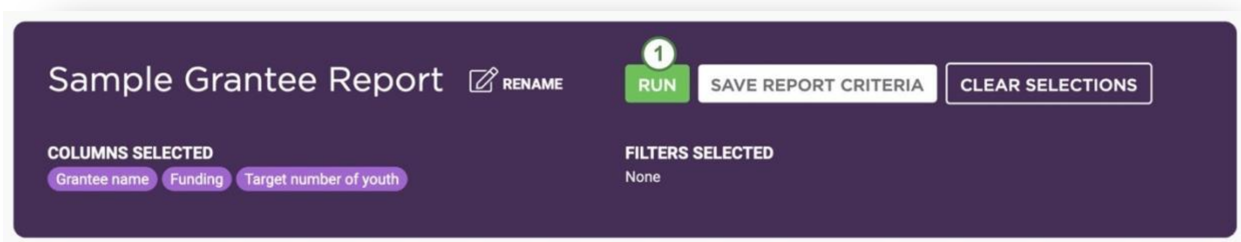
Filtering report data

To create a report that only includes a subset of grants, providers or programs, a user can select a filter in the **green** section below. For example, if an ACF user wants to see only grantees with funding amounts above $250,000, they should scroll to the Grantee-Level Performance Measures subsection in the **green** section, identify the Funding Amount filter, and enter $250,000 in the MIN number field.

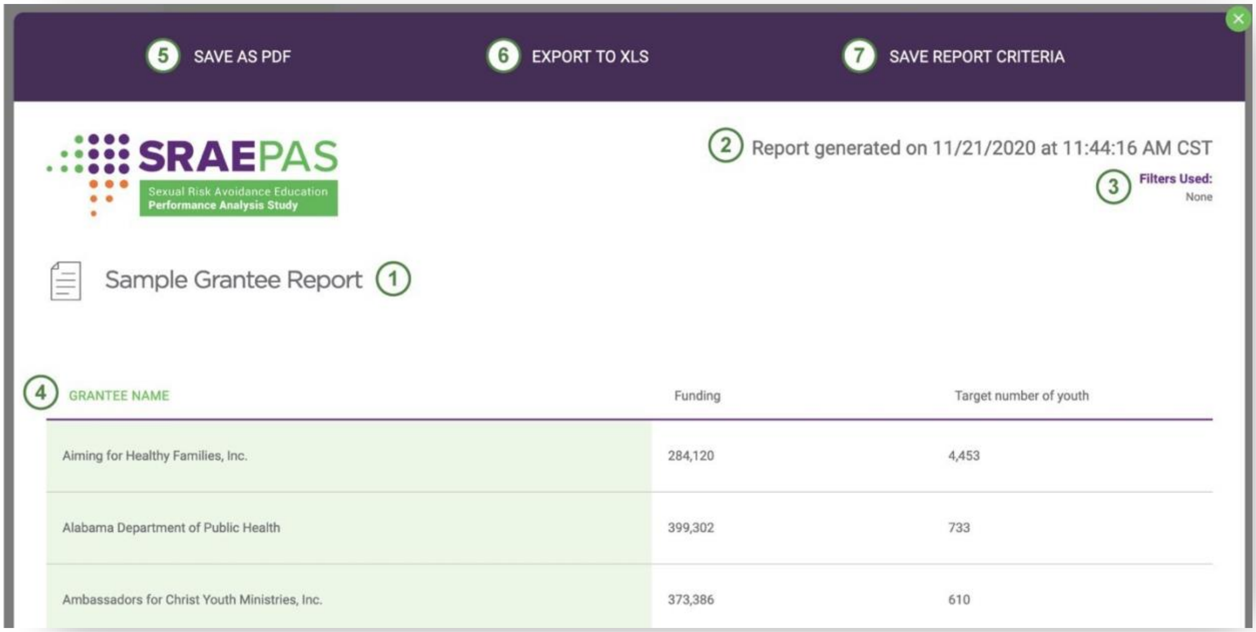


Running and viewing a report

Once performance measures are selected and ordered as desired, the user can run the report by clicking on 1 the **Run** button in the persistent header.

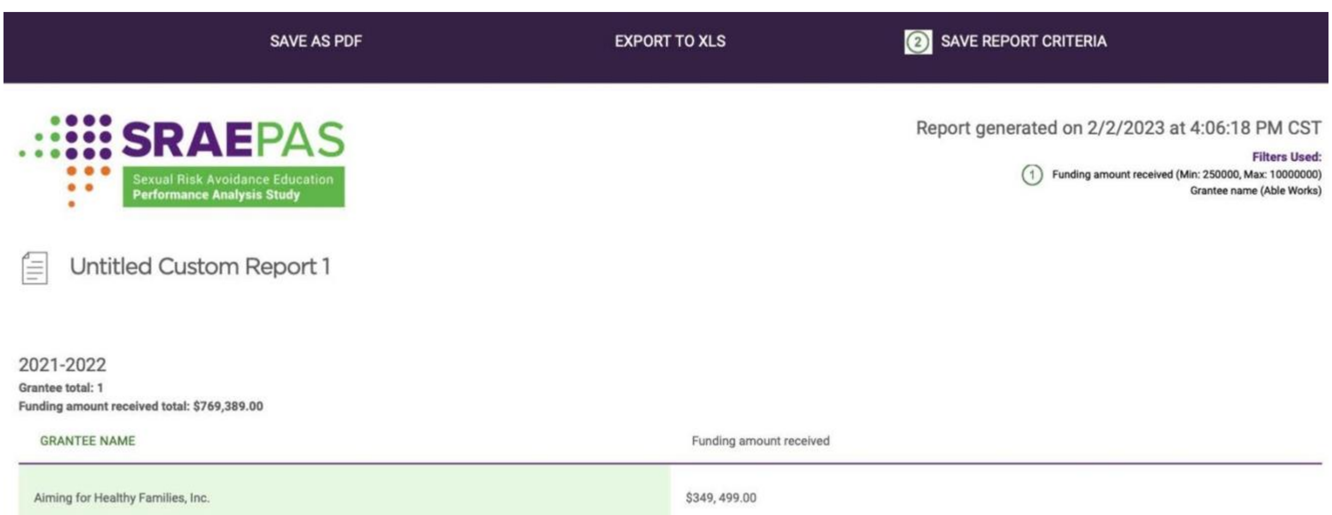


After the user clicks the **Run** button, a window will appear with the report. The user can see 1 the report name, 2 when it was generated, 3 which filters were used, and 4 the report data.



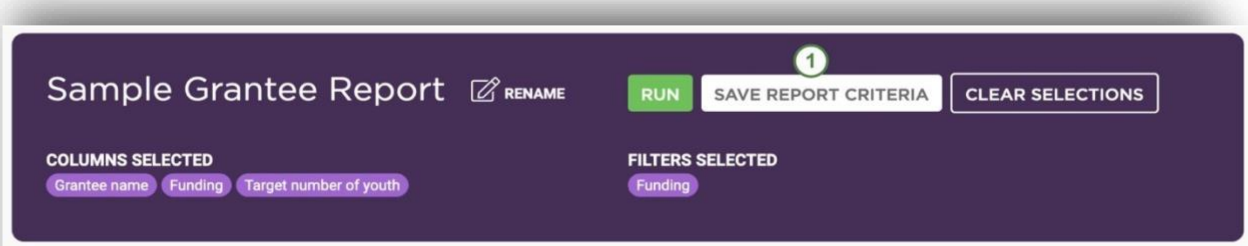
Above the report, there are three buttons the user can click to ⑤ save the report as a PDF, ⑥ save the report as an XLS spreadsheet, or ⑦ save the report criteria (which is discussed in the "Saving, loading, & editing report criteria" subsection below).

The user can exit the window by clicking the **X** icon in the top-right corner. When the user runs a report using a filter, the information in the upper right corner of the report will also indicate the filter ① that was applied.



Saving, loading, & editing report criteria

In addition to saving the report as a PDF or XLS file, the user can save the underlying report criteria (the selected Performance Measures, column order and filters) to make it easier to run the same report again at a later date. Users can do this by either clicking on ② the **Save Report Criteria** button in the report window (shown in the screenshot above) or by clicking on ① **Save Report Criteria** in the persistent header located in the Active Report tab (shown in the screenshot below).



The user can view saved criteria in the Saved Report Criteria tab, which will show ① the report name, ② the date and time the criteria were saved, and ③ which performance measures are included in the report.

From this screen, the user can also edit the report name by clicking on the ① edit icon, ② typing a new name in the text field, and hitting the Enter key. Users can also delete the report criteria by clicking on ③ the delete icon. Finally, when not editing, the user can click ② on the report entry to load the report in the Active Report tab.

Additional information about the SRAE performance measures and the Dashboard is available at www.sraepas.com. For further support, please contact the SRAE Performance Measures Help Desk at www.sraepas.com/contact or call 1-833-797-0166.

APPENDIX A: DEFINITIONS

Cohort

A cohort represents a group of youth receiving a defined set of SRAE services at the same time and in the same place. A cohort could be one person, if programming is delivered one-on-one.

Grantee

The grantee is the agency or organization that receives SRAE funding directly from the Family and Youth Services Bureau (FYSB) and has fiduciary and administrative responsibility for the grant.

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 the SRAE funding objectives.

Provider

A provider is an organization or agency—for example, nongovernmental and nonprofit organizations; local government agencies (such as school districts, individual schools, or county health departments); or state government agencies (such as departments of education or corrections)—that provides core SRAE programming directly to youth. Grantees might serve as providers, and in some cases, might be the only provider. Other grantees partner with one or more subrecipient providers.

Subrecipient

A subrecipient is an organization that receives SRAE funds indirectly, from an SRAE grantee, and not directly from FYSB.

Reporting period

The reporting period refers to the period of time covered by the data. Measures of structure, cost, and support for program implementation cover each federal fiscal year which is October 1 through September 30. Measures of attendance, reach, and dosage and participant entry and exit survey data are submitted biannually, in two batches, one with data covering, July 1 through December 31 and one with data covering January 1 through June 30. [1] Once both batches of these data for a given program year are available, they are combined for display in the dashboard. Therefore, for example, selecting 2022-2023 in the Reporting Period filter will display measures of structure, cost, and support covering October 2022 through September 2023 and measures of attendance, reach, and dosage and participant survey data covering July 2022 through June 2023.

[1] Before the second batch of data are available for a given year, the dashboard will display only the first batch of data (and no measures of structure, cost, and support) when that reporting period is selected.

APPENDIX B: HANDOUT ON MEASURES OF STRUCTURE, COST, & SUPPORT FOR PROGRAM IMPLEMENTATION

Measures of Structure, Cost, & Support for Program Implementation

Updated February 2025: This appendix is adapted from a standalone document available on www.sraepas.com. Minor wording changes have been made to bring it into alignment with the Portal Manual of Operations. These changes do not affect the meaning of document content.

All Sexual Risk Avoidance Education (SRAE) grantees submit the following performance measures of structure, cost, and support for program implementation once a year to reflect operations in the current federal grant year. This category includes measures defined at the grantee, provider, and program levels.

Grantee-Level Measures

The grantee is the agency or organization that receives the SRAE funding directly from the Family & Youth Services Bureau (FYSB) and has fiduciary and administrative responsibility for the grant. The following measures will be reported for each grantee:

GRANT FUNDS

Total amount of SRAE grant funding obligated (including any carryover funds) during the reporting period

Percentage of total SRAE grant funding obligated for…

- Direct service provision (youth programming)
- Training, technical assistance, and monitoring conducted at the grantee level
- Evaluation and/or research
- Administrative purposes at the grantee level

GRANTEE STAFFING

Number of grantee staff involved in overseeing SRAE

Number of grantee full-time equivalents (FTEs) involved in overseeing SRAE

In this section, "staff" includes grantee staff, such as SRAE program directors and program coordinators, who were directly responsible for administering, managing, and overseeing the SRAE program.

Grantee staff who provide programming directly to youth but do not oversee SRAE should instead be counted in the measure of facilitators on page 40. If staff play both roles, they should be included in both measures.

Grantee users will provide a count of the full time equivalents (FTEs) for the grantee staff. For example, a grantee with two staff who each spend half their time working on SRAE would enter 2 for the number of grantee staff involved in overseeing SRAE and 1.0 for the number of grantee FTEs involved in overseeing SRAE.

OBSERVATIONS, TECHNICAL ASSISTANCE, AND TRAINING

Grantee or its designee observed program delivery to monitor quality and fidelity to program models (Yes/No)

- *If yes, indicate the types of organizations that conducted observations.*
  - Grantee
  - Developer
  - Training or technical assistance partner
  - Evaluation partner
  - Program provider

Grantee or its designee provided technical assistance to support program implementation (Yes/No)

- *If yes, indicate the types of organizations that provided technical assistance.*
  - Grantee
  - Developer
  - Training or technical assistance partner
  - Evaluation partner
  - Program provider

Grantee or its designee conducted training of facilitators who deliver the program (or of other staff who might train facilitators) (Yes/No)

- *If yes, indicate the types of organizations that trained program facilitators.*
    - Grantee
    - Developer
    - Training or technical assistance partner
    - Evaluation partner
    - Program provider

NUMBER OF PROVIDERS

Number of providers funded
Number of new providers

NUMBER OF YOUTH TO BE SERVED

Targeted number of youth to be served by the grantee during the reporting period *(either in the original application or approved by the grantee's federal project officer)*

Provider-Level Measures

A provider is an organization or agency that provides core SRAE programming directly to youth — for example, nongovernmental and nonprofit organizations; local government agencies (such as school districts, individual schools, county health departments); or state government agencies (such as departments of education or corrections) that are directly responsible for operating SRAE-funded programs. Grantees might serve as providers and, in some cases, might be the only provider. Other grantees partner with one or more subrecipient providers. (A subrecipient is an organization that receives SRAE funds indirectly, from an SRAE grantee, rather than directly from FYSB.) *Do not include partners or subcontractors that support your SRAE grant in other ways but do not provide direct programming to youth.* The following measures will be reported for each provider.

PROVIDER FUNDS

SRAE annual award amount for current grant year

Amount of non-SRAE funding received during current reporting year to support SRAE programming

PROVIDER STAFF ADMINISTERING SRAE

Number of provider staff involved in administering SRAE programs*

Number of provider FTEs involved in administering SRAE programs*

Include provider staff, such as SRAE program directors and program coordinators, who were directly responsible for administering, managing, and overseeing the SRAE program for the provider. Staff who provide programming directly to youth but do not oversee SRAE should instead be counted in the measure of facilitators later on this page. If staff play both roles, they should be included in both measures.

PROVIDER STATUS

Provider was new for the reporting period (Yes/No)

Provider served youth during the reporting period (Yes/No)

- *If the provider did not serve youth during the reporting period, do not enter any additional data for this provider*

FACILITATORS

Number of SRAE facilitators working for provider

FACILITATOR TRAINING AND OBSERVATIONS

Number of SRAE facilitators trained in delivering core curriculum

Number of SRAE facilitators observed exactly once

Number of SRAE facilitators observed at least twice

IMPLEMENTATION CHALLENGES AND NEEDS FOR TECHNICAL ASSISTANCE

Implementation challenges experienced by provider. *Response options for each challenge include* not a problem*,* somewhat a problem*, or* a serious problem*.*

- Recruiting youth
- Keeping youth engaged
- Getting youth to attend regularly
- Recruiting qualified staff
- Ensuring facilitators understand the content
- Covering program content
- Staff turnover
- Negative peer reactions
- Youth behavioral problems
- Natural disasters
- Program facilities
- Obtaining buy-in or support from key stakeholders
- Parent support or engagement
- Other (specify)

Interest in receiving technical assistance for implementation factors. *Response options for each implementation factor include* not interested, because already received; not interested; somewhat interested; and very interested*.*

- Recruiting youth
- Keeping youth engaged in program sessions
- Getting youth to attend regularly
- Recruiting qualified staff
- Training facilitators
- Retaining staff
- Minimizing negative peer reactions
- Addressing youth behavioral issues
- Obtaining buy-in or support from key stakeholders
- Evaluation (for example, how to select or manage an evaluator, data collection, data analysis, and report writing)
- Parent support and engagement
- Other (specify)

Program-Level Measures

The program model includes the core curriculum plus other lessons or activities that can be integrated with the core curriculum to meet the SRAE funding objectives. The following measures will be reported for each program model:

PROGRAM DELIVERY AND CONTENT

Number of intended program delivery hours
Name of the program's core curriculum

SRAE topics[1] addressed by the core curriculum.

*The **number of intended program delivery hours** should include the hours for all defined SRAE programming, which could include a specific curriculum plus any additional hours of programming added to meet SRAE goals.*

Indicate which of the following are addressed by the core curriculum:

Teaching the benefits of:

- Refraining from nonmartial sexual activity (B)
- Self-regulation (A)
- Goal setting (A)
- Success sequence for poverty prevention (C)
- Healthy relationships (D)

And resisting:

- Sexual coercion (F)
- Dating violence (F)
- Other youth risk behaviors, such as alcohol, tobacco, and other drug use (E)

[1] The letter in parentheses after each of these measures indicates which of the A-F topics in the Title V, Section 510 legislation it aligns with:

A. The holistic individual and societal benefits associated with personal responsibility, self-regulation, goal setting, healthy decision-making, and a focus on the future.
B. The advantage of refraining from non-marital sexual activity in order to improve the future prospects, and physical and emotional health of youth.
C. The increased likelihood of avoiding poverty when youth attain self-sufficiency and emotional maturity before engaging in sexual activity.
D. The foundational components of healthy relationships and their impact on the formation of healthy marriages and safe and stable families.
E. How other youth risk behaviors, such as drug and alcohol usage, increase the risk for teen sex.
F. How to resist and avoid, and receive help regarding sexual coercion and dating violence, recognizing that even with consent teen sex remains a youth risk behavior.

Any other program elements—such as supplemental curriculum, guest speakers, or other program activities that are not part of the core curriculum—address SRAE topics (Yes/No)

- If yes, indicate which of the SRAE topics listed above are addressed through the supplemental program elements

TARGET POPULATIONS

Target populations for the program.

Indicate which, if any, of the youth groups listed are distinctly targeted and recruited for the provider's program.

- Youth in high-need geographic areas
- Youth in foster care
- Homeless or runaway youth
- Youth living with HIV/AIDS
- Pregnant or parenting youth
- Hispanic/Latino youth
- African American youth
- Native American youth
- Youth in adjudication systems
- Male youth
- Out-of-school or dropout youth
- Youth in residential treatment for mental health issues
- Trafficked youth

Grantees should only report populations that the program distinctly targets and recruits as ***target populations for the program****. For example, grantees should select "Youth in foster care" if those youth were specifically targeted, even if no youth in foster care were actually served. Conversely, if youth in foster care were not specifically targeted, but some of the youth served happened to be in foster care, that group should not be reported for this measure.*

APPENDIX C: HANDOUT ON MEASURES OF ATTENDANCE, REACH, & DOSAGE

Measures of Attendance, Reach, & Dosage

Updated February 2025: This appendix is adapted from a standalone document available on www.sraepas.com. Minor wording changes have been made to bring it into alignment with the Portal Manual of Operations. These changes do not affect the meaning of document content.

Program-Level Measures

Number of youth who attended at least one program session

- Number of middle school age participants
- Number of high school age or older participants

Number of youth who attended a program session, by program setting

Indicate the 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 setting
- In a juvenile detention center
- In a residential mental health treatment facility
- Virtually[1]
- In another setting

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

Number of youth who completed at least 75% of the scheduled program hours

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

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

Populations represented by more than 50% of youth attending the program
Indicate which of the populations listed, if any, comprise more than 50% of program participants.

- In foster care
- Homeless or runaway
- Pregnant or parenting
- In adjudication systems

*Grantees should only report that most youth in a program were **from a specific population** when they have information that confirms that assessment. If a grantee is uncertain, it should not indicate that population.*

Cohort-Level Measures

A cohort, in this context, 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 requirements for the SRAE program. If a provider is delivering a 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.

Cohort hours delivered

- Number of hours of programming delivered to each cohort that ended during the period

*The **number of program hours delivered** should consist of the hours for all defined SRAE programming, which could include a specific curriculum plus any additional hours of programming added to meet SRAE goals.*

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