TPP Grantees Guidance for Completing the 2013 Non-competing Continuation Application

Office of Adolescent Health

Office of Grants Management

April 3, 2013

Today's Agenda

- Overview of continuation application submission requirements
- Review reporting requirements:
  - Progress report and work plan
  - TPP performance measures
  - Budget and required grants forms
  - TPP evaluation progress report – *TPP Tier 1 C/D and Tier 2 Grantees Only*

Purpose of the Continuation Application

- Report on the progress of the project
- Provide a work plan
- Provide a detailed budget and budget narrative justification

OAH Continuation Application Guidance

- Application submission process
- Application content
  - Required forms, table of contents, six-month progress report, next year's work plan, next year's budget, and appendices
  - Budget information – SF424A, detailed budget justification
  - Performance measure and evaluation progress reporting for TPP Grantees
- Example progress report and work plan templates
- Checklist of information to include in progress report and work plan

Application Submission

Submission through Grantsolutions.gov

- Each grantee currently has a non-competing continuation application kit established in grantsolutions.gov
- Application must contain all required forms and information as outlined in the OAH guidance to be considered complete
- Review grantee manual for tips to make submitting online easier
- Contact the Grantsolutions helpdesk if you experience any difficulties submitting your application
  - (866) 577-0771 or App_Support@acf.hhs.gov

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Content and Details
Continuation Application
Progress Report & Work plan

Continuation Application – Required Content

- Table of Contents
- Project Narrative
  - Six-month progress report
  - Work plan for upcoming project year
- TPP Performance Measure Report
- Evaluation Progress Report *(TPP Tier 1 C/D & Tier 2 Only)*
- Budget & Required Grant Forms
  - SF 424A – Budget Information
  - Detailed budget narrative justification
  - Indirect rate agreement
  - SF-424, SF-424B, & SF-LLL
- Appendices

Expectations for Six-Month Progress Report

Describes the completion of objectives and activities during the first six months of the current budget period

- September 1, 2012 – February 29, 2013

- Introduction
- Status (met, ongoing, or unmet) of each objective and activity
- Narrative describing what has been done to work toward accomplishing the objectives and completing the planned activities
- Challenges/barriers encountered
- Other significant project activities, accomplishments, setbacks or modifications

Tools & Resources – Progress Report

- Progress report template
- Example of partially completed progress report
- Continuation Application Checklist

Example – Six-Month Progress Report

Six-Month Progress Report ***Grantee X*; Grant #:xxxxx** **September 1, 2011 – February 29, 2012 (six months)** **Goal: Replicate xxx evidence-based program in 60 sites across xxx County.**		
Objective: By August 31, 2011 ensure all facilitators are trained in the xxx evidence-based program model.	**In Progress**	By the end of the first grant year, we will have trained all 60 facilitators in the xxx evidence-based program model. To date, we have accomplished 75% of the activities under this objective. We searched for organizations that were certified to conduct training on the evidence-based program, had a conversation with each organization about the content and cost of their training, selected and entered into an agreement with xxx organization to conduct our trainings, and have conducted two of the four facilitator trainings. We're offering the same training four times to provide options in the location and timing of the training and to limit each training to no more than 15 participants. The remaining two trainings will be completed in May.
Activity: Identify and secure a trainer to conduct training on xxx evidence-based program.	**Met**	We identified three organizations that are certified to conduct trainings in xxx evidence-based program. We contacted each organization to learn more about the content and cost of their training. Each organization offered a 3-day training, but one organization also included 20 hours of follow-up technical assistance in their training plan. The cost estimates from the three organizations were similar. We decided that having the 20 additional hours of technical assistance from the trainer would be beneficial since this is a new program for all of our facilitators; therefore we selected xxx organization. We signed a contract with xxx organization to conduct four identical 3-day trainings for our facilitators and to provide 20 hours of follow-up technical assistance. It was agreed that our organization would take care of the logistics and registration for each training.
Activity: Conduct four 3-day trainings in the xxx evidence-based program for program facilitators.	**In Progress**	Training dates and locations for four 3-day trainings were secured: March 22-24, 2011 at the xxx community organization in City April 14-16, 2011 at the xxx community organization in City May 2-4, 2011 at the xxx community organization in City May 20-22, 2011 at the xxx community organization in City Trainings were advertised to the 60 facilitators who are implementing the xxx evidence-based program. Each training includes an overview of the program model, core components, and teaching philosophy; a detailed review of the activities included in the program; time for each participant to practice delivering the program activities; review of the fidelity monitoring tools; discussion about allowable adaptations; and review of the available evaluation tools (see Appendix A – Training Agenda). Training participants completed an evaluation form after the training. Results have been analyzed for the first two trainings and indicate that facilitators are confident in their ability to implement the program with fidelity as a result of the training.

Work Plan

- Outlines the objectives and activities for the upcoming budget year
    - September 1, 2013 – August 31, 2014

Work Plan Details

The work plan should include the following:

- Grantee Name
- Five-year goals
- Objectives – programmatic and evaluation
    - **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-phased
- Rationale to support objectives
- Activities and timeline for conducting activities
- Measures of accomplishment
- Person/agency responsible for implementing activities

Expectations of the Work Plan

- Intended to be an ongoing monitoring and evaluation tool
- Should be a working document
- Should be updated based on new information or modifications that may occur during the current year

Tools & Resources – Work plan

- Work Plan templates
- Example work plan
- Work Plan Checklist

Example of Work Plan

Goal I: Replicate xxx evidence-based program in 60 sites across xxx County .

Objectives	Activities	Timeline S	O	N	D	J	F	M	A	M	J	J	A	Measures of Accomplishment	Person Responsible
Objective 1: By August 31, 2013 ensure all facilitators are trained in the xxx evidence-based program model. Objective Rationale: All facilitators need to be trained in the evidence-based program to replicate the program with fidelity.	Activity 1: Research organizations available to provide training on the evidence-based program.		X											Potential training organizations identified	Project Director
	Activity 2: Secure contract with organization selected to conduct training.			X										Written contract in place with organization	Project Director
	Activity 3: Confirm training dates and locations for four 3-day trainings.				X	X								Training dates and locations	Training Coordinator
	Activity 4: Collect registration information from 60 facilitators.						X							Completed registration forms from 60 facilitators	Training Coordinator
	Activity 5: Conduct four 3-day trainings for facilitators.							X	X	X				Training agendas, sign-in sheets, evaluation forms	Training Coordinator & Contractor

Year 4 Grantee Reporting Deadlines

- 6-month progress report and performance measure data
    - March 29, 2014
- Year 5 Non-competing continuation application
    - May 31, 2014
- Annual progress report and performance measure data
    - September 30, 2014

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Application Content
TPP Performance Measure Report

Reporting the Measures

- TPP Performance Measures Website - https://tpp.rti.org/

- Reporting Options
  - Option 1: Reporting raw data directly into the web system
  - Option 2: Uploading raw data by means of spreadsheets using pre-defined variables

Grantee-level measures: Program structure

- Reach: calculated from the participant demographic information
- Dosage: calculated from the participant attendance data
- Fidelity:
  - Facilitator logs
  - Observation of sessions (10% of sessions)
- Partners Report
- Training Report
- Dissemination Report

Participant-level measures: Behaviors/Intentions

- For grantees with a **rigorous evaluation** *only*
- Reported by evaluators, not grantees
- Baseline and follow-up data for intervention and control groups if youth have parental permission to be in evaluation
- Measures
  - Behaviors
    - Sex in last 3 months
    - Condom use if had sex
    - Birth control use if had sex
  - Intentions
    - To have sex in next year
    - To use a condom if have sex
    - To use birth control if have sex

Resources

- Performance measures website manual
- Recording and transcript of Webinar training
  - On the Performance Measures Website - https://tpp.rti.org/
    - On the home page, and
    - Under the “Resources” tab
  - On the OAH Web site: http://www.hhs.gov/ash/oah/news/webinars.html
- Help Desk request on Performance Measures website
- Additional resources added as needed

Reporting Dates

- All data must be uploaded no later than May 31, 2013
  - May 31 report includes data from September 1, 2012 to February 28, 2013
- Enter data early to ensure that questions may be answered in a timely fashion

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Application Content
TPP Evaluation Progress Report

For TPP Tier 1 A/B Grantees

General Guidance

- Demonstrate progress outside of the OAH performance measures
- Descriptions can include:
  - Methods
  - Incentives
  - Output data
  - Quality of services
  - Recommendations for adaptations or other program changes
  - Conclusions

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Required Forms and Budget Completion

Required Grant Forms

SF-424 – Application for Federal Assistance

- Must list the Program Director and Authorized Business Official

SF-424a – Budget Information

- List Federal and Non-Federal (In-Kind or Matching contributions). Also, must complete section A (c.) and (d.) listing the estimate unobligated balance of funds at the end of year two.

SF-424b – Assurances

- Grantee will comply with all applicable policies, laws and regulations

SF-LLL – Disclosure of Lobbying Activities

- Report to disclose lobbying activities

Grants Forms
Grants Management Changes

- Print, sign and upload the following pages:
  - SF 424 Application for Federal Assistance (page three)
  - SF 424B Assurance form – (page two)
  - SF –LLL Disclosure of Lobbying Activities form

Budget

- Budget Page: SF-424a
- Budget Narrative Justification
  - Detailed and itemized data required
- Indirect Rate Agreement
  - Include copy of current Indirect Rate Agreement

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds: Federal (c)	Estimated Unobligated Funds: Non-Federal (d)	New or Revised Budget: Federal (e)	New or Revised Budget: Non-Federal (f)	New or Revised Budget: Total (g)
1.		$ 56,450.00	$ 13,500.00	$ 227,192.00	$ 10,500.00	$ 307,642.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 56,450.00	$ 13,500.00	$ 227,192.00	$ 10,500.00	$ 307,642.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)		Total (5)
a. Personnel	$ 85,875.00	$	$	$	$ 85,875.00
b. Fringe Benefits	24,474.00				24,474.00
c. Travel	1,926.00				1,926.00
d. Equipment	14,498.00				14,498.00
e. Supplies	18,750.00				18,750.00
f. Contractual	37,900.00				37,900.00
g. Construction					0.00
h. Other	2,800.00				2,800.00
i. Total Direct Charges *(sum of 6a-6h)*	186,223.00	0.00	0.00	0.00	186,223.00
j. Indirect Charges	40,969.00				40,969.00
k. TOTALS *(sum of 6i and 6j)*	$ 227,192.00	$ 0.00	$ 0.00	$ 0.00	$ 227,192.00
7. Program Income	$	$	$	$	$ 0.00

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Previous Edition Usable

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$ 10,500.00	$	$	$ 10,500.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL *(sum of lines 8-11)*	$ 10,500.00	$ 0.00	$ 0.00	$ 10,500.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 0.00	$	$	$	$
14. Non-Federal	0.00				
15. TOTAL *(sum of lines 13 and 14)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL *(sum of lines 16-19)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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Category	Description of Budget Item	Federal	In-kind or Matching	Total
Salary and Wages	**Project Director.** The Project Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, and supervising the project staff. The Project Director will work 50% of the time for 12 months. Based on an annual salary of $60,000, the cost to the project will be $30,000.	$30,000	$0	$30,000
	Administrative Assistant. An Administrative Assistant will be assigned for the duration of the project. The assistant will work 50% of the time for 12 months. Based on an annual salary of $39,750, the cost to the project will be $19,875.	$19,875	$0	$19,875
	Project Coordinator. Our organization will hire someone to work with all partners and stakeholders. The Coordinator will be assigned 100% of the time to the project for 12 months. Based on an annual salary of $36,000, the total project cost will be $36,000.	$36,000	$0	$36,000
	Total Salary and Wages Costs	$85,875	$0	$85,875

Fringe Benefits	**Fringe benefits are calculated as 28.5% of base salary. Benefits include health care, Social Security, workers compensation, short term disability, and retirement benefits. Please note: Figures are rounded to nearest whole dollar.**			
	Project Director. Fringe benefits are (28.5% of $30,000).	$8,550	$0	$8,550
	Administrative Assistant. Fringe benefits are (28.5% of $19,875)..	$5,664	$0	$5,664
	Project Coordinator. Fringe benefits are (28.5% of $36,000).	$10,260	$0	$10,260
	Total Fringe Benefit Costs	$24,474	$0	$24,474

Category	Description of Budget Item	Federal	In-kind or Matching	Total
Travel	Conference Presentation. In the project's second year, the Project Manager will travel from Akron, OH to Chicago, IL to present project findings at the Association for Networking's annual conference. Round-trip airfare is $400. Two nights lodging @ $90 per night is $180. Per diem of $50-a-day for meals, for total of $100. Ground transportation $40.	720	$0	$720
	Help Inc. Trainer. Our partner, Help Inc., will provide as in-kind contribution a trainer who will make 6 round trips to each of the 12 sites to conduct training classes for a total of 72 trips. Based on an average of 40 miles round-trip driving at our organization's standard rate of $0.25 per mile, the total cost is $720.	$0	$720	$720
	Hosting a Regional Conference. The Project will fly in 2 personnel from Durham, NH and Bangor, ME for a Regional Conference to discuss the lessons learned from the project. For each person, the estimated round-trip airfare is $450; two nights lodging @ $45 per day is $90; two days of meals at $31.50 per day is $63. Total cost for two people is $1,206.	$1,206	$0	$1,206
	Total Travel Costs	$1,926	$720	$2,646
Equipment	**Network Server.** One GreatServer 2001 network server will be located at the project headquarters. The server will be the repository of the local information files and will manage the electronic mail communication among the sites. The server will have at least a 10 GB hard drive, 128 MB of RAM, and a magnetic tape drive for backup purposes. Cost: $14,498.	**$14,498**	**$0**	**$14,498**
	Network Router. A network router will be located at the headquarters site. The router will manage communications with external network and cost $5,500 donated as in-kind contribution.	$0	$5,500	$5,500
	Total Equipment Costs	$14,498	$5,500	$19,998

Category	Description of Budget Item	Federal	In-kind or Matching	Total
Supplies	**General Office supplies.** Paper, pens and pencils, computer disks, laser printer cartridges, file folders, etc. are estimated at $750.	$750	$0	$750
	Personal Computers. Twelve personal computers will be installed, 1 at each of 12 sites, for public access to the network. Each computer will be configured with at least 128 MB of RAM, a 500 MHz processor, 6 GB hard drive, and a modem and will cost $1,500. 12 units at $1,500 is $18,000 total.	$18,000	$0	$18,000
	Laptop Computers. Twelve laptops will be donated as in-kind contribution for Project Coordinators, 1 at each of 12 sites. The laptops were purchased Jan. 1999 for $3,750 per unit. Use value of the laptops will be calculated using the federal use allowance on existing equipment: (12 units) x (6.666% per year)×(the acquisition cost of $3,750)×(the 1 year period of use) for a total of $6,000.	$0	$6,000	$6,000
	Total Supplies Costs	$18,750	$6,000	$24,750
Contractual	**Network Installation and Maintenance**. A vendor will be competitively selected to install and provide 12 months of ongoing maintenance for the project's network. Installation will include the assembly and configuration of the computers and overall system testing. Based on inquiries to local vendors, it is estimated that 100 hours, at $75 per hour, will be required for the installation contract is estimated at $200 per month. Total cost: $9,900.	**$9,900**	**$0**	**$9,900**
	Independent Evaluation Consultant. An Evaluation Consultant will be competitively selected to work with project staff to provide support and project monitoring. Consultant will refine the evaluation plan, design the survey instruments, collect and analyze data, and prepare the final report. It's estimated the consultant will work 35 days at a rate of $400 per day. Total cost: $28,000.	$28,000	$0	$28,000
	Total Contractual Costs	$37,900	$0	$37,900

Category	Description of Budget Item	Federal	In-kind or Matching	Total
Other	**Telephone service for help desk**. 12 months at $25 per month, total is $300.	$300	$0	$300
	Website Development. Webspectrum will contribute in-kind donation of 100 hours of development time for web site development to the project. Webspectrum charges $100 per hour for this type of work for a total value of $10,000.	$0	$10,000	$10,000
	Onsite Volunteers. One welfare-to-work volunteer will work as a data entry clerk. The in-kind contribution volunteer will work 20 hours per week for 12 months. Based on our research of local labor market, the value of the volunteer's efforts is $7.50/hour. The total value of the volunteer's services is $ 7,800.	$0	$7,800	$7,800
	Conference Materials. Handouts and name badges for estimated 250 attendees at Regional Lessons Learned Conference are estimated at $10 per person for a total of $2,500.	$2,500	$0	$2,500
	Help Inc., Trainer. Help Inc., will contribute the time of one staff member to help train users to access the system. The trainer will work 20% of the time for 12 months . The trainer's salary and benefits are $70,000 per year. The total value is $ 14,000.	$0	$14,000	$14,000
	Total Other Costs	$2800	$31,800	$34,600
Total Direct Charges	***The sum of all the direct cost categories***	**$186,223**	**$44,020**	**$230,243**
Indirect Charges	The Southern Rehabilitation Center applies an indirect cost rate of 22% to all direct cost categories. A copy of the Southern Rehab. Center's current negotiated indirect cost rate with the HHS Division of cost allocation is attached. Indirect Costs @ 22% =$51,225.	$40,969		$40969
	Total Project Costs for year two of the project/budget period	$227,192	$44,020	$271,212

Questions?

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Application Content
TPP Evaluation Progress Report

For TPP Tier 1 C/D &Tier 2 Grantees Only

Continuing Application Guidance Webinar

April 3, 2013

Presentation to TPP Tier 1 C/D and Tier 2 Grantees

Jean Knab • Susan Zief • Russell Cole

MATHEMATICA
Policy Research

Annual Reporting Update

Same Request for Information

- **Data on two key elements**
  - Sample intake (CONSORT diagram)
  - Baseline equivalence
- **We will assess that data against the HHS evidence standards for attrition and equivalence**
  - Written assessment
  - Discuss on monthly calls
  - Session at grantee conference

What to Report

- **Do not provide data on your evaluation pilot**
- **Provide as much data as you have available**
- **Provide data <u>pooled across cohorts and sites</u> currently enrolled**
- **Provide *baseline* equivalence tables for multiple samples:**
  - **Full sample at baseline**
  - **Sample responding to <u>each</u> follow-up survey**
  - ***Please remember to label the sheets with the sample name***

Example of Equivalence Reporting

- We have an evaluation in which 1,000 youth enrolled in two equal cohorts. 900 youth completed the first follow-up (10 percent were lost to attrition). Only the first cohort has been released for the second follow-up and 400 completed (20 percent attrition).

- For this evaluation, there should be three baseline equivalence tables:
  1. For all youth (N=1,000, minus item non-response)
  2. For the sample responding to the first follow-up (N=900, minus item non-response)
  3. For the sample responding to the second follow-up (N=400, minus item non-response)

CONSORT Diagram Request

- **Document ineligible youth (especially those who were deemed ineligible after random assignment, and by condition)**
- **In cluster RCTs, when reporting individual level sample flow<u>, remove youth in attriting clusters</u>**
  - **i.e. if a whole school dropped out because the principal refused to participate, do not reflect those youth in the individual level CONSORT diagram**
- ***New request:* Please provide the number of youth eligible for each follow-up (if it is not the full sample)**

Baseline Equivalence Request

- **Race/ethnicity: if the categories in the table do not reflect how you will report the data, feel free to revise the categorization**
- **In clustered RCTs, you will need to calculate your own *p*-values for assessing baseline equivalence**
- **Logical imputation: if respondent indicates that they have not had sex (or other "yes/no" question), impute count to zero**
- **We expect some item non-response (do not conduct imputation beyond logical imputation)**

Templates

- **Located on Eval TA Website under Shared Documents/Annual Progress Report Requirements**
- **New CONSORT diagram**
  - **Labeled … revisedApril2013**
- **Excel workbook for baseline equivalence**
  - **Excel 2007 version**
  - **Excel 1997-2003 compatible version**
- **Contact your TA Liaison if you have questions**

The OAH Analysis Plan: Preparing a Consistent Approach for Addressing Policy Relevant Questions

Benefits of an Analysis Plan

- **Enhances objectivity and credibility**
- **Secures stakeholder buy-in**
- **Improves efficiency**

Flexibility

- Some aspects of the plan have been predefined and cannot be changed
  - No primary or secondary tests of program effectiveness on knowledge or attitudes
- But, plans are not meant to be straightjackets
  - Expect the unexpected
  - Adjust as necessary
  - Document and explain deviations

Available Support

- **March 2012 grantee conference slides (SharePoint)**
  - **Evaluation Brief on *Endogenous Subgroups* (SharePoint)**
  - **Evaluation Brief on *Approaches for Handling Missing Data* (forthcoming, on SharePoint)**
- **Analysis Plan Template (SharePoint)**
- **"Frequently Asked Questions" on analysis planning (forthcoming, on SharePoint)**
- **Your TA Liaison and the entire Eval TA team**
  - **Phone, email, conference**

Key Elements of the OAH Analysis Plan

1. Research Questions
2. Intended Study Conditions
3. Study Design
4. Analytic Approach
5. Analysis Reporting
6. Additional Analyses

Refining Questions on Intervention Effectiveness

- **Primary research questions**
  - **What behavioral outcome(s), collected at what time point, will be the primary test(s) of the intervention's effectiveness?**
    - Link to logic model
    - Full sample (unless well powered for subgroup)
- **Secondary research questions**
  - **Also useful for understanding program effectiveness**
    - Other behavioral outcomes
    - Subgroups
    - Additional time points

Specifying the Intended Study Conditions

- **What are the key features of the intended intervention?**
  - **Program components, content, dosage, and delivery**

- **What was the expected counterfactual condition?**
  - **Alternative program? Describe.**

- **Write to a complete stranger**

Study Design Informs Analytic Approach

- Write for a complete stranger
- How study sample was originally formed from target population (CONSORT)
- How sample became members of treatment or comparison groups
  - Unit of assignment
  - Stratification
  - Description of RA procedure

Data Collection and Measurement Should Align with RQs

- **Description of data collection process**
  - **Timing**
  - **Mode**
  - **Similarities/differences across treatment and control groups**

- **Table 1:**

Outcome	Description	Source	Time
Ever been pregnant or gotten someone pregnant?	Direct response to survey question	Item Q2 on the participant level performance measures	6 month follow-up assessment
Risky Sex	Respondent indicated "yes" to either of the risky sex questions	Item Q4 (sex w/o condom), Item Q5 (sex w/o birth control) on the participant level performance measures	6 month follow-up assessment

Preparing Data For Analysis – Be Transparent

- **Inconsistent/Missing data**
  - Report the prevalence of inconsistent/missing data
  - Report your rule for handling inconsistent/missing data
  - Conduct sensitivity analyses using different approaches
- **Logical imputation**
  - Did not engage in sexual activity -> Logically impute # of times = 0
  - Do not use logical imputation with inconsistent responses (we cannot know which response is correct)

Framing a General Analytic Approach

- **Benchmark analysis**
  - **Most appropriate approach**
  - **"Lead" story used to present methods and results**
  - **Results will be verified through sensitivity analyses**

- **Analysis Sample**
  - **Individuals with outcome data at the focal time period**
  - **Pooled across cohorts/sites when applicable**
  - **Treatment condition defined by initial assignment status in RCTs (not observed participation)**

Aligning Model Specification With Design

- **Individual RCT/QED**
  - Include covariates to improve precision and to adjust for any significant baseline differences (Table 2)
- **Clustered design**
  - Must adjust for non-independence of observations
  - HLM or clustered standard errors
- **Dichotomous outcomes**
  - Suggestion: Use linear probability model
  - Impacts represent percentage point differences

Multiple Comparison Requirement

- Rationale: Minimize Type I Error for primary RQs
- Many ways to conduct these tests:
  - Bonferroni
  - Benjamini-Hochberg
  - Many other options
- Do conduct a multiple comparison adjustment for all primary RQs

Sensitivity Analyses Show Robustness of Findings

- Impacts without baseline covariates
- Impacts using different approaches to handling missing data
- Impacts using different approaches to handling inconsistent survey responses

Table Shells 3-7 Show Hypothetical Result Presentation

- **No need to do anything with tables 3-7, they are included as a FYI**
- **Additional information on completing these tables for final reports will be provided in the future**

Describe Additional Analyses

- Other (non-behavioral) outcomes
- Mediator analyses
- Treatment on treated/dosage analyses
- Growth models
- Relationships between implementation and impacts

Analysis Plan Review Process

- **Plans due May 31**
- **Post your plans to Sharepoint in your folder**
  - **[GranteeName]_AnalysisPlan.doc**
- **Eval TA team will provide comments and questions**
  - **Additional rounds of review/response, as necessary**
- **OAH approves plans**

Questions?

Office of Adolescent Health

Thank you for your time today!