

# Office of Adolescent Health

## An Overview of the TPP Performance Measures and Reporting System for Tier 1 Grantees

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OAH TPP Tier 1 Grantee Orientation  
November 17, 2015



- Overview of the TPP Performance Measures
- Timeline for Data Collection
- On-Line Reporting System
- Assistance
- TPP Reporting System Mock-ups
- Grantee Spreadsheet

# 5 W's of Performance Measures

- What are Performance Measures?
  - Measures that will accurately reflect the progress and accomplishments of the Teenage Pregnancy Prevention
- Why Collect Them?
  - Accountability and reporting to stakeholders
  - Program management
- Who Sees Them?
  - OAH - all
  - Congress - some
- How are they Reported to Congress?
  - At an aggregated level – no grantees will be identified
- When are they Collected?
  - Timeline to be shown

# Grantee Expectations

- Have a designated staff person to collect the data
- Develop a plan for ensuring data is collected and reported to OAH on time
- Propose proxy measures if needed and obtain OAH approval for these
- Report data on time for each reporting period
- Collect and report data beginning with the program pilot
- Use data to monitor program implementation and provide feedback to facilitators

# Key Terms

- **Grantee organizations** – those organizations that were awarded the grant from OAH and are responsible for the ensuring the reporting of performance measures
- **Implementing organizations** – those sub-awardees or partners that will implement one or more program models that are being replicated as part of the project
- **Sections** – classes or groups of individuals who receive the program together
- **Reporting period** – the semi-annual interval for which you will report the various measures
- **Web-based reporting system** – the system developed and maintained by RTI where you will enter all data

# What are the Measures?

Performance measures are collected and reported at different levels.

## Grantee Organizations

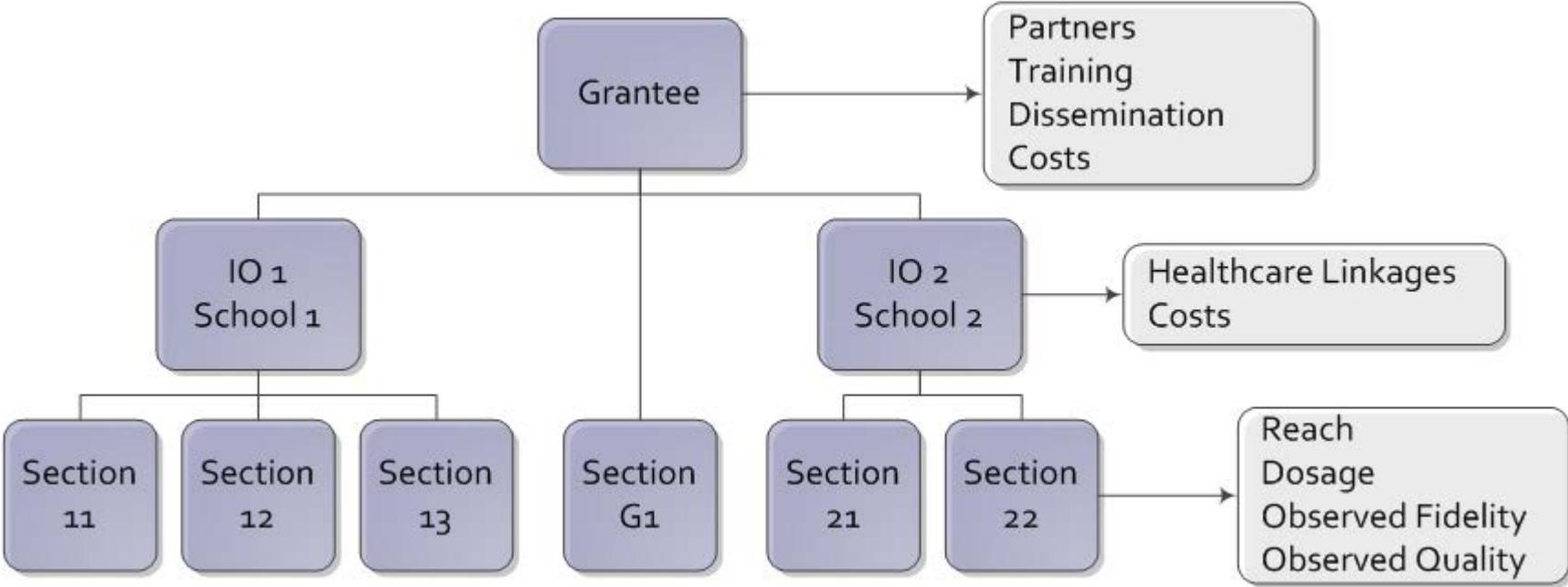
1. Partners
2. Training
3. Dissemination
4. Costs

## Implementing Organizations

1. Reach – overall and by demographic characteristics
2. Dosage
3. Observed Fidelity
4. Observed Quality
5. Healthcare Linkages
6. Costs



# Levels of Performance Measures



**Partners** are organizations that are working with grantees but not part of the grantee organization. Some examples are school districts, health clinics, community organizations. They can be either **formal** partners who have written agreements (e.g., MOU) and who collaborate to implement the program by sharing resources or **informal** partners who support the program through networking and coordinating activities.

- Number of partners both formal and informal involved in implementing the program during the reporting period
- Number of partners who remain engaged at the end of the program year

**Training** measures both the number of facilitators who are newly trained and the number who receive follow-up training. It includes not only training or re-training on the curriculum used, but any topic that will improve the facilitators' delivery of the program.

- Number of **new** intervention facilitators trained by grantees or partners during the reporting period
- Number of intervention facilitators who received **supplemental** training by grantees or partners during the reporting period

**Dissemination** measures the number of manuscripts and presentations that were published/presented during the reporting period.

- Number (and citations) of **manuscripts** accepted for publication or published in past year
- Number of times each of the following approaches were used to communicate information about the TPP-funded program
  - Brochure/Newsletter/E-Newsletter
  - Press Release
  - Radio/TV advertisement
  - Newspaper/magazine article
  - Other

- Number of times information about program was presented at:
  - National Conference/Event
  - Statewide Conference/Event
  - Local Meeting/Event
  - Other

**Costs** at the grantee level are charges incurred for personnel, office space and facilities as well as sources of funding outside of the grant.

- Personnel Costs

- Total personal costs including salary, payroll taxes, benefits paid by each organization or implementing partner
- Proportion of personnel costs for each organization used to support
  - General administration
  - Participant recruitment/retention
  - Training
  - Service provision
  - Fidelity monitoring
  - Evaluation

- Financial Diversification
  - Amount of funding outside of the grant to assist with ongoing and future program activities
    - Fund raising or cash
    - Other grants
    - Internal agency funding
    - In-kind contributions

- **Total Reach** – Number of individuals in the section who attended at least one activity
- **Reach by Characteristics** – Number of individuals by:
  - Classroom/Community
  - Gender
  - Race/Ethnicity
  - Age
  - Grade

## Section Data (cont.)

- **Dosage** provides an indication of “how much” of the program a participant received and is tracked through attendance
  - Average participant attendance
  - Percentage completing 75% or more sessions

- **Fidelity and Quality** measures how well the program adheres to the model
  - Adherence to number of planned sessions
  - Observed adherence to the program specified activities averaged across sessions
  - Observed quality of implementation averaged across sessions
  - Tier 1A observe  $\geq 10\%$  of sessions, Tier 1B observe  $\geq 5\%$  of sessions

**Healthcare linkages** are the number of referrals made by program staff to off-site providers or SBHCs for ANY of the following health services:

- Reproductive health care
- Mental health services
- Primary health care
- Educational services
- Vocational Education/workforce development services
- Intimate partner violence prevention services
- Health relationships training

# Implementing Organization Costs

**Costs** at the implementing organization level are charges incurred for implementing core and supplementary program services and monitoring their implementation as part of routine program management.

- Payments to program developer or distributor
  - Number of payments made to a program developer or distributor
  - Types of materials, supports, and/or services covered
    - Curriculum or other program materials
    - Licensing fees
    - Training or technical assistance on program or curriculum
    - Training, technical assistance, or professional development on program implementation
    - Fidelity monitoring or quality improvement services
    - Evaluation

- Other direct costs to support program implementation - Total amount paid during this reporting period for each of the following for
  - Other program materials and supplies from an outside provider
  - Training or technical assistance on the program or curriculum from an outside provider
  - Training, technical assistance or professional development on program implementation from an outside provider
  - Monetary incentives for program enrollment or participation
  - Non-monetary incentives for program enrollment or participation
  - Program supports (e.g., meals, transportation)
  - Program recruitment materials
  - Media campaign

# Schedule for Collection and Reporting

<b>Introductory Presentation</b>	<b>Data Entry Spreadsheets Distributed</b>	<b>Reporting Period 1 Ends</b>	<b>System Deployed &amp; Training Webinar</b>	<b>Performance Measures Due Date Period 1</b>	<b>Reporting Period 2 Ends</b>	<b>Performance Measures Due Date Period 2</b>
November 2015	December 1, 2015	December 31, 2015	January 2016	January 31, 2016	June 30, 2016	July 31, 2016





# Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

- Home
- Grantees**
- Implementing Organizations
- Validation Report
- Request User Accounts
- User Guide
- Contact Us
- OAH

Grantee Name: Sample Grantee

- Grantee Info**
- Implementing Organizations
- Partners Summary
- Training
- Dissemination
- Costs

Project Officer

### Primary Contact Information for Grantee

First Name

Last Name

Email

Phone

States served:

- Alabama
- Alaska
- Arizona
- Arkansas
- California

Settings served:

- Clinic-based
- Faith-based organizations
- In school, Elementary School
- In school, High school, alternative
- In school, High school, traditional

Urbanities served:

- Large central metro
- Large fringe metro
- Medium metro
- Small metro
- Micropolitan

Save

### Programs

Program Model		
Making a Difference!	<input type="text"/>	<input type="text"/>
Making Proud Choices!	<input type="text"/>	<input type="text"/>

[Add program](#)

### Add New Program

Program Model

Number of sessions

States

- Alabama
- Arkansas

Settings

- Clinic-based
- Faith-based organizations

Urbanicity

- Large central metro
- Large fringe metro

Editable, but prefilled based on program model defaults

Save Cancel



# Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

[Home](#)
[Grantees](#)
[Implementing Organizations](#)
[Validation Report](#)
[Request User Accounts](#)
[User Guide](#)
[Contact Us](#)
[OAH](#)

Grantee Name: Sample Grantee

Sheet.1

[Grantee Info](#)
[Implementing Organizations](#)
[Partners Summary](#)
[Training](#)
[Dissemination](#)
[Costs](#)

## Implementing Organizations

Organization Name		
Sample Org A		
Sample Org B		

[Add new organization](#)

### Add/Edit Organization

Organization Name  Active

Contact First Name

Contact Last Name

Contact Email

Contact Phone

- Programs
- Making a Difference
  - Making Proud Choices!
- Settings
- Clinic-based
  - Faith-based organizations
- Urbanicity
- Large central metro
  - Large fringe metro
- States
- Alabama
  - Arkansas

Save Organization Details

Create Access Account

These options will be limited to those selected on the grantee info tab. Any options having a single selection will be selected and read-only



## Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

Sheet.1

Grantees

Implementing Organizations

Validation Report

Request User Accounts

User Guide

Contact Us

OAH

Grantee Name: Sample Grantee

Report Period: 1/1/2016 to 6/30/2016

Grantee  
InfoImplementing  
OrganizationsPartners  
Summary

Training

Dissemination

Costs

Indicate the number of partners (formal and informal) involved in implementing the program during the reporting period.

Formal Partners

(those partners with a written agreement, such as signed MOU, contract, or Letter of Commitment, and who cooperate and collaborate with the grantee to implement the program by sharing resources and working together to enhance each other's capacity)

Informal Partners

(those partners who support the implementation of the program informally through networking and coordinating activities; there is no written agreement between the grantee and an informal partner)

Of all the project's implementation partners that were engaged at the beginning of the program year, how many were still engaged at the end of the program year?

Formal Partners

(those partners with a written agreement, such as signed MOU, contract, or Letter of Commitment, and who cooperate and collaborate with the grantee to implement the program by sharing resources and working together to enhance each other's capacity)

Informal Partners

(those partners who support the implementation of the program informally through networking and coordinating activities; there is no written agreement between the grantee and an informal partner)

Post-grant plans

How many partners described firm plans to continue implementation of the program after the end of OAH grant funding?

Hidden until final  
data collection

Save



# Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

- Home
- Grantees**
- Implementing Organizations
- Validation Report
- Request User Accounts
- User Guide
- Contact Us
- OAH

Grantee Name: Sample Grantee

Report Period: 1/1/2016 to 6/30/2016

Grantee Info	Implementing Organizations	Partners Summary	Training	Dissemination	Costs
--------------	----------------------------	------------------	----------	---------------	-------

number of new intervention facilitators (including teachers) you or one of your partners trained during the reporting period? Please include only training provided to new facilitators.

number of intervention facilitators (including teachers) you or one of your partners have given supplemental training to during the reporting period?

Save



## Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

[Home](#)
[Grantees](#)
[Implementing Organizations](#)
[Validation Report](#)
[Request User Accounts](#)
[User Guide](#)
[Contact Us](#)
[OAH](#)

Grantee Name: Sample Grantee

Report Period: 1/1/2016 to 6/30/2016

Grantee Info	Implementing Organizations	Partners Summary	Training	Dissemination	Costs
--------------	----------------------------	------------------	----------	---------------	-------

manuscripts you have had accepted for publication in the past year  
(including both articles that were published and those that have been accepted but not yet published)?  
Do not include manuscripts previously reported as published.

Please list the references for any manuscripts published in the past year

Lorem Ipsum	Dolor sit amet		
Proin sodales	quam vitae scelerisq		
<input type="text"/>	<input type="text"/>		

During the reporting period, indicate the number of times each approach was used to communicate information and raise awareness about the TPP-funded program

<input type="text"/>	Brochure/Newsletter/E-Newsletter
<input type="text"/>	Press Release
<input type="text"/>	Radio/TV advertisement
<input type="text"/>	Newspaper/Magazine article
5 ( <a href="#">add/edit citations</a> )	Peer Reviewed Publication ( <a href="#">link opens popup edit grid to provide formatted citation details</a> )
<input type="text"/>	Other (explain) <input type="text"/>



## Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

[Home](#)[Grantees](#)[Implementing Organizations](#)[Validation Report](#)[Request User Accounts](#)[User Guide](#)[Contact Us](#)[OAH](#)

During the reporting period, how many times was information about the program presented? Write the number of times each presentation occurred.

National Conference/Event

Statewide Conference/Event

Local Meeting/Event

Other (name)



Grantee Name: Sample Grantee

Report Period: 1/1/2016 to 6/30/2016

Grantee Info	Implementing Organizations	Partners Summary	Training	Dissemination	Costs
--------------	----------------------------	------------------	----------	---------------	-------

### Part 1: Personnel Costs

Indicate the total personnel costs, including salary, payroll taxes, and benefits, paid during this reporting period by each organization or implementation partner supported by the grant:

Sample Grantee	\$
Partner A	\$
Partner B	\$

For each organization or implementation partner supported by the grant, estimate the proportion of personnel costs used to support each of the following activities during this reporting period:

	General Admin.	Participant recruitment or retention	Staff training	Providing program services	Fidelity monitoring	Evaluation
Sample Grantee	%	%	%	%	%	%
Partner A	%	%	%	%	%	%
Partner B	%	%	%	%	%	%

### Part 2: Office Space and Facilities

Indicate the category that best describes the cost of office space and facilities used by the grantee and any implementation partners (check one):



- All office space and facilities are used free of charge to the grantee and implementation partners
- Some office space and facilities are used free of charge and others require payment
- All office space and facilities require payment

If some or all of the office space and facilities require payment, indicate the total amount paid by the grantee and any implementation partners during this reporting period:

\$

### Part 3: Financial Diversification and Sustainability

For each of the following resource categories, indicate the amount of funding outside of the grant received during this reporting period to assist with ongoing and future program activities:

	Ongoing	Future
Fund raising or cash (donations, fee for service, etc.)	\$ <input type="text"/>	\$ <input type="text"/>
Other grants	\$ <input type="text"/>	\$ <input type="text"/>
Internal Agency Funding	\$ <input type="text"/>	\$ <input type="text"/>
In-kind contributions (estimate value)	\$ <input type="text"/>	\$ <input type="text"/>
Other specify: <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Save



## Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

[Home](#)[Grantees](#)[Implementing Organizations](#)[Validation Report](#)[Request User Accounts](#)[User Guide](#)[Contact Us](#)[OAH](#)

Organization Name: Sample Org A

Grantee: Sample Grantee

Organization Info	Program Models	Section Data	Healthcare Linkages	Costs
-------------------	----------------	--------------	---------------------	-------

If any details on this page are incorrect, please notify your grantee contact

Organization Name: Sample Org A

Grantee: Sample Grantee (Grant #: xxxxxxxx)

States served: Alabama, Arkansas

Settings served: Clinic-based, Faith-based organizations



# Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

- Home
- Grantees
- Implementing Organizations**
- Validation Report
- Request User Accounts
- User Guide
- Contact Us
- OAH

Organization Name: Sample Org A

Grantee: Sample Grantee

Report Period: 1/1/2016 to 6/30/2016

Organization Info	Program Models	Section Data	Healthcare Linkages	Costs
-------------------	----------------	--------------	---------------------	-------

Programs implemented:

Program Model	
Making a Difference!	<a href="#">View Sections</a>
Making Proud Choices!	<a href="#">View Sections</a>

Sections for Dolor sit amet (Making a Difference!)

Section Name			
Section 1	<a href="#">Section details</a>		
Section 2	<a href="#">Section details</a>		
New section name <input type="text"/>			



**Performance Measures**  
Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

- Home
- Grantees
- Implementing Organizations
- Validation Report
- Request User Accounts
- User Guide
- Contact Us
- OAH

Organization Name: Sample Org A

Grantee: Sample Grantee

Report Period:

Organization Info	Program Models	Section Data	Healthcare Linkages	Costs
-------------------	----------------	--------------	---------------------	-------

Program <input type="text" value="Making a Difference!"/>	State <input type="text" value="Alabama"/>
Section <input type="text" value="Section 1"/>	Urbanicity <a href="#">What's this?</a> <input type="text" value="Large central metro"/>
	Predominant Setting <input type="text" value="Clinic-based"/>

**Overall**

Total Reach	<input type="text"/>
Average participant attendance	<input type="text"/>
Youth completing 75% or more of sessions	<input type="text"/>
Sessions planned	<input type="text"/>
Sessions completed	<input type="text"/>

**Observed Fidelity**

Sessions observed	<input type="text"/>
Average observed adherence	<input type="text"/>

**Observed Quality**

Sessions observed	<input type="text"/>
Average ratings across sessions	<input type="text"/>
Explanation of activities	<input type="text"/>
Track of time	<input type="text"/>

**Reach by gender**

Male	<input type="text"/>
Female	<input type="text"/>
Transgender	<input type="text"/>
Do not identify as male, female or transgender	<input type="text"/>
Gender unknown/not reported	<input type="text"/>

**Reach by race/ethnicity**

	Hispanic/ Latino	Non-Hispanic/ Latino	Ethnicity unknown/ not reported
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian/Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
More than one race	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other race	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race unknown/not reported	<input type="text"/>	<input type="text"/>	<input type="text"/>



## Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

[Home](#)
[Grantees](#)
[Implementing Organizations](#)
[Validation Report](#)
[Request User Accounts](#)
[User Guide](#)
[Contact Us](#)
[OAH](#)
 Presentation rushed

 Participants understand

 Active participation

 Knowledge

 Enthusiasm

 Poise

 Rapport

 Addressed concerns

 Overall quality

### Reach by age

 ≤ 10 years

 11–12 years

 13–14 years

 15–16 years

 17–18 years

 ≥ 19 years

 Age Unknown/not reported

### Reach by grade

 ≤ 6th grade

 7th–8th grade

 9th–10th grade

 11th–12th grade

 GED

 College/technical

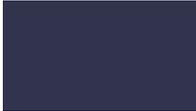
 Not currently in school

 Grade unknown/not reported



- We have developed a spreadsheet that will facilitate your entry of section data (e.g., attendance, reach, and fidelity)
  - Use of these is optional
  - They provide the summary numbers that you will need
  - We will send this to you in December 2015

# Data Entry Spreadsheet

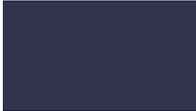


Participa	Gender	Race/Ethnicity	Age	Grade	Reach	Attendance	Session 1	Session 2	Session 3	Session 4	Session 5
456	Female	Native Hawaiian/Other Pacific Is	11-12 years	7th-8th grade	1	80.0%	1	1	1	0	1
123	Male	Asian, Hispanic/Latino	11-12 years	7th-8th grade	1	80.0%	1	1	1	1	0
145	Female	White, Non-Hispanic/Latino	15-16 years	9th-10th grade	1	100.0%	1	1	1	1	1
146	Female	More than one race, Non-Hispan	17-18 years	11th-12th grade	1	100.0%	1	1	1	1	1
				≤ 6th grade 7th-8th grade 9th-10th grade 11th-12th grade GED College/technical Not currently in school Unknown/not reported							

# Data Entry Spreadsheet

Participant	Gender	Race/Ethnicity	Age	Grade	Reach	Attendance	Session 1	Session 2	Session 3	Session 4	Session 5
456	Fem	<div style="border: 1px solid gray; padding: 5px;"> <p>Sort A to Z</p> <p>Sort Z to A</p> <p>Sort by Color</p> <p>Clear Filter From "Race/Ethnicity"</p> <p>Filter by Color</p> <p>Text Filters</p> <p>Search</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (Select All)</li> <li><input checked="" type="checkbox"/> Asian, Hispanic/Latino</li> <li><input type="checkbox"/> More than one race, Non-Hispanic/La</li> <li><input type="checkbox"/> Native Hawaiian/Other Pacific Islande</li> <li><input type="checkbox"/> White, Non-Hispanic/Latino</li> <li><input type="checkbox"/> (Blanks)</li> </ul> <p>OK Cancel</p> </div>	11-12 years	7th-8th grade	1	80.0%	1	1	1	0	1
123	Male		11-12 years	7th-8th grade	1	80.0%	1	1	1	1	0
145	Fem		15-16 years	9th-10th grade	1	100.0%	1	1	1	1	1
146	Fem		17-18 years	11th-12th grade	1	100.0%	1	1	1	1	1

# Data Entry Spreadsheet



Participant	Gender	Race/Ethnicity	Age	Grade	Reach	Attendance	Session 1	Session 2	Session 3	Session 4	Session 5
123	Male	Asian, Hispanic/Latino	<12 years	7th-8th grade	1	80.0%	1	1	1	1	0

# Data Entry Spreadsheet

Observation Date	Session Name	Explanation of activities	Track of time	Presentation rushed	Overall Quality	Activities Planned	Activities Completed	Session Fidelity
10/6/2015	Session 1	4	5	3	4	10	9	90.0%
12/5/2015	Session 2	5	4	5	5	8	7	87.5%

# Data Entry Spreadsheet

**Selected Calculated Measures tab:**  
**- DO NOT EDIT THIS TAB. These calculations are for your use when entering data into the TPP reporting**

Total Reach	4					
Average Attendance	90.0%					
Youth Completing 75% or more of sessions	4					
Explanation of Activities, average	4.5					
Track of time, average	4.5					
Presentation rushed, average	4.0					
Participants understand, average	5.0					
Active Participation, average	5.0					
Knowledge, average	5.0					
Enthusiasm, average	4.0					
Poise, average	4.0					
Rapport, average	4.5					
Addressed concerns, average	4.5					
Overall Quality, average	4.5					
Observed Session Adherence, Average	88.8%					

[Home](#)[Grantees](#)[Implementing Organizations](#)[Validation Report](#)[Request User Accounts](#)[User Guide](#)[Contact Us](#)[OAH](#)

Organization Name: Sample Org A

Grantee: Sample Grantee

Report Period: 1/1/2016 to 6/30/2016

[Organization  
Info](#)[Program  
Models](#)[Section  
Data](#)[Healthcare  
Linkages](#)[Costs](#)**Referrals made by program staff:**

- to off-site providers or SBHCs for Reproductive Health Care services
- to Mental Health Services
- to Primary Health Care
- to Educational Services
- to Vocational Education/Workforce Development Services
- for Intimate Partner Violence Prevention services
- for Healthy Relationships Training



# Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

- Home
- Grantees
- Implementing Organizations**
- Validation Report
- Request User Accounts
- User Guide
- Contact Us
- OAH

Organization Name: Sample Org A

Grantee: Sample Grantee

Report Period: 1/1/2016 to 6/30/2016

Organization Info	Program Models	Section Data	Healthcare Linkages	Costs
-------------------	----------------	--------------	---------------------	-------

Program Model: Making a Difference!

### Part 1: Payments to Program Developer or Distributor

Indicate the total amount of any payments made to a program developer or distributor during this reporting period by either the grantee or any implementation partners:

\$

What types of materials, supports, and/or services were covered by these payments during this reporting period (check all that apply)?

- Curriculum or other program materials and supplies
- Licensing fees
- Training or technical assistance on the program or curriculum
- Training, technical assistance, or professional development on program implementation
- Fidelity monitoring or quality improvement services
- Evaluation
- Other specify:



## Performance Measures

Teen Pregnancy Prevention &  
Personal Responsibility Education Innovative Strategies

[Home](#)[Grantees](#)[Implementing Organizations](#)[Validation Report](#)[Request User Accounts](#)[User Guide](#)[Contact Us](#)[OAH](#)

### Part 2: Other Direct Costs To Support Program Implementation

Apart from any payments made to a program developer or distributor, indicate the total amount paid during this reporting period by the grantee or any implementation partner for each of the following:

- |                                 |  |
|---------------------------------|--|
| <input type="text" value="\$"/> | Other program materials and supplies from an outside provider  |
| <input type="text" value="\$"/> | Training or technical assistance on the program or curriculum from an outside provider                         |
| <input type="text" value="\$"/> | Training, technical assistance, or professional development on program implementation from an outside provider |
| <input type="text" value="\$"/> | Monetary incentives, including gift cards, for program enrollment or participation                             |
| <input type="text" value="\$"/> | Non-monetary incentives for program enrollment or participation (t-shirts, etc.)                               |
| <input type="text" value="\$"/> | Program supports (meals, transportation, etc.)   |
| <input type="text" value="\$"/> | Program recruitment materials  |
| <input type="text" value="\$"/> | Media campaigns  |

- As always, we are available to answer your questions via our helpdesk: [TPP-Support@ccs.rti.org](mailto:TPP-Support@ccs.rti.org)
- More information:
  - Barri Burrus, PhD, RTI Project Director
  - Ina Wallace, PhD, RTI TA Task Lead
  - Matt Bensen, MA, RTI TA Task Member
  - Your OAH Project Officer