OFFICE OF ADOLESCENT HEALTH
TEEN PREGNANCY PREVENTION (TPP) PROGRAM

BI-ANNUAL PROGRESS REPORT GUIDANCE

Reports Due: April 30th, 2015

OAH TPP PROGRAM – BI-ANNUAL PROGRESS REPORT GUIDANCE
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PART ONE: GENERAL INSTRUCTIONS

Eligibility

This document provides guidance on the preparation of a bi-annual progress report for OAH TPP Grantees.

Purpose

The purpose of the bi-annual progress report is to report on the progress of the project during the first six months of the current reporting period (September 1, 2014 – February 28, 2015), including the status of programmatic and evaluation activities and reporting performance measure data.

The OAH TPP Program Bi-Annual Progress Report Guidance describes the content and submission procedures for completing the bi-annual progress report. The bi-annual progress report will be reviewed by the OAH Project Officer and the Office of Grants Management (OGM) Grants Management Specialist. The bi-annual progress report must provide detailed information on the progress in accomplishing goals and objectives during the first six months of the current reporting period. Carryover requests should not be included in the bi-annual progress report.

PART TWO: BI-ANNUAL PROGRESS REPORT SUBMISSION

The bi-annual progress report and all supporting documents must be received no later than **11 p.m. Eastern Standard Time** on **April 30, 2015**.

Electronic Submission (required)

The bi-annual progress report, including all required documents, should be submitted to OAH and OGM electronically through Grantsolutions.gov. All required reporting documents should be submitted and uploaded within the Grant Notes section of “My Grants” for access by the assigned OAH Project Officer and OGM Grants Management Specialist. Grantees should include the grant number on all submissions. All materials must be submitted by **April 30th at 11:00 p.m. Eastern Standard Time.**

PART THREE: BI-ANNUAL PROGRESS REPORT CONTENT

The bi-annual progress report should include:

- Table of contents
- Six-month progress report with a detailed summary of the status of planned activities for the recently completed budget period (September 1st – February 28th)
- Performance measure data for the six-month reporting period
- Evaluation progress update
- Additional materials in the appendices

The contents of the report should be properly labeled and numbered. Content should be concise, complete and written in 12-point font. Adherence to the following guidelines will facilitate the review of the bi-annual progress report.

I. TABLE OF CONTENTS

A Table of Contents outlining the components of the bi-annual progress report is required and will provide assurance that the report is complete.

II. BI-ANNUAL PROGRESS REPORT

The six-month progress report should describe the completion of objectives and activities during the first six months of the current reporting period (September 1, 2014 – February 28, 2015). The progress report is a mechanism through which grantees should detail their accomplishments and activities during the reporting period. The progress report should include a thorough description of both programmatic and evaluation objectives and activities.

All goals, objectives, and activities identified in the bi-annual progress report should be clearly connected. Each activity identified and described should directly support a corresponding objective. In order to appropriately document the progress of the grant, the progress report should include explanations for each objective and activity identified. Explanations for achieving or not achieving the identified activity should include supportive statements. Descriptions supporting the accomplishment of the activity should provide more information than a "yes" or "no" response.

The progress report should:

- Describe the status (met, ongoing, or unmet) of each objective and activity.
- Provide a narrative describing what has been done to work toward accomplishing the planned activities (include the outcomes of your actions).
- Describe any barriers encountered, and how the barriers were addressed.
- If applicable, include the reasons that goals or objectives were not met and a discussion of assistance needed to resolve the situation.
- Report on any other significant project activities, accomplishments, setbacks or modifications (e.g., change in key staff, change in scope) that have occurred during the reporting period and were not part of the program work plan. These should include legislative and/or judicial actions impacting the program, as well as agency events.

Exhibit B provides a checklist of key information that should be included in your progress report. Ultimately, your progress report should be specific to your program and should provide a thorough update on the status of your program objectives and activities completed during the reporting period. The checklist provides you with guidance on the minimum activities that should be included in your progress report, but is not exhaustive.

The narrative included in your progress report should be detailed and supporting documents (included as Appendices) should be included if they add clarity or depth, substantiate the narrative, and/or present information succinctly. Extensive appendices are not required. Bi-annual progress reports are evaluated on the basis of substance, not length. Cross-referencing should be used rather than repetition.

See **Exhibit A** for an example Progress Report Template.
See **Exhibit B** for the TPP Checklist of key information to include in the progress report.

III. TPP PERFORMANCE MEASURE REPORTING

All TPP grantees are required to submit their performance measure data for the period from **September 1, 2014 through February 28, 2015** by **April 30th**.

A summary of all of the measures is provided in **Exhibit C**. Data will be reported by grantees and their evaluators using the TPP Performance Measures Website (https://tpp.rti.org). Data will be entered using one of two options:

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

Performance Measures Website

The TPP Performance Measures Website is located at https://tpp.rti.org/. **Detailed instructions for reporting performance measures are provided in the TPP Performance Measures Manual.** Links to the manual and recordings and transcripts of webinar trainings are located on the home page of the website as well as on the resources page. You can also access recordings of the performance measures webinars through the OAH website.

A Help Desk is also available if additional assistance is needed. To contact the Help Desk, click on the Help Desk tab at the top of the TPP/PREIS Performance Measures Website (after logging on), and you will be able to contact our webmaster regarding your issue. When reporting your problem, please be as descriptive as possible by including the page on which the problem was encountered as well as steps that could be used to replicate the issue. In addition, please provide the name of your grantee organization along with your name and email address and telephone number.

IV. EVALUATION PROGRESS REPORTING

Grantees should provide a narrative update on the status of their evaluation activities during the reporting period, including an update on the completion of their final evaluation report (*Tier 1 C/D and Tier 2 grantees only*). Grantees can include their evaluation updates within their work plan or as a separate, brief narrative.

Please note, there is no consort diagram or baseline equivalence tables required from Tier 1 C/D and Tier 2 grantees this reporting period.

V. APPENDICES

Supporting documents that add value or clarity to the information presented in the progress report should be included in the appendices. Materials included in the appendices should present information clearly and succinctly and add depth to your report.

PART FOUR: EXHIBIT INFORMATION AND SAMPLE FORMATS

EXHIBIT A. PROGRESS REPORT TEMPLATE

EXHIBIT B. TPP PROGRESS REPORT CHECKLIST

EXHIBIT C. TPP PERFORMANCE MEASURES

EXHIBIT A – Progress Report Template **Grantee Name:** **Grant #:** **September 1, 20xx – February 28, 20xx**		
Goal:		
Objective:	**In Progress** **Met** **Unmet**	
Activity:	**In Progress** **Met** **Unmet**	Provide a description of the accomplishments, barriers encountered, populations served and the collaborative partners involved in working toward the activity. Document any outcomes that are a result of your grant-funded activity. Provide a justification for any activities that are still in progress or were not met.
Activity:	**In Progress** **Met** **Unmet**	Provide a description of the accomplishments, barriers encountered, populations served and the collaborative partners involved in working toward the activity. Document any outcomes that are a result of your grant-funded activity. Provide a justification for any activities that are still in progress or were not met.
Activity:	**In Progress** **Met** **Unmet**	Provide a description of the accomplishments, barriers encountered, populations served and the collaborative partners involved in working toward the activity. Document any outcomes that are a result of your grant-funded activity. Provide a justification for any activities that are still in progress or were not met.

EXHIBIT A – Progress Report Template – p. 2

Additional Narrative

Report on any other significant project activities, accomplishments, setbacks or modifications (e.g. change in key staff, change in scope) that have occurred during the reporting period and were not part of the program work plan. These should include legislative and/or judicial actions impacting the program, as well as agency events.

Additional Barriers, Challenges, and Solutions

Report on any additional barriers, challenges, or innovative solutions not previously captured in the progress report. Provide a discussion on each barrier or challenge and any solutions that were identified or are being considered.

EXHIBIT B: PROGRESS REPORT CHECKLIST FOR TPP GRANTEES

Instructions:
The content for this checklist is based on information noted in the Funding Opportunity Announcement (FOA) and is not meant to be exhaustive of everything that a grantee will want to include in its progress report. A grantee's progress report should describe the progress for the grantee's overall program and may include objectives and activities in addition to those outlined in the checklist below.

- ☐ Thorough narrative description on the status (met, ongoing, or unmet) of each objective and activity in the current year's work plan
  - ➢ Narrative description of work accomplished during the reporting period
  - ➢ Description of barriers encountered and how they were addressed
  - ➢ If applicable, description of why goals or objectives were not met and the assistance needed to resolve the situation

- ☐ Status of project management activities including:
  - ➢ Staff recruitment and retention efforts
  - ➢ Staff training and professional development
  - ➢ Monitoring and oversight of implementation partners and contractors

- ☐ Status of program implementation during the reporting period
  - ➢ Number of sessions completed and number of youth served
  - ➢ Efforts to monitor implementation fidelity and quality at all sites
  - ➢ Recruitment of program participants, including key strategies, successes, challenges/barriers, and how these challenges/barriers were addressed
  - ➢ Efforts to retain and engage program participants, including successes, challenges and barriers, and how these challenges/barriers were addressed
  - ➢ Activities to ensure all materials are medically accurate
  - ➢ Collection of data and usage of data to continuously improve program practices
  - ➢ Activities to build, enhance, and retain partnerships to support the program
  - ➢ Efforts to link youth participants to youth-friendly health care services and providers
  - ➢ Training and professional development opportunities for partners and/or facilitators
  - ➢ Efforts to market and raise awareness of the program and teen pregnancy prevention
  - ➢ Dissemination of evaluation findings and program successes through presentations, publications, etc.
  - ➢ Packaging of the final program model ***(Tier 2 only)*** and plans for dissemination of the final program model

- ☐ Progress on evaluation activities, including participation in the Federal evaluation, if applicable

- ☐ Progress on sustainability planning and implementation

EXHIBIT C: TPP PERFORMANCE MEASURES

Performance Measures Data Required From All Grantees - Grantee-level measures

Construct	Questionnaire item (asked of grantees)	Source
Reach		Information derived from participant data that grantees enter or upload into the system
# of youth served	• How many youth (classified by demographic characteristics) participated in your program for at least one activity during the reporting period?	
# of parents and other clients served	• How many other types of clients (e.g., parents or guardians, other family members) participated in your program for at least one activity during the reporting period?	
Partners	Note that these questions have been revised as per the September 2013 email from RTI	Data entered into the TPP database
# of partners	Formal partners are organizations (e.g., schools) with whom the grantee has an MOU, contract or other formal written agreement in place to provide services or other contributions relevant to the TPP program. During the current reporting period: 1. How many formal partners were you working with, as of the end of the reporting period? 2. How many of these formal partners were new for this reporting period?	

Construct	Questionnaire item (asked of grantees)	Source
	3. How many formal partners did you lose during this reporting period? Since the beginning of the project: 1. What is the total number of formal partners you have had since the beginning of the project? 2. How many formal partners have you lost since the beginning of the project? Informal partners are organizations with whom the grantee does not have a formal written agreement in place. During the current reporting period: 1. How many informal partners were you working with, as of the end of the reporting period? 2. How many of these informal partners were new for this reporting period? 3. How many informal partners did you lose during this reporting period? Since the beginning of the project: 1. What is the total number of informal partners you have had since the beginning of the project? 2. How many informal partners have you lost since the beginning of the project?	

Construct	Questionnaire item (asked of grantees)	Source
Training		Data entered into the TPP database
	• During the reporting period, how many new intervention facilitators (including teachers) have you or one of your partners trained? Please include only training provided to new facilitators. • In the reporting period, how many intervention facilitators (including teachers) have you or one of your partners given follow-up training?	
Dissemination		Data entered into the TPP database
Manuscripts published	• How many manuscripts have been accepted for publication but not yet published or published in a peer-reviewed journal during the reporting period? Do not include manuscripts previously reported as published. • Please list the references for any published manuscripts published in reporting period.	
Manuscripts submitted for publication	• How many manuscripts have been submitted to a peer-reviewed journal for publication in the reporting period? Do not include manuscripts previously reported as submitted or published.	
Presentations	• How many presentations were made at each of the following levels in the reporting period: ○ National ___ ○ Regional ___ ○ State ___ • Please list titles of all presentations and venue (e.g., conference or organization to which the presentation was made)	

Construct	Questionnaire item (asked of grantees)	Source

Packaging of Tier 2/PREIS programs for replication	• Please indicate which of the following have been completed:
	  ○ Logic model
	  ○ Core components
	  ○ Fidelity monitoring tools
	  ○ Curriculum manual
	  ○ Facilitator manual
	  ○ Training materials
	  ○ Adaptation Guidance	

Dosage		Items derived from participant attendance data
Dosage	• What is the mean and median % of program services received by youth (as a whole and subdivided by age and gender) in the reporting period? • What is the mean and median % of program services received by other participants (if applicable) in the reporting period? • What % of youth (as a whole and subdivided by age and gender) received at least 75% of the program in the reporting period? • What % of other participants received at least 75% of the program in the reporting period?	

Construct	Questionnaire item (asked of grantees)	Source
Fidelity*		
Adherence to program-specified activities (based on facilitator self-assessment)	Items derived from session based fidelity data: • For what percentage of completed sessions is there a completed fidelity monitoring log from the facilitator? • Using all of the facilitator completed fidelity monitoring logs (i.e., across all cohorts, sections, and sessions), what is the mean and median percentage of activities completed?	Facilitator fidelity logs
Adherence to program-specified activities (based on observation)	Items derived from session based fidelity data: • Across all sessions, what are the mean and median percentages of activities completed, by observation? • Across all sessions, what are the minimum and maximum percentages of activities completed, by observation?	Observer fidelity logs
Quality of implementation (based on observation)	Items derived from session based fidelity data • Averaging over all scored questions on the TPP Program Observation Form, what percentage of sessions received ratings $\geq$ 4 for quality?	Observer quality form
Adherence to program-specified # of sessions	• Across cohorts, what are the mean and median percentages of total sessions implemented?	Observer quality form
System in place to ensure fidelity	Items derived from the TPP Fidelity Process Report • What is the score on the 11-item TPP Fidelity Process Report?	Fidelity Process Report form

Performance Measures Data Required of Grantees with Rigorous Evaluation *(TPP Tier 1 C/D & Tier 2)*

Behaviors and Intentions Questions: These questions should be included on surveys for all youth in the 7^{th} grade and above in both arms of your study. Measures should be reported for both treatment and control youth. Participants should be marked treatment or control in both data entry options. If the data collection phase of your evaluation is complete, you no longer are required to collect or report these measures.

The (next/first) questions are about sexual intercourse. By sexual intercourse we mean a male putting his penis into a female's vagina.

1. Have you ever had sexual intercourse? (yes/no)

2. Now please think about the past 3 months. In the past 3 months, have you had sexual intercourse, even once? (yes/no)

3. (If yes) In the past 3 months, how many times have you had sexual intercourse? (# of times)

4. To the best of your knowledge, have you ever been pregnant or gotten someone pregnant, even if no child was born? (Yes/no)

5. (If yes) To the best of your knowledge, how many times have you been pregnant or gotten someone pregnant? (#)

6. In the past 3 months have you had sexual intercourse without you or your partner using a condom? (yes/no)

7. (If yes) In the past 3 months, how many times have you had sexual intercourse without using a condom? (# of times)

8. In the past 3 months, have you had sexual intercourse with you or your partner using any of these methods of birth control? (yes/no)
    - Condoms
    - Birth control pills
    - The shot (Depo Provera)
    - The patch
    - The ring (NuvaRing)
    - IUD (Mirena or Paragard)
    - Implant (Implanon)

9. (If yes) In the past 3 months, how many times have you had sexual intercourse without using any of these methods of birth control? (# of times)

10. Do you intend to have sexual intercourse in the next year, if you have the chance?
    -Yes, definitely

    -Yes, probably

    -No, probably not

    -No, definitely not

11. If you were to have sexual intercourse in the next year, do you intend to use (or have your partner use) a condom?
    -Yes, definitely

    -Yes, probably

    -No, probably not

    -No, definitely not

12. If you were to have sexual intercourse in the next year, do you intend to use (or have your partner use) any of these methods of birth control?
    - Condoms
    - Birth control pills
    - The shot (Depo Provera),
    - The patch,
    - The ring (NuvaRing)
    - IUD (Mirena or Paragard)
    - Implant (Implanon)

    -Yes, definitely

    -Yes, probably

    -No, probably not

    -No, definitely not