Healthy Relationships Program Evaluation Guidance

The South Dakota (SD) Healthy Relationships Programs of the SD Department of Health (DOH) provides programs and services throughout the state including family planning, education on abstinence and contraceptive use, healthy relationships, and sexual violence prevention. Services and programs are implemented with funding provided by the following agencies and funding opportunities:

U.S. Department of Health and Human Services; Office of Administration for Children and Families; Family & Youth Services Bureau
• State Personal Responsibility Education Program (PREP)
U.S. Department of Health and Human Services; Office of Population Affairs
• Title X Family Planning Program (Title X)
Centers for Disease Control and Prevention; Violence Prevention
• Rape Prevention Education Program (RPE)

To inform on the reporting needs of the federal funding agencies listed above, partner involvement in the evaluation process is crucial for accurate data collection. This document outlines the different evaluation components for the Healthy Relationships programs, along with responsible parties and due dates for evaluation deliverables.

For questions related to evaluation, please contact Beth Walstrom, Evaluation Specialist, at beth.walstrom@sdstate.edu.

Thank you for your time to assist in the evaluation of these programs! Your efforts in collecting and providing data to the SD DOH Healthy Relationships team will help us continue to provide positive and impactful data back to funding agencies, showcasing the wonderful work accomplished in South Dakota!

Healthy Relationships Evaluation Reporting July 1, 2024 – June 30, 2025

Deliverable	Who completes	Send deliverable to	Due	Reporting Period (if applicable)
Fidelity Log	Anyone who facilitated a program/class	SDSU (online) https://forms.office.com/r/KGaCt80xF8	At the end of a program	N/A
Attendance Log: TOP	Anyone who facilitated TOP	**LSS:** Facilitators send completed attendance logs to Seth (seth.voorhees@lsssd.org) or Kendra (Kendra.oneal@lsssd.org) to enter into Wyman Portal	At the end of the program	N/A
		PHNs: Facilitators enter attendance into Wyman Portal (or contact Lacy for assistance)	Ongoing throughout the program	
Attendance Log: all other programs	Anyone who facilitated a program/class	SDSU- Courtney.valencia@sdstate.edu	At the end of a program	N/A
Entry/Exit Surveys	Participants in PREP/SRAE/ RPE programs *Note: the TOP entry and exit surveys are included at the end of the SRAE and PREP surveys unless otherwise needed individually. Please contact Beth Walstrom (beth.walstrom@sdstate.edu) if you need the TOP survey as its own survey.*	**Mail completed entry/exit <u>paper</u> surveys to SDSU for data entry:** *South Dakota State University* *Attn: Beth Walstrom* *1011 11th St* *Rapid City, SD 57701* <u>**Online** survey links:</u> See *Healthy Relationships Survey Guidance* table below for your site & curriculum survey links.	At the beginning and end of a program. *TOP associated surveys must be sent to SDSU within 1 week of completing the surveys. TOP surveys must be uploaded into reporting system within 45 days of survey completion date.	N/A
Monthly Facilitator Report	-REACH staff -BGC staff -School Health Coordinator	SDSU (online) https://forms.office.com/r/yy9iEaUmgL	By the 10th of each month.	Monthly reporting
Triannual Progress Report	-REACH director/staff -BGC directors/staff	SDSU- Courtney.valencia@sdstate.edu	October 31, 2024 February 28, 2025 June 9, 2025	June, July, Aug, Sept 2024 Oct, Nov, Dec, Jan 2024/5 Feb, Mar, Apr, May 2025

Healthy Relationships Evaluation Reporting Checklist

Evaluation Item	Completed? Y/N
Entry Survey completed by program participants	
Class conducted	
Attendance Sheet completed at end of each session	
Exit Survey completed by program participants	
Fidelity Log completed by program facilitator (at the end of a class cohort)	
If TOP was completed, ensure attendance is entered into Wyman Portal *(see TOP Specific Activities table for more information)*	
Scan/email completed Attendance Sheets to SDSU *(all programs besides TOP)*	
If completed paper surveys: paper surveys mailed to SDSU	
Monthly Facilitator Report completed by respective individuals from each organization (facilitator report link will be emailed to individuals by Courtney Valencia/SDSU)	
Triannual Progress Report completed by respective individuals from each organization (progress report link will be emailed to individuals by Courtney Valencia/SDSU)	

Healthy Relationships Survey Guidance

Curriculum	Facilitator	Surveys
TOP	Lutheran Social Services	PREP Entry*: https://redcap.link/prep_entry PREP Exit*: https://redcap.link/prep_exit
	SD DOH Public Health Nurses	TOP Entry: https://redcap.link/phntopentry TOP Exit: https://redcap.link/phntopexit
FTT	Lutheran Social Services	PREP Entry: https://redcap.link/prep_entry PREP Exit: https://redcap.link/prep_exit
MARS		
RTR		
Shifting Boundaries	Boys & Girls Clubs	RPE Entry: https://redcap.link/entry_rpecmt RPE Exit: https://redcap.link/exit_rpecmt

Includes TOP surveys for those who completed TOP. If you did not teach TOP, the TOP survey questions will not appear in the online survey.

**Please contact Beth Walstrom (beth.walstrom@sdstate.edu) if you need paper copies of surveys.*

TOP Specific Activities

Item	Who	When
Obtain legal guardian consent for Teen Survey	Implementing partner (PHNs, LSS)	Prior to start of a cohort
Assign Teen IDs & Enter into Wyman Connect	Implementing partner (PHNs, LSS) -Track teen IDs on the Attendance Sheet	Prior to administering entry surveys
Students complete Entry Survey	Participants in TOP (implementing partner administers paper survey or provides link to online survey)	First session of TOP
If paper surveys were completed, mail to SDSU	Implementing partner (PHNs, LSS)	Within one week of entry surveys being completed
Upload Entry Survey data	SDSU	Within 45 days of first class
Students participate in TOP	Participants, implementing partners	
Track student attendance each day of class on paper Attendance Sheet	Anyone facilitating TOP	Every class
Enter student attendance into Wyman Connect	-PHNs -LSS: Seth or Kendra (partner facilitators send attendance tracking to Seth/Kendra)	Ongoing/at the end of a program
Students complete Exit Survey	Participants in TOP (implementing partner administers paper survey or provides link to online survey)	Last session of TOP
If paper surveys were completed, mail to SDSU	Implementing partner (PHNs, LSS)	After last session of TOP
Upload Exit Survey Data	SDSU	Within 45 days of final class
Facilitators email completed Attendance Sheets to SDSU	Implementing partner (PHNs, LSS)	After last session of TOP