

# **Title V Sexual Risk Avoidance Education: Boys & Girls Clubs Guidance Document**

Updated July 2024

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# SRAE Grant Overview

The **purpose** of the Title V State SRAE Program is to fund states/territories to provide education to youth that normalizes the optimal health behavior of avoiding non-marital sexual activity. The program is designed to teach youth personal responsibility, self-regulation, goal setting, healthy decision-making, a focus on the future, and the prevention of youth risk behaviors such as drug and alcohol usage without normalizing teen sexual activity.

The **goal** of the SRAE program is to provide messages to youth that normalizes the optimal health behavior of avoiding non-marital sexual activity.

SRAE target population:

- 10 to 19 years old
- Vulnerable youth: Homeless, in or aging out of foster care, victims of human trafficking, living in rural areas or areas with high teen birth rates and minority groups.

The **objectives** of the SRAE program are to teach:

- 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 impacts on formation of healthy marriages and safe and stable families.
- e) How other youth risk behaviors, such as **drug and alcohol usage**, increase the risk of teen sex.
- f) How to avoid and receive help regarding **sexual coercion and dating violence**, recognizing that even with consent teen sex remains a youth risk behavior.

SRAE uses an **evidence-based approach and/or effective strategies** to educate youth on the optimal health behavior of avoiding non-marital sexual activity and other risky behaviors. Title V State SRAE projects are implemented using a Positive Youth Development (PYD) framework as part of risk avoidance strategies to help participants develop healthy life skills, increase individual protective factors that reduce risks, make healthy decisions, engage in healthy relationships, and set goals that lead to self-sufficiency and marriage before engaging in sexual activity. Linking program participants to services provided by local community partners that support the safety and well-being of youth is also a key component of the program.

**Contraception:** For programs that provide information on contraception, the information must be medically accurate and complete, and ensure students understand that contraception offers physical risk reduction, but not risk elimination, and the education cannot include demonstrations, simulations, or distribution of contraceptive devices.

*Title V State Sexual Risk Avoidance (SRAE) Program is funded through the Family & Youth Services Bureau (FYSB). FYSB distributes Title V State funds based on the proportion of low-income children in each state or territory.*

# SMART Moves at South Dakota Boys & Girls Clubs

## Curriculum Description & Implementation

**Target Population:** Youth between the ages of 10 to 14 years old or in 6<sup>th</sup> to 8<sup>th</sup> grade. Youth living in rural areas and/or minority groups.

**SMART Moves:** [Core](#), Grades 6<sup>th</sup> - 8<sup>th</sup> + [Healthy Relationship module](#), Grades 6<sup>th</sup> – 8<sup>th</sup>, 10 to 14 years old

### **SMART Moves: Core**

An 11-session targeted program focused on building the attitudes and skills necessary for healthy decision-making. It is comprised of five units.

- Unit 1: Positive View of Future – This unit focuses on building young people’s sense of their future, discussing healthy choices and their impact on future goals, and linking youth to adults in their community who can serve as supports in healthy decision-making.
- Unit 2: Effective Communication – This unit builds young people’s skills in active listening, asking questions and being assertive in communication about health.
- Unit 3: Decision-Making – This unit introduces youth to a three-step process for making decisions and applies it to a health context. Youth have opportunities to practice effective decision-making.
- Unit 4: Resistance and Refusal Skills – This unit ties together young people’s skills in communication and decision-making and applies them to a process for refusing unhealthy behaviors. Youth have opportunities to practice using effective refusals.
- Unit 5: Media Literacy – Youth evaluate reliable sources of health information, both in person and online, and think critically about media messages and their impact on their health decisions. Youth use opportunities to share positive health messages with others at the Club or Youth Center.

Each session lasts between 45 and 60 minutes and includes all the components of a high-quality youth development session: a Warm Welcome, Group Agreements, Community Builder, Main Activity, Reflection, Recognition, and Closing and Transition.

Program sessions are designed sequentially. The same group of youth should remain together during program facilitation and participate in the units in the order they appear in the table of contents.

**SMART Moves: Core must be implemented prior to any of the SMART Moves Modules.** The content in the SMART Moves Modules is intended to expand upon and provide youth opportunities to practice skills learned in SMART Moves: Core – such as communication, decision-making and refusal skills – and apply them to specific health behaviors. Without first completing SMART Moves: Core, youth will not have learned the foundational skills to apply to various health contexts.

### **SMART Moves: Healthy Relationships Module**

A 5-session targeted program for youth grades 6<sup>th</sup> – 8<sup>th</sup> to gain knowledge about themselves, learn about personal boundaries and identify their own, and develop skills to build healthy relationships. As a result of participating in this module, youth will be able to:

- Describe various interpersonal relationships
- Identify the characteristics of healthy and unhealthy relationships
- Demonstrate characteristics of healthy communication in relationships
- Apply decision-making and refusal skills to manage conflict in relationships
- Apply decision-making and refusal skills to make decisions about healthy behaviors

This SMART Moves module is intended to be used only after youth have completed the SMART Moves: Core targeted program. In SMART Moves: Core, youth are introduced to foundational healthy decision-making skills, such as goal setting, effective communication, a decision-making process, refusal skills and critical thinking about media messages. It is essential that youth are introduced to those foundational skills first so they can practice them in the context of this module's sessions on healthy relationships.

### **Facilitator Training**

It is a requirement that facilitators are trained in the SMART Moves curriculum. There are 2 options for SMART Moves training

- Self-paced distance learning training (1.5 hours) – Staff can take it any time
  - Go to [www.mybgca.net](http://www.mybgca.net)
  - Click on Spillet Leadership University
  - Search for Smart Moves and choose the option that has a laptop icon
  - Launch the training
- Virtual Trainings – availability varies
  - Login to [www.mybgca.net](http://www.mybgca.net)
  - Click on Spillet Leadership University
  - Type SMART Moves Virtual Session in Search bar
  - Click View Details to the right of the appropriate date
  - Click Request
  - You will receive a registration confirmation by email from Spillet Leadership University

Please send a copy of your SMART Moves training certificate to Diane Eide [diane.edie@sdfmc.org](mailto:diane.edie@sdfmc.org).

## **Parental/Guardian Consent**

Both BGCA and SRAE federal funding recommends that before you begin any of the components of the SMART Moves curriculum, you have received parent or guardian permission for youth to participate in the program. Sample Parent/Guardian Consent Form is in *Appendix A*. Please store signed consent forms in a locked cabinet or scan signed consent forms and store a digital copy in a secure locked folder on the computer. See *Appendix C* for more information on how to keep information secure. **\*\*Note\*\* If you plan to utilize gift cards as an incentive then we recommend using the consent form in *Appendix A*.**

# Performance Measures & Evaluation

Performance Measures data collection is a **grant requirement** for all SRAE grantees. The **purpose** of federal performance measures is for the federal agency to effectively monitor and report on program implementation and progress. The Family and Youth Services Bureau (FYSB) also plans to use the performance measures in the following ways:

- to provide timely feedback to grantees for ongoing program improvement,
- to report to FYSB, ACF, and HHS leadership as requested,
- to compare the youth served in SRAE programs with youth in other national surveys, such as the Youth Risk Behavior Survey (YRBS),
- to monitor progress towards expected outcomes,
- to improve programs by strategically directing training and technical assistance efforts

All performance measure forms and surveys can be found in the next sections or by following the link:

<https://doh.sd.gov/programs/grant-opportunities/sexual-risk-avoidance-education-grant/>

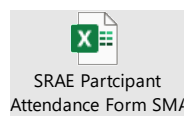
Password: SDSRAE

## Performance Measures: Attendance, Reach, and Dosage

### Attendance Form

The purpose of the Attendance Form is for facilitators to track how many classes each youth attends in SMART Moves: Core and the SMART Moves: Healthy Relationships Module (if applicable). This will help the evaluation team gather necessary federal performance measures. Facilitators will list the names of youth in the first column and indicate the dates in which the youth completed each session. The Attendance Form calculates the number of sessions youth attend and has a column for any notes needed for youth (e.g., youth moved away and not part of program anymore). Facilitators are also asked to indicate the dates when youth complete the Entry and Exit Surveys. If the facility is providing incentives to youth, the Attendance Form will calculate automatically if youth are eligible to receive the incentive (e.g., completes 75% of sessions and surveys).

**Directions:** Facilitators download the Attendance Form at the start of a program cycle. Complete the Attendance Form after each class. Once program cycle has ended, email the completed Attendance Form to Courtney Valencia ([Courtney.valencia@sdstate.edu](mailto:Courtney.valencia@sdstate.edu)).



## Performance Measures: Surveys

### SRAE Entry and Exit Surveys

Youth participating in the SMART Moves curriculum will be asked to take a survey before starting the program and another survey at the end. These are called the SRAE Entry and Exit Surveys. Surveys can

be completed either online or via paper/pencil. There are both Middle School and High School versions of the SRAE Entry and Exit Surveys. If sites complete the surveys via paper/pencil, please scan/email completed surveys to Courtney Valencia ([Courtney.valencia@sdstate.edu](mailto:Courtney.valencia@sdstate.edu)) or mail completed surveys to the following address:

Address if sending via USPS:

SDSU Population Health Evaluation Center

Attn: Courtney Valencia

SWC Box 506

Brookings, SD 57007

Address if sending via shipping company:

SDSU Population Health Evaluation Center

Attn: Courtney Valencia

1101 Medary Ave

Brookings, SD 57007

**Implementing the Surveys**

Facilitators will instruct the youth to which survey they should take – youth older than 10 years old and have not completed 8<sup>th</sup> grade will take the **Middle School Survey**. Youth that have completed 8<sup>th</sup> grade and are 19 years old and younger will complete the **High School Survey**.

**Electronic Surveys:**

The **Entry Surveys** are combined into one survey, meaning youth will need to select which version of the survey (middle vs high school versions) as the first question on the surveys.





**Entry electronic survey link:** [https://redcap.link/srae\\_entry](https://redcap.link/srae_entry)

The **Exit Surveys** are combined into one survey, meaning youth will need to select which version of the survey (middle vs high school versions) as the first question on the surveys.

**Exit electronic survey link:** [https://redcap.link/srae\\_exit](https://redcap.link/srae_exit)

**Paper/Pencil Surveys:**

The paper/pencil surveys are not combined, meaning facilitators will distribute the appropriate surveys to the class (e.g., Middle or High School version of the survey).

<p style="text-align: center;"><b>Middle School Entry</b></p>	<p style="text-align: center;">             SRAE Entry MS + HR questions.pdf         </p>
<p style="text-align: center;"><b>Middle School Exit</b></p>	<p style="text-align: center;">             SRAE Exit MS + HR questions.pdf         </p>
<p style="text-align: center;"><b>High School Entry</b></p>	<p style="text-align: center;">             SRAE Entry HS + HR questions.pdf         </p>
<p style="text-align: center;"><b>High School Exit</b></p>	<p style="text-align: center;">             SRAE Exit HS + HR questions.pdf         </p>

**Fidelity Log**

To collect information necessary for federal reporting purposes, program facilitators must complete the Fidelity Log at the end of a class cohort (after the last session held). The Fidelity Log asks questions specific to the program that was implemented to ensure the program was conducted as intended. Facilitators complete the Fidelity Log by following the link below:

**Fidelity Log:** <https://forms.office.com/r/KGaCt80xF8>

**Performance Measures: Youth Feedback**

To better inform on areas of success and improvement of SMART Moves, youth who participated in the SMART Moves curriculum will be asked to provide feedback on the following questions:

- 1. What did you like about SMART Moves?**
- 2. What did you not like about SMART Moves?**
- 3. What would you change about SMART Moves?**

Facilitators will ask these three questions in a format that works best for your class to gather individual youth feedback. One suggested format included handing out sticky notes for youth to write responses to each question, then have youth stick the notes to a larger paper with everyone else’s responses.

Once the activity is completed, the facilitator will collect the responses and scan/send to Courtney Valencia ([Courtney.valencia@sdstaate.edu](mailto:Courtney.valencia@sdstaate.edu)).

**Monthly Facilitator Report**

Each month the Boys & Girls Clubs will fill out the monthly facilitator report. A link to the form will be sent via email on the 1<sup>st</sup> of each month and are to be completed by the 10<sup>th</sup> of the month. An example of the SRAE Monthly Facilitator Reports form can be found in *Appendix D*. Once the questions are completed and submitted, we will contact your site if there are any questions or concerns.

**Monthly Facilitator Report:** <https://forms.office.com/r/yy9iEaUmgL>



This report will provide South Dakota Department of Health:

- Current activities/accomplishments
- Challenges
- Technical assistance/training needed

Information received from the Monthly Progress Reports will guide the submission of the semi-annual Performance Progress Reports (PPR) that the South Dakota Department of Health submit to the Federal Youth Service Bureau.

## Triannual Progress Report

As part of ongoing communication efforts, the SD DOH requests sites to complete a Triannual Progress Report. This report will help sites and SD DOH organize and ensure completion of requirements outlined in their respective contracts. Since each organization's contract can vary, organization specific Progress Reports will be emailed to partners during the reporting timeframe.

*What to expect:*

- Courtney will email the Triannual Progress Form 3 times per year to site administrators to complete:
  - October 1<sup>st</sup> (report on June, July, Aug, Sept 2024)
  - January 1<sup>st</sup> (report on Oct, Nov, Dec, Jan 2024/5)
  - June 1<sup>st</sup> (report on Feb, Mar, Apr, May 2025)
- Once completed, email the form back to Courtney Valencia ([Courtney.valencia@sddstate.edu](mailto:Courtney.valencia@sddstate.edu)).

***A cheat sheet with the evaluation and reporting information discussed in the previous sections can be found in Appendix E.***

## Supplies

Each lesson will list the necessary supplies needed. Supplies are covered by the SRAE Title V funding and available funding can be found under the supplies/incentive line in the budget.

## Tablets

Any tablets purchased with Title V SRAE funding need to be tracked on the **Tablet Tracking Form**. Once or twice a year the Tablet Tracking Form will be send out to update the condition of tablet.

Please label all tablets purchased by Title V SRAE funding with **SRAE**.

**\*\*Please seek prior approval before purchasing more tablets or accessories for the tablets \*\***

## Incentives

**Incentives are based on the availability of federal funding and meeting the requirements below.**

Incentives are typically used to thank the participants for completing programming and/or for completing entry and exit surveys. Each club has a budget line item 'supplies/incentive' on their SRAE

budgets, please make sure you have the funding available before purchasing incentives. Clubs can decide if they want to do either gift cards or end-of-class celebration as the incentive. Please read through the federal guidance below for each of these options.

**Clubs can choose one of the following options per class:**

#### **Gift Cards**

- Participants are eligible to receive the gift card incentive if they have completed the **entry and exit surveys and at least 75% of the Smart Moves Curriculum**.
- Gift cards can be no more than \$20 per participant.
- Gift cards are allowable as participant incentives provided that the grantee has established a way to ensure that the gift card cannot be used to purchase unallowable items in a written agreement with the gift card vendor.
- Gift card incentives may not be associated with entertainment (e.g., movies, games); may not be redeemable for cash; may not be used to purchase tobacco, alcohol, or firearms; and may not be transferred by participants to other parties. Examples of allowable gift cards but not limited to, Target, Walmart, Dollar General – if you are not sure please reach out and ask.
- Cash is not an allowable incentive for program participation.
- Youth must sign the “Receipt of Gift Card Acknowledgement Form” in Appendix B. Please store signed Acknowledgement forms in a locked cabinet or scan signed consent forms and store a digital copy in a secure locked folder on the computer. See *Appendix C* for more information on how to keep information secure.

#### **End-of-Class Celebration**

- The end-of-class celebration needs to take place with SRAE programming. For example, the celebration could be when the participants take the exit surveys or on the last day of class. End-of-class celebrations should not be a stand-alone activity.
- Each club can decide what they would like their end-of-class celebration meal to be. It cannot be a formal meal but could be Subway, pizza or ice cream social.
- Please stick to a budget of \$10 per child or less.

Receipts of purchased incentives need to be submitted with Invoices. Please email if you are not sure if your incentive would meet federal regulations.

# Data Privacy and Security Requirements

*See full document in Appendix C.*

## Access to Data

Access to SRAE performance measures data including the entry and exit surveys should only be granted to Boys & Girls Club staff who need access.

## Secure Storage

Documents that contain personal identifiable information (PII) (e.g., completed parent consent forms, and rosters of youth) must be stored in a separate, locked file cabinet and/or on a separate secure computer server from the survey data.

Hard copies of completed surveys should be stored in a locked file cabinet. Survey responses should be separated from any PII.

Electronic data files must be stored on a secure computer server or hard drive, and all computers and other devices must be password-protected with access to data granted to only SRAE project staff who need access to the data.

## Local Data Transmission

**\*\*All reports submitted should not include any information that could identify a youth. (ex. – last name, date of birth, putting name on surveys). This minimizes the risk of identifying the individual youth by their responses.**

When sending hard copy of completed surveys to the grantee organization and/or local evaluators, these documents should be sent in a package marked confidential via U.S. Postal Service or Federal Express. An authorized signature and show of picture identification should be required before receipt. The sender must obtain a tracking number and follow up if data are not received. Documents including PII should be shipped separately using these same protocols.

When sending electronic files to grantee organization and/or local evaluators, these files will be transmitted via encrypted email, or flash drives. Passwords should be transmitted separately from secure files.

# Appendix A: SMART Moves Parent/Guardian Consent Form

*(Logo, Club name)*

*(Street address, City, State ZIP)*

## SMART Moves Parent/Guardian Consent Form

The *(insert your club's name here)* will soon be implementing sessions of the Boys and Girls Clubs of America (BGCA) SMART Moves program, and we would like your permission for your child to participate. The program has two parts, described below:

\*SMART Moves: Core – Builds the abilities of youth to communicate effectively, make healthy decisions, and refuse to engage in unhealthy behaviors.

\* SMART Moves Healthy Relationship Module – gain knowledge about themselves, learn about personal boundaries, and identify their own, and develop skills to build healthy relationships.

*Note that your young person may wish to talk with you about some of the topics we'll address including identifying emotions, their goals for the future, peer pressure assertive communication, refusing unhealthy behaviors, and healthy decision-making. Please let me know if you would like to review any content of the program in advance.*

BGCA SMART Moves curriculum is funded through a federal grant called Sexual Risk Avoidance Education (SRAE) provided by the South Dakota Department of Health (SD DOH). As part of SRAE guidelines, performance measure surveys are collected at the beginning and end of the SMART Moves curriculum. The purpose of the performance measures is to effectively monitor and report on program implementation and progress. Surveys are anonymous, no identifying information will be shared, and your young person can skip any questions they do not wish to answer. As a thank you for your child's participation in the SRAE program, there might be an opportunity for them to receive a gift card as an incentive for their participation. As part of the federal requirements gift cards cannot be used to purchase unallowable items such as:

- Entertainment (games, movies, etc.)
- Tobacco/Alcohol/Firearms
- Redeemed for cash

Please sign below where indicated and return this letter to me by *(insert date)* to secure your young person's place in this important program. Should you have any questions, I can be contacted at the number below. We thank you for your time and your support.

Sincerely,

*(Your name here)*

*(Your phone number here)*

\_\_\_\_\_ *(child's name)* has my permission to participate in the SMART Moves program and I acknowledge understanding of the federal requirements of gift card usage and unallowable items.

Print parent/guardian name:

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

# Appendix B: Receipt of Gift Card Acknowledgment Form (Logo, Club name)

## Receipt of Gift Card acknowledgement form

Gift Card Vendor: \_\_\_\_\_

Gift Card Number: \_\_\_\_\_

I, \_\_\_\_\_ (please print), received a  
First Name Last Name

**\$20 gift card** for participating in the Boys & Girls Club SMART Moves Curriculum and I acknowledge that as part of the federal gift card requirements I cannot spend the gift card on unallowable items such as:

- Entertainment (games, movies, etc.)
- Tobacco/Alcohol/Firearms
- Redeemed for cash

X

\_\_\_\_\_  
Signature of Participant  
(mm/dd/yyyy)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness (staff)  
(mm/dd/yyyy)

\_\_\_\_\_  
Date

# Appendix C: SRAE Performance Measures Data Privacy Security Requirements

## SRAE Performance Measures

### Data Privacy and Security Requirements

#### Updated 05-28-2020

This document provides information on the required data privacy and security protocols for Sexual Risk Avoidance Education (SRAE) performance measures. Entry and exit performance measures surveys have been revised with some questions removed and changes to responses. Overall, the performance measures surveys address some of the following subjects:

- living situation (e.g., living with family [parent(s), guardian, grandparents, or other relatives]);
- use of alcohol, tobacco, or other drugs (e.g., cigarettes, alcohol);
- goal setting (e.g., doing well in school, graduating);
- healthy relationships (e.g., talking to a trusted adult when in an uncomfortable situation); and
- perceptions on the experience of the program (e.g., materials clearly presented, feeling respected).

In addition, collection of personally identifiable information (PII)—which includes any data that could potentially be used to identify a particular person, such as full name, date of birth, etc.—requires protection against unauthorized access.

Consequently, it is important to keep such data secure. The following sections describe required procedures for ensuring the protection of private information, including granting access to data, secure storage of identifying information, data transmission, submission of de-identified data to the SRAE Performance Measures Portal, reporting, and destruction of identifying information.

#### Access to Data

Access to SRAE performance measures data should only be granted to project staff who need access and who sign a confidentiality agreement. Staff responsible for data collection, data entry or scanning, and submission to the SRAE Performance Measures Portal need to sign confidentiality agreements because these activities involve access to the data. Other staff may not need access or may only need limited access. For example, facilitators may collect attendance data but may not need access to completed entry and exit surveys.

## Secure Storage

Documents that contain PII (e.g., completed parent consent forms, youth assent forms, and rosters of youth with parent consent and who assented) must be stored in a separate, locked file cabinet and/or on a separate secure computer server from survey data.

Hard copies of completed surveys should be stored in a locked file cabinet. Survey responses should be separated from any PII. This can be done by:

- Not collecting PII on surveys;
- Collecting and recording PII separately (e.g., a roster) and using identification numbers on surveys; and
- Keeping completed surveys in a separate filing cabinet from rosters, consent/assent forms, and attendance sheets.

Electronic data files must be stored on a secure computer server or hard drive, and all computers and other devices must be password-protected with access to data granted only to project staff who need access to the data and who have signed a confidentiality agreement. Electronic data may also be stored on a secure CD or flash drive that is password protected and accessible only to staff who have signed a confidentiality agreement. Secure CDs and flash drives should be stored in a locked file cabinet. PII should be stored separately from survey data. This can be done by:

- Storing PII in a separate dataset from survey responses, in a different file and/or folder, or on a different CD or flash drive that can be accessed only by staff who need to know PII; or
- Locking hard-copy, consent/assent forms, rosters, and attendance sheets in a filing cabinet and using identification numbers in the electronic survey dataset.

Electronic data may be stored in the cloud as long as they are encrypted, password-protected, and accessed only on authorized computers that require password protection.

## **Local Data Transmission**

When data collectors send hard copy, completed surveys to the grantee organization and/or local evaluators, these documents should be sent in a package marked confidential via U.S. Postal Service or Federal Express. An authorized signature and show of picture identification should be required before receipt. The sender must obtain a tracking number and follow up if data are not received. Documents including PII should be shipped separately using these same protocols.

When data collectors send electronic files to the grantee organization and/or local evaluators, these files will be transmitted via encrypted email, CDs, or flash drives. The secure shipping protocols above should be used when shipping CDs or flash drives. Passwords should be transmitted separately from secure files (e.g., in a separate email message, in a voicemail message).

Data submission to the Family and Youth Services Bureau will be through the SRAE Performance Measures Portal.

## **Submission of De-Identified Data to the SRAE Performance Measures Portal**

Data submitted to the SRAE Performance Measures Portal biannually should not include PII about youth participants. Detailed guidance for submitting data to the portal will be provided in June 2020.

## **Reporting**

Reports about performance measures data should not include any information about individual youth respondents. To minimize the risk of identifying individual youth by their responses, cell sizes smaller than 10 respondents should use data suppression techniques or not be reported.

## **Destruction of Performance Measures Data**

Documents that include PII or survey data should be destroyed in a secure manner (e.g., shredding hard copies, deleting electronic files) after three years.



# Appendix D: SRAE Monthly Facilitator Report

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## Monthly Facilitator Report

Please complete the following monthly facilitator report. The purpose of this report is to provide the opportunity for individuals involved with PREP, SRAE, MCH, or RPE programming to share their experiences and suggestions for future program implementation. The responses provided will allow program leadership the ability to learn what is working well and what needs improvement. Please answer the following questions as best as you can. If you have questions or need assistance with the report, please contact Beth Walstrom [beth.walstrom@sdstate.edu](mailto:beth.walstrom@sdstate.edu). Thank you for your time!

\* Required

### Site Information 🔍

Report Month \* 🔍

Select your answer ▼


Your name (first and last) \* 🔍

Enter your answer

Please select all programs taught in this reporting month, including programs that were started but not yet complete: \* 🔍

- SMART Moves
- Making A Difference! (MAD)
- My Journey
- Teen Outreach Program (TOP)

## Appendix E: Program Reporting & Associated Information Cheat-Sheet

Task	When	Link/information	Completed (Y/N)	Who to send completed materials (if applicable)
<b>Evaluation</b>				
Complete the Entry Survey	Beginning of program	<a href="https://redcap.link/srae_entry">https://redcap.link/srae_entry</a>		If completing paper copies of the survey, scan/email surveys to Courtney Valencia <a href="mailto:courtney.valencia@sdstate.edu">courtney.valencia@sdstate.edu</a> ; or mail surveys to address provided.
Complete Attendance Form	Each day class is held	 2.6.23_SRAE Participant Attendan		Email completed attendance form to Courtney Valencia <a href="mailto:courtney.valencia@sdstate.edu">courtney.valencia@sdstate.edu</a> at the end of the full class.
Complete the Exit Survey	End of program	<a href="https://redcap.link/srae_exit">https://redcap.link/srae_exit</a>		If completing paper copies of the survey, scan/email surveys to Courtney Valencia <a href="mailto:courtney.valencia@sdstate.edu">courtney.valencia@sdstate.edu</a> ; or mail surveys to address provided.
Participants complete Youth Feedback Activity	End of program	What did you like about SMART Moves? What did you not like about SMART Moves? What would you change about SMART Moves?		Email results of feedback activity (take a picture, write up answers in Word doc, etc.) to Courtney Valencia <a href="mailto:courtney.valencia@sdstate.edu">courtney.valencia@sdstate.edu</a>
<b>Reporting</b>				
Monthly Facilitator Report	First week of each month	A link to the form will be sent via email on the 1 <sup>st</sup> of each month and are to be completed by the 10 <sup>th</sup> of the month.		Complete the link sent from Courtney Valencia ( <a href="mailto:Courtney.valencia@sdstate.edu">Courtney.valencia@sdstate.edu</a> )
Triannual Progress Report	Quarterly	A form will be sent via email 3 times per year to site administrators to complete.		Send completed form to Courtney Valencia ( <a href="mailto:Courtney.valencia@sdstate.edu">Courtney.valencia@sdstate.edu</a> )
<b>Trainings</b>				
Facilitators complete SMART Moves training	Complete training once	Facilitators are required to be trained in the SMART Moves curriculum. See "Facilitator Training" section in Guidance Document.		Send proof of training completion (e.g., training certificate, confirmation email, etc.) to Diane Eide ( <a href="mailto:diane.eide@sdfmc.org">diane.eide@sdfmc.org</a> )