

**GENERAL INSTRUCTIONS FOR
EVIDENCE-BASED CURRICULUM PROGRAM EVALUATION REQUIREMENTS
YPU, YPS & YPI PROGRAMS**

The Department of State Health Services (DSHS) requires all DSHS-funded prevention programs to participate in the evidence-based curriculum program evaluation. Each provider is required to use the Pre/Post Evaluation provided by DSHS for the specific DSHS-approved curricula the provider is funded to implement.

The DSHS-approved curriculum that the providers are funded to implement is approved to be implemented as an open-ended program. This means that youth participants **cannot** be enrolled after the second session of the curriculum cycle is implemented.

Participants referred to a group cycle after the second session has been implemented may be added to a wait list for the next curriculum cycle. The prevention specialist may work with the school counselor or community site organizer to see if there are enough participants identified for a second group cycle, if the prevention specialist has the capacity to facilitate a second group cycle at that site.

Participants that have missed more than two sessions may be allowed to participate in a new curriculum session at a later time. Previously attended sessions may not be counted for the participant in the new cycle. The participant will be required to attend all the required sessions for the new group cycle that they are enrolled in. The program is intended to have the same participants that begin a curriculum cycle also complete the curriculum cycle.

WHO WILL BE PRE/POST TESTED?

The provider shall make every effort to test all program participants; however, participation in prevention activities, including evaluation, is voluntary. DSHS wants to know how many participants complete the prevention education evidence-based curriculum activities and how many complete the evidence-based program successfully. Therefore, it is very important to be able to match each participant's pre-test with their corresponding post-test. To maximize the possibility of matching a large number of pre/post-tests it is important to plan and implement an efficient system to organize the pre/post-tests from the very beginning. The following is a suggested procedure to simplify matching pre-tests and post-tests for each curriculum group cycle.

For the programs implemented in schools, each group may be identified by school district, school, room number, grade, school period, group number identifier, begin and end date of the curriculum cycle, prevention specialist facilitating the group, and/or classroom teacher. All of this information may be written in a large envelope (10 x 13 inches) to keep the pre- and post-test sorted by group.

For the programs implemented at community-based sites, each group may be identified by the site name, group number identifier, begin and end date of the curriculum cycle, prevention specialist facilitating the group. All of this information may be written in a large envelope (10 x 13 inches) to keep the pre- and post-test sorted by group.

HOW IS CONFIDENTIALITY PROTECTED?

Providers should not write youth participants' names on the pre and post-tests. Provider should ask youth participants to develop a code number. This decision probably would depend on the requirements of the school where the program is implemented. The following is a suggested method that can be used with participants to create a participant code that can be used to match pre-tests and post-tests:

What is the **first letter** of your **mother's first name**? for example, **R** for **Rose**
What is the **first letter** of your **middle name**? for example, **D** for **Daniel**

What is **last letter** of your **last name**?

for example, **Z** for Gonzalez

What **day** were you born on?

for example, **15** a number from 1 to 31

Based on the example above, the youth participant code would be RDZ15

These codes do not lead to the identification of a youth participant by a person who does not know him/her well. Remember that for this type of evaluation it is important to be able to match each participant's pre- with his/her post-test.

WHEN IS THE PRE-TEST ADMINISTERED?

The pre-test must be implemented prior to beginning the curriculum session. This may require a getting acquainted session prior to beginning the implementation of the curriculum in order to ensure that the first session is conducted for the required length of time.

The post-test must be conducted after the final session of the curriculum is implemented which may also require an additional session to ensure that the final session is conducted for the required length of time. The pre-test may be conducted as an independent session or prior to a closing celebration to recognize youth participants with certificates for their completion of the program.

The additional time required for the Pre/Post Evaluation must be accounted for in the planning with the schools to ensure successful implementation and completion of the program. The provider must make arrangements for a youth participant to complete a pre-test prior to beginning the first or second session, if the participant begins the program after the pre-test session has occurred for the curriculum cycle.

Providers do not need to recruit a comparison group to evaluate the outcome.

WHAT PRE-TEST AND POST-TEST SHOULD BE USED?

Standardized pre-tests and post-tests are now used for all prevention evidence-based curricula programs for grades 4 through 12. The items in these tests are based on items the Federal government already uses as prevention indicators in the SAPT block grant which funds DSHS prevention programs. The items are reliable and valid survey questions drawn from the National Survey of Drug Use and Health (NSDUH) for grades 6 to 12, or conceptually related items drawn from the Texas School Survey for grades 4 and 5. Please note that the YPI pre-test and post-test has a second page on alcohol, tobacco, and other drug (ATOD) use. All the Pre-Post Evaluation Forms and Scoring Instructions or Scoring Guides are posted on the DSHS website.

There is a standardized Pre-Post Evaluation and Scoring Guide for all DSHS-approved universal and selective evidence-based prevention curricula for grades 4th & 5th, and separate one for 6th to 12th.

There is a standardized Pre-Post Evaluation and Scoring Guide for all DSHS-approved indicated prevention evidence-based prevention curricula for grades 6th – 12th.

For curricula based prevention programs in grades 1st to 3rd, the developer was asked to submit their own pre-test and post-test. The provider will need to use these custom evaluation forms for curricula administered to children in grades 1st to 3rd which are posted on the DSHS website.

There are individually designed Pre-Post and Scoring Instructions for the following universal and/or selective DSHS-approved evidence-based curricula:

- Creating Lasting Family Connections (CLFC) – Grades 1st - 3rd
- Curriculum Based Support Group (CBSG) – Grades 1st – 3rd
- LifeSkills Training (LST) – Grade 3rd

- Positive Action (PA) – Grades 1st – 3rd
- Too Good For Drugs(TGFD) – Grades 1st – 3rd

WHERE AND WHEN ARE THE CURRICULUM OUTCOME MEASURES REPORTED?

The provider is required to report the curriculum outcome measures to DSHS in the Clinical Management for Behavioral Health Services (CMBHS) system.

Each curriculum cycle must be reported in the CMBHS system within seven (7) days of the date the curriculum cycle is completed.

For programs using a curriculum such as Reconnecting Youth which requires implementation over an entire school semester, the provider should report as follows: submit an email to your assigned Contract Manager and copy your assigned Program Staff Member that includes the name of the DSHS-approved curriculum the provider is implementing and state that the curriculum is implemented over a semester and curriculum outcome measures are not anticipated to be reported until “Date (within 7 days that the first cycle will end and be reported).”

WHAT INFORMATION MUST BE MAINTAINED AND REPORTED FOR EACH CURRICULUM CYCLE COMPLETED?

- Group number at this site (this will distinguish between multiple groups conducted at any one site);
- Cycle Begin Date;
- Cycle End Date;
- Completed Cycles;
- Number of Sessions;
- Length of Curriculum Session (in minutes);
- The number of Youth Enrolled in the Program;
- The number of Youth Completing the Program;
- The number of Youth Completing the Pre-Test;
- The number of Youth Completing the Post-Test;
- The number of Youth Completing the Program Successfully;
- The percentage of Youth Completing the Program;
- The percentage of Youth Completing the Program Successfully; and
- The Overall Success Rate (based on the number of youth enrolled in the program).

A comment section is available for the provider to add any specific details that may provide clarification regarding each reported curriculum cycle. **For example:** The curriculum is designed to be implemented once per week over a ten (10) week period but the begin date and end date reflect an eleven (11) week period due to a conflict with the school schedule or a holiday. The provider may enter a comment to explain why the begin date and end date reflect an 11 week period such as, “The begin date and end date for this curriculum cycle reflect the implementation was conducted over an 11 week period. The curriculum cycle was extended by one week due to an inclement weather day which prohibited youth participants from attending the regularly scheduled session on the sixth week of scheduled implementation. This session was made up the following week which resulted in completing the program a week later.”

The provider must maintain the Pre/Post Tests with the documentation for each curriculum group cycle on file and available for review by DSHS upon request. Please do not send the completed surveys to DSHS.

Please contact Alan Shafer at (512) 206 – 5809 with any questions regarding the pre/post evaluations, scoring instructions, or scoring guides.

DEFINITIONS ASSOCIATED WITH CURRICULUM OUTCOME MEASURES AND REQUIRED REPORTING

- Youth Participant:** A youth enrolled to participate in the evidence-based curriculum cycle.
- DSHS-Approved Curriculum:** This is an evidence-based curriculum on the DSHS-Approved Curriculum List.
- Family-Focused Curriculum:** Is a curriculum that is designed to be implemented with the youth participant and the youth's parent(s) or guardian(s). DSHS does not approve either the youth or adult component to be implemented as a stand-alone program. DSHS requires that the adult component be implemented with the adult parent(s) or guardian(s) of the youth enrolled in the youth component.
- Curriculum Outcome:** This is a specific outcome assigned to each curriculum on the DSHS-Approved Curriculum Outcome List. The DSHS-Approved Curriculum Outcome List is posted on the DSHS website.
- Curriculum Cycle:** A curriculum cycle includes a specific number of required sessions prescribed by the curriculum developer and approved by DSHS for the implementation of the DSHS-approved evidence-based curriculum the provider is funded to implement.
- Pre-Test:** A pre-test is used to evaluate the knowledge, behaviors and attitudes the participants. A section specific to alcohol or other drug use was included in the pre-test for YPI programs. The pre-test was prepared by DSHS for the DSHS-approved evidence-based curricula.
- Post-Test:** The post-test is the same test administered at pre-test. The post-test is administered after implementation of the last curriculum cycle.
- Site:** A site is the location (school or community site) where the prevention education curriculum cycle group is conducted.
- Group number:** A group number is a number used the by a provider to distinguish the multiple groups conducted at one site.
- Cycle Begin Date:** The begin date is the day the curriculum cycle was started.
- Cycle End Date:** The end date is the day the curriculum cycle was completed.
- Number of Completed Cycles:** This number will always be one (1) since each curriculum cycle is required to be reported individually. A cycle is considered to be completed when all the curriculum sessions are implemented as prescribed by the curriculum developer and approved by DSHS.
- Number of Sessions:** This is the number of session implemented for the curriculum cycle being reported. The provider is required to implement the curriculum cycles as prescribed by the curriculum developer and approved by DSHS to ensure program fidelity.
- Length of the Session (in minutes):** This is the time prescribed by the curriculum developer to implement each curriculum session for the curriculum cycle being reported. The curriculum session may range from 15 minutes to 60 minutes. Family-Focused Curriculum sessions are typically implemented over 2 ½ to 3 hours (150 minutes to 180) as required by the curriculum developer.

- 15. Number of Youth Enrolled in the Program:** This is the number of youth enrolled in the curriculum cycle being reported. At the end of the year, the total number of youth enrolled for all curriculum cycles reported should match the total number of youth reported receiving prevention education in the key performance measures.
- 16. Number of Youth Completing the Program:** This is the number of youth that attended eighty percent (80%) of the required number of curriculum sessions for the curriculum cycle being reported. Although DSHS requires a participant to attend only 80% of the curriculum sessions to be a program completer, DSHS does require the provider to implement the entire number of curriculum sessions prescribed by the developer and approved by DSHS. *Example of a youth completing the program:* If the curriculum cycle requires a total number of 12 sessions prescribed by the curriculum developer and approved by DSHS, the participant must attend ten (10) of the twelve (12) sessions implemented for that cycle in order to be considered a program completer.
- 17. Number of Youth Completing the Pre-Test:** This is the number of youth participants that completed a pre-test for the curriculum being reported.
- 18. Number of Youth Completing the Post-Test:** This is the number of youth participants that completed a post-test for the curriculum cycle being reported.
- 19. Number of Youth Completing the Program Successfully:** This is the number of youth that completed eighty percent (80%) of the number of curriculum sessions required for the implementation of the curriculum cycle **and** whose pre-test to post-test scores improved;
- OR**
- The number of youth that completed eighty percent (80%) of the number of curriculum sessions required for the implementation of the curriculum cycle **and** maintained the required minimum pre-test and post-test scores specified in the scoring instructions for the curriculum.
- 20. Percentage of Youth Completing the Program:** This percentage is automatically calculated in CMBHS. The percentage is calculated as follows: The number of youth completing the program divided by the number of youth enrolled in the program.
- 21. Percentage of Youth Completing the Program Successfully:** This percentage is automatically calculated in CMBHS. The percentage is calculated as follows: The number of youth successfully completing the program divided by the number of youth that completed the program.
- 22. Overall Success Rate (Based on the number of youth participants enrolled in the program):** This percentage is automatically calculated in CMBHS. The percentage is calculated as follows: The number of youth that completed the program successfully divided by the number of youth enrolled in the program.