

TPPAZ.org

USER GUIDE FOR COMPLETING ONLINE FIDELITY SURVEYS

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TABLE OF CONTENTS

LOGGING ONTO THE WEBSITE.....	1
NAVIGATING THE TPPAZ.ORG MENU	2
FIDELITY SCALES FOR TPPAZ	3
END OF LESSON SURVEY	3
Purpose of the End of Lesson Survey	3
General Instructions.....	3
HELPFUL HINTS	10

WELCOME TO TEEN PREGNANCY PREVENTION AZ WEBSITE

The purpose of the TPPAZ website is to facilitate the collection of data and information on each of the programs funded under the Abstinence Education Program, Comprehensive Sexuality Education Program and Personal Responsibility Education Program from current contractors.

The Arizona Department of Health Services, Bureau of Women's and Children's Health has contracted for State evaluation services. The tppaz.org website was created to provide an efficient manner to collect and report data across all the funded programs. The information collected through the forms on this website will be used to assess the impact as well as to compile reports.

This **User Guide** will provide you with directions and hints for completing the fidelity scales. Of course, if you have any questions or need assistance, please do not hesitate to contact us through the online Tech Support page.

LOGGING ONTO THE WEBSITE

Enter the TPPAZ website by typing www.tppaz.org in your browser. It is recommended you bookmark this site for easy retrieval. To enter the site, click on the button marked "Click for Access." This will take you to a login page. Staff will be given a default password that will allow entry to the web portal.

Step 1. Click for Access.



Step 2. Enter password & click Login button.



This site uses SSL (Secure Sockets Layer) to encrypt your Form entries when sent over the Internet. JavaScript and Cookies are used to authenticate site access. You need only allow first-party cookies. All information is considered confidential. Please note that JavaScript needs to be enabled to use this site. The site is designed for modern browsers: Internet Explorer (ver. 7+), Firefox (ver. 2+), Chrome (ver. 6+), and Safari (ver. 4+).

If you forget your password, send an email via [Tech Support](#) to retrieve your password.

NAVIGATING THE TPPAZ.ORG MENU

Once you have logged into the website, the TPPAZ Main Menu will appear. This User Manual outlines the completion of the Fidelity Scales Surveys, the data entry process for the End of Lesson Survey. The data entry options for the Fidelity Scales are located below the header “FIDELITY SCALES for TPPAZ”.

TPPAZ.org

Teen Pregnancy Prevention Program: Arizona

The purpose of the TPPAZ website is to facilitate the collection of data and information on each of the programs funded under the Arizona Department of Health Services' Teen Pregnancy Prevention Programs.

FORMS A through D DATA COLLECTION

The data collection site is set up to enter data ANNUALLY for one program at a time on Forms A through D. The Forms are linked sequentially and once you start the data entry process you should not leave the site until you have completed all the Forms (A through D and the Narrative Form). If you leave the site before you complete all the forms, you will lose all the information you have entered. Please ensure that you have all your program numbers ready before proceeding with the data entry process on the web portal. You will not be able to return to a previous page once it is submitted (you can not use your Back button to edit a previous page).

The [User Guide](#) (Adobe PDF) will provide you with directors and hints for completing the forms as well as saving and printing the forms. Of course, if you have any questions or need assistance, please do not hesitate to contact us through the online: [Tech Support](#) page.

1. SELECT THE FUNDING SOURCE

- ☐ Title V Abstinence Education (federal)
- ☐ Abstinence Education (lottery)
- ☐ PREP (federal)
- ☐ Comprehensive Sex Ed (lottery)

2. SELECT CONTRACTOR

FIDELITY SCALES for TPPAZ

End of Lesson Survey

The [User Guide](#) (Adobe PDF) will provide you with directions and hints for completing the Fidelity Surveys as well as saving and printing the surveys. If you have any questions or need assistance, please do not hesitate to contact us through the online [Tech Support](#) page.

Please Note: We have revised the End of Lesson Survey. Please review the instructions in the User Guide before completing the End of Lesson Survey. Please use the Technical Support link if you have questions on the new form or have any problems.

LESSON SURVEY

Adobe PDF Document
[Blank End Of Lesson Survey](#)

FIDELITY SCALES FOR TPPAZ

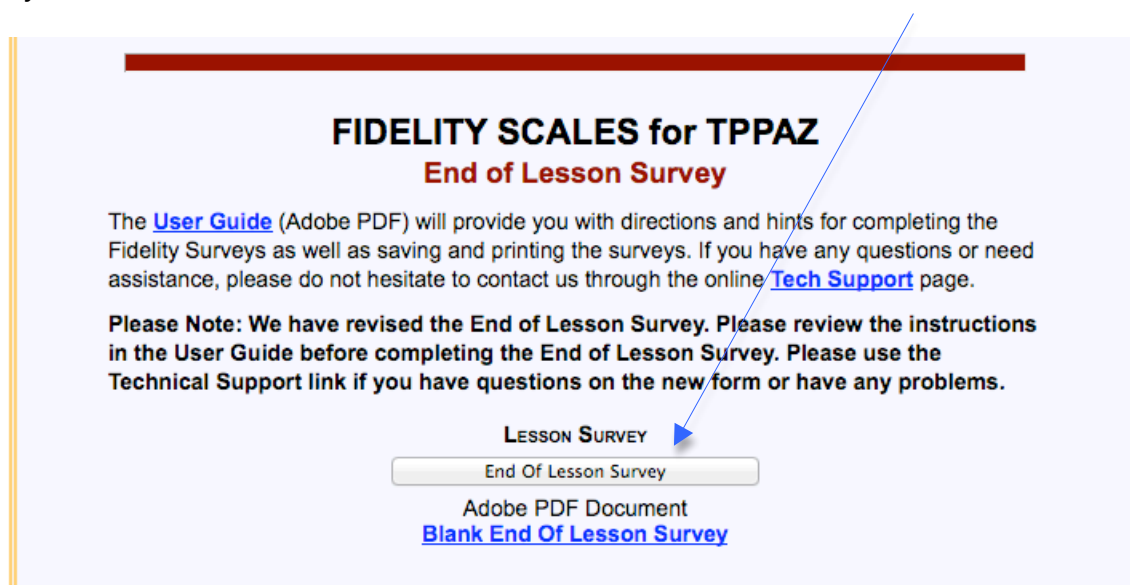
The TPPAZ website is designed to collect information about program fidelity using two forms. The facilitator will complete the first form, the End of Lesson Survey, at the end of each lesson conducted with youth participants. The End of Lesson Survey is discussed in detail below.

END OF LESSON SURVEY

The End of Lesson Survey should be completed within five days of conducting each lesson in order to document the details and differences that occur when conducting the lesson with different groups of participants.

The End of Lesson Survey form is completed at the end of each lesson conducted with participants. If multiple lessons are held on a single day, an End of Lesson Survey must be completed for each lesson instead of a single End of Lesson Survey for the entire day. For example, if a facilitator teaches the same lesson to three different groups of participants on the same day, then the facilitator would fill out three End of Lesson Surveys at the end of the day – one survey for each group of participants.

To begin entering data on the End of Lesson Survey, click on the button that says “End of Lesson Survey” located underneath the FIDELITY SCALES for TPPAZ header on the left side.



Clicking the “End of Lesson Survey” button opens the form seen below.

Purpose of the End of Lesson Survey

The End of Lesson Survey is designed to collect information from the facilitator on how each lesson is implemented with participants. The information collected addresses the topic covered, the activities that were conducted, and if any changes were made to the curriculum.

General Instructions

Data Entry

The End of Lesson Survey is a single form; therefore, it does not have fields that will pre-populate. All information will need to be typed in or selected from a dropdown menu each time the facilitator enters the form.

Step 1: Data entry begins with the facilitator selecting the appropriate Funding Source and Contractor from the dropdown boxes located at the top of the screen. **Note: The Funding Source and Contractor fields are required.**

The screenshot shows a web form titled "FIDELITY SCALES FOR TPPAZ" with a subtitle "END-OF-LESSON / CLASS FIDELITY SURVEY". Below the title, it says "PLEASE COMPLETE THIS SURVEY AT THE CONCLUSION OF EACH LESSON." and "Select the Funding Source and the Contractor for the program on which you are reporting." The form is divided into several sections. The top section contains two columns: the left column has "Funding Source" and "Contractor" dropdown menus, and the right column has a "Facilitator Selector" dropdown menu and a text field for "1. Facilitator Name". The next section is a single row with a text field for "2. Location:". The following section contains two rows: the first row has a dropdown menu for "3. Name of Curriculum:", and the second row has a dropdown menu for "4. Class/Unit/Lesson/Module Topic". The bottom section contains five rows of input fields: "5. Actual Length of time (in minutes) Lesson was taught on this date:" with a text field and "(e.g. 2 hours = 120 min.)"; "6. Number of Youth in Attendance:" with a text field; "7. Grade levels of youth: (check all that apply)" with checkboxes for 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, and other, followed by a text field for "(number only)"; "8. Date Taught:" with a date picker and "(use: mm/dd/yyyy format)"; and "9. Scheduled time or class period: Starts at" and "Ends at" with time pickers and "(use: hh:mm AM or PM)".

Step 2: The facilitator then selects his/her name from the dropdown box located on the right side of the screen. The selected name will appear in the box under "1. Facilitator Name." **Note: Facilitator Name is a required field. If your name does not appear in the drop down list, you will need to be added to the system. Use the Technical Support link at the bottom of the page to report this issue.**

Step 3: Type the name of the Location where the class was taught into the space next to the space labeled "2. Location." (This could be the school name, for example.)

Step 4: The facilitator then selects the name of the Curriculum he/she is using from the dropdown list under "3. Name of Curriculum." **Note: The Name of Curriculum dropdown menu includes abstinence and comprehensive sexual education curriculums. If the name of the abstinence or comprehensive sexual education curriculum you are using does not**

appear in the dropdown list, please use the Technical Support link at the bottom of the page to report this issue. PREP Contractors have a separate section to provide information on Adult Prep Subjects.

Step 5: Next, the facilitator selects one lesson from the dropdown list under “4.

Class/Unit/Lesson/Module Topic.” If classes are taught in a back-to-back or block sequence, please complete a separate End of Lesson Form for each lesson taught.

Step 6: In the space next to Question 5, the facilitator identifies how long he/she spent teaching this lesson in minutes. If the lesson was taught as part of block sequence, please identify how much time was spent on this one lesson.

Step 7: The number of youth who actually attended the lesson that day is entered into the space next to Question 6.

Step 8: For Question 7, select the grade level(s) for the youth receiving this lesson.

Step 9: Enter the date the lesson was taught where it says “Date Taught” in Question 8. Enter the date in the following format: mm/dd/yyyy.

Step 10: Question 9 asks about the scheduled time or class period. Please enter the time that the class/session started and when the class/session ended. Enter the time in the following format hh:mm. Identify if the time is AM or PM. This question documents the entire length of the class period or scheduled session. When lessons are taught in a block sequence, the start and end times entered in Question 9 will be the same for all lessons taught on the same day. **Note: Question 9 is a required field.**

After entering the start and end times of the class/session in Question 9, there is a chart to document changes/adaptations that were made to the lesson. An image of the chart is shown on the next page. The chart contains 19 questions. All 19 questions should be answered with a “Yes,” “No,” or “Not Applicable.”

INSTRUCTIONS FOR CHART:

Please indicate if you made any of the changes listed in the chart while teaching this lesson.

- Mark **"Not Applicable"** if the lesson you are teaching does not include or does not address a particular topic.
- Mark **"No"** if you did not make the type of change described.
- Mark **"Yes"** if you made the type of change described.

If you check **"Yes"**, please *describe* the change you made and indicate why the change was necessary. Also please indicate if the change was approved by ADHS.

Did you...	Not Applicable	No	Yes	If "Yes", please explain the change you made and why.	Was this adaptation approved by ADHS?
10. Implement the lesson with a different population other than the one described in the manual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/> No <input type="radio"/> Yes
11. Implement lesson in a different setting other than the one described in the manual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/> No <input type="radio"/> Yes
12. Update or customize statistics or reproductive health information?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/> No <input type="radio"/> Yes
13. Replace or supplement a video with another video?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/> No <input type="radio"/> Yes
14. Replace or supplement an activity with a video?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/> No <input type="radio"/> Yes

Step 11: For each of the 19 questions included in the chart, select the appropriate response to the question. The options are "Not Applicable," "No," or "Yes."

- If the change described is not applicable to the lesson taught, then check "Not Applicable." The change described would be not applicable if the lesson did not include the specified activity or information (i.e. role plays, videos, statistics, or condom demonstrations).
- If you did not make the change/adaptation described by the question, then check "No."
- If you did make the change/adaptation described by the question, then check "Yes."

Step 12: When a response of "Yes" is selected, you must complete the two columns to the right: "If 'Yes', please explain the change you made and why" and "Was this adaptation approved by ADHS?" **Note: The "If 'Yes', please explain the change you made and why" and the "Was this adaptation approved by ADHS" are required fields when "Yes" is selected.**

- In the column marked "If 'Yes', please explain the change you made and why", provide a detailed description of the change/adaptation you made to the lesson. Explain how this change differed from the curriculum. Explain why you made this change.
- In the column marked "Was this adaptation approved by ADHS", indicate if you have received prior approval from ADHS to make the change/adaptation described. Select "Yes" if you had received prior approval for the identified change. Select "No" if the described change did not have prior approval from ADHS.

An example of the correct way to complete Step 12 is provided on the next page.

Did you...	Not Applicable	No	Yes	If "Yes", please explain the change you made and why.	Was this adaptation approved by ADHS?
10. Implement the lesson with a different population other than the one described in the manual?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	The intended age group for this curriculum is girls between the ages of 16–18 years old. The program participants are between 14 and 18 years.	<input type="radio"/> No <input checked="" type="radio"/> Yes
11. Implement lesson in a different setting other than the one described in the manual?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		<input type="radio"/> No <input type="radio"/> Yes
12. Update or customize statistics or reproductive health information?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	The statistics were updated to reflect 2012 HIV/AIDS data available for La Paz County from ADHS.	<input checked="" type="radio"/> No <input type="radio"/> Yes

Step 13: Please provide any additional information, comments, or notes on this lesson in the space provided next to Question 29.

Step 14: Please answer Questions 30 through 33 each time you complete the End of Lesson Fidelity Survey. For each of these questions, please explain why you selected the answer you did in the text box below provided.

30. When you taught this lesson, how comfortable were you talking about the sexual topics in this lesson?

- ☐ Very uncomfortable
- ☐ Somewhat uncomfortable
- ☐ Somewhat comfortable
- ☐ Comfortable
- ☐ Very comfortable

Please explain: [if "Very uncomfortable" or "Somewhat uncomfortable" are selected]

31. To what extent did classroom management issues detract from your ability to teach the lesson as written?

- ☐ Not at all
- ☐ To some extent
- ☐ To a moderate extent
- ☐ To a great extent

Please explain: [if "To a moderate extent" or "To a great extent" are selected]

Step 15: Please answer Question 34 when you are completing the End of Lesson Fidelity Survey for the first lesson/module/unit of the course.

Please answer question 33 when you are completing the End of Lesson Fidelity Survey for the 1st lesson of the course

34. What is your experience with the program?

Before you taught the program this time had you...

a. Attended an ADHS approved training?

- ☐ Yes
- ☐ No

b. Reviewed all the activities in the curriculum?

- ☐ Yes
- ☐ No

c. Taught or practiced teaching most of the activities?

- ☐ Yes
- ☐ No

NOTE: Step 16 only applies to PREP contractors entering information about Adult Prep Subjects.

Step 16: PREP contractors should answer the five questions under the PREP Contractors: Adult Prep Subjects when the lesson being taught fulfills the Adult Prep Subjects requirement of their contract.

- Identify the lesson subject by selecting one of the following four options:
 - Education and Career Success
 - Financial Literacy
 - Healthy Life Skills
 - Healthy Relationships
- Next, type the name of the curriculum being used in the space next to “1. Curriculum Name.”
- Identify the name of the lesson/unit/module by typing the name as it appears in the curriculum in the space labeled “2. Class/Unit/Lesson/Module Topic”.
- Answer Question 3, “How long (in minutes) did it take for them to deliver the class/unit/lesson/module” by typing a number in the space provided. Provide an answer in minutes.
- Finally, describe the information that was presented to participating youth during this lesson by typing a detailed summary of the topics addressed in the class/unit/lesson/module in the space provided next to Question 4.

Note: Steps 17 and 18 apply to all contractors.

Step 17: After you have completed the form, the final steps for data entry are to print a copy of the information entered and to submit and save the information.

- Click the “Print This Form” button to print a copy of the completed End of Lesson form.
Note: only the information visible in the “If ‘Yes’, please explain the change you made and why” will print. All information entered in this field will be submitted.
- Click the “Save Survey Answers” button to submit the information entered. If any of the required information is missing (i.e. funding source, contractor, facilitator name, question 9 start and end times, explanation of the changes made and why, or ADHS approval of changes), a window will open indicating that you must complete the required information before you can save the form. Once all required information has been entered, the survey will let you save the form.

The screenshot shows a window titled "CONTROL PANEL" with a light blue background. Inside the window, the text reads: "You must click the **'Print This Form'** button *before* clicking **'Save Survey Answers'** to print a copy of this Survey for yourself." Below this text are two numbered steps: "1." followed by a button labeled "Print This Form", and "2." followed by a button labeled "SAVE Survey Answers".

Step 18: The message saying you have successfully saved the End of Lesson Survey appears in a new window. Closing the new window allow you to return to the End of Lesson Form where you can “Return to the Main Menu,” “Add Another Lesson,” or “Add A New Class Period.”

Use this button when lessons are taught in a block sequence

Add Lesson:

Use this button when the same lesson is taught to students in different class periods at the same school

Add Class:

Return to the [MAIN MENU](#) The [Technical Support](#) page opens in a new Tab.

- Returning to the Main Menu will allow you to start a completely new End of Lesson Survey Form or select a different option, such as Forms A - D. This link will take you back to the Home Page of the TPPAZ web portal.
- The “Add Another Lesson To This Form” button will allow you to add information about a new lesson taught to the same group of students. This button should be used when lessons are taught in a block sequence. The following information is retained in the End of Lesson Form when you click the “Add Another Lesson” button:
 - Funding Source
 - Contractor
 - Facilitator Name
 - Location
 - Number of Youth in Attendance
 - Grade Level
 - Date Taught
- The “Add A New Class Period” button will allow you to add information about the same lesson to a different group of students. This button should be used when the same lesson is taught to different groups of students. The following information is retained in the End of Lesson form when you click the “Add A New Class Period” button:
 - Funding Source
 - Contractor
 - Facilitator Name
 - Topic
 - Name of Curriculum
 - Class/Unit/Lesson/Module

When using the “Add Another Lesson” or “Add A New Class Period” buttons complete each section of the End of Lesson Survey as described above. You will need to complete Step 15 to save the new information you have entered.

HELPFUL HINTS

1. How to Save a Document without Printing

Most browsers will also let you save the document (from the “print” menu) as a pdf file if you do not want to print the form. From the browser tool bar, click on File, then select Print. When the Print menu appears, look for “pdf”, click on “save as pdf”. You will need Adobe Reader installed on your computer in order to retrieve the file. Go to this website to download Adobe Reader for your operating system <http://get.adobe.com/reader/otherversions/>

2. How to Print Blank Forms

Blank survey forms have been provided to help facilitators, who are teaching multiple classes, take notes regarding each class. To print a blank survey form, just click “Blank End of Lesson (or Course) Survey”. The survey is an Adobe PDF document and you will need Adobe Reader to open and then print the document. The blank form is not fillable, it must be printed out.

3. How to Correct an Error after Submitting the Form

If you realize that you have made an error after you have submitted the form, please contact Technical Support. Be sure to include your name and email address so we can get in contact with you if necessary. Indicate in the space provided where the error was made and we will correct the database. We will send you a confirmation email that the error has been corrected.