2020 TEMPLATE FOR LETTER TO COMMUNITY-BASED ORGANIZATION RE PREP ENTRY-EXIT SURVEYS

[use your agency’s letterhead]

Dear [insert site administrator name]:

[Insert agency name] receives funding from the New York State Department of Health (NYSDOH) to implement the federal Personal Responsibility Education Program (PREP). The PREP initiative expands primary prevention efforts aimed at decreasing the incidence of adolescent pregnancy, STDs, HIV/AIDs, and reducing the risk of initial and repeat pregnancies, among adolescents. PREP supports evidence based programs (EBP) that have been shown to be effective at delaying sexual initiation, reducing pregnancy, and increasing contraceptive use among sexually active youth. As a sub-awardee funded through the NYSDOH as part of the PREP initiative, we are proud to be implementing PREP programing as part of this national effort to improve the health and well-being of adolescents.

Thank you for your willingness to have us, [insert agency name], implement PREP programming in your organization. As you know, we will be implementing [insert EBP name] and adult preparation topics over [insert number of sessions and week] this [fall/spring/academic year].

I am requesting your permission to invite youth who are participants in the PREP program to complete entry and exit surveys as part of the federal evaluation of the PREP initiative. The surveys, which are part of the required PREP performance measures, gather demographic information about who participated in the program, their attitudes and behaviors regarding sexual health, as well as participants’ experience with the program.

Please see the attached sample surveys. A “Parent Information” sheet (attached) is provided; this will serve as a passive consent form. Youth participants and their parents will be informed that completion of these surveys is voluntary and that all survey responses will be anonymous. Parents and youth always have the right to not agree to complete the survey. If they do not agree to complete the surveys, these youth can still receive PREP programming, but they will not be asked to complete the entry and exit surveys.

Youth who are participating in the surveys will be asked to complete the entry survey on the first day of programming and the exit survey on the last day of programming. To accommodate for remote learning, PREP staff will provide youth with secure URLs through which to complete the surveys in private. The anonymous responses will only be analyzed at the aggregate level, with no individually-identifying information.

I look forward to receiving your permission to use the surveys as part of our PREP programming in your organization. If you grant permission, please send me an email at (insert e-mail) and indicate that you grant permission. Please contact me at (insert phone number and/or e-mail) if you have any questions or need additional information about the entry and exit surveys.

Sincerely,