Data must be collected and reported to PCCD quarterly. There are two types of Performance Measures (PMs) for the Olweus Bullying Prevention Program (OBPP):

1) **Process Indicators**: PMs that assess a program’s reach and implementation quality.

OBPP Example: “Number of Youth Participating in OBPP” provides information on the total number of youth being exposed to the program, which is one indicator of the program’s reach.

2) **Outcome Indicators**: PMs that assess the impact of the program on its participants.

OBPP Example, “Number of Youth that Reported Being Bullied 2-3 Times a Month or More” provides information on the impact of OBPP on bullying incidents, which is one indicator of the program’s impact on its participants.

The **Process Indicators** for OBPP must be collected (usually by program supervisors) and reported according to the required PMs for each reporting period. To collect the necessary data, use the following:

1) Internal tracking systems
2) Standard School Report from Hazelden
3) OBPP Implementation Checklists
4) OBPP Class Meeting Activity Log

The **Outcome Indicators** for OBPP should be collected using the following:

1) OBPP Bullying Questionnaire (OBQ)
2) Standard School Report and Raw Dataset from Hazelden
3) EPISCenter Bullying Prevention Program Staff Survey

We encourage sites to consult the [EPISCenter Performance Measure Reporting Guidelines for OBPP](#) to determine the type of data that needs to be collected. It is important to put appropriate tools in place before implementation begins so that data can be collected continuously rather than compiled all at once at the end of a reporting period.
The EPISCeter has developed a spreadsheet for Outcomes Analysis and PCCD Quarterly Reporting that is required to track and report both process and outcomes data. This spreadsheet can be found on the EPISCeter website on the OBPP webpage.

**Administration Timeline for Evaluation Tools:**

- The **OBPP Bullying Questionnaire (OBQ)** should be administered to all youth in school buildings implementing OBPP once per school year.
- The **EPISCeter Bullying Prevention Program Staff Survey** should be administered to all teachers in school buildings implementing OBPP during the 4th quarter of the final year of the grant.
- The **OBPP Implementation Checklist First Year of Implementation** should be completed by the OBPP Bullying Prevention Committee during the first year of OBPP implementation.
- The **OBPP Implementation Checklist for Continued Program Implementation** should be completed by the OBPP Bullying Prevention Committee during all further years of OBPP implementation (beyond the first year).
- The **OBPP Classroom Implementation Checklist** should be completed by OBPP teachers during their first year implementing classroom meetings.
- The **OBPP Class Meeting Activity Log** should be completed regularly (e.g., weekly) by all OBPP teachers who are implementing classroom meetings.

**Reporting:**

*Process Indicators* reporting is variable based on the individual performance measure. Consult the **EPISCeter Performance Measure Reporting Guidelines for OBPP** for more specific information. For the *Outcome Indicators*, sites should report once each year during the reporting period that the OBQ School Standard Report was received.

Please contact your technical assistance provider at the EPISCeter (814-863-2568) if you have any questions related to the data collection process.