

Office of Adolescent Health and Administration on Children, Youth and Families PREP Innovative Strategies SAMPLE SITE IMPLEMENTATION PLAN

Grantee Information

Grantee Name: The DC Latino Clinic **Grantee Address:** 555 Anystreet, Washington, DC
Project Director: Josefina Vargas **Phone Number:** 202-555-1234 **E-mail:** anyperson@email.domain
Program To Be Implemented: ¡Cuidate! **Number of Sites Replicating Model:** 2
Names of Sites Replicating Model: The Teen Center and The Education Center
Project Goal: To decrease the incidence of teenage pregnancy among Latino 12- to 18-year-old adolescents by 50%

Site Information

Implementation Site #1: The Teen Center, a teen drop in center and after school center for Latino adolescents
Project Coordinator: Arturo Jirón **Site Address:** 456 Anystreet, Washington, DC
Phone Number: 202-123-4567 **E-mail:** anyperson@email.domain
Name of Project: ¡Por Tu Salud!
Project Period: October 1, 2010–September 30, 2010
Project Goal: To decrease the incidence of teenage pregnancy among Latino 14- to 18-year-old adolescents by 50%
Evidence-Based Practice To Be Implemented: ¡Cuidate!
Description of Meeting Location: Meeting room at The Teen Center
Number of Groups for Project Period: 5
Number of Participants Per Group: 20
Total Number of Participants Year 1: 100
Dates/Time of Meetings: Three Saturdays in a row per group (March 12, 19, 26; April 2, 9, 16; April 23, 30, May 7; May 14, 21, 28, and; June 4, 11, 18). Groups will consist of three 2-hour sessions, with a break for lunch after the first hour.

Program Implementation Indicators	How Site Will Implement Program	Lead Staff	Deadline for Completion	Monitoring Tool(s)	Achievement Measures
Staff Recruitment and Retention Strategies: Coordinator at The DC Latino Clinic: Mary Valdez Number of staff already hired: 3					
Number of staff to be hired: 2	2 additional staff members: health educator and group assistant	Executive Director, Project Director, Deputy Project Director	November 1, 2010	Develop job descriptions/ interviews	Successful hiring of qualified professionals
Staff recruitment strategy	Announcements in The DC Latino Center newsletter, local community newspapers; job announcements mailed to other CBOs in area	Executive Director, Project Director, Deputy Project Director	January 1, 2011	Hiring contracts	Orientation for all staff on program implementation; staff ready to begin implementation
Staff training	Provide 4-day training on how to implement the ¡Cuidate! intervention	Project Director, Deputy Project Director, lead trainer, co-trainer	February 16–19, 2011	Pre- and post-tests; teach-back peer evaluations; written evaluations, feedback from trainers	80% increase in knowledge and understanding of ¡Cuidate! model; 90% increase in level of comfort to serve as ¡Cuidate! implementers
Staff retention strategy	Salary bonus at end of year one; ensure staff receive compensatory time for extra work hours; employee satisfaction surveys; graduation/certification ceremony at completion of training to include prizes (gas cards, grocery store cards, etc.); certificates to graduates for becoming ¡Cuidate! facilitators	Executive Director, Project Director	Upon completion of training, at year's end	Regular constructive performance feedback; personnel records; employee surveys	Staff retention throughout program period

Program Implementation Indicators	How Site Will Implement Program	Lead Staff	Deadline for Completion	Monitoring Tool(s)	Achievement Measures
Additional training	4 mini-trainings with external specialists on (1) cultural competence, (2) needs of LGBTQ youth, (3) youth development, and (4) parent involvement	Site Project Coordinator	Quarterly	Sign-in sheets at trainings	Attendance of staff at trainings
Client Recruitment and Retention Strategies:					
Recruitment Strategies	Make personal contact with potential participants/parents; meet with school officials requesting assistance in recruitment; go to locations where members of target population gather; develop and distribute flyers in the community; personal contact and distribution of information to families already receiving services at the clinics; utilize peer recruiters; develop parent permission forms	Deputy Project Director, Community Health Educators	Start recruitment 8 weeks prior to each training, have appropriate number of clients no later than 2 weeks prior, send reminder texts 1 week and 2 days prior	Completed commitment forms to include contact information, cell phone numbers	95% of registered participants attend the program implementation sessions
Retention strategies	Provide incentives for completion of program; involve parents in family activities; provide appropriate referrals for other health services	Deputy Project Director, Community Health Educators	Ongoing	Participant sign-in sheets; personal contact from site staff if someone wants to drop out	Client participation records
Monitoring Fidelity:					
Plan for monitoring fidelity	Fidelity is an integral part of the ;Cuidate! training; trainees will model program implementation for trainer and fellow trainees to assess fidelity; direct observations of implementation by Project Director and External Evaluator	External Evaluator, Project Director, OAH staff	Ongoing	Written and verbal evaluations by for trainees at training of trainers (TOT); Program Director,	Participant evaluation of program implementation, including assessment of knowledge, attitudes, and skills pre- and post-implementation

				Trainer, and OAH staff observations	
Program Implementation Indicators	How Site Will Implement Program	Lead Staff	Deadline for Completion	Monitoring Tool(s)	Achievement Measures
Plan for addressing lack of fidelity	Convene mini-trainings on fidelity. Review elements that maintain fidelity, provide examples of how fidelity was not maintained, and correct	External Evaluator, Project Director, OAH staff	Ongoing	Evaluator, Project Director, Trainer, OAH staff observations	Client evaluations demonstrating desired level of understanding of model's core element
Evaluation:					
Who is conducting the evaluation	Evaluation will be subcontracted to external evaluator. External evaluator will assist program staff to develop program questions, data collection tools, and review of evaluation data	Project Director, External Evaluator	Ongoing	Quarterly review of all completed evaluation tools and program reports	Data analysis to measure whether desired increase in knowledge and skills to prevent pregnancy was achieved
Data Collection:					
How will data be collected	Verbal feedback; written evaluations; pre- and post-tests; attendance logs; staff meeting notes	Project Director, External Evaluator	Data Collection Instruments completed by January 31, 2011	Information system to track timely submission of data collection tools	% of timely submission of data collection instruments
What data are being collected	Number of trainings, number of youth reached per training, total number impacted by prevention model, level of increase in intention to postpone sexual activity and prevent pregnancy	External evaluator and project staff as appropriate	Ongoing	Monthly reports, process records (meetings/ outreach logs, TOT evaluation forms), pre- and post-tests	Review of monthly reports to ensure compliance with data collection requirements
Key questions that should be asked	Is program being implemented as stated? Was fidelity maintained? Were recruitment/retention plans effective? Did increase in level	Program Director, External Evaluator	Ongoing	All program data and process records	Modifications made to improve project implementation

	of knowledge and skills reach desired level? Were there any unexpected outcomes?				
Program Implementation Indicators	How Site Will Implement Program	Lead Staff	Deadline for Completion	Monitoring Tool(s)	Achievement Measures
Referral System:					
Where participants will be referred	Develop list of health and other service agencies in the community, to include location, hours of operation, payment schedule, acceptance of Medicaid, availability of culturally and linguistically appropriate staff	Deputy Project Director, Community Health Educators	January 1, 2011	Self-reported satisfaction with services; follow up with referral agencies	Satisfaction reported by persons referred at least 75% of the time; discussion with agencies regarding services provided
Plan to ensure patient follow-through on a referral	Establish relationship with agency; prepare letters of referral as necessary; provide support required for client to access services	Community Health Educators	Ongoing	Feedback from clients referred; twice yearly monitoring to ensure information is up to date	Satisfaction reported by persons referred at least 75% of the time; discussion with agencies regarding services provided

Grantee Information

Grantee Name: The DC Latino Center **Grantee Address:** 555 Anystreet, Washington DC
Project Director: Josefina Vargas **Phone Number:** 202-555-1234 **E-mail:** anyperson@email.domain
Program To Be Implemented: ¡Cuidate! **Number of Sites Replicating Model:** 2
Name of sites replicating model: The Teen Center and The Education Center
Project Goal: To decrease the incidence of teenage pregnancy among Latino 12- to 18-year-old adolescents by 50%

Site Information

Implementation Site #2: The Education Center, a bilingual middle school in Washington DC
Project Coordinator: Arturo Jirón **Site Address:** 789 Anystreet, Washington DC
Phone Number: 202-123-4567 **E-mail:** anyperson@email.domain
Name of Project: ¡Saber es Poder! (Knowledge is Power)
Project Period: October 1, 2010–September 30, 2011
Project Goal: To decrease the incidence of teenage pregnancy among Latino 11- to 13-year-old adolescents by 50%
Evidence Based Practice to be Implemented: ¡Cuidate!
Description of Meeting Location: Classroom at the middle school
Number of Groups for Project Period: 3
Number of Participants per Group: 15
Total Number of Participants Year 1: 45
Dates/Time of Meetings: Every Friday for 6 weeks, 3 groups simultaneously from April 22 to May 27, 2011. Groups will be held from 3:30 to 5:30 pm, followed by a family dinner (parents invited and encouraged to attend).

Program Implementation Indicators	How Site Will Implement Program	Lead Staff	Deadline for Completion	Monitoring Tool(s)	Achievement Measures
Staff Recruitment and Retention Strategies: Coordinator at the Education Center: Katy Romero Number of staff already hired: 3					
Number of staff to be hired: 2, The Education Center has committed 2 Health Services Coordinators to serve as facilitators	2 Community Health Educators	Executive Director, Project Director, Deputy Project Director	January 1, 2011	Develop job descriptions/ interviews	Successful hiring of qualified professionals
Staff recruitment strategy	Notices in school newsletter, announcements posted on DC public schools job search website, announcement sent to community based organizations with personalized cover letter from Executive Director and the Education Center principal	Executive Director, Project Director	Search period November 15, 2010 - January 15, 2011	Hiring contracts	Orientation for all staff on program implementation; staff ready to begin implementation
Staff training	4-day training on how to implement the ¡Cuidate! intervention	Project Director, Deputy Project Director(lead trainer, co-trainer	February 16 – 19, 2011	Pre- and post-tests; teach-back peer evaluations; written evaluations, feedback from trainers	80% increase in knowledge and understanding of ¡Cuidate! model; 90% increase in level of comfort to serve as ¡Cuidate! implementers
Staff retention strategy	Salary bonus at end of year one; ensure staff receive compensatory time; employee satisfaction surveys; graduation/certification ceremony to include prizes (gift cards, gas cards, grocery store cards, etc.); certificates to graduates for becoming ¡Cuidate! facilitators	Executive Director, Project Director, The Education Center Principal	Upon completion of training, at year's end	Regular constructive performance feedback; records; employee surveys	Staff retention throughout program period

Program Implementation Indicators	How Site Will Implement Program	Lead Staff	Deadline for Completion	Monitoring Tool(s)	Achievement Measures
Additional training	2 additional trainings: 1) youth development 2) cultural protective and risk factors	Project Director	January 30, 2011	Sign-in sheets at trainings; training evaluations	Attendance of staff at trainings
Client Recruitment and Retention Strategies:					
Recruitment strategies	Personalized invitations to parents/youth participants; 2 evening and 2 weekend parent/family recruitment meetings, individual follow-up calls with potential participants/parents	Deputy Project Director, Community Health Educators, The Education Center Health Services Coordinators	Recruitment period February 15 – March 30, 2011	Completed parent permission forms; completed participant commitment forms	Attendance logs: 95% of registered participants attend the program implementation sessions; 95% of parents attend minimum of one post-session family dinner
Retention strategies	Provide incentives for youth participants; monetary incentives for parents to attend family dinners (gift cards, restaurant cards for family dinners); family graduation ceremony with graduation certificates for all, promote and provide assistance to families to secure health and other needed services	Deputy Project Director, Community Health Educators, The Education Center Health Services Coordinator	Ongoing	Participant sign-in sheets; personal contact from project staff if someone wants to drop out; individual follow up with parents	Participant attrition during program year
Monitoring Fidelity:					
Plan for monitoring fidelity	Fidelity is an integral part of the ¡Cuidate! training; trainees will model program implementation for trainer and fellow trainees to assess fidelity; direct observations of implementation by Project Director and External Evaluator	External Evaluator, Project Director, OAH staff	Ongoing	Written and verbal evaluations by for trainees at TOT; Program Director, Trainer, and OAH staff observations	Participant evaluation of program implementation, Pre- and post-tests to assess increase in knowledge, and skills pre- and post-implementation

Program Implementation Indicators	How Site Will Implement Program	Lead Staff	Deadline for Completion	Monitoring Tool(s)	Achievement Measures
Plan for addressing lack of fidelity	Convene mini-trainings on fidelity. Review elements that maintain fidelity, provide examples of how fidelity was not maintained, and correct	External Evaluator, Project Director, OAH staff	Ongoing	Evaluator, Project Director, Trainer, OAH staff observations	Client evaluations demonstrating desired level of understanding of model's core element
Evaluation:					
Who is conducting the evaluation	Evaluation will be subcontracted to external evaluator, who will assist program staff to develop program questions, data collection tools, and review of evaluation data	Project Director, External Evaluator	Ongoing	Quarterly review of all completed evaluation tools and program reports	Data analysis to measure whether desired increase in knowledge and skills to prevent pregnancy was achieved
Data Collection:					
How data will be collected	Verbal feedback; written evaluations; pre- and post-tests; attendance logs; staff meeting notes	Project Director, External Evaluator	Data Collection Instruments completed by January 31, 2011.	Information system to track timely submission of data collection tools	% of timely submission of data collection instruments
Data being collected	Number of trainings, number of youth reached per training, level of parent participation, total number impacted by prevention model, level of increase in intention to postpone sexual activity and prevent pregnancy	External evaluator and project staff as appropriate	Ongoing	Monthly reports, process records (meetings/ outreach logs, TOT evaluation forms), pre- and post-tests	Review of monthly reports to ensure compliance with data collection requirements
Key questions that should be asked	Is program being implemented as stated? Was fidelity maintained? Were recruitment/retention plans effective? Did increase in level of knowledge and skills reach desired level? Were there any unexpected outcomes?	Program Director, External Evaluator	Ongoing	All program data and process records	Modifications made to improve project implementation

Program Implementation Indicators	How Site Will Implement Program	Lead Staff	Deadline for Completion	Monitoring Tool(s)	Achievement Measures
Referral System:					
Where participants will be referred	Develop list of health and other service agencies in the community, to include location, hours of operation, payment schedule, acceptance of Medicaid, availability of culturally and linguistically appropriate staff	Deputy Project Director, Community Health Educators	January 1, 2011	Verbal and/or written feedback from clients and referral agencies	Satisfaction reported by persons referred at least 75% of the time; discussion with agencies regarding services provided
Plan to ensure patient follow-through on a referral	Establish relationship with community agencies; prepare letters of referral as necessary; provide support required for client to access services	Community Health Educators, The Education Center Health Service Coordinators	Ongoing	Feedback from clients referred; twice yearly monitoring to ensure information is up to date	Satisfaction reported by persons referred at least 75% of the time; discussion with agencies regarding services provided