

# 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](mailto:anyperson@email.domain)

**Evidence-Based Practice 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](mailto:Anyperson@email.domain)

**Name of Project:** ¡Por Tu Salud!

**Project Period:** October 1, 2010–September 30, 2011

**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**

**Coordinator at LCDP:** Mary Valdéz

3 project staff members already employed (2 Community Health Educators, Project Director), need to hire (Deputy Project Director, Community Health Educator)

## **Staff Recruitment and Retention Strategies**

### **Staff Recruitment Strategies:**

**Implementation:** Announcements in The DC Latino Clinic newsletter, local community newspapers; job announcements mailed to other CBOs in area

**Lead Staff:** Executive Director, Project Director, Deputy Project Director

**Completion Deadline:** November 1, 2010

**Monitoring Tools:** Job descriptions, Interview records

**Achievement Measures:** Successful hiring of qualified professionals

### **Staff Training:**

**Implementation:** 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

**Lead Staff:** Project Director, Deputy Project Director, lead trainer, co-trainer

**Completion Deadline:** February 16–19, 2011

**Monitoring Tools:** Pre- and post-tests; teach-back peer evaluations; written evaluations, feedback from trainers

**Achievement Measures:** 80% increase in knowledge and understanding of ¡Cuidate! model; 90% increase in level of comfort to serve as ¡Cuidate! implementers, sign-in sheets at trainings

### **Staff Retention Strategies:**

**Implementation:** 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

**Lead Staff:** Executive Director, Project Director

**Completion Deadline:** Upon completion of training, at year's end, and ongoing

**Monitoring Tools:** Regular constructive performance feedback; personnel records; employee surveys

**Achievement Measures:** Staff retention throughout program period

**Additional Training:**

**Implementation:** 4 mini-trainings with external specialists on (1) cultural competence, (2) needs of LGBTQ youth, (3) youth development, and (4) parent involvement

**Lead Staff:** Site Project Coordinator

**Completion Deadline:** Quarterly

**Achievement Measures:** Attendance of staff at trainings

**Client Recruitment and Retention Strategies****Recruitment Strategies:**

**Implementation:** 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

**Lead Staff:** Deputy Project Director, Community Health Educators

**Completion Deadline:** 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

**Monitoring Tools:** Completed commitment forms to include contact information, cell phone numbers

**Achievement Measures:** 95% of registered participants attend the program implementation sessions

**Client Retention Strategies:**

**Implementation:** Provide incentives for completion of program; involve parents in family activities; provide appropriate referrals for other health services Deputy Project Director

**Lead Staff:** Community Health Educators

**Completion Deadline:** Ongoing

**Monitoring Tools:** Participant sign-in sheets; personal contact from site staff if someone wants to drop out

**Achievement Measures:** Client participation records

**Monitoring Fidelity****Plan for Monitoring Fidelity:**

**Implementation:** 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

**Staff Lead:** External Evaluator, Project Director, OAH staff

**Completion Deadline:** Ongoing

**Monitoring Tools:** Written and verbal evaluations by for trainees at training of trainers (TOT); Program Director, Trainer, and OAH staff observations

**Achievement Measures:** Participant evaluation of program implementation, including assessment of knowledge, attitudes, and skills pre- and post-implementation

**Plan for Addressing Lack of Fidelity:**

**Implementation:** Convene mini-trainings on fidelity. Review elements that maintain fidelity, provide examples of how fidelity was not maintained, and correct

**Staff Lead:** External Evaluator, Project Director, OAH staff

**Completion Deadline:** Ongoing

**Monitoring Tools:** Client evaluations demonstrating desired level of understanding of model's core elements

**Achievement Measures:** Client evaluations demonstrating desired level of understanding of model's core element

**Evaluation Plan****Who Is Conducting the Evaluation:**

**Implementation Plan:** 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

**Staff Lead:** Project Director, External Evaluator

**Completion Deadline:** Ongoing

**Monitoring Tools:** Quarterly review of all completed evaluation tools and program reports

**Achievement Measures:** Data analysis to measure whether desired increase in knowledge and skills to prevent pregnancy was achieved

**Data Collection****How Data Will Be Collected:**

**Implementation Plan:** Verbal feedback; written evaluations; pre/post tests; attendance logs; staff meeting notes

**Staff Lead:** Project Director, External Evaluator

**Completion Deadline:** Data collection instruments completed by January 31, 2011

**Monitoring Tools:** Information system to track timely submission of data collection tools

**Achievement Measures:** % of timely submission of data collection instruments

**Data Being Collected:**

**Implementation:** 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

**Staff Lead:** External evaluator and project staff as appropriate

**Completion Deadline:** Ongoing

**Monitoring Tools:** Monthly reports, process records (meetings/ outreach logs, TOT evaluation forms), pre- and post-tests

**Measures of Achievement:** Review of monthly reports to ensure compliance with data collection requirements

**Key Questions That Should Be Asked:**

**Implementation:** 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?

**Staff Lead:** Program Director, External Evaluator

**Completion Deadline:** Ongoing

**Monitoring Tools:** All program data and process records

**Measures of Achievement:** Modifications made to improve project implementation

**Referral System****Where Participants Will Be Referred:**

**Implementation Plan:** 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

**Staff Lead:** Deputy Project Director, Community Health Educators

**Completion Deadline:** January 1, 2011

**Monitoring Tools:** Self-reported satisfaction with services; follow-up with referral agencies

**Measures of Achievement:** 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:**

**Implementation Plan:** Establish relationship with agency; prepare letters of referral as necessary; provide support required for client to access services

**Staff Lead:** Community Health Educators

**Completion Deadline:** Ongoing

**Monitoring Tools:** Feedback from clients referred; twice yearly monitoring to ensure information is up to date

**Measures of Achievement:** 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. NW, Washington, DC

**Project Director:** Josefina Vargas

**Phone Number:** 202-555-1234      **E-mail:** [Anyperson@email.domain](mailto:Anyperson@email.domain)

**Evidence-Based Practice 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 #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](mailto: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

**Coordinator at CHEC:** Katy Romero

3 project staff are already employed; The Education Center will have committed 2 Health Services Coordinators to serve as facilitators; need to hire 2 Community Health Educators

### Staff Recruitment and Retention Strategies

#### Staff Recruitment:

**Implementation:** 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

**Lead Staff:** Executive Director, Project Director, Deputy Project Director

**Completion Deadline:** Search period from November 15, 2010–January 15, 2011

**Monitoring Tools:** Job descriptions, Interview records, hiring contracts

**Achievement Measures:** Successful hiring of qualified professionals, orientation for all staff on program implementation; staff ready to begin implementation

#### Staff Retention Strategies:

**Implementation:** 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

**Lead Staff:** Executive Director, Project Director, The Education Center Principal

**Completion Deadline:** Upon completion of training, at year's end

**Monitoring Tools:** Regular constructive performance feedback; records; employee surveys  
Staff retention throughout program period

**Achievement Measures:** Staff attrition during program year

#### Staff Training:

**Implementation:** 4-day training on how to implement the ¡Cuidate! intervention

**Lead Staff:** Project Director, Deputy Project Director, lead trainer, co-trainer

**Completion Deadline:** February 16– 9, 2011

**Monitoring Tools:** Pre- and post-tests; teach-back peer evaluations; written evaluations, feedback from trainers

**Achievement Measures:** 80% increase in knowledge and understanding of ¡Cuidate! model;  
90% increase in level of comfort to serve as ¡Cuidate! implementers

#### Additional Training:

**Implementation:** 2 additional trainings: (1) youth development, (2) cultural protective and risk factors

**Staff Lead:** Project Director

**Completion Deadline:** January 30, 2011

**Monitoring Tools:** Sign-in sheets at trainings; training evaluations

**Achievement Measures:** Attendance of staff at trainings

## **Client Recruitment and Retention Strategies**

### **Recruitment Strategies:**

**Implementation:** Personalized invitations to parents/youth participants; 2 evening and 2 weekend parent/family recruitment meetings, individual follow-up calls with potential participants/parents

**Staff Lead:** Deputy Project Director, Community Health Educators, The Education Center Health Services Coordinators

**Completion Deadline:** Recruitment period February 15–March 30, 2011

**Monitoring Tools:** Completed parent permission forms; completed participant commitment forms, attendance logs

**Achievement Measures:** 95% of registered participants attend the program implementation sessions; 95% of parents attend minimum of one post-session family dinner

### **Retention Strategies:**

**Implementation:** 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

**Lead Staff:** Deputy Project Director, Community Health Educators, The Education Center Health Services Coordinator

**Completion Deadline:** Ongoing

**Monitoring Tools:** Participant sign-in sheets; personal contact from project staff if someone wants to drop out; individual follow up with parents

**Achievement Measures:** Participant attrition during project year

## **Monitoring Fidelity**

### **Plan for Monitoring Fidelity:**

**Implementation:** 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

**Lead Staff:** External Evaluator, Project Director, OAH staff

**Completion Deadline:** Ongoing

**Monitoring Tools:** Written and verbal evaluations by for trainees at TOT; Program Director, Trainer, and OAH staff observations

**Achievement Measures:** Participant evaluation of program implementation, Pre- and post-tests to assess increase in knowledge, and skills pre- and post-implementation

**Plan for Addressing Lack of Fidelity:**

**Implementation:** Convene mini-trainings on fidelity; review elements that maintain fidelity, provide examples of how fidelity was not maintained, and correct

**Lead Staff:** External Evaluator, Project Director, OAH staff

**Completion Deadline:** Ongoing

**Monitoring Tools:** Evaluator, Project Director, Trainer, OAH staff observations

**Achievement Measures:** Client evaluations demonstrating desired level of understanding of model's core element

**Evaluation Plan:****Who Is Conducting the Evaluation:**

**Implementation:** Evaluation will be subcontracted to external evaluator, who will assist program staff to develop program questions, data collection tools, and review of evaluation data

**Lead Staff:** Project Director, External Evaluator

**Completion Deadline:** Ongoing

**Monitoring Tools:** Quarterly review of all completed evaluation tools and program reports

**Achievement Measures:** Data analysis to measure whether desired increase in knowledge and skills to prevent pregnancy was achieved

**Data Collection****How Data Will Be Collected:**

**Implementation:** Verbal feedback; written evaluations; pre/post tests; attendance logs; staff meeting notes

**Lead Staff:** Project Director, External Evaluation

**Completion Deadline:** Data Collection Instruments completed by January 31, 2011

**Monitoring Tools:** Information system to track timely submission of data collection tools

Information system to track timely submission of data collection tools

**Achievement Measures:** % of timely submission of data collection instruments

**What Data Will Be Collected:**

**Implementation:** 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

**Lead Staff:** External evaluator and project staff as appropriate

**Completion Deadline:** Ongoing

**Monitoring Tools:** Monthly reports, process records (meetings/ outreach logs, TOT evaluation forms), pre- and post-tests

**Achievement Measures:** Review of monthly reports to ensure compliance with data collection requirements

**Key Questions That Should Be Asked:**

**Implementation:** 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?

**Lead Staff:** Program Director, External Evaluator

**Completion Deadline:** Ongoing

**Monitoring Tools:** All program data and process records

**Achievement Measures:** Modifications made to improve project implementation

**Referral System****Where Participants Will Be Referred:**

**Implementation:** 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

**Lead Staff:** Deputy Project Director, Community Health Educators

**Completion Deadline:** January 1, 2011

**Monitoring Tools:** Verbal and/or written feedback from clients and referral agencies

**Measures of Achievement:** 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:**

**Implementation:** Establish relationship with community agencies; prepare letters of referral as necessary; provide support required for client to access services

**Lead Staff:** Community Health Educators, The Education Center Health Service Coordinators

**Completion Deadline:** Ongoing

**Monitoring Tools:** Feedback from clients referred; twice yearly monitoring to ensure information is up to date

**Measures of Achievement:** Satisfaction reported by persons referred at least 75% of the time; discussion with agencies regarding services provided