

**OFFICE OF ADOLESCENT HEALTH (OAH)
TEEN PREGNANCY PREVENTION (TPP)
PROGRAM**

**SIX-MONTH PROGRESS REPORT
GUIDANCE**

Updated November 2017



**Six-Month Progress Report Due:
February 1st**

OAH TPP PROGRAM
SIX-MONTH PROGRESS REPORT GUIDANCE
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OAH TPP PROGRAM SIX-MONTH PROGRESS REPORT GUIDANCE

PART ONE: GENERAL INSTRUCTIONS

The purpose of the six-month progress report is to report on the progress of the OAH TPP grant project during the six month project period (July 1 – December 31), including the status of programmatic activities, evaluation activities, and submission of performance measure data.

The OAH TPP Program Six-Month Progress Report Guidance describes the content and submission procedures for completing the six-month progress report. Six-month progress reports will be reviewed by the OAH Project Officer and the Office of Grants Management (OGM) Grants Management Specialist.

PART TWO: PROGRESS REPORT SUBMISSION

The six-month progress report and all supporting documents must be received no later than **11 p.m. Eastern Standard Time on February 1st**.

Electronic Submission (required)

The six-month progress report, including all required documents, should be submitted to OAH and OGM electronically through GrantSolutions.gov. All required reporting documents should be submitted and uploaded within the Grant Notes section of “My Grants” for access by the assigned OAH Project Officer and OGM Grants Management Specialist. Grantees should include the grant number on all submissions. All materials must be submitted by **February 1st at 11:00 p.m. Eastern Standard Time**.

PART THREE: PROGRESS REPORT CONTENT

The six-month progress report should include:

- Six-month progress update for the reporting period (July 1 – Dec 31)
- Performance measure data for the reporting period
- Additional materials in the appendices
- Evaluation update for the reporting period

The contents of the report should be properly labeled and numbered. Content should be concise, complete and written in 12-point font.

I. SIX-MONTH PROGRESS UPDATE

The six-month progress update should include (see **Exhibit A** for the **Six-Month Progress Update Template**):

- An update on the status (i.e., met, unmet, in progress) and a narrative description of the progress in completing each of the OAH expectations for the respective grant program. (See **Table 1** on page 5 for a summary of OAH grant expectations and **Exhibit B** on page 16 for a detailed description of the OAH grant expectations).
- For each OAH expectation, you should describe the key activities that were implemented to address the expectation, as well as any accomplishments and barriers encountered. If the expectation has not been met, you should describe what is currently being done to meet the expectation and the timeline for when it will be met.
- An update on any other significant project activities that occurred during the six-month project period that do not fall under one of the OAH expectations.
- A report on any significant barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.
- A description of key accomplishments during the six-month reporting period.
- Verification that all relevant documents from the reporting period (July 1 – Dec 31) have been saved in your Grantee Folder in Max.gov (see **Exhibit C** on page 20 for the **Max.gov Filing Guidance**).

See **Exhibit A** for the **Six-Month Progress Update Template** for each TPP grant program.
See **Exhibit B** for a **Description of OAH Grant Expectations** for each TPP grant program.
See **Exhibit C** for the **Max.gov Filing Guidance for TPP Grantees**.

Table 1 – Overall OAH Grant Expectations for each TPP Grant Program

<p>Capacity Building to Support Replication of EBPs (1A)</p> <ol style="list-style-type: none"> 1. Project Management 2. Community Mobilization and Sustainability 3. Recruit and Retain CBA Recipients 4. Provide CBA to CBA Recipients 5. Safe and Supportive Environments 6. Youth-Friendly Healthcare Linkages and Referrals 7. Dissemination and Communication 8. Evaluation 9. Continuous Quality Improvement 	<p>Replication of EBPs to Scale in Communities with Greatest Need (1B)</p> <ol style="list-style-type: none"> 1. Project Management 2. Community Mobilization and Sustainability 3. Implementation of EBPs 4. Safe and Supportive Environments 5. Youth-Friendly Healthcare Linkages and Referrals 6. Dissemination and Communication 7. Evaluation 8. Continuous Quality Improvement
<p>Supporting and Enabling Early Innovation (2A)</p> <ol style="list-style-type: none"> 1. Project Management 2. Sustainability 3. Strategy to Foster Innovation 4. Innovator Selection 5. Innovator Progress and Materials 6. Innovator Supports 7. Dissemination and Communication 8. Evaluation 9. Continuous Quality Improvement 	<p>Rigorous Evaluation of New and Innovative Approaches (2B)</p> <ol style="list-style-type: none"> 1. Project Management 2. Sustainability 3. Engage Target Population 4. Intervention Development and Packaging 5. Implementation 6. Safe and Supportive Environments 7. Youth-Friendly Healthcare Linkages and Referrals 8. Dissemination and Communication 9. Evaluation 10. Continuous Quality Improvement

II. TPP PERFORMANCE MEASURE REPORTING

All TPP grantees are required to submit their performance measure data for the period from **July 1st through December 31st** by **February 1st** through the OAH TPP Performance Measure website (<https://tpp.rti.org>).

A summary of all required performance measures is available on the OAH TPP Performance Measure website (<https://tpp.rti.org>). All TPP grantees are expected to submit all required performance measure data for all youth served during the reporting period. In addition, all TPP grantees are expected to submit performance measure data on partners, training, and dissemination for the reporting period.

A Help Desk is also available if additional assistance is needed. To contact the Help Desk, click on the Help Desk tab at the top of the TPP Performance Measures Website (after logging in), and you will be able to contact our webmaster regarding your issue. When reporting your problem, please be as descriptive as possible by including the page on which the problem was encountered as well as steps that could be used to replicate the issue. In addition, please provide the name of your grantee organization along with your name, email, and telephone number.

III. APPENDICES

Supporting documents that add value or clarity to the information presented in the progress report should be included in the appendices. Materials included in the appendices should present information clearly and succinctly and add depth to your report.

IV. EVALUATION REPORTING (for ALL TPP Grantees except Tier 2B)

In addition to the update on evaluation and CQI activities provided in your progress report template, all TPP grantees should report any results to-date of their evaluation activities, including pilot results, lessons learned, and any results from implementation and/or outcome evaluation activities. Grantees should also report specifically on how they are using the data gathered through performance measures and evaluation activities to inform their decision-making and make continuous improvements to the grant project.

V. EVALUATION REPORTING (TPP Tier 2B Grantees Only)

For year 3, Tier 2B grantees are expected to complete an evaluation summary report (see template, EXHIBIT D). The summary report for Tier 2B evaluation reporting is similar to that used by the evaluation technical assistance (TA) team to summarize monthly TA calls. The summary reports from your project's evaluation TA monthly calls may be found in your Evaluation TA & CQI folder, Call Notes Subfolder in MAX.GOV. The most recent report summary may be of assistance to you as you complete the template.

The documents should be uploaded into GrantsSolutions as a part of your six-month progress report.

PART FOUR: ADDITIONAL INFORMATION AND SAMPLE TEMPLATES

EXHIBIT A: SIX-MONTH PROGRESS REPORT UPDATE TEMPLATES

EXHIBIT B: DESCRIPTION OF OAH GRANT EXPECTATIONS

EXHIBIT C: MAX FILING GUIDANCE FOR TPP GRANTEES – YEAR THREE

EXHIBIT D: TIER 2B EVALUATION PROGRESS UPDATE

EXHIBIT A – Six-Month Progress Update Template for TPP Tier 1A Grantees

Grantee Name

Grant #:

July 1, 20xx – December 31, 20xx

OAH Grant Expectation	STATUS <i>In Progress, Met, Unmet</i>	NARRATIVE DESCRIPTION <i>Provide a description of the status of meeting each of the OAH expectations. Describe key activities implemented, related accomplishments, and any barriers encountered. If the expectation has not been met, describe what is currently being done to meet the expectation and the timeline for when it will be met.</i>
Project Management		
Community Mobilization and Sustainability		
Recruit and Retain CBA Recipients		
Provide CBA to CBA Recipients		
Safe and Supportive Environments		
Youth-Friendly Healthcare Linkages and Referrals		
Dissemination and Communication		
Evaluation		
Continuous Quality Improvement		

EXHIBIT A – Six-Month Progress Update Template for TPP Tier 1A Grantees – p. 2

Update on Organizations Receiving CBA

For each organization receiving CBA, provide an update on the type of CBA received and progress in providing CBA

Organization #1 –

Organization #2 –

Organization #3 –

Additional Project Activities

Report on any other significant project activities that occurred during the first six-months of the project period.

Barriers, Challenges, and Solutions

Report on any additional barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.

Key Accomplishments and Lessons Learned for Six-Month Project Period

Provide a description of the key accomplishments of the grant during the six-month project period. Provide a description of your lessons learned during this project period and how it will impact the next project period.

EXHIBIT A – Six-Month Progress Update Template for TPP Tier 1B Grantees

Grantee Name

Grant #:

July 1, 20xx – December 31, 20xx

OAH Grant Expectation	STATUS <i>In Progress, Met, Unmet</i>	NARRATIVE DESCRIPTION <i>Provide a description of the status of meeting each of the OAH expectations. Describe key activities implemented, related accomplishments, and any barriers encountered. If the expectation has not been met, describe what is currently being done to meet the expectation and the timeline for when it will be met.</i>
Project Management		
Community Mobilization and Sustainability		
Implementation of Evidence-Based Programs		
Safe and Supportive Environments		
Youth-Friendly Healthcare Linkages and Referrals		
Dissemination and Communication		
Evaluation		
Continuous Quality Improvement		

EXHIBIT A – Six-Month Progress Update Template for TPP Tier 1B Grantees –p. 2

Additional Project Activities

Report on any other significant project activities that occurred during the first six-months of the project period.

Barriers, Challenges, and Solutions

Report on any additional barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.

Key Accomplishments and Lessons Learned for Six-Month Project Period

Provide a description of the key accomplishments of the grant during the six-month project period. Provide a description of your lessons learned during this project period and how it will impact the next project period.

EXHIBIT A – Six-Month Progress Update Template for TPP Tier 2A Grantees

Grantee Name

Grant #:

July 1, 20xx – December 31, 20xx

OAH Grant Expectation	STATUS <i>In Progress, Met, Unmet</i>	NARRATIVE DESCRIPTION <i>Provide a description of the status of meeting each of the OAH expectations. Describe key activities implemented, related accomplishments, and any barriers encountered. If the expectation has not been met, describe what is currently being done to meet the expectation and the timeline for when it will be met.</i>
Project Management		
Sustainability		
Strategy to Foster Innovation		
Innovator Selection		
Innovator Supports		
Innovator Progress and Materials		
Dissemination and Communication		
Evaluation		
Continuous Quality Improvement		

EXHIBIT A – Six-Month Progress Update Template for TPP Tier 2A Grantees p. 2

Update on Selected Innovators

For each innovator receiving funding and support, provide an update on the innovator, the team, the interventions, and other relevant information.

Innovator #1 – update on innovators, the team, the intervention, other relevant information

Innovator #2 – update on innovators, the team, the intervention, other relevant information

Innovator #3 – update on innovators, the team, the intervention, other relevant information

Innovator #4 – update on innovators, the team, the intervention, other relevant information

Innovator #5 – update on innovators, the team, the intervention, other relevant information

Innovator #6 – update on innovators, the team, the intervention, other relevant information

Innovator #7 – update on innovators, the team, the intervention, other relevant information

Additional Project Activities

Report on any other significant project activities that occurred during the first six-months of the project period.

Barriers, Challenges, and Solutions

Report on any additional barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome.

Key Accomplishments and Lessons Learned for Six-Month Project Period

Provide a description of the key accomplishments of the grant during the six-month project period. Provide a description of your lessons learned during this project period and how it will impact the next project period.

EXHIBIT A – Six-Month Progress Update Template for TPP Tier 2B Grantees –

Grantee Name

Grant #:

July 1, 20xx – December 31, 20xx

OAH Grant Expectation	STATUS <i>In Progress, Met, Unmet</i>	NARRATIVE DESCRIPTION <i>Provide a description of the status of meeting each of the OAH expectations. Describe key activities implemented, related accomplishments, and any barriers encountered. If the expectation has not been met, describe what is currently being done to meet the expectation and the timeline for when it will be met.</i>
Project Management		
Sustainability		
Engage Target Population		
Intervention Development and Packaging		
Implementation		
Safe and Supportive Environments		
Youth-Friendly Healthcare Linkages and Referrals		
Dissemination and Communication		
Evaluation		
Continuous Quality Improvement		

EXHIBIT A – Six-Month Progress Update Template for TPP Tier 2B Grantees p. 2

Additional Project Activities

Report on any other significant project activities that occurred during the first six-months of the project period.

Barriers, Challenges, and Solutions

Report on any additional barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.

Key Accomplishments and Lessons Learned for Six-Month Project Period

Provide a description of the key accomplishments of the grant during the six-month project period. Provide a description of your lessons learned during this project period and how it will impact the next project period.

EXHIBIT B: DESCRIPTION OF OAH GRANT EXPECTATIONS

Included below is a list of expectations for each TPP grant program and a description of the specific grantee activities that fall within that grant expectation.

EXHIBIT B: Capacity Building to Support Replication of EBPs (TPP Tier 1A)

OAH Grant Expectation	Description of Activities that Fall with the Expectation
Project Management	Recruit and retain staff; professional development for staff and partners; build, enhance, and sustain partnerships; monitor partners/ contractors to assess progress in meeting objectives; assess community needs
Community Mobilization and Sustainability	Assist CBA recipients in community mobilization; sustainability activities aligned with 8 OAH Factors of Sustainability (i.e., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)
Recruit and Retain CBA Recipients	Recruit (if applicable) and retain youth-serving organizations to receive capacity building assistance
Provide CBA to CBA Recipients	Assess needs of youth-serving organizations; develop a plan for providing CBA to meet organization needs; provide CBA; revise, update, and implement activities with CBA recipients; monitor CBA recipients to assess progress in meeting objectives and to ensure implementation of EBPs
Safe and Supportive Environments	Annually complete OAH assessment tools on (1) integrating a trauma-informed approach into TPP programs , (2) assessing LGBTQ inclusivity of TPP programs , and (3) putting Positive Youth Development characteristics in action ; identify strategies for ensuring programs are implemented in safe and supportive environments for youth and their families
Youth-Friendly Healthcare Linkages and Referrals	Identify and recruit youth-friendly healthcare providers; assess providers to ensure services are youth-friendly; develop protocols and procedures for making referrals; develop and disseminate provider referral guide; identify and train staff on referral protocols and procedures
Dissemination and Communication	Develop, maintain, and implement a dissemination and communications plan, inclusive of project website and brand; market and raise awareness of grant project; communicate project successes; disseminate lessons learned, successes, and results to local, state, and national audiences
Evaluation	Collect, report, and use performance measure data; evaluate the implementation and success of CBA provided to youth-serving organizations; evaluate the success of each CBA recipient's efforts to implement EBPs
Continuous Quality Improvement	Continually assess progress toward outcomes and continuously use data from evaluation to inform stakeholders and make necessary adjustments and changes to improve quality of your project

EXHIBIT B: Replication of EBPs to Scale in Communities with Greatest Need (TPP Tier 1B)

OAH Grant Expectation	Description of What is Included Within Expectation
Project Management	Recruit and retain staff; professional development for staff and partners; monitor partners/contractors to assess progress in meeting objectives; build, enhance, and sustain partnerships; continue to assess community needs; use Getting to Outcomes® to plan, implement, and evaluate the project
Community Mobilization and Sustainability	Mobilize the community to develop, implement, and continuously improve the plan to prevent teen pregnancy and promote positive youth development in their community; develop and continue to engage the Community Advisory Board in each community; develop and continue to engage the Youth Leadership Council in each community; sustainability activities aligned with 8 OAH Factors of Sustainability (i.e., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)
Implementation of EBPs	Implement EBPs to scale in all settings (at least 3) in each community served; recruit, retain, and engage participants; monitor implementation of programs with fidelity and quality
Safe and Supportive Environments	Annually complete OAH assessment tools on (1) integrating a trauma-informed approach into TPP programs , (2) assessing LGBTQ inclusivity of TPP programs , and putting Positive Youth Development characteristics in action ; identify strategies for ensuring programs are implemented in safe and supportive environments for youth and their families (i.e., at least 3 actions for TIA, at least 1 action for each of the six constructs for inclusivity, and at least 3 actions for PYD)
Youth-Friendly Healthcare Linkages and Referrals	Identify and recruit youth-friendly healthcare providers; assess providers to ensure services are youth-friendly; develop protocols and procedures for making referrals; develop and disseminate provider referral guide; identify and train staff on referral protocols and procedures
Dissemination and Communication	Develop, maintain, and implement a dissemination and communications plan, inclusive of project website and brand; market and raise awareness of grant project; communicate project successes; disseminate lessons learned, successes, and results to local, state, and national audiences
Evaluation	Collect, report, and use performance measure data; conduct implementation evaluation to document the process for developing and implementing the program and to identify key successes, challenges, and lessons learned; conduct outcome evaluation to compare outcomes in the community(ies) served to outcomes in a similar community that did not receive the program
Continuous Quality Improvement	Continually assess progress toward outcomes and continuously use data from evaluation to inform stakeholders and make necessary adjustments and changes to improve quality of your project

EXHIBIT B: Supporting and Enabling Early Innovation (TPP Tier 2A)

OAH Grant Expectation	Description of What is Included Within Expectation
Project Management	Recruit and retain staff; professional development for staff and partners; monitor implementation partners/contractors to assess progress in meeting objectives; build, enhance, and sustain partnerships
Sustainability	Sustainability activities aligned with 8 OAH Factors of Sustainability (i.e., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)
Strategy to Foster Innovation	Implement a promising strategy to foster innovation using a framework, theory of change, or other strategic approach
Innovator Selection	Convene an open, national competition that results in selecting, funding, and retaining innovators
Innovator Supports	Provide support to innovators, both individual and group-based
Innovator Progress and Materials	Monitor innovator progress; ensure that innovator materials are medically accurate, age-appropriate, culturally appropriate, LGBTQ inclusive, and trauma-informed.
Dissemination and Communication	Develop, maintain, and implement a dissemination and communications plan, inclusive of project website and brand; market and raise awareness of grant project; communicate project successes; disseminate lessons learned, successes, and results to local, state, and national audiences
Evaluation	Collect, report, and use performance measure data; monitor fidelity for the project; evaluate the implementation and success of the project; evaluate the success of each innovator
Continuous Quality Improvement	Continually assess progress toward outcomes and continuously use data from evaluation to inform stakeholders and make necessary adjustments and changes to improve quality of your project

EXHIBIT B: Rigorous Evaluation of New and Innovative Approaches (TPP Tier 2B)

OAH Grant Expectation	Description of What is Included Within Expectation
Project Management	Recruit and retain staff; professional development for staff and partners; monitor implementation partners/contractors to assess progress in meeting objectives; build, enhance, and sustain partnerships
Sustainability	Sustainability activities aligned with 8 OAH Factors of Sustainability (i.e., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)
Engage Target Population	Involve target population in the development, implementation, and evaluation of the grant project
Intervention Development and Packaging	Develop, pilot, and refine the intervention; package the intervention to be implementation ready by the end of the grant using the OAH TPP Packaging and Dissemination Guidance .
Implementation	Implement the intervention; recruit, retain, and engage participants; monitor implementation of intervention and control with fidelity and quality
Safe and Supportive Environments	Complete OAH assessment tools on (1) integrating a trauma-informed approach into TPP programs , (2) assessing LGBTQ inclusivity of TPP programs , and (3) putting Positive Youth Development characteristics in action ; use the results to identify strategies for ensuring programs are implemented in a safe and supportive environment for youth and their families
Youth-Friendly Healthcare Linkages and Referrals	Identify and recruit youth-friendly healthcare providers; assess providers to ensure services are youth-friendly; develop protocols and procedures for making referrals; develop and disseminate provider referral guide; identify and train staff on referral protocols and procedures
Dissemination and Communication	Develop, implement, and maintain a dissemination and communications plan; market and raise awareness of grant project; communicate project successes; disseminate lessons learned, successes, and results to local, state, and national audiences
Evaluation	Collect, report, and use performance measure data; conduct rigorous evaluation of program implementation and program outcomes
Continuous Quality Improvement	Continually assess progress toward outcomes and continuously use data from evaluation to inform stakeholders and make necessary adjustments and changes to improve quality of your project

EXHIBIT C: MAX Filing Guidance for TPP Grantees – YEAR THREE

The [OAH Project Management and Collaboration Community](#) (Max.gov) is used to:

1. Track and submit requests related to your grant project in [MAX Forms](#)
2. Store important documents for your grant project in [MAX Folders](#) to create a shared, historical record of the project.

For **MAX Forms**, each grantee has a secure space to submit requests and track information. MAX Forms is where you are expected to submit:

- grantee profile updates,
- medical accuracy requests (*note - medical accuracy review documentation must also be submitted in the MAX folders*);
- major adaptation requests, and
- minor adaptations notices.

For **MAX Folders**, each grantee has a separate grantee folder, also called the grantee’s individual page. The grantee and OAH Project Officer should work collaboratively to ensure the grantee folder is up-to-date and includes all relevant files, in accordance with the filing guidance below.

Documents should be uploaded as an attachment to specific folders as indicated below. Grantees must consult with their Project Officers before creating any additional subfolders within their MAX folder.

MAX Folders for Tier 1A Grantees

MAX Folder Pages	What to Upload
Dissemination and Communications	All press, photos, communication plans, etc.
Evaluation and CQI	All documents related to evaluation and continuous quality improvement.
Medical Accuracy Review	All documents for the internal medical accuracy review, OAH’s medical accuracy review, program materials, and insert pages/modifications. <i>Please note grantees must also submit the MAX Form when submitting a medical accuracy review request.</i>
MOUs	All MOUs signed with partners to complete the project.
Year 1 Overall	All documents from Year 1 – e.g. Materials Review, CBA Plan, etc. Documents should be uploaded to sub-folders as appropriate; otherwise, attach them to the “Year 1” page.
Year 2	All other documents from Year 2 including those related to: <ol style="list-style-type: none"> 1. Project Management 2. Community Mobilization and Sustainability 3. Recruiting and Retaining CBA Recipients 4. Providing CBA to CBA Recipients 5. Safe and Supportive Environments 6. Youth-Friendly Healthcare Linkages and Referrals
Year 3	All other documents from Year 3 including those related to: <ol style="list-style-type: none"> 1. Project Management 2. Community Mobilization and Sustainability 3. Recruiting and Retaining CBA Recipients 4. Providing CBA to CBA Recipients 5. Safe and Supportive Environments 6. Youth-Friendly Healthcare Linkages and Referrals

EXHIBIT C: MAX Filing Guidance for TPP Grantees – YEAR THREE

MAX Folders for Tier 1B Grantees

MAX Folder Pages	What to Upload
Dissemination and Communications	All press, photos, communication plans, etc.
Evaluation and CQI	All documents related to evaluation and continuous quality improvement.
Medical Accuracy Review	All documents for the internal medical accuracy review, OAH’s medical accuracy review, program materials, and insert pages/modifications. <i>Please note grantees must also submit the MAX Form when submitting a medical accuracy review request.</i>
MOUs	All MOUs signed with partners to complete the project.
Year 1 Overall	All documents from Year 1 – e.g. Materials Review, Pilot Results, etc. Documents should be uploaded to any sub-folders as appropriate; otherwise, attach them to the “Year 1” page.
Year 2	All other documents from Year 2 including those related to: <ol style="list-style-type: none"> 1. Project Management 2. Community Mobilization and Sustainability 3. Implementation of EBPs 4. Safe and Supportive Environments 5. Youth-Friendly Healthcare Linkages and Referrals
Year 3	All other documents from Year 3 including those related to: <ol style="list-style-type: none"> 1. Project Management 2. Community Mobilization and Sustainability 3. Implementation of EBPs 4. Safe and Supportive Environments 5. Youth-Friendly Healthcare Linkages and Referrals

EXHIBIT C: MAX Filing Guidance for TPP Grantees – YEAR THREE

MAX Folders for Tier 2A Grantees

MAX Folder Pages	What to Upload
Dissemination and Communications	All press, photos, communication plans, etc.
Evaluation and CQI	All documents related to evaluation and continuous quality improvement
Medical Accuracy Review	All documents for the internal medical accuracy review, OAH’s medical accuracy review, program materials, and insert pages/modifications. <i>Please note grantees must also submit the MAX Form when submitting a medical accuracy review request.</i>
MOUs	All MOUs signed with partners to complete the project.
Year 1 Overall	All documents from Year 1. Documents should be uploaded to any sub-folders as appropriate; otherwise, attach them to the “Year 1” page.
Year 2	All other documents from Year 2 including those related to: <ul style="list-style-type: none"> • Selection • Strategy • Support • Innovations
Year 3	All other documents from Year 3 including those related to: <ul style="list-style-type: none"> • Selection • Strategy • Support • Innovations

EXHIBIT C: MAX Filing Guidance for TPP Grantees – YEAR THREE

MAX Folders for Tier 2B Grantees

MAX Folder Pages	What to Upload
Dissemination and Communications	All press, photos, communication plans, etc.
Evaluation Technical Assistance and CQI	<p>All documentation related to:</p> <ul style="list-style-type: none"> • Abstract • Impact analysis plan • Implementation analysis plan • Monthly call notes • IRB • Continuous quality improvement <p>Upload documents to the sub-folders as appropriate; otherwise, attach them to the “Evaluation Technical Assistance & CQI” page.</p>
Medical Accuracy Review	<p>All documents for the internal medical accuracy review, OAH’s medical accuracy review, program materials, and insert pages/modifications. <i>Please note grantees must also submit the MAX Form when submitting a medical accuracy review request.</i></p>
MOUs	All MOUs signed with partners to complete the project.
Year 1 Overall	All documents related to Year 1 – e.g. Materials Review, Pilot Results, etc. Documents should be uploaded to any sub-folders as appropriate; otherwise, attach them to the “Year 1” page.
Year 2	<p>All other documents from Year 2 including those related to:</p> <ol style="list-style-type: none"> 1. Project Management 2. Sustainability 3. Engage Target Population 4. Intervention Development and Packaging 5. Implementation 6. Safe and Supportive Environments 7. Youth-Friendly Healthcare Linkages and Referrals
Year 3	<p>All other documents from Year 3 including those related to:</p> <ol style="list-style-type: none"> 1. Project Management 2. Sustainability 3. Engage Target Population 4. Intervention Development and Packaging 5. Implementation 6. Safe and Supportive Environments 7. Youth-Friendly Healthcare Linkages and Referrals

EXHIBIT D

Tier 2B Evaluation Progress Update

[Grantee Name]

Intervention Name:

Evaluation Update: [Please give a summary of the status of your evaluation in this section. Please include enrollment rates, enrollment targets, successes, challenges the evaluation is currently facing and plans to address them, any modifications made to the intervention, evaluation design, counterfactual, outcomes being assessed, sample and setting, and schedule/timeline that occurred since you last submitted the updated abstract, and evaluation plans for the remaining six months of the project period.]

Sample Enrollment:

Intended Number of Clusters (if applicable)	[#]
Number of Clusters Enrolled (if applicable)	[#]
Intended Sample of Enrolled Youth	[#]
Enrolled Youth Sample Size	[#]
Intended Total Number of Cohorts (if applicable)	[#]
Number of Cohorts Enrolled (if applicable)	[#]
Sample Enrollment start date	[MM/YYYY]
Sample Enrollment end date	[MM/YYYY]

Follow-up Data Collection:

Follow-up Data Collection Periods (relative to end of intervention)	[example- 3-month post-test; 9-month post-test]
Sample enrollment complete and full sample completed at least one follow-up survey	[Yes/No]
Current Number of cohorts with follow-up data reported (if applicable)	[#]
Follow-up data collection start date (by cohort, if applicable)	[please include start dates for each follow-up data collection period listed in the first row of this section]
Follow-up data collection end date (by cohort, if applicable)	[please include end dates for each follow-up data collection period in the first row of this section]
Survey completion rates of assigned sample by follow-up period (by cohort, if applicable)	[please indicate response rates for each survey, including the baseline survey]