

OFFICE OF ADOLESCENT HEALTH (OAH)

ANNUAL PROGRESS REPORT GUIDANCE

TEEN PREGNANCY PREVENTION

(TPP) PROGRAM



Annual Progress Report Due:

August 1, 2018

Updated March 2018

TWELVE-MONTH PROGRESS REPORT GUIDANCE

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OAH TPP PROGRAM ANNUAL PROGRESS REPORT GUIDANCE

PART ONE: GENERAL INSTRUCTIONS

This document provides guidance on the preparation of the annual progress report for OAH TPP Grantees.

Purpose

The purpose of the annual progress report is to report on the progress of the project during the twelve-month project period (July 1 – June 30), including the status of programmatic activities, evaluation activities, and submission of performance measure data.

The OAH TPP Program Annual Progress Report Guidance describes the content and submission procedures for completing the twelve-month progress report. The annual 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 annual report and all supporting documents must be received no later than **11 p.m. Eastern Standard Time** on **August 1st**.

Electronic Submission (required)

The annual 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 **August 1st at 11:00 p.m. Eastern Standard Time**.

PART THREE: PROGRESS REPORT CONTENT

The annual progress report should include:

- Twelve-month progress update for the reporting period (July 1-June 30)
- 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. Annual Progress Update

The annual progress update should include (see **Exhibit A** for the **Twelve-Month/Annual Progress Update Template**):

- An update on the status (i.e., met, unmet) and a narrative description of the progress in completing each of the OAH expectations for the twelve-month project period (see Table 1 on page 5 for a summary of OAH grant expectations and **Exhibit B** on page 23 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 was not met, you should describe why.
- An update on any other significant project activities that occurred during the twelve-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 twelve-month reporting period.
- Verification that all relevant documents from the reporting period (July 1-June 30) have been saved in your Grantee Folder in Max.gov. (See **Exhibit C** for the **Max.gov Filing Guidance**.)

See **Exhibit A** for the Annual 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

Capacity Building to Support Replication of EBPs (1A)

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

Supporting and Enabling Early Innovation (2A)

1. Project Management
2. Sustainability
3. Strategy to Foster Innovation
4. Innovator Selection
5. Innovator Supports
6. Innovator Progress and Materials
7. Dissemination and Communication
8. Evaluation
9. Continuous Quality Improvement

Replication of EBPs to Scale in Communities with Greatest Need (1B)

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

Rigorous Evaluation of New and Innovative Approaches (2B)

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 **January 1st through June 30th** by **August 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 on 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 on), 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 and contact information.

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

All TPP grantees are expected to conduct an implementation evaluation that assesses whether their grant project was implemented as intended. TPP grantees are expected to submit a draft of their implementation evaluation report along with the year 3 annual progress report. The final version of the implementation evaluation is due with the Close-Out Report, no later than 90 days after the end of the grant.

Detailed guidance and templates specific for each Tier can be found on MAX.gov under “Guidance/Template Documents”:

<https://community.max.gov/pages/viewpage.action?spaceKey=HHSEExternal&title=Teen+Pregnancy+Prevention+%28TPP%29+Grants>

PART FOUR: ADDITIONAL INFORMATION AND SAMPLE TEMPLATES

EXHIBIT A: Annual Progress Update Templates

Instructions:

The content for each of these templates is based on the OAH expectations for each grant program. Since the expectations are different for each grant program, be sure to use the template that is specific for your grant.

Contents:

- Annual Progress Update Template for TPP Tier 1A Grantees
- Annual Progress Update Template for TPP Tier 1B Grantees
- Annual Progress Update Template for TPP Tier 2A Grantees
- Annual Progress Update Template for TPP Tier 2B Grantees

EXHIBIT B: Description of OAH Grant Expectations

EXHIBIT C: Max.gov Filing Guidance for TPP Grantees 2015-2018

EXHIBIT A: Annual Progress Update Template for TPP Tier 1A Grantees

Grantee Name

Grant #:

July 1, 20xx – June 30, 20xx

OAH Grant Expectation	STATUS <i>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 was not met, describe why</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: Annual 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 twelve-month the project period and were outside of the OAH expectations.

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 Twelve-Month Project Period

Provide a description of the key accomplishments of the grant during the twelve-month project period. Provide a description of your lessons learned during this project period.

Other Year Three Requirements

- All relevant Year Three documents are saved in your Grantee Folder in Max.gov **YES** **NO**
- Your Grantee Profile is up-to-date in Max.gov **YES** **NO**

EXHIBIT A: Annual Progress Update Template for TPP Tier 1B Grantees

Grantee Name

Grant #:

July 1, 20xx – June 30, 20xx

OAH Grant Expectation	STATUS <i>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 was not met, describe why</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: Annual Progress Update Template for TPP Tier 1B Grantees – p. 2

Additional Project Activities

Report on any other significant project activities that occurred during the twelve-month project period and were outside of the OAH expectations.

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 Twelve-Month Project Period

Provide a description of the key accomplishments of the grant during the twelve-month project period. Provide a description of your lessons learned during this project period.

Other Year Three Requirements

- All relevant Year Three documents are saved in your Grantee Folder in Max.gov **YES** **NO**
- Your Grantee Profile up-to-date in Max.gov **YES** **NO**

EXHIBIT A: Annual Progress Update Template for TPP Tier 2A Grantees

Grantee Name

Grant #:

July 1, 20xx – June 30, 20xx

OAH Grant Expectation	STATUS <i>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 was not met, describe why</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: Annual Progress Update Template for TPP Tier 2A Grantees – p. 2

Update on Selected Innovators

For each innovator that was selected to receive funding and support, provide an update on the innovators, the team, the interventions, and other relevant information. This can be included directly into the report or included as an appendix. Additionally, please update your MAX Grantee Profile with information about your innovators.

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

Additional Project Activities

Report on any other significant project activities that occurred during the twelve-month project period and were outside of the OAH expectations.

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 Twelve-Month Project Period

Provide a description of the key accomplishments of the grant during the twelve-month project period. Provide a description of your lessons learned during this project period.

Other Year Three Requirements

- All relevant Year Three documents are saved in your Grantee Folder in Max.gov **YES** **NO**
- Your Grantee Profile up-to-date in Max.gov **YES** **NO**

EXHIBIT A: Annual Progress Update Template for TPP Tier 2B Grantees

Grantee Name

Grant #:

July 1, 20xx – December 31, 20xx

OAH Grant Expectation	STATUS <i>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 was not met, describe why</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: Annual Progress Update Template for TPP Tier 2B Grantees – p. 2

Additional Project Activities

Report on any other significant project activities that occurred during the twelve-month project period and were outside of the OAH expectations.

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 Twelve-Month Project Period

Provide a description of the key accomplishments of the grant during the twelve-month project period. Provide a description of your lessons learned during this project period.

Other Year Three Requirements

- All relevant Year Three documents are saved in your Grantee Folder in Max.gov **YES** **NO**
- Your Grantee Profile up-to-date in Max.gov **YES** **NO**

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.

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

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 (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 (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

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

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, maintain, and implement 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](#); and
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 (be sure to keep your profile up-to-date);
- medical accuracy requests (*note - medical accuracy review documentation must also be submitted in the MAX folders*);
- major adaptation requests, and
- minor adaptations notices (be sure to keep this up to date by the end of the reporting period).

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.

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

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 Documents should be uploaded to sub-folders as appropriate; otherwise, attach them to the “Year 1” page.
Year 2	All documents from Year 2 including those related to: <ol style="list-style-type: none">1. Project Management2. Community Mobilization and Sustainability3. Recruiting and Retaining CBA Recipients4. Providing CBA to CBA Recipients5. Safe and Supportive Environments6. Youth-Friendly Healthcare Linkages and Referrals
Year 3	All documents from Year 3 including those related to: <ol style="list-style-type: none">1. Project Management2. Community Mobilization and Sustainability3. Recruiting and Retaining CBA Recipients4. Providing CBA to CBA Recipients5. Safe and Supportive Environments6. 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 Documents should be uploaded to any sub-folders as appropriate; otherwise, attach them to the “Year 1” page.
Year 2	All documents from Year 2 including those related to: <ol style="list-style-type: none">1. Project Management2. Community Mobilization and Sustainability3. Implementation of EBPs4. Safe and Supportive Environments5. Youth-Friendly Healthcare Linkages and Referrals
Year 3	All documents from Year 3 including those related to: <ol style="list-style-type: none">1. Project Management2. Community Mobilization and Sustainability3. Implementation of EBPs4. Safe and Supportive Environments5. 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	Include your process for ensuring Medical Accuracy among your innovators, any results from the Innovators medical accuracy efforts, and when appropriate, submit documents to OAH for Medical Accuracy Reviews. Innovator Materials can be submitted directly into this folder but should also be recorded in the MAX Forms.
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 documents from Year 2 including those related to: <ul style="list-style-type: none">• Selection• Strategy• Support• Innovations
Year 3	All 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.</p> <p><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	<p>All documents related to Year 1 – e.g., Materials Review, Pilot Results</p> <p>Documents should be uploaded to any sub-folders as appropriate; otherwise, attach them to the “Year 1” page.</p>
Year 2	<p>All 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 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