

Missouri Teen Pregnancy Prevention Program

PHAT Evaluation Timeline



Before the First Meeting

- Print, distribute, and collect [parent/legal guardian](#) or [adult participant](#) consent forms
- Assign participant ID numbers
- Complete the [attendance log](#) participant roster

At the First Meeting

- Select a club name
- Take attendance and finalize the participant roster
- Participants complete the [entry-survey](#) (online or paper versions)

After the First Meeting

- If participants complete the **paper** version of the entry-survey: mail two packages to the MOTPP evaluation team. Package 1 contains a mailing cover sheet and signed participant consent forms, Package 2 contains a mailing cover sheet and bundled/sealed participant entry-surveys
- If participants complete the **online** version of the entry-survey: email the MOTPP evaluation team to confirm receipt of online surveys and mail the MOTPP evaluation team a mailing cover sheet with signed participant consent forms

For **MULTIPLE-DAY** Implementation:

- Update the club attendance log
- Submit the [Start of Program Multiple-Day Implementation Facilitator Log](#): this includes uploading the first club attendance log
- Submit [Online Fidelity Logs](#) for completed modules within 48 hours of each session

At Every Club Meeting

- Record club attendance
- Submit [Online Fidelity Logs](#) for completed modules within 48 hours of each session

At Final Club Meeting

- Participants complete the [exit-survey](#) (online or paper versions)

After Final Club Meeting

- If participants complete the **paper** version of the exit-survey: mail the MOTPP evaluation team a mailing cover sheet and bundled/sealed participant exit-surveys
- If participants complete the **online** version of the exit-survey: email the MOTPP evaluation team to confirm receipt of online surveys

For **ONE-DAY** Implementation

- Update and complete the club attendance log
- Submit the [One-Day Implementation Facilitator Log](#): this includes uploading the final club attendance log
- Submit all [Online Fidelity Logs](#) within 48 hours of the club meeting

For **MULTIPLE-DAY** Implementation

- Update and complete the club attendance log
- Submit the [End of Program Multiple-Day Implementation Facilitator Log](#): this includes uploading the final club attendance log
- Submit remaining [Online Fidelity Logs](#) within 48 hours of each session

