# **Missouri Teen Pregnancy Prevention Program**

## **TOP Evaluation Timeline**



# August 1: MOTPP Program Year Begins

#### **Before the First Meeting**

- Print, distribute, and collect <u>parent/legal</u>
   <u>guardian</u> or <u>adult participant</u> consent forms
- ☐ Assign participant ID numbers
- ☐ Complete the <u>attendance log</u> participant roster

#### At the First Meeting

- □ Select a club name
- ☐ Take attendance and update the participant roster
- □ Participants complete the <u>entry-survey</u> (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
- ☐ Update the club attendance log

## Within 4 Weeks of the First Club

## Meeting

□ Submit the <u>TOP Start of Program Facilitator</u>
<u>Log</u>: this includes uploading the first 4
weeks of club attendance

## At Every Club Meeting

 Record club attendance and participant status (active vs. inactive)

## By the MOTPP Mid-Year Check-In on

## January 15<sup>th</sup>

Submit the <u>TOP Mid Program Facilitator</u>
<u>Log</u>: this includes uploading the first 4
weeks of club attendance

#### At Final Club Meeting

Participants complete the <u>exit-survey</u> (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
- Update and complete the club attendance log

## Within 2 Weeks of the Final Club

## Meeting

Submit the <u>TOP End of Program Facilitator</u>
<u>Log</u>: this includes uploading the final club
attendance log

July 31: MOTPP Program Year Ends

