Missouri Teen Pregnancy Prevention Program

TOP Evaluation Timeline

August 1: MOTPP Program Year Begins

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 update 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
- ☐ Update the club attendance log

Within 4 Weeks of the First Club Meeting
- ☐ Submit the TOP Start of Program Facilitator Log: 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 15th
- ☐ Submit the TOP Mid Program Facilitator Log: this includes uploading the first 4 weeks of club attendance

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
- ☐ Update and complete the club attendance log

Within 2 Weeks of the Final Club Meeting
- ☐ Submit the TOP End of Program Facilitator Log: this includes uploading the final club attendance log

July 31: MOTPP Program Year Ends