

Missouri Teen Pregnancy Prevention Program

TCP 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 [TCP 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)

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 [TCP End of Program Facilitator Log](#): this includes uploading the final club attendance log

July 31: MOTPP Program Year Ends

