

Missouri
Teen Pregnancy Prevention
Evaluation Guide

Institute of Public Policy
University of Missouri

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Introduction

The Missouri Teen Pregnancy Prevention Program (MOTPP) is a federally funded state pregnancy prevention program. There are two teen pregnancy prevention grant programs awarded through MOTPP: State Personal Responsibility Education Program (PREP) and Title V State Sexual Risk Avoidance Education Program (SRAE). The grants are administered by the Missouri Department of Health and Senior Services (DHSS) and evaluated by the University of Missouri's Institute of Public Policy (IPP).

Please read the guidelines carefully and follow them as closely as possible to ensure uniform data collections procedures across MOTPP programs. If you have questions, please contact the evaluation team at motppevaluation@missouri.edu or by phone at 573-882-1739.

Personal Responsibility Education Program (PREP)

PREP consists of three curricula that are administered by contractors to youth:

- BART – Becoming a Responsible Teen
- MPC – Making Proud Choices and Making Proud Choices Out of Home Care
- TOP – Teen Outreach Program (PREP)

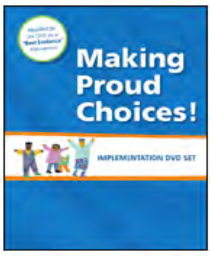
Sexual Risk Avoidance Education Program (SRAE)

SRAE consists of three curricula that are administered by contractors to youth:

- MAD – Making a Difference
- PHAT – Promoting Health Among Teens
- TOP – Teen Outreach Program (SRAE)











Overview of the MOTPP Evaluation

The purpose of this evaluation guide is to provide MOTPP contractors and facilitators with the evaluation activities necessary to evaluate their programs. The guide provides the "why" and "how" for data collection and reporting.

The Four Evaluation Components

1. Program Implementation
    - Attendance Logs
    - Facilitator Logs
2. Program Fidelity
    - Attendance Logs
    - Site Visits (TOP Programs)
    - Fidelity Logs (BART, MAD, MPC, and PHAT Programs)
3. Program Outcomes
    - Youth Surveys (Entry-Surveys and Exit-Surveys)
4. Community Readiness
    - Coordinator and Stakeholder Interviews and Surveys

All evaluation material can be found on the evaluation website:

www.motpp.missouri.edu

Step-by-Step Overview

The evaluation timeline is linear for MOTPP programs. Facilitators will have tasks before their first meeting, at their first meeting, and after their first meeting. They will then have tasks after every club meeting and at their final club meeting. Lastly, facilitators will wrap up evaluation activities after their final club meeting. This timeline is adjustable for the program being implemented. For example, some clubs will be meeting over a thirty-two-week period and their timeline will be spread out. Other clubs meet in one day or one weekend so their timeline may combine steps.

Detailed guidance on each curriculum's evaluation material deadlines and processes are included in the following appendices:

Appendix D – BART

Appendix E – MAD

Appendix F – MPC

Appendix G – PHAT

Appendix H – TOP

Detailed Guidance

The following guidance outlines evaluation activities to be completed during the evaluation timeline. Appendices or website information with evaluation material are included in the guide.

Consent Forms

Consent forms are essential to the MOTPP program. Every youth involved in the program is required to have a signed consent form to participate. Consent forms can be completed on paper or digitally and are offered in English or Spanish on the MOTPP website. Additional translations available upon request from the facilitator or coordinator.

Different consent forms and procedures are used for participants who are considered minors (17 or younger) and youth that are considered an adult (18 or older). These procedures are described below.

Each consent form contains **two** check boxes. The first box is to consent for youth to *participate* in the program. The second box is to consent for youth to participate in the *evaluation* (i.e., the surveys). It is possible that some parents/guardians will choose to allow their youth to participate in the program but not the evaluation. As a facilitator, it is important to keep track of the youth that do not have consent to participate in the surveys as they should not receive surveys when surveys are distributed.

Completed consent forms are mailed to the Evaluation Team using the mailing procedures and cover sheet outlined later in this packet.

Obtaining Consent for Participants 17 or Younger

Youth aged 17 or younger must have the consent of a parent or legal guardian to participate in MOTPP programs. Consent means notifying the parent/guardian of the program prior to the start of the program and asking them to respond if they do or do not want their youth to participate. Even if the parent/guardian provides consent, youth always have the right to not assent to completing the surveys. Youth who choose not to do the surveys can still fully participate in programming. All survey data collection is voluntary.

Obtaining Consent for Participants 18 or Older

Participants aged 18 or older do not need parent/guardian consent to participate in MOTPP programs. These participants are considered adults and can complete their own consent forms. Consent means notifying the 18 or older participant of the program prior to the start of the program and asking them to respond if they do or do not want to participate. Participants always have the right to not assent to completing the surveys. Participants who choose not to do the surveys can still fully participate in programming. All survey data collection is voluntary.

A copy of the consent forms is available in Appendix A and B, and the consents forms are available on the MOTPP website for download.

Digital Consent

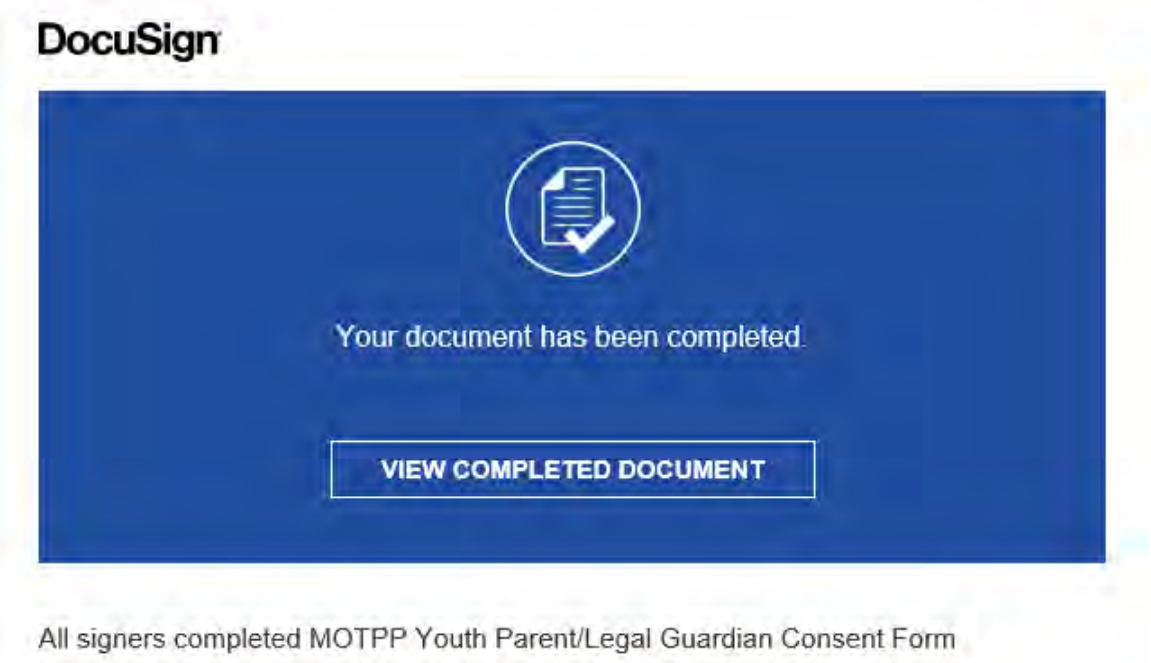
Consent forms may be completed on paper or through a digital format in DocuSign. **NOTE: Starting on February 15, 2022 Internet Explorer will no longer support DocuSign. Browsers that are supported by DocuSign include Chrome, Firefox, Safari, and Microsoft Edge.** Coordinators and facilitators should use one of these browsers to access DocuSign.

To distribute digital consent forms facilitators will provide parents/guardians or adult participants (those 18 years and older) with the following:

1. The **link** to the appropriate online consent form available on the MOTPP website and
2. The lead facilitator or coordinators **name and email address**

The lead facilitator or coordinator included on the form will receive an automated email from DocuSign with a copy of the signed consent form. "Signers", or the parent/guardian or adult participant signing the form, will be able to download their own copy of the digital consent form after signing is complete.

The image below is an example of the automated email for coordinators or facilitators:



Technical Assistance

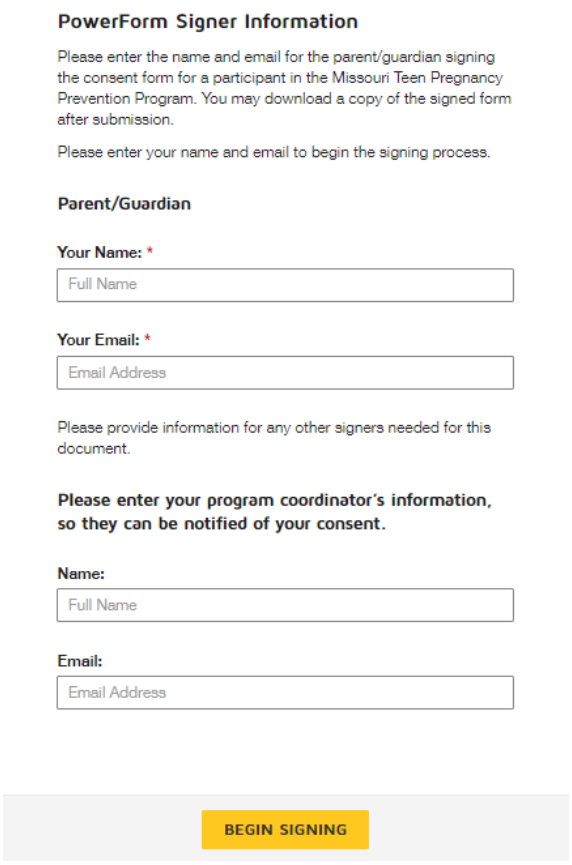
If there are any issues with DocuSign or the facilitator would like to request a technical assistance call regarding establishing DocuSign consent forms for participant, please email the MOTPP evaluation team at motppevaluation@missouri.edu.

The Digital Consent Form Experience for "Signers"

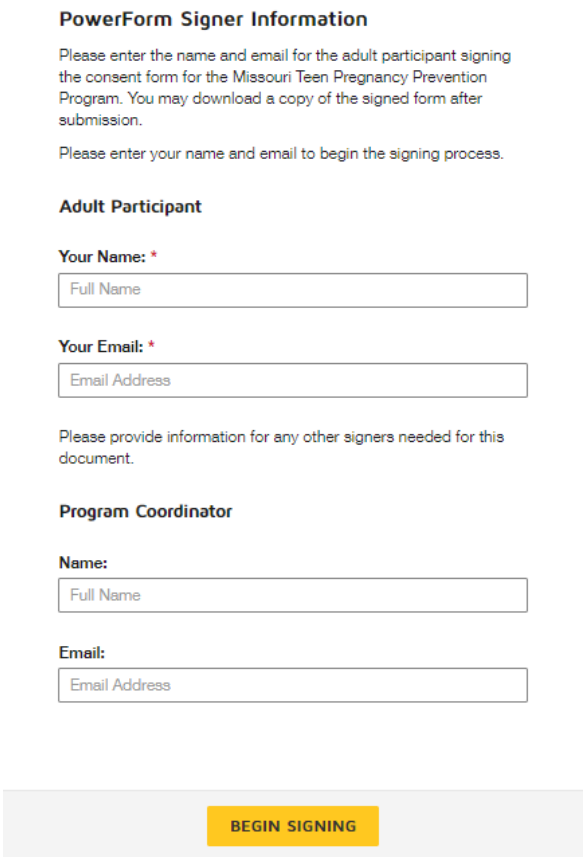
A "signer" is the parent/guardian or adult participant completing the consent form for the MOTPP participant.

Once the link is shared with the signer, they will be directed to the DocuSign signer's page. Here they will enter their name and email address as well as the email address for the coordinator or facilitator of their participant's MOTPP program. Please note, the coordinator/facilitator name and email are not required, please instruct your signers to input this information if you would like to receive a copy of the consent form.

Below is an example of the Parent/Guardian Signer page:

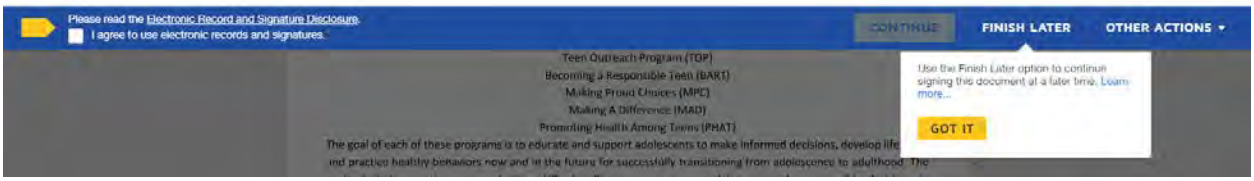


Below is an example of the Adult Participant Signer page:



Once the signer enters this information the consent form will open for review and signing.

If this is their first time utilizing DocuSign the signer will be prompted to review and accept the electronic signatures terms, seen in the screenshot below:

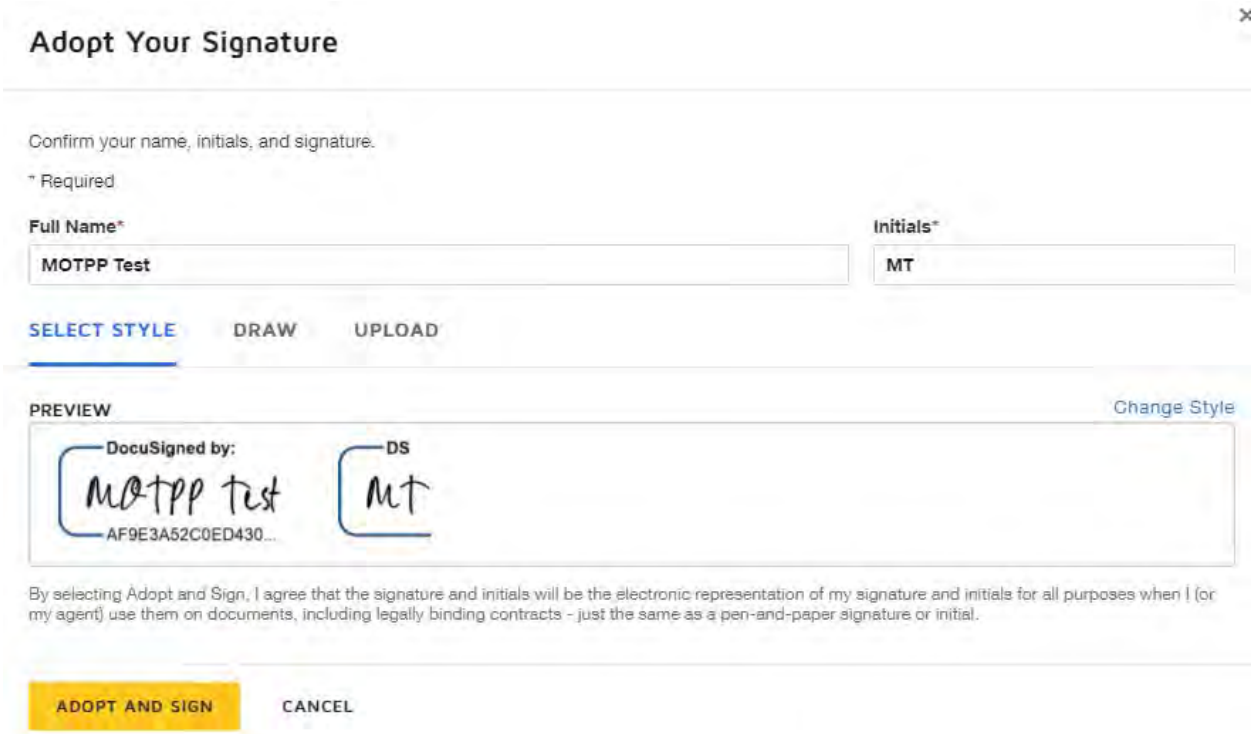


Once the signer accepts, they will be able to review the consent form in full and sign.

After the signer reviews the form, they will select “yes” or “no” for both the program participation consent and the survey and data collection consent. They will be prompted to answer both before they can complete the signing.

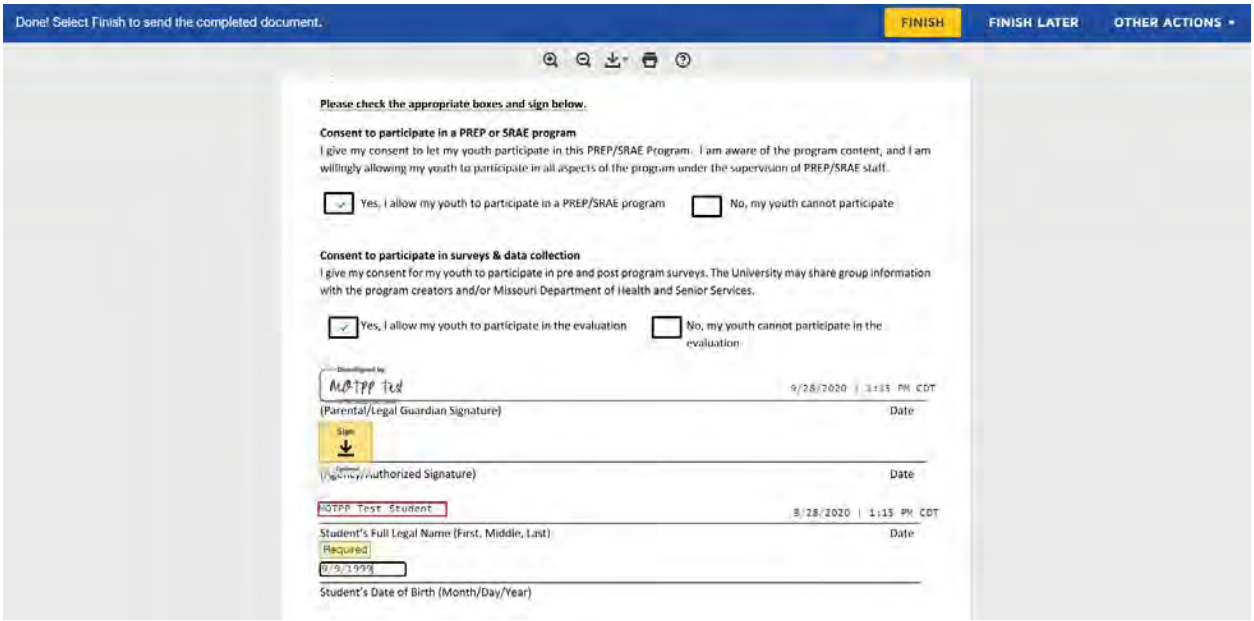
The name used by the signer on the DocuSign landing page will be automatically utilized inside the form. If this is their first time using DocuSign, they will be prompted to adopt their digital signature.

Below is a screenshot of adopting a signature on DocuSign:



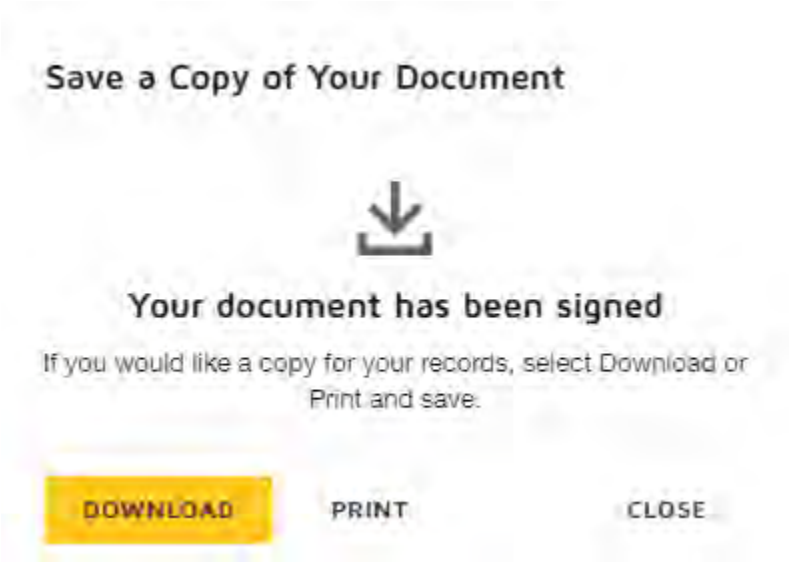
Once the digital signature is adopted the signer will select the "Sign" button in the appropriate line and complete their participants full name and date of birth.

Below is a screenshot of a signature in progress:



Once all information is entered, the signer will select "finish". After signing is complete, the signer will have the option to download, save, or print their signed consent form.

Below is a screenshot of the download, save, or print prompt:



Signing is complete when the "Save a Copy of Your Document" popup is displayed.

All participants should have a consent form on file, even if the parent/guardian or the youth do not give consent to participate in the surveys.

REMINDER! Facilitators and coordinators should make copies of consent forms but MAY NOT make copies of surveys.

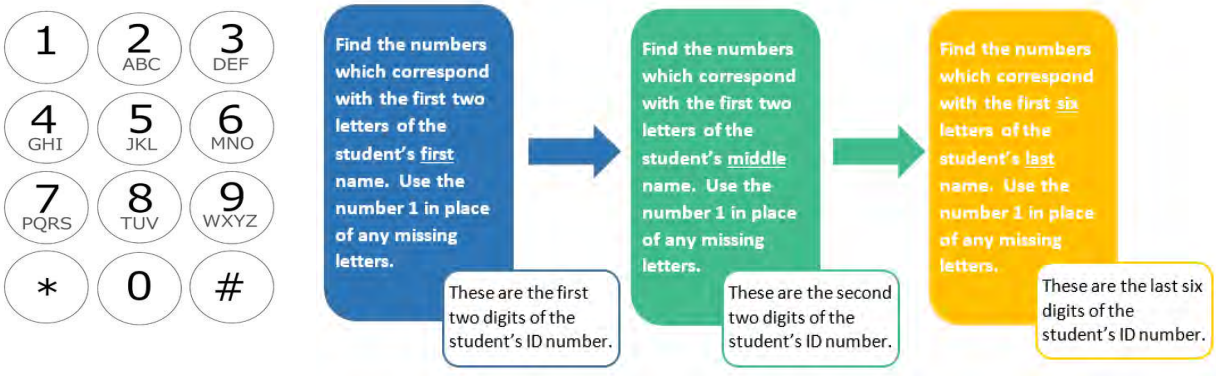
The evaluation instruments (facilitator logs, surveys, and attendance logs) are to be treated as confidential. Program staff should administer the surveys and collect them anonymously. Facilitators can protect youth attendance data by not sharing attendance information with those outside of the program. Attendance data should only be shared with the evaluation team via the facilitator logs.

All youth paper and electronic data (including attendance logs) on the MOTPP program should be stored in a secure area. Evaluation staff will store completed parent/guardian consent forms in separate locked filing cabinets. Youth attendance logs are kept secured in an online format. Surveys are kept confidential to protect participant identification.

Youth confidentiality is imperative to program success.

Participant ID Numbers

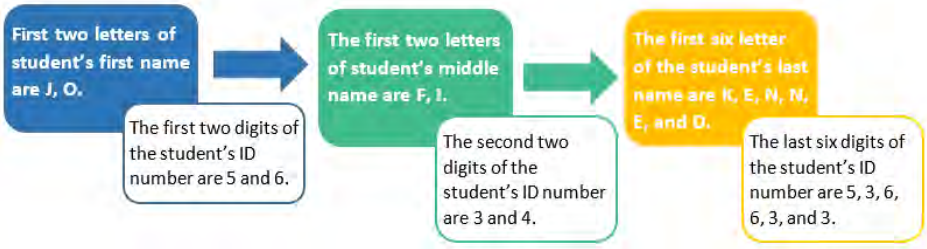
In order to protect participant confidentiality, participant ID numbers are created instead of using youth names. Each participant must have a unique 10-digit participant ID number that are created using the keypad method. To change letters into numbers, facilitators should use the keypad and follow the process below:



Examples

Participant name - John Fitzgerald Kennedy

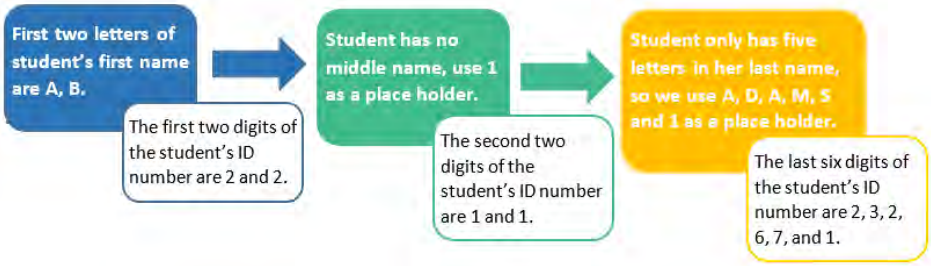




John's participant ID number = 5634536633

Participant name – Abigail Adams





Abigail's participant ID number = 2211232671

Data Privacy and Security Requirements

In order to protect data privacy and ensure data security, program staff and the evaluation team will adhere to strict data sharing protocols.

It is important to highlight that the participant entry and exit surveys address sensitive subjects, including:

- sexual orientation
- living situation (including foster care, detention center, homeless)
- use of alcohol, tobacco, or other drugs
- sexual activity
- incidence of pregnancy or STI, and
- perceptions of the program's effects on sexual activity.

In addition, collection of personal identifiable information (PII)—which includes any data that could potentially be used to identify a particular person, such as full name, date of birth, etc.—requires protection against unauthorized access.

Consequently, it is important to keep such data secure. The following sections describe required procedures for ensuring the protection of sensitive information.

Access to Data

Access to MOTPP participant data (participant roster and attendance logs) should only be granted to project staff, including the coordinator and evaluation team. Completed paper participant surveys should be sealed by the participant and mailed to the evaluation team. Online surveys should only be accessed by the participant, once submitted they are only visible to the evaluation team.

Secure Storage

Documents that contain PII (e.g., completed parental consent forms, youth surveys and assent forms, and rosters of youth with parent consent and who assented) will be stored in a separated locked file cabinet and/or on a separated computer server from survey data by the evaluation team. Facilitators should mail evaluation material (paper surveys and consent forms) to the evaluation team as soon as they are completed.

Electronic data files will be stored on a secure computer server or hard drive, and all computers and other devices will be password-protected with access to data granted only to project staff who need access to the data and who have signed a confidentiality agreement.

Participant identification numbers are the primary way surveys are de-identified prior to submission to the evaluation team. Instructions for generating ID numbers are included elsewhere in this guide and should be utilized for every survey respondent.

Local Data Transmission

When facilitators send hard copy completed surveys to the evaluation team, these documents should be sent in a package marked confidential via U.S. Postal Service or Federal Express. Documents including PII should be shipped *separately* using these same protocols.

Facilitators will submit electronic files (facilitator logs and surveys) to the evaluation team utilizing a secured online survey tool. Facilitators logs should not be emailed to the evaluation team without prior approval and processing.

REMINDER! **In order to protect participant confidentiality and data privacy attendance logs with participant data are sent to the Evaluation Team through the online facilitator logs (and not via email).**

Club Name

Each club will choose a unique club name. This name will be used to identify the club evaluation materials (facilitator logs, attendance logs, mailers, surveys, etc.) and should be kept consistent throughout the club timeframe. Youth or facilitators can choose club names. Previous club name examples include:

- KHS Stars
- Bulldogs
- Tater Taco Toaster Strudels
- Banana Savages
- TOP of the World

The process for submitting attendance and club information is combined into three online facilitator logs. This process combines the previously separate attendance logs and facilitator post-survey.

The new facilitator log is used to track youth attendance, community service learning (CSL) hours, and club information. TOP clubs submit three facilitator logs during the program year:

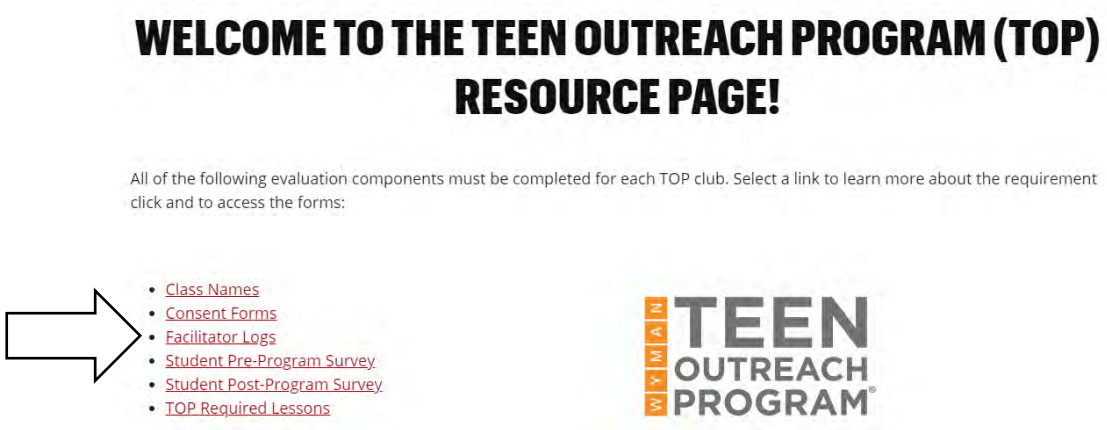
1. The first log within four weeks of the first club/meeting
2. The second log by January 15th
3. The final log within two weeks of the last club/meeting

TOP Roster, Attendance, CSL, and Club Information

A club roster, attendance information, and CSL hours are used to track participation and will be completed in a downloadable excel spreadsheet that accompanies an online facilitator log with specific club information questions.

TOP Facilitator Log Attendance Instructions

1. Download the TOP Attendance file from the MOTPP TOP Facilitator Log webpage. This excel file is where the participant roster and club attendance are recorded. If facilitating more than one club, please keep a separate file for each club. This file will be submitted–with lessons recorded–as a component of the online facilitator log.



Facilitator Log Instructions

The process for submitting attendance and club information is combined into three online facilitator logs. This process combines the previously separate attendance logs and facilitator post-survey. Detailed instructions are included in the MOTPP Evaluation Guide.

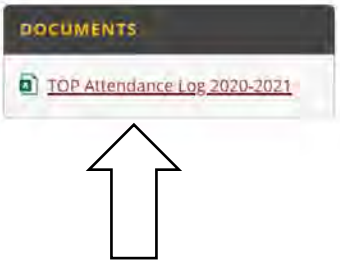
The new facilitator log is used to track youth attendance, community service learning (CSL) hours, and club information. TOP clubs submit **three** facilitator logs during the course of the program year:

1. The first log within four weeks of the first club/meeting

2. The second log by January 15th

3. The final log within two weeks of the last club/meeting

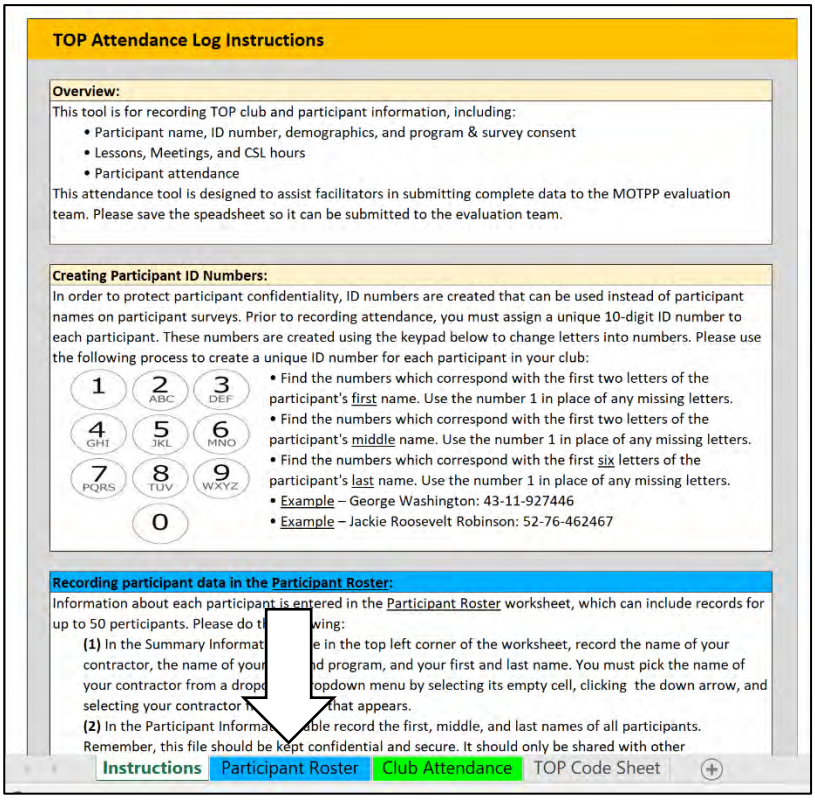
For questions, please contact the evaluation team at motppevaluation@missouri.edu or by phone at 573-882-1739.



2. Save the file using the club name utilized on all evaluation material.

3. After downloading and saving the spreadsheet, locate the tab labeled "Instructions." This section explains how to generate participant ID numbers, create a club roster, and record attendance for each session.

4. Next, select the tab labeled "Participant Roster."



5. Complete the Summary Information in the top-left corner. This includes the name of the contracting organization, the name of the club, and the facilitator names.

Summary Information	
Contractor Name (Select from drop down menu)	Henry County Health Department
Club/Program Name	TOP Club
Facilitator Name	Benjamin Franklin

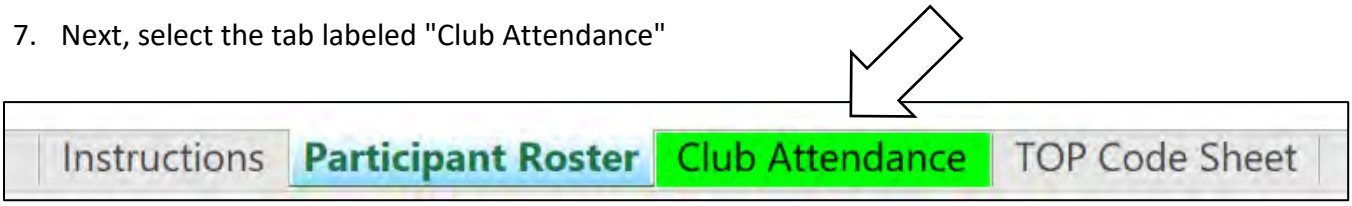
6. Complete the Participant Information section. This section includes participant names, ID numbers, sex, age, consent information, and status in the program (active or inactive). Note, participant status and new participants can be updated as needed.

Participant Information

Enter the information for each participant in your club/program below

	Participant First Name	Middle Name	Last Name	Participant ID Number (XX-XX-XXXXXX)
	Tracey (Example)		Tester (Example)	87-11-837837
1	George		Washington	43-11-927446
2	Jackie	Roosevelt	Robinson	52-76-762467
3	Emily	E.	Dickinson	36-31-342467
4	Mark		Twain	62-11-892461
5	Frida		Kahlo	37-11-524561
6	Franklin	Delano	Roosevelt	37-33-766738

7. Next, select the tab labeled "Club Attendance"

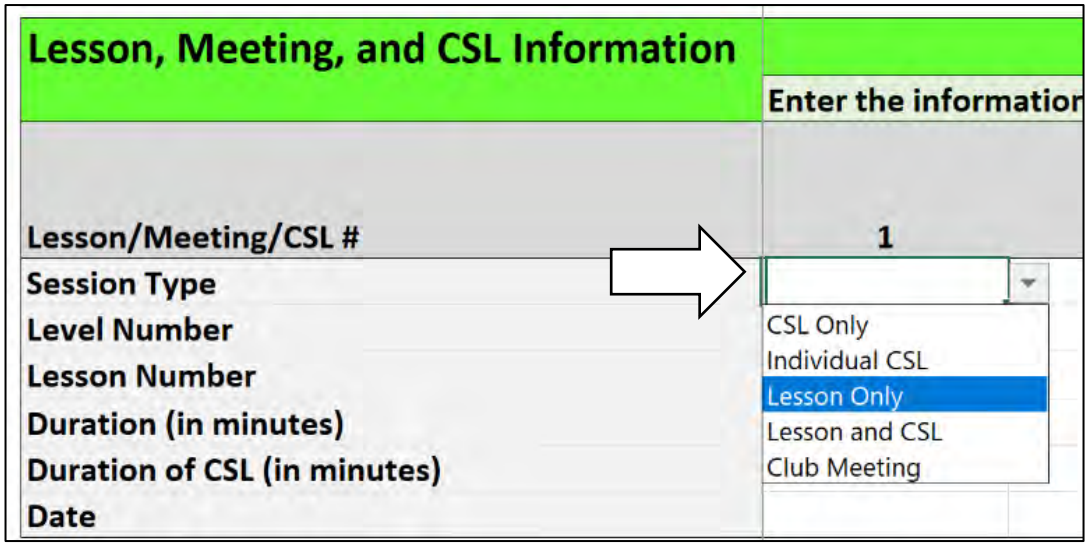


Participant's names and ID numbers will be auto populated in the “Attendance Information” section. Locate the "Lesson, Meeting, and CSL Information" section. Update the information for each lesson, meeting, or CSL conducted.

Sex (Select from drop down menu)	Date of Birth (MM/DD/YYYY)	Age	Does participant have program consent? (Yes or No)	Does participant have survey consent? (Yes/No)	Participant Status (Select from drop down menu)
Female	1/1/1999	21	Yes	Yes	Active
Male	10/31/1999	20	Yes	Yes	Active
Male	1/[illegible]/2004	16	Yes	Yes	Active
Female	[illegible]09	10	Yes	No	Inactive (Teen was asked to leave club)
Male	[illegible]002	17	Yes	Yes	Active
Female	5/7/2003	17	Yes	Yes	Active
Male	1/1/1990	30	No	No	Inactive (Teen Dropped out of Club)

	Lesson, Meeting, and CSL Information				**Enter the information for each lesson, meeting, or CSL**	
	Lesson/Meeting/CSL #			**1**	**2**	**3**
	Session Type					
	Level Number					
	Lesson Number					
	Duration (in minutes)					
	Duration of CSL (in minutes)					
	Date					
	Attendance Information				**Mark "1" as appropriate in each cell below to identify p**	
	Participant	**Participant ID Number**				
1	George Washington (Active)	43-11-927446				
2	Jackie Roosevelt Robinson (Active)	52-76-762467				
3	Emily E. Dickinson (Inactive)	36-31-342467				
4	Mark Twain (Active)	62-11-892461				
5	Frida Kahlo (Active)	37-11-524561				
6	Franklin Delano Roosevelt (Inactive)	37-33-766738				
7						

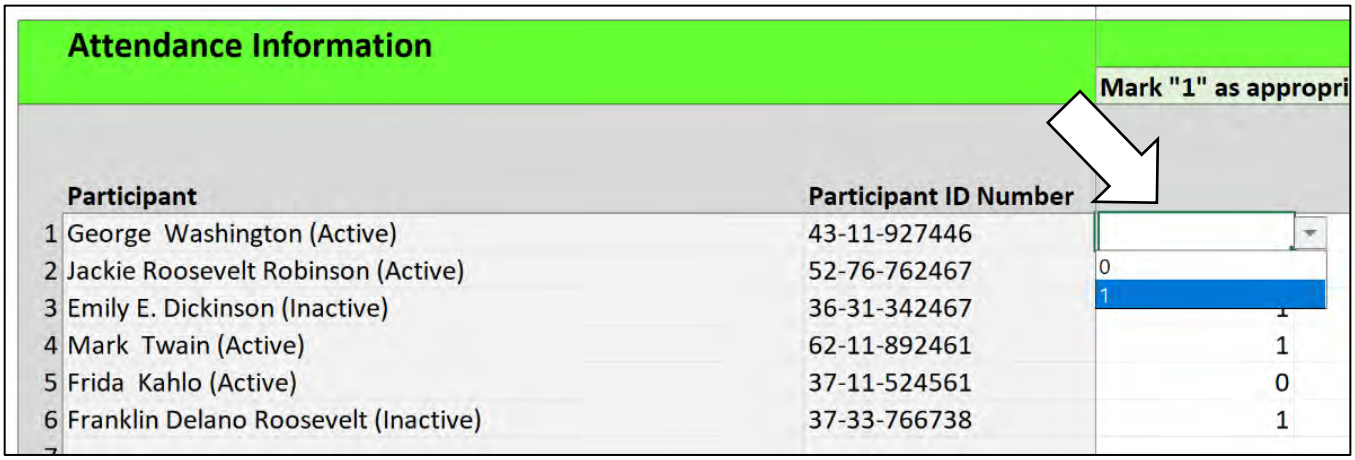
8. Next locate the "Lesson, Meeting, and CSL Information" section at the top of the worksheet.
9. Choose the Session Type, then select the level number and lesson number from the drop-down menu. To reference what level number/lesson number used, select the “TOP Code Sheet” tab on the bottom of the spreadsheet.



10. Type in the duration of the lesson (or CSL) in minutes in their appropriate rows. Type in the date of the lesson (or CSL) in the following format: MM/DD/YYYY.

Lesson, Meeting, and CSL Information	Enter the informatic
Lesson/Meeting/CSL #	1
Session Type	Lesson and CSL
Level Number	FAC
Lesson Number	BEG-F1
Duration (in minutes)	60
Duration of CSL (in minutes)	60
Date	8/31/2020

11. Next, for each participant listed, select "1" from the drop-down menu or type “1” if they were present and "0" if they were absent. Repeat steps 7-10 for each new lesson, meeting, or CSL.



Entering Multiple Lessons per Entry

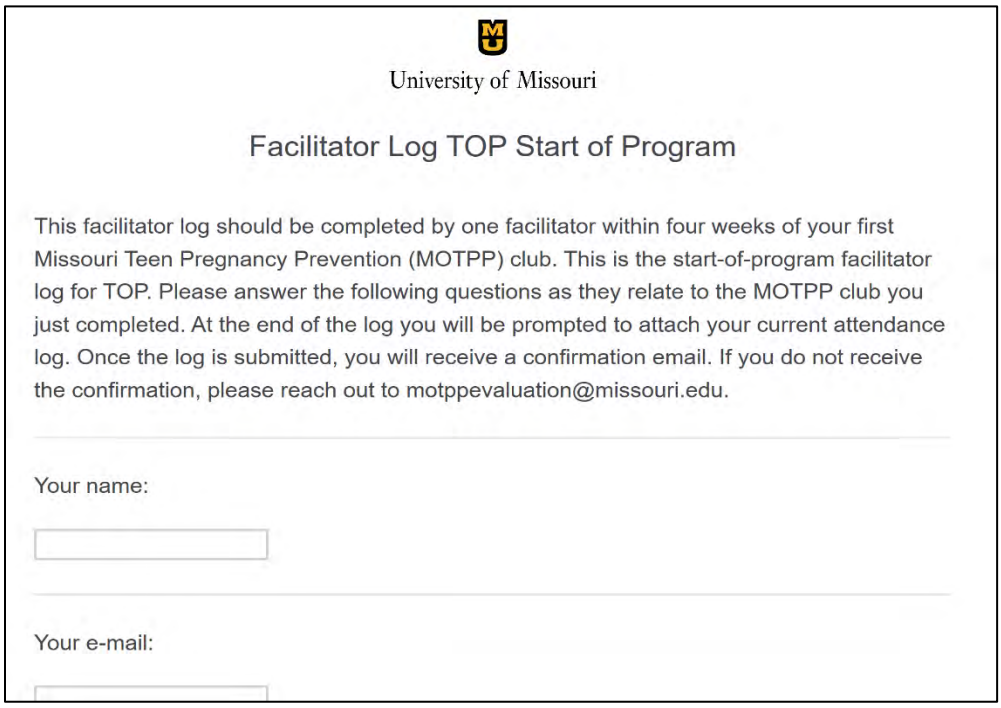
If multiple lessons are taught per day, please enter all lessons separately and divide the time taught between the multiple lessons.

Submitting TOP Facilitator Logs

1. To submit the TOP facilitator logs with the attendance excel spreadsheet, first select the appropriate Facilitator Log to be submitted on the TOP MOTPP website:
    a. *"Facilitator Log TOP **Start of Program**"*, to be completed within four weeks of your first club/meeting
    b. *"Facilitator Log TOP **Mid-Program**"*, to be completed by January 15th, the mid-point of the program year.
    c. *"Facilitator Log TOP **End of Program**"*, to be completed within two weeks of your last club/meeting

2. After opening the appropriate facilitator log, several question prompts will be displayed. All questions require a response.

3. The log will first display directions to enter the facilitator's name, e-mail address, and phone number.


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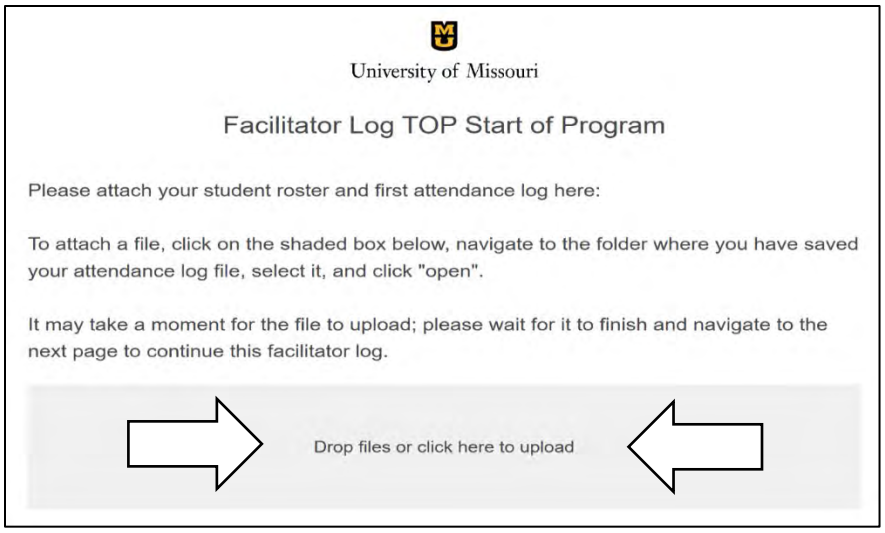
Facilitator Log TOP Start of Program

This facilitator log should be completed by one facilitator within four weeks of your first Missouri Teen Pregnancy Prevention (MOTPP) club. This is the start-of-program facilitator log for TOP. Please answer the following questions as they relate to the MOTPP club you just completed. At the end of the log you will be prompted to attach your current attendance log. Once the log is submitted, you will receive a confirmation email. If you do not receive the confirmation, please reach out to motppevaluation@missouri.edu.

Your name:

Your e-mail:

4. Continue to respond to all question prompts for the club log being submitted.



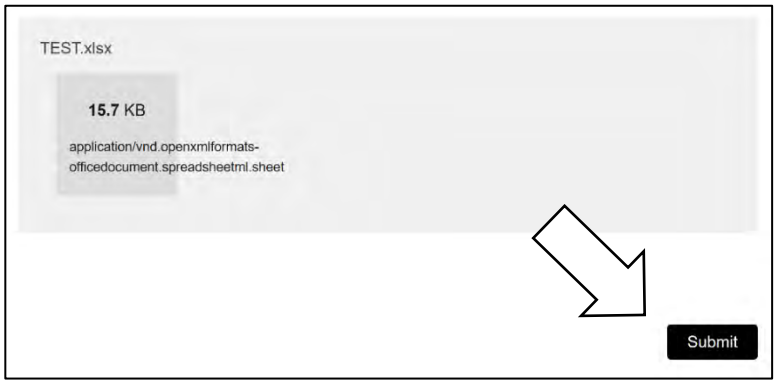
5. At the end of the *Start of Program* log, upload the appropriate attendance log excel file that includes a completed participant roster and first set of attendance information.

6. Click the gray box that says, "Drop files or click here to upload."

7. Select the excel file that was used for participant information and attendance and double-click the file or select “Open.”

8. Allow the computer to upload the file and do not refresh the browser. The file has successfully uploaded when the name of the file appears in the gray box.

9. Click the black box labeled "Submit" to finish the facilitator log.



10. A confirmation email will be sent following the successful submission of each facilitator log.



11. Repeat steps 1 through 9 for the **Mid-Program** and **End of Program** facilitator logs. The Mid-Program log is to be completed by January 15th. The End of Program log is to be completed within two weeks of the final club/meeting.
    a. If the club has more than one attendance log file there will be a prompt to upload the second file after the first one has been uploaded.

The process for submitting attendance and club information will be combined into online facilitator logs. This process combines the previously separate attendance logs, fidelity logs, and facilitator post-survey.

The facilitator log is used to track youth attendance and fidelity for the lessons covered. BART, MAD, MPC, and PHAT clubs implemented **in one day** will submit **one** facilitator log following the completion of the program. BART, MAD, MPC, and PHAT clubs implemented **in multiple days** will submit **two** facilitator logs, one at the start of the club and one following the completion of the program.

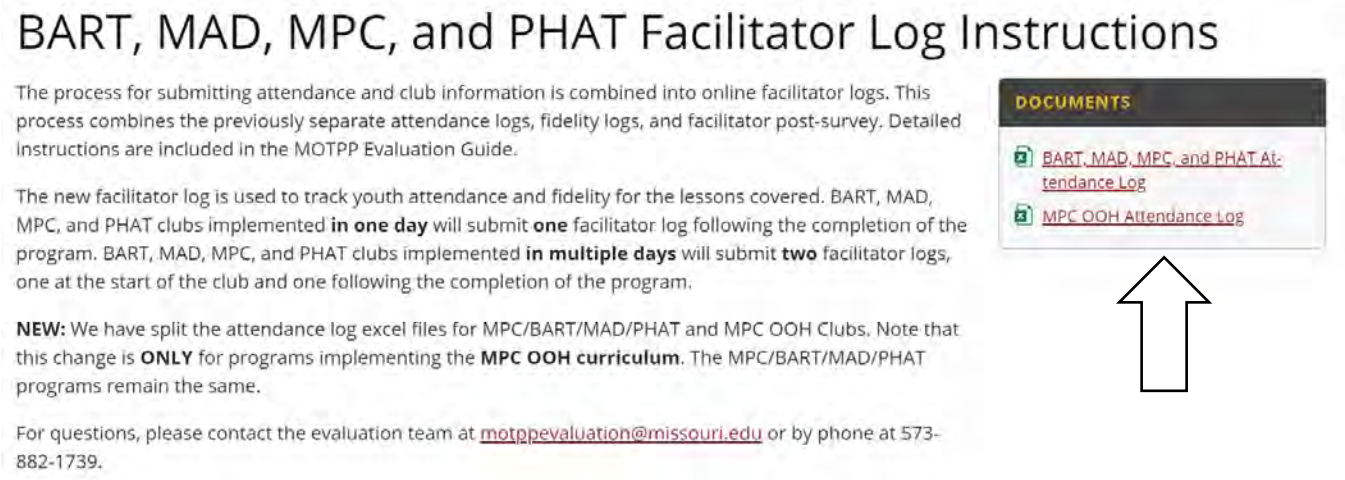
BART, MAD, MPC, and PHAT Roster, Attendance, and Club Information

Club roster and attendance information are used to track participation and will be completed in a downloadable excel spreadsheet that accompanies an online facilitator log with specific club information questions.

Note that there are **TWO** excel file options – one for BART, MAD, PHAT and Regular MPC clubs and one for MPC OOH clubs.

BART, MAD, MPC, and PHAT Facilitator Log Attendance Instructions

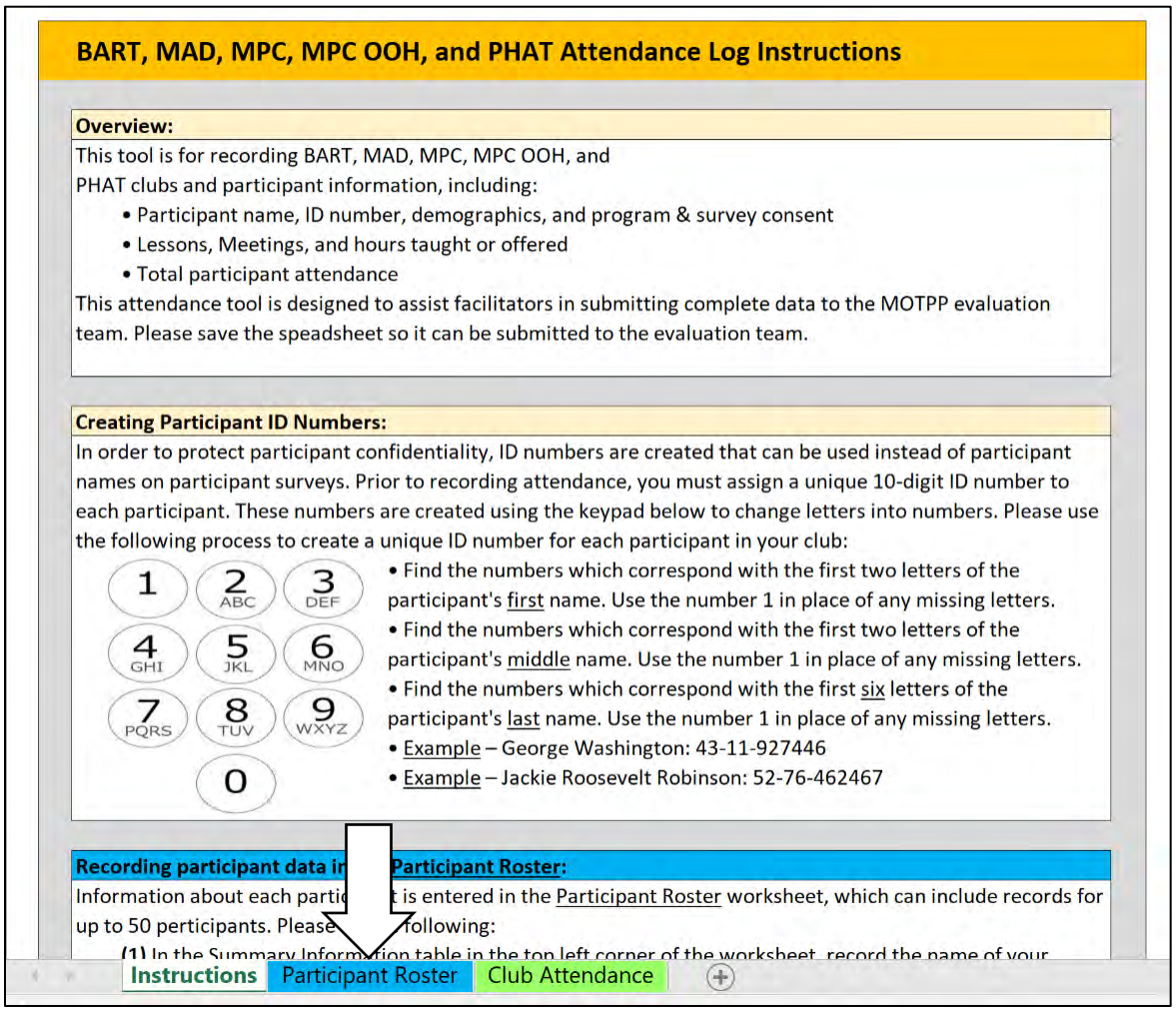
1. Download the BART, MAD, MPC, MPC OOH, and PHAT Attendance file. This excel file is where the participant roster and club attendance are recorded. If facilitating more than one club, please keep a separate file for each club. This file will be submitted–with lessons recorded–as a component of the online facilitator log.



2. Save the file using the club name utilized on all evaluation material.

3. After downloading the spreadsheet, locate the tab labeled “Instructions.” This section explains how to generate participant ID numbers, create a club roster, and record attendance for each session.

4. Next, select the tab labeled "Participant Roster."



5. Complete the Summary Information in the top-left corner. This includes the name of the contracting organization, the name of the club, and facilitator names.

Summary Information	
Contractor Name (Select from drop down menu)	Jackson County Health Department
Club/Program Name	MPC Club
Facilitator Name	Benjamin Franklin

6. Complete the Participant Information section. This section includes participant names, ID numbers, sex, age, consent information, and status in the program (active vs. inactive). Note, participant status and new participants can be updated as needed.

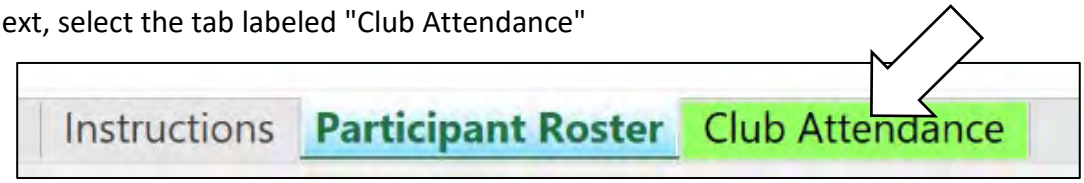
Participant Information

Enter the information for each participant in your club/program below

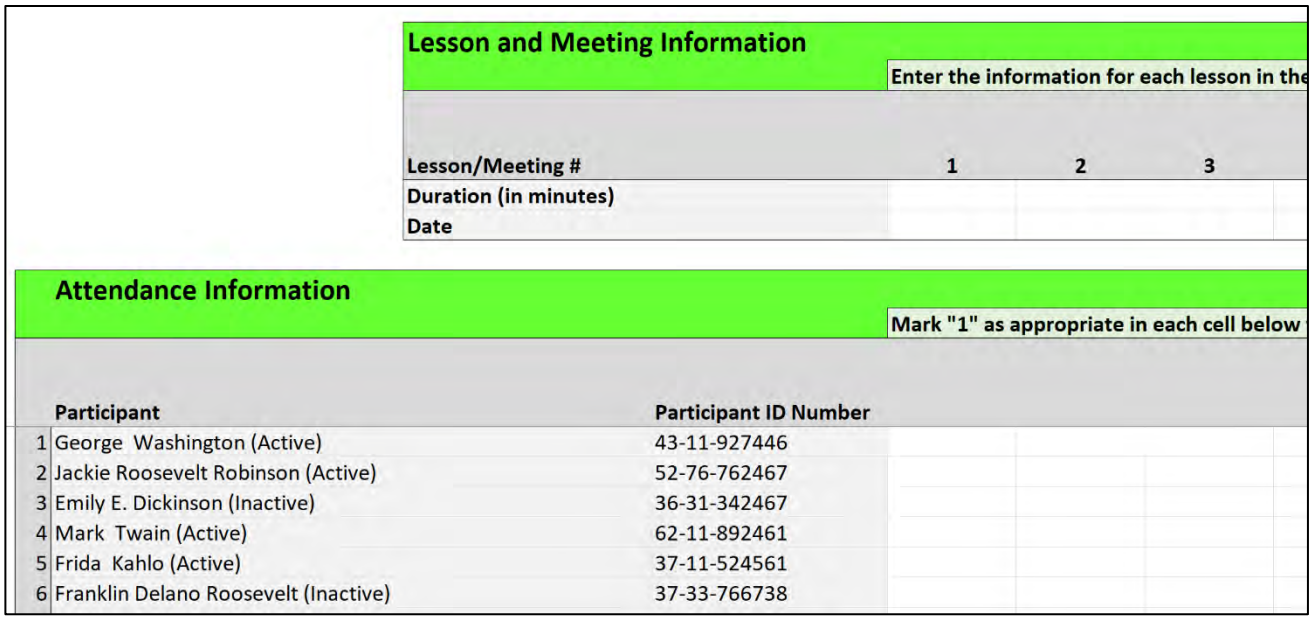
	Participant First Name	Middle Name	Last Name	Participant ID Number (XX-XX-XXXXXX)
	Tracey (Example)		Tester (Example)	87-11-837837
1	George		Washington	43-11-927446
2	Jackie	Roosevelt	Robinson	52-76-762467
3	Emily	E.	Dickinson	36-31-342467
4	Mark		Twain	62-11-892461
5	Frida		Kahlo	37-11-524561
6	Franklin	Delano	Roosevelt	37-33-766738
7				

Sex (Select from drop down menu)	Date of Birth (MM/DD/YYYY)	Age	Does participant have program consent? (Yes or No)	Does participant have survey consent? (Yes/No)	Participant Status (Select from drop down menu)
Female	1/1/1999	21	Yes	Yes	Active
Male	10/31/1999	20	Yes	Yes	Active
Male	1/15/2004	16	Yes	Yes	Active
Female	11/8/2009	10	Yes	No	Inactive (Teen was [illegible] leave club)
Male	12/15/2002	17	Yes	Yes	Active
Female	5/7/2003	17	Yes	Yes	Active
Male	1/1/1990	30	No	No	Inactive (Teen Dropped out of Club)

7. Next, select the tab labeled "Club Attendance"



Participant's names and ID numbers will be auto populated in the “Attendance Information” section from the “Participant Roster”.



Lesson and Meeting Information

Enter the information for each lesson in the

Lesson/Meeting #	1	2	3
Duration (in minutes)			
Date			

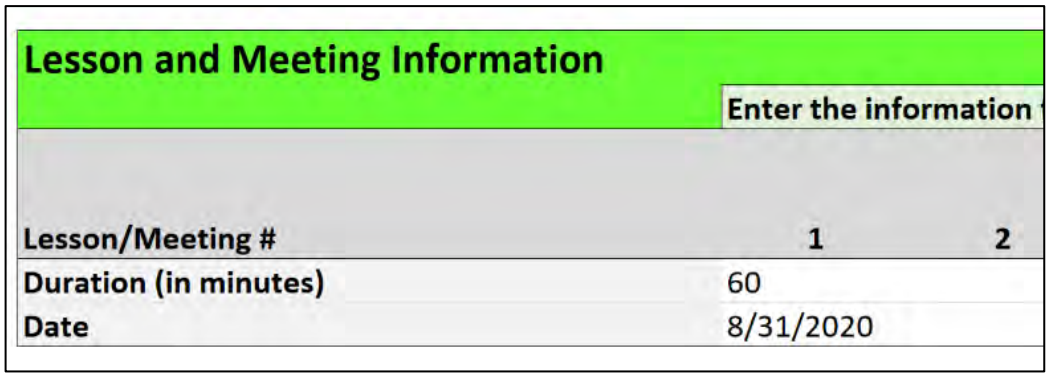
Attendance Information

Mark "1" as appropriate in each cell below

	Participant	Participant ID Number
1	George Washington (Active)	43-11-927446
2	Jackie Roosevelt Robinson (Active)	52-76-762467
3	Emily E. Dickinson (Inactive)	36-31-342467
4	Mark Twain (Active)	62-11-892461
5	Frida Kahlo (Active)	37-11-524561
6	Franklin Delano Roosevelt (Inactive)	37-33-766738

8. Locate the "Lesson and Meeting Information" section. Update the information for each lesson or meeting conducted. Each lesson is recorded separately to calculate fidelity for the program.

9. Type the duration of each lesson or meeting in minutes. Type the date of the lesson below in the following format: MM/DD/YYYY.

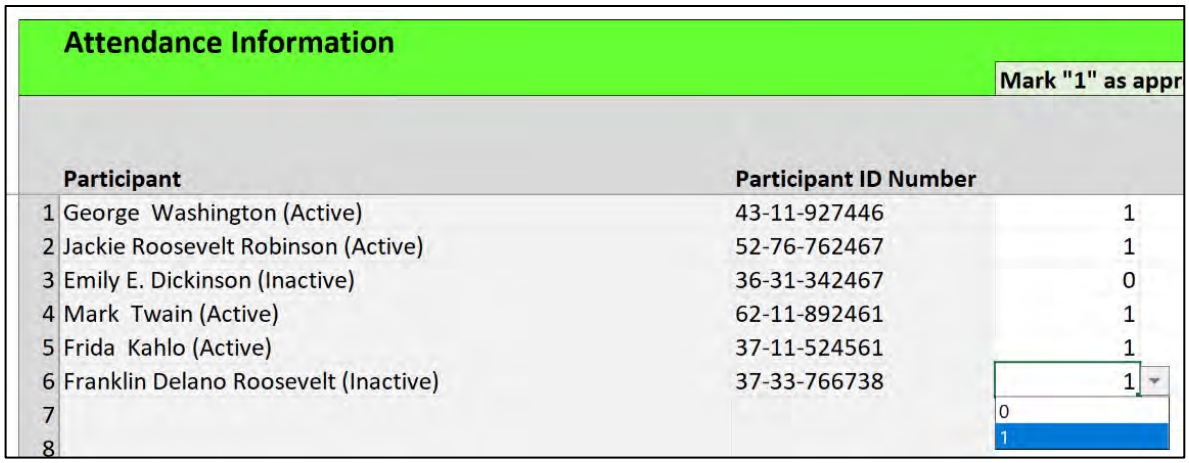


Lesson and Meeting Information

Enter the information

Lesson/Meeting #	1	2
Duration (in minutes)	60	
Date	8/31/2020	

10. Next, for each participant listed, select "1" from the drop-down menu if they were present and "0" if they were absent. Repeat steps 8-10 for each new lesson or meeting.



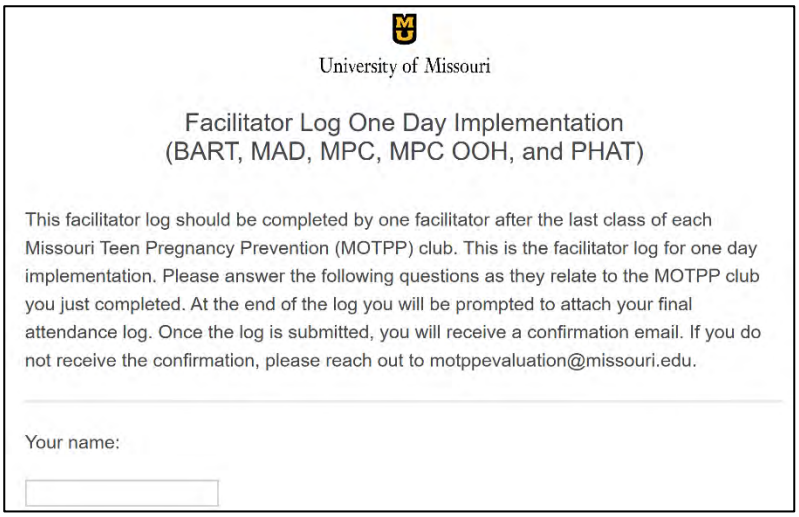
	Attendance Information		Mark "1" as appr
	Participant	Participant ID Number	
1	George Washington (Active)	43-11-927446	1
2	Jackie Roosevelt Robinson (Active)	52-76-762467	1
3	Emily E. Dickinson (Inactive)	36-31-342467	0
4	Mark Twain (Active)	62-11-892461	1
5	Frida Kahlo (Active)	37-11-524561	1
6	Franklin Delano Roosevelt (Inactive)	37-33-766738	1
7			0
8			1

Submitting One Day Implementation BART, MAD, MPC, and PHAT Facilitator Logs

1. To submit the BART, MAD, MPC, and PHAT One Day Implementation facilitator log with the attendance excel spreadsheet, first select the appropriate log to be submitted on the curriculum MOTPP website: *Facilitator Log **One Day Implementation** (BART, MAD, MPC, MPC OOH, and PHAT)*

2. After opening the appropriate facilitator log, several question prompts will be displayed. All questions require a response.

3. The log will first display directions to enter the facilitator's name, e-mail address, and phone number.



University of Missouri

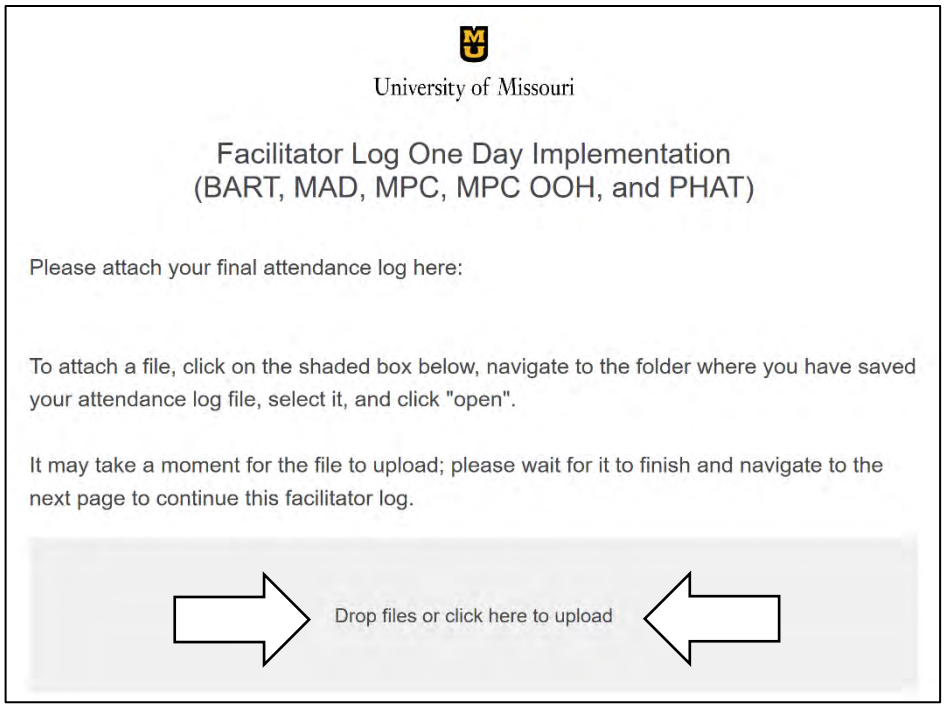
Facilitator Log One Day Implementation
(BART, MAD, MPC, MPC OOH, and PHAT)

This facilitator log should be completed by one facilitator after the last class of each Missouri Teen Pregnancy Prevention (MOTPP) club. This is the facilitator log for one day implementation. Please answer the following questions as they relate to the MOTPP club you just completed. At the end of the log you will be prompted to attach your final attendance log. Once the log is submitted, you will receive a confirmation email. If you do not receive the confirmation, please reach out to motppevaluation@missouri.edu.

Your name:

4. Continue to respond to all question prompts for the club log being submitted.

5. At the end of the log, upload the appropriate attendance log excel file that includes a completed participant roster and attendance information.

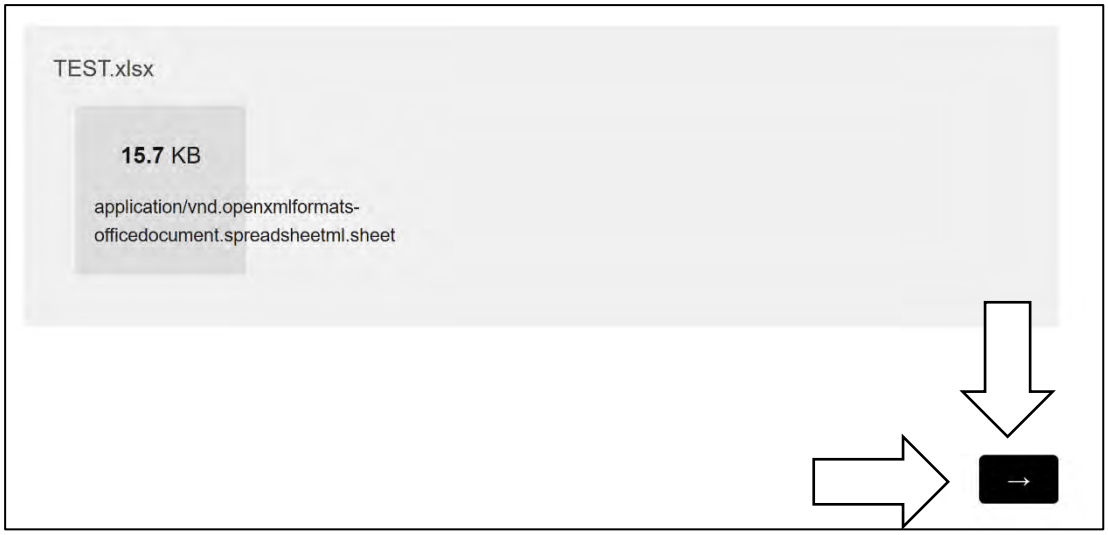


6. Click the gray box that says, "Drop files or click here to upload."

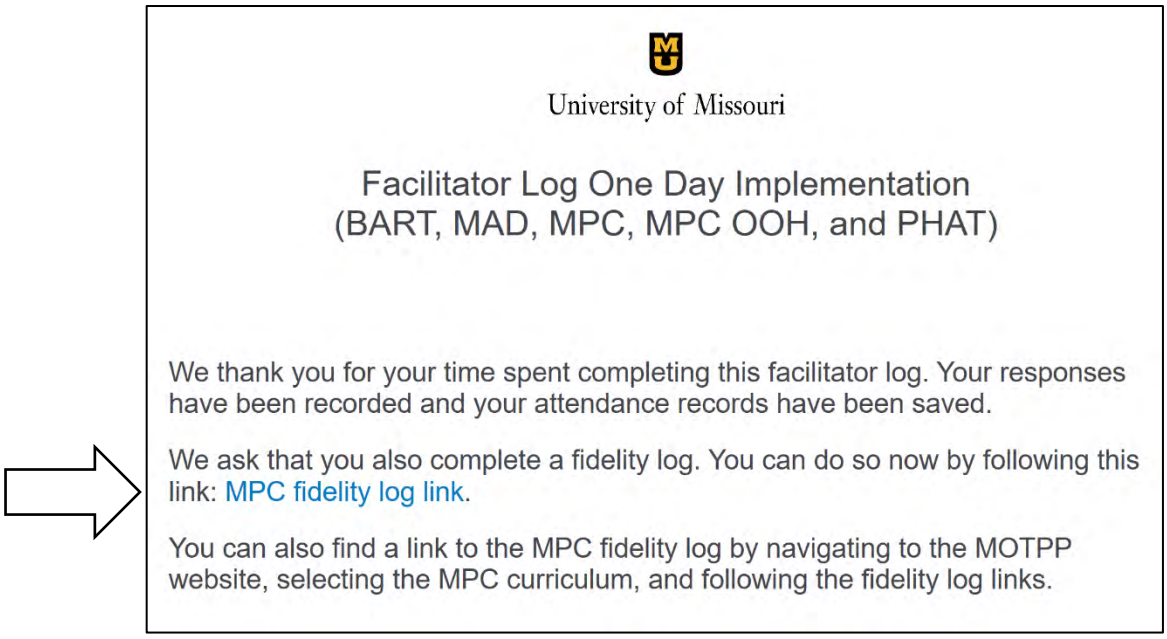
7. Select the excel file that was used for participant information and attendance and double-click the file or select "Open."

8. Allow your computer to upload the file and do not refresh the browser. The file has successfully uploaded when the name of the file appears in the gray box.

9. Click the black box labeled "Submit" or "→" to finish the facilitator log.



10. After a successful submission of the *One Day Implementation* log the survey will display a link to complete fidelity logs. Fidelity logs can be completed by clicking the link from the facilitator log or navigating to the appropriate curriculum pages for links to the fidelity logs.



11. A confirmation email will be sent following the successful submission of the facilitator log and fidelity logs.

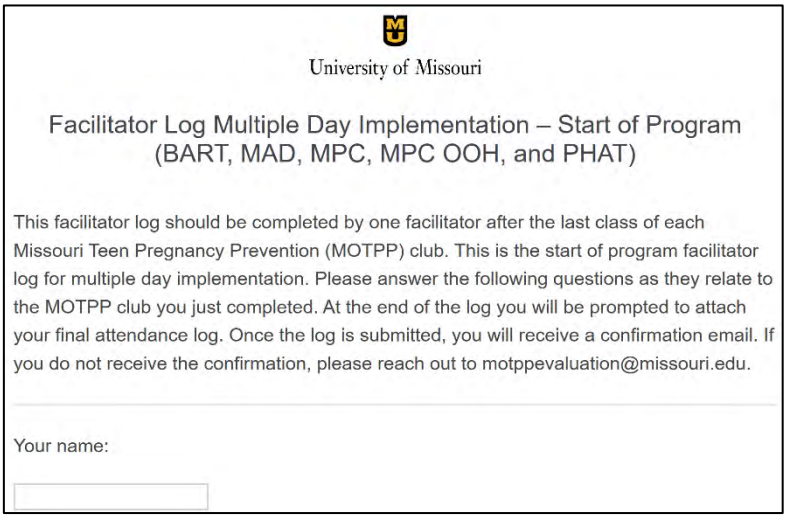
Submitting Multiple Day Implementation BART, MAD, MPC, and PHAT Facilitator Logs

Start of Program Facilitator Logs

1. To submit the BART, MAD, MPC, and PHAT Multiple Day Implementation facilitator logs with the attendance excel spreadsheet, first select the appropriate log to be submitted on the curriculum MOTPP website: *Facilitator Log **Multiple Day Implementation –Start of Program** (BART, MAD, MPC, MPC OOH, and PHAT)*

2. After opening the appropriate facilitator log, several question prompts will be displayed. All questions require a response.

3. The log will first display directions to enter the facilitator's name, e-mail address, and phone number.


University of Missouri

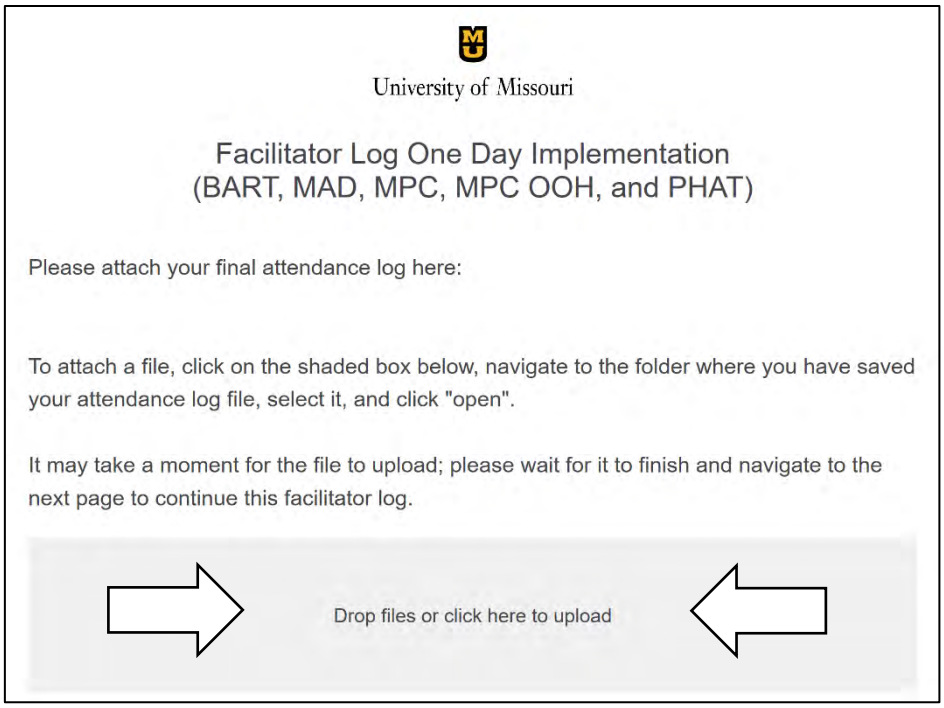
Facilitator Log Multiple Day Implementation – Start of Program
(BART, MAD, MPC, MPC OOH, and PHAT)

This facilitator log should be completed by one facilitator after the last class of each Missouri Teen Pregnancy Prevention (MOTPP) club. This is the start of program facilitator log for multiple day implementation. Please answer the following questions as they relate to the MOTPP club you just completed. At the end of the log you will be prompted to attach your final attendance log. Once the log is submitted, you will receive a confirmation email. If you do not receive the confirmation, please reach out to motppevaluation@missouri.edu.

Your name:

4. Continue to respond to all question prompts for the club log being submitted.

5. At the end of the log, upload the appropriate attendance log excel file that includes a completed participant roster and first set of attendance information.

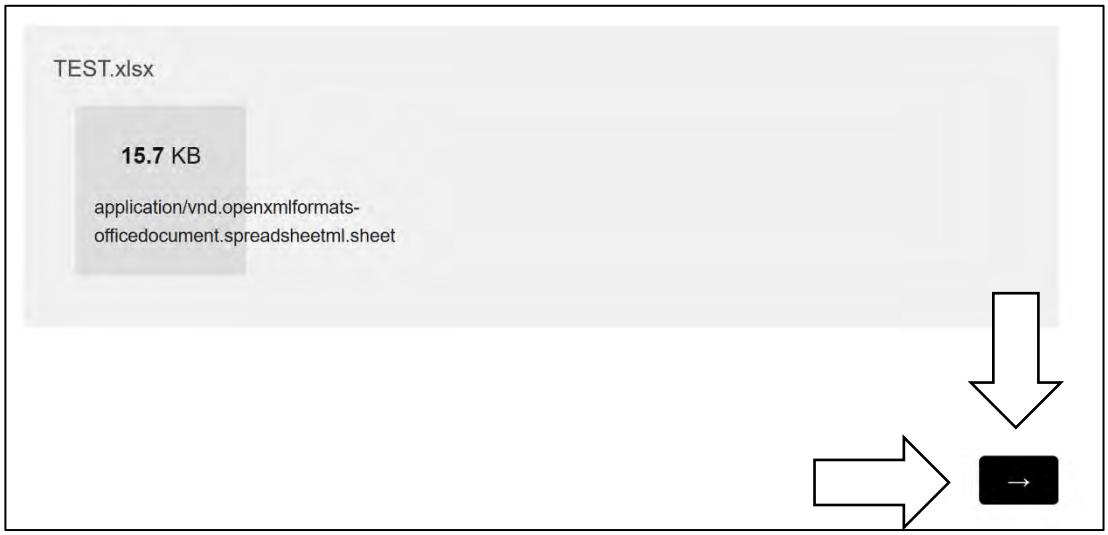


6. Click the gray box that says, "Drop files or click here to upload."

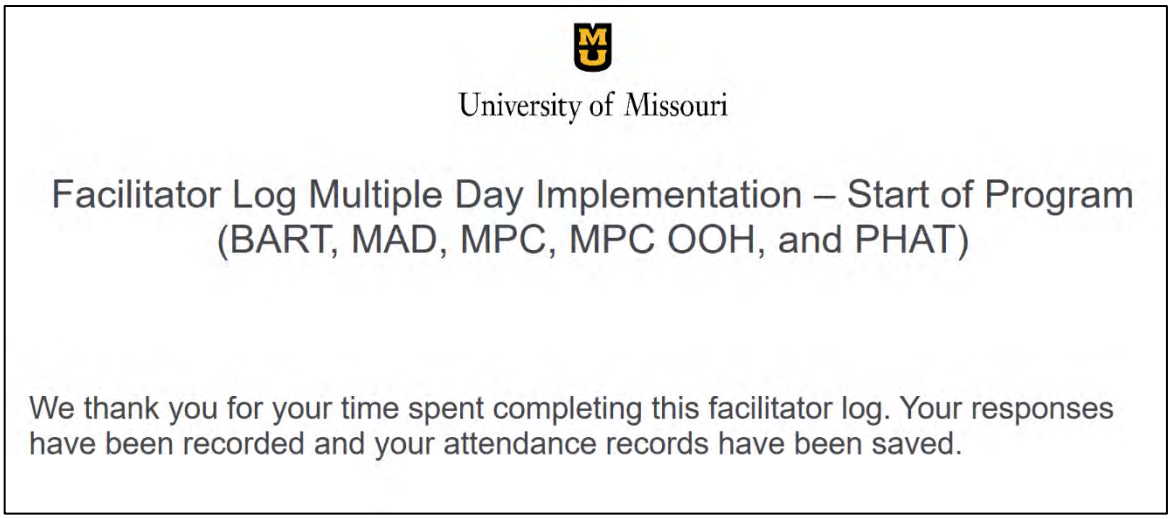
7. Select the excel file that was used for participant information and attendance and double-click the file or select "Open."

8. Allow your computer to upload the file and do not refresh the browser. The file has successfully uploaded when the name of the file appears in the gray box.

9. Click the black box labeled "Submit" or "→" to finish the facilitator log



10. After a successful submission of the *Multiple Day Implementation Start of Program* log the survey will display a link to complete fidelity logs. Fidelity logs can be completed by clicking the link from the facilitator log or navigating to the appropriate curriculum pages for links to the fidelity logs.



End of Program Facilitator Logs

1. For *Multiple Day Implementation*, following the completion of the club, open the existing excel file for the club and make any necessary updates on the "Participant Roster" tab.

2. Next, update the "Club Attendance" tab to reflect all lessons taught.

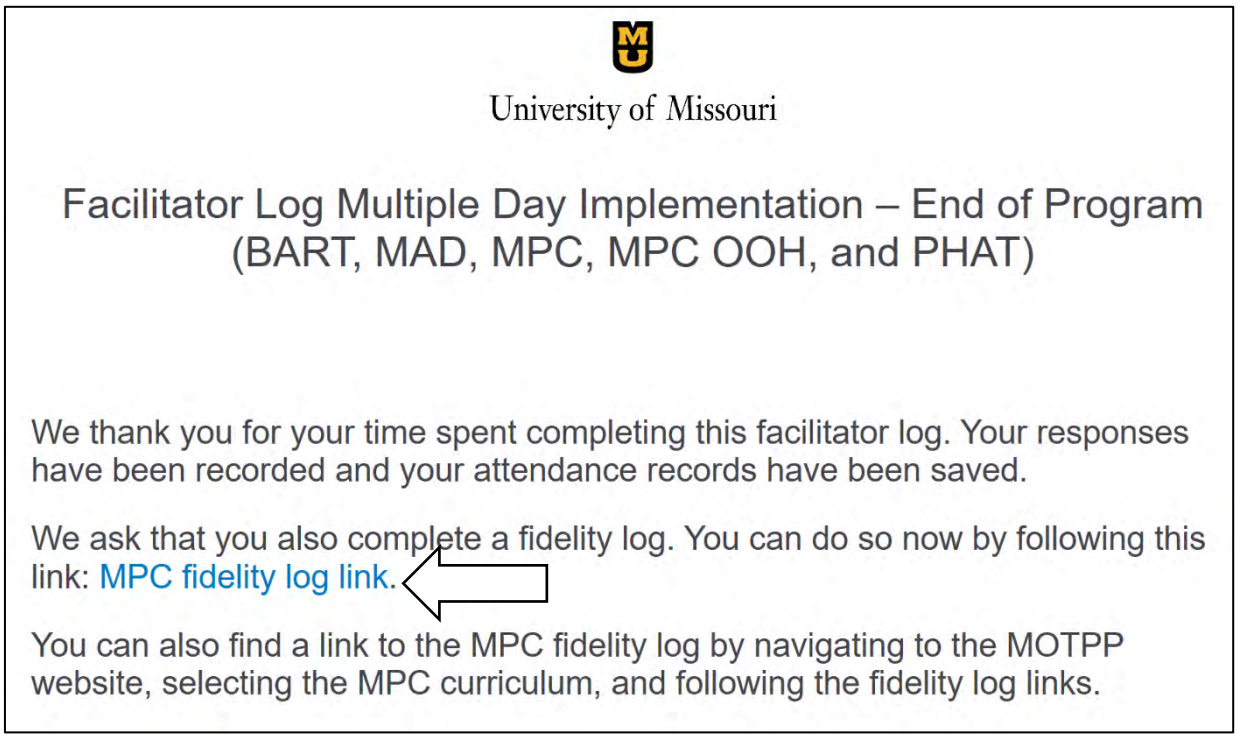
3. After updating this information, save the file.

4. Next, select the appropriate log to be submitted on the curriculum MOTPP website: *Facilitator Log* ***Multiple Day Implementation –End of Program*** *(BART, MAD, MPC, MPC OOH, and PHAT)*

5. Repeat steps 2 through 9 from the start of program instructions. Once again, all questions require a response.

6. At the end of the survey, after successfully uploading the finalized excel file, click the black box labeled "→" to finish the facilitator log.

7. After a successful submission of the *Multiple Day Implementation End of Program* log the survey will display a link to complete fidelity logs. Fidelity logs can be completed by clicking the link from the facilitator log or navigating to the appropriate curriculum pages for links to the fidelity logs.



8. A confirmation email will be sent following the successful submission of the facilitator log and fidelity logs.

BART, MAD, MPC, and PHAT clubs utilize fidelity logs to determine if the curriculum is being delivered as intended (i.e., "with fidelity").

To complete the fidelity logs, facilitators will answer a series of questions specific to each of the modules, including whether all required content was covered in each session, how that content was delivered, and if any adaptations were made.

At the end of the program, the evaluation team should have received one fidelity log for every club meeting. The number of fidelity logs should be the same as the number of meetings entered on the attendance log.

Process

Facilitators must complete fidelity logs within 48 hours (two business days) of each session taught.

Only one facilitator from each class will need to complete the fidelity logs.

Fidelity logs are completed and submitted online. They can be accessed directly through the end of each facilitator log or directly on the MOTPP web page.

1. Access the online fidelity logs through the curriculum page of the website
2. Select the "Fidelity Logs" Link



MPC Fidelity Logs

About

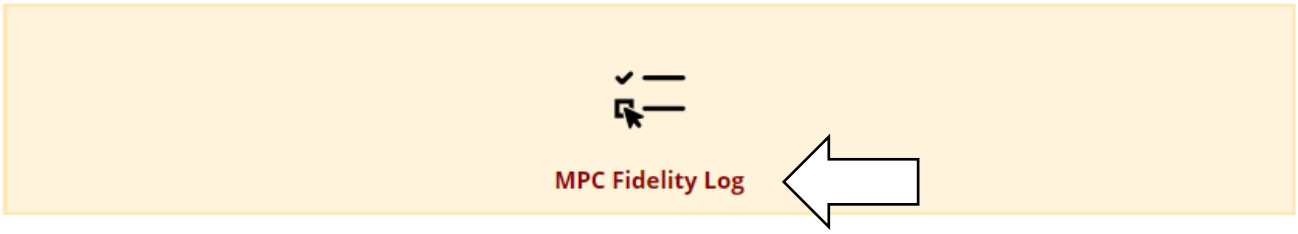
- The evaluation team uses fidelity logs to determine if the MPC curriculum is being delivered as intended (i.e. "with fidelity").
- To complete the fidelity logs, facilitators will answer a series of questions specific to each of the eight MPC modules, including whether all required content was covered in each session, how that content was delivered, and if any adaptations were made.
- At the end of the program, the evaluation team should have received one fidelity log for every MPC meeting. The number of fidelity logs should be the same as the number of meetings entered on the attendance log.

Process

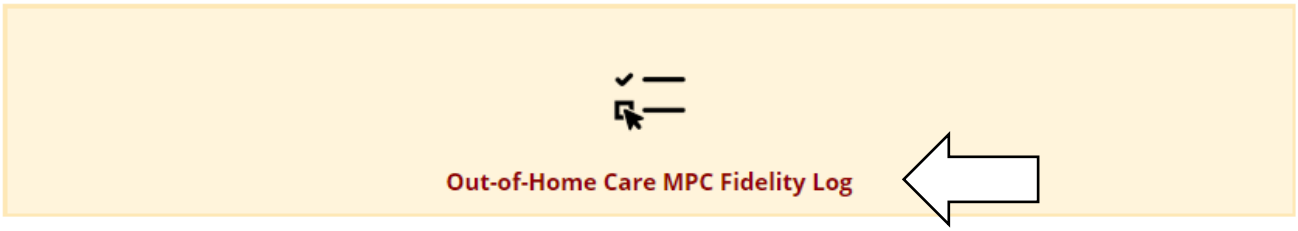
- Facilitators must complete fidelity logs within 48 hours (two business days) of each MPC session taught.
- Only one facilitator from each class will need to complete the fidelity logs.
- Fidelity logs are completed and submitted online.

Links

- Click the link below to complete the MPC Fidelity Log (8 Modules).



- Click the link below to the complete Out-of-Home Care MPC Fidelity Log (10 Modules). (Please note that this fidelity log is for youth in out-of-home care only).



3. Complete the fidelity log as prompted, facilitators will answer a series of questions specific to each of the modules
4. Click "submit" at the end of the fidelity log (a screen thanking the facilitator for submitting the log should appear if the log was properly submitted)
5. A confirmation email will be sent following the successful submission of the fidelity logs

Beginning in January 2021, there are ***two*** options for participant entry surveys - one for Middle School participants and one for High School participants. It is the facilitator's responsibility to give the correct survey to each participant based on their age at the time of the survey. The surveys were updated in January 2021 to reflect federal funder evaluation updates – the most recent versions of the surveys are located on the MOTPP evaluation website.

Youth surveys may be offered on paper or online. Online instructions are included in the following section.

Participants must have written consent from a parent or legal guardian to take an entry survey. Participation in the entry survey is strictly voluntary. Even if the parent has provided consent for the youth to take the survey, facilitators can encourage, but not require, youth to complete the survey.

Process

Copies of the youth entry-surveys are available for download on the MOTPP website under the curriculum being implemented.

The entry-program survey must be given at the beginning of the first club session (before any part of the curriculum is delivered).

For each survey, facilitators should write the youth's ID number on the survey, and the youth's name on a sticky note. Place the sticky note on the top page of the survey.

Once the survey is handed to the participant, the participant removes the sticky note. The participant then completes the survey.

Facilitators give each participant an envelope to place their completed surveys in to ensure that no one (including facilitators) see their responses except the evaluation team.

An example of accessing TOP youth entry-program surveys is included below.

PREP and SRAE participants are provided **two** survey options for all consenting youth. Surveys are divided by school group (Middle School or High School) and funding (PREP or SRAE).

Youth paper entry-surveys are mailed to the evaluation team immediately after they are completed. An outline of mailing procedures is outlined below.

REMINDER! **Surveys should be administered *before* any part of the curriculum is delivered.**

If a participant joins the program late, have the youth complete the entry-survey prior to joining the club.

More Information

Facilitators should take the time to read the entry-program survey before they are administered so they understand the survey's content and form. The entry survey is designed to give evaluators a baseline measure of youths' knowledge and attitudes.

If a participant asks for clarification or the meaning of some questions, the facilitator should answer the question to the best of her or his ability. It is very important not to lead the participant to answer the question in a particular way.

If a participant has difficulty reading, the facilitator can read the questions and response options aloud and let the participant answer the questions herself or himself. It is important that the facilitator is not positioned to view participant responses.

The procedure for youth paper exit-surveys is similar to the entry-surveys. The exit surveys were also updated in January 2021 to reflect federal funder evaluation updates – the most recent versions of the MOTPP surveys are located on the MOTPP evaluation website.

Participants must have written consent from a parent or legal guardian to take the exit survey. Participation in the exit survey is strictly voluntary. Even if the parent has provided consent for the participant to take the survey, facilitators can encourage, but not require, participants to complete the survey.

The exit survey is given at the end of the last session.

Process

Copies of the youth exit-surveys are available for download on the MOTPP website under the curriculum being implemented.

For each survey, facilitators should write the participant's ID number on the survey, and the youth's name on a sticky note. Place the sticky note on the top page of the survey.

Once the survey is handed to the youth, the participant removes the sticky note. The participant then completes the survey.

Facilitators give each participant an envelope to place their completed surveys in to ensure that no one (including facilitators) see their responses except the evaluation team.

PREP and SRAE participants are provided **two** survey options for all consenting youth. Surveys are divided by school group (Middle School or High School) and funding (PREP or SRAE).

Youth paper exit-surveys are mailed to the evaluation team immediately after they are completed. An outline of mailing procedures is outlined below.

More Information

Facilitators should take the time to read the surveys before they are administered so they understand the survey's content and form. The survey is designed to give evaluators a comparison measure of whether and how participant's knowledge and attitudes changed from before to after the program.

If a participant asks for clarification or the meaning of some questions, the facilitator should answer the question to the best of her or his ability. It is very important not to lead the participants to answer the question in a particular way.

If a participant has difficulty reading, the facilitator can read the questions and response options aloud and let the participant answer the questions herself or himself. It is important that the facilitator is not positioned to view participant responses.

Youth surveys may be offered on paper or online. Online youth surveys are offered through the online survey software, Qualtrics. The online entry- and exit-surveys are identical to the paper versions. The first page of the online link will be similar to the cover page of the paper survey. The second page of the online survey has the only information required of youth: the 10-digit participant ID number, the club name, and date. Youth can quit or skip remaining questions after answering the required information, though they should be encouraged to complete as much as they feel comfortable.

Online youth surveys can be taken on mobile devices, tablets, or computers.

Survey Links

Facilitators will access the link to share with their youth through the MOTPP website where a unique survey link is provided.

Facilitators either send youth the survey links to start the online survey using the special hyperlink given by the MOTPP evaluation team or have the online survey already open on a computer for participant use. Remember that only youth with consent to participate in the program and consent to participate in the survey should take the online survey.

REMINDER! **PREP and SRAE participants are provided two survey options for all consenting youth. Surveys are divided by school group (Middle School or High School) and funding (PREP or SRAE).**

Taking the Online Survey

Once the youth has accessed the correct online survey link, the online survey will have a similar cover page to the paper survey. The page provides background and asks for consent - *hitting next or the bottom right arrow will continue the survey, see yellow arrow.*

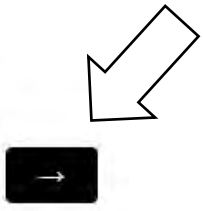
TOP ENTRY SURVEY
YOUTH 14 AND OLDER

The program you are participating in is being reviewed by researchers at the University of Missouri and they would like to ask you some questions that will help decide how well the program is working. This survey will ask you questions about:

- Your ethnicity, gender, who you live with, and your parents' education levels
- Whether or not you plan to continue schooling, to engage in sexual activity, and to use protection
- Your school attendance, grade level, suspension, and course failure
- Your health information about pregnancy, parenting, and sexual activity
- Your experience in the program and your abilities to use the skills developed during the program

Your individual responses to the questions in the survey will be kept private. We understand that these questions are personal and if you do not want to take this survey, you do not have to. You may also skip questions you do not want to answer and move on to the next question.

By taking this survey, you are telling the University that you agree to take the survey, answer questions that you feel comfortable answering, and that the University can use your responses to help decide how well the program is working. If you have questions or concerns about the survey, please call the Missouri Teen Pregnancy Prevention Program Evaluation Team at the University of Missouri at 573-882-1739.

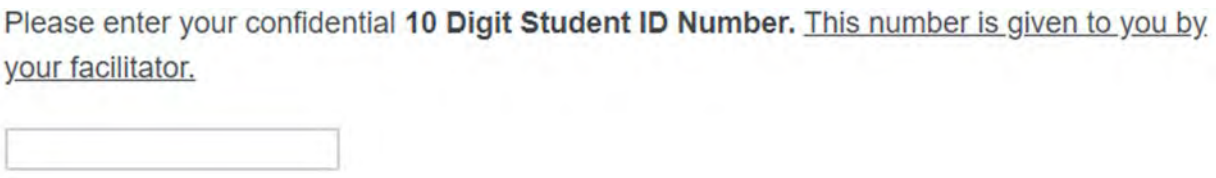


Entering Online Participant ID Numbers

Facilitators create participant ID numbers when classes begin and entered them on the MOTPP attendance log excel file based on the guidelines provided above. ID numbers need to be completed and given to youth BEFORE administering surveys.

Next, provide the participants with their 10-digit ID number so that the correct name and ID match.

Instruct the youth to enter their individual number *exactly* as written at the beginning of the survey.



Please explain to the youth that the ID number keeps responses anonymous while still allowing evaluators to track any changes in responses from the entry- and exit-surveys.

Entering Online Survey Club Name

Facilitators should instruct youth to use the club name developed at the start of the club. The club name should be provided clearly and precisely where youth can easily copy it for the survey.

The youth should enter the club name *exactly* as written at the beginning of the survey. This club name should match the name entered on the MOTPP website.



The club name allows evaluators to identify responses given by youth from individual clubs, allowing for specific performance results per club. Without the name of the club, evaluators are unable to attribute responses to a specific club.

Online Youth Survey Reminders

All survey results are confidential, and youth can quit at any time or skip any questions. Surveys are NOT mandatory, and the survey software will record partial responses. However, only results submitted by each section are recorded. Clicking the “next” arrow at the bottom of the page before closing the web browser will submit the answers for an incomplete survey. A screen with a “thank you for taking this survey” indicates the survey has been submitted completely.



If technical issues or other problems arise, youth can retake the survey by starting over again or changing to paper surveys as necessary. The evaluators will use the most recent submission from each ID number to analyze results.

Finally, surveys are not timed so youth can take as long as necessary to complete surveys.

Mailing Evaluation Material

Consent forms, entry-surveys, and exit-surveys that are completed on paper should be mailed to the evaluation team.

REMINDER! Facilitators must include a cover sheet with every packet mailed.

If program staff are sending materials for more than one club, please use separate cover sheets and bundle material appropriately. Cover sheets are provided on the MOTPP website under "Mailing Instructions" and a copy is provided in Appendix C.

Process

Consent forms – Bundle all consent forms by class, complete a cover sheet for each class, mail cover sheet and consent forms together to the mailing address below.

Surveys – Each youth will place her/his completed survey in an unmarked white envelope. Facilitators will collect these envelopes, bundle them by club, complete a cover sheet for each club, and mail them in a 9" by 12" envelope.

Facilitators should use plenty of packing tape to reinforce the envelope seal. If the envelope splits open in the U.S. mail system, the surveys may be unrecoverable.

All forms should be mailed to:

MOTPP Evaluation
c/o Kristi Ressel
University of Missouri
137 B Middlebush Hall
Columbia, MO 65211

REMINDER! Facilitators are prohibited from keeping copies of surveys. These documents must be mailed to the evaluation team where they will be kept secured.

Also remember that youth should seal their complete paper surveys in an unmarked envelope. Facilitators will collect the envelopes, bundle them by club, and mail to the evaluation team with a cover sheet.

Community Readiness Assessment

A component of the MOTPP evaluation is the annual Community Readiness Assessment. Community Readiness is the readiness stage of the community to support teen pregnancy efforts. This is measured in stages 1-9 and changes over time are considered.

The evaluation team will contact each site coordinator in the fall to conduct a required phone interview. The team will ask coordinators to identify community stakeholders and will send an online survey to those stakeholders. The evaluation team then analyzes the results of the interview and surveys to determine the stage of readiness for the community and a report is delivered to the community each January.

Program staff can learn more about the community readiness evaluation on the evaluation website or by emailing the evaluation team.

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Evaluation of Missouri's Personal Responsibility Education Program (PREP) or Sexual Risk Avoidance Education (SRAE) Program

Parent/Guardian Consent Form

You are being asked to give permission for your youth to participate in a teen pregnancy prevention program and research study. Your youth will be participating in one of the following programs being offered in Missouri: Teen Outreach Program (TOP)

Becoming a Responsible Teen (BART)
Making Proud Choices (MPC)
Making A Difference (MAD)
Promoting Health Among Teens (PHAT)

The goal of each of these programs is to educate and support adolescents to make informed decisions, develop life skills, and practice healthy behaviors now and in the future for successfully transitioning from adolescence to adulthood. The topics include assertive communication skills, handling peer pressure, and how to make responsible decisions in relationships. In addition, the program teaches youth how to protect themselves from unwanted pregnancies and sexually transmitted diseases (including HIV/AIDS).

Researchers at the University of Missouri will be gathering data on your youth's participation and satisfaction as well as the benefits he/she receives from the program. In order to do this, surveys will be given to your youth at the beginning of the program and the end of the program. Each survey will take about 20 minutes to complete.

The surveys will ask your youth about:

- Ethnicity, gender, who they live with, parents' education levels
- Whether or not they plan to continue schooling, to engage in sexual activity, and to use protection during sexual activity
- School attendance, grade level, suspension, and course failure
- Health Information about pregnancy, parenting, and sexual activity/sexuality
- Their experience in the program and their abilities to use the skills developed during the program.

Participants in this program will benefit by receiving knowledge and skills for successfully transitioning from adolescence to adulthood. The evaluation surveys will help the researchers understand the overall satisfaction with and benefits of the program. The possible risks associated with participation in the evaluation surveys include a breach of confidentiality and possible discomfort while answering the survey questions. Steps have been taken to minimize these risks.

Your youth will only use a confidential ID number. His or her name will never appear on the surveys. Your youth's responses to the surveys will be kept confidential and stored in a locked cabinet. The University research team will only report group information, and no identifying information from your youth will be shared with anyone.

Your youth's participation in the surveys is voluntary.

Your youth will be able to skip any question that he or she does not wish to answer. They may stop participating in the evaluation surveys at any time. If your youth chooses not to participate in the evaluation surveys, he/she can still participate in the program.

If you have questions about the evaluation, you can contact Kristi Ressel, Principal Investigator, at 573-882-1739.

Please check the appropriate boxes and sign below.

Consent to participate in a PREP or SRAE program

I give my consent to let my youth participate in this PREP/SRAE Program. I am aware of the program content, and I am willingly allowing my youth to participate in all aspects of the program under the supervision of PREP/SRAE staff.

☐ Yes, I allow my youth to participate in a PREP/SRAE program ☐ No, my youth cannot participate

Consent to participate in surveys & data collection

I give my consent for my youth to participate in entry and exit program surveys. The University may share group information with the program creators and/or Missouri Department of Health and Senior Services.

☐ Yes, I allow my youth to participate in the evaluation ☐ No, my youth cannot participate in the evaluation

_____

(Parental/Legal Guardian Signature) Date

_____

(Agency/Authorized Signature) Date

_____

Student's Full Legal Name (First, Middle, Last) Date

_____

Student's Date of Birth (Month/Day/Year)

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University of Missouri

Evaluation of Missouri's Personal Responsibility Education Program (PREP) or Sexual Risk Avoidance Education (SRAE) Program

Adult Participant Consent Form

You are being asked to give permission to participate in a teen pregnancy prevention program and research study. You will be participating in one of the following programs being offered in Missouri:

Teen Outreach Program (TOP)
Becoming a Responsible Teen (BART)
Making Proud Choices (MPC)
Making A Difference (MAD)
Promoting Health Among Teens (PHAT)

The goal of each of these programs is to educate and support adolescents to make informed decisions, develop life skills, and practice healthy behaviors now and in the future for successfully transitioning from adolescence to adulthood. The topics include assertive communication skills, handling peer pressure, and how to make responsible decisions in relationships. In addition, the program teaches youth how to protect themselves from unwanted pregnancies and sexually transmitted diseases (including HIV/AIDS).

Researchers at the University of Missouri will be monitoring your participation and satisfaction as well as the benefits you receive from the program. In order to do this, surveys will be given to you at the beginning of the program and the end of the program. Each survey will take about 20 minutes to complete.

The surveys will ask you about:

- Ethnicity, gender, who you live with, parents' education levels
- Whether or not you plan to continue schooling, to engage in sexual activity, and to use protection during sexual activity
- School attendance, grade level, suspension, and course failure
- Health Information about pregnancy, parenting, and sexual activity/sexuality
- Your experience in the program and ability to use the skills developed during the program.

Participants in this program will benefit by receiving knowledge and skills for successfully transitioning from adolescence to adulthood. The evaluation surveys will help the researchers understand the overall satisfaction with and benefits of the program. The possible risks associated with participation in the evaluation surveys include a breach of confidentiality and possible discomfort while answering the survey questions. Steps have been taken to minimize these risks.

You will only identify yourself on the surveys using a confidential ID number. Your responses to the surveys will be kept confidential and stored in a locked cabinet. The University research team will only report group information, and no identifying information from you will be shared with anyone.

Your participation in the surveys is voluntary.

You will be able to skip any part of the survey in which you do not wish to participate. You may stop participating in the evaluation surveys at any time. If you choose not to participate in the evaluation surveys, then you can still participate in the program.

If you have questions about the evaluation, you can contact Kristi Ressel, Principal Investigator, at 573-882-1739.

Please check the appropriate boxes and sign below.

Consent to participate in a PREP or SRAE program

I give my consent to participate in this PREP/SRAE Program. I am aware of the program content, and I am willingly participating in all aspects of the program under the supervision of PREP/SRAE staff.

☐ Yes, I agree to participate in a PREP/SRAE program ☐ No, I do not want to participate

Consent to participate in surveys & data collection

I give my consent to participate in entry and exit program surveys. The University may share group information with the program creators and/or Missouri Department of Health and Senior Services.

☐ Yes, I agree to participate in the evaluation ☐ No, I do not want to participate in the evaluation

_____

(Signature) Date

_____

(Agency/Authorized Signature) Date

_____

Full Legal Name (First, Middle, Last) Date

_____

Date of Birth (Month/Day/Year)

Institute of Public Policy
Harry S Truman School of Public Affairs
University of Missouri

Evaluation Materials Cover Sheet
Missouri Teen Pregnancy Prevention (MOTPP) Programs

Please use this cover sheet for all mail to the MOTPP Evaluation Team. Evaluation mail includes surveys, consent forms, and other evaluation materials. If you are sending more than one class in the same package, please use a new cover sheet for each class.

1. **What is your name? _____**
2. **If applicable, what is the name of the co-facilitator for this class? _____**
3. **Who is your contractor? _____**
4. **What is your Club/Class/Group name?_____**
5. **This package contains evaluation materials for what program (circle one):**
    a. Teen Outreach Program (TOP)
    b. Becoming a Responsible Teen (BART)
    c. Making Proud Choices (MPC)
    d. Making a Difference! (MAD)
    e. Promoting Health Among Teens! (PHAT)
6. **Where was this club implemented (city and site)? _____**
7. **What was the date of your first class (Month/Day/Year)? _____**
8. **Please circle each item that is in this package and how many of each:**
    a. Entry surveys (how many?) _____
    b. Exit surveys (how many?) _____
    c. Consent forms (how many?) _____
    d. Other (please specify) _____

Please mail all items to:

MOTPP Evaluation Team
c/o Kristi Ressel
University of Missouri
137B Middlebush Hall
Columbia, MO 65211

Appendix D: BART 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

Appendix E: MAD 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

Appendix F: MPC 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

Appendix G: 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

Appendix H: 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

MOTPP Evaluation Team

For questions about the evaluation, contact the evaluation team at

motppevaluation@missouri.edu

573-882-1739