

Observation Protocol for CAPP, PREP, and SRAE

Revised 7/4/2023

Protocol for ACT for Youth observations of EBP delivery

- A member of the ACT for Youth Training and Capacity Building Team (T/CB) will visit CAPP, PREP, and SRAE agencies to observe the delivery of evidence-based programs (EBP).
- Each CAPP program will be observed at least once during a five-year contract cycle, and each PREP and SRAE agency once a year. For certain EBPs, yearly observation may be required, regardless of funding stream. The ACT for Youth observer will use the “Facilitator Observation Form” for all observations.
- ACT for Youth will ask each Health Educator Supervisor (HES) to send dates for one EBP cycle. The ACT for Youth observer(s) will schedule an observation date, confirm the date directly with the educator, and copy the HES.
- After the observation, the observer(s) will provide behavior-specific feedback to the educator.
- Within 2 days of the observation the observer will submit the observation report electronically to another member of the ACT Training and Capacity Building Team for review. After that review, the observer will then send it to the HES and the Department of Health (DOH) Program Advisor.
- If the assessment of any individual item is a 1 or 2, the ACT for Youth observer will contact the HES to discuss strategies for improvement of the program facilitation and develop an improvement plan (see below).
- If the *overall* assessment of the program session is 1 or 2 (3 = average), the educator will not implement an EBP cycle until the improvement plan is completed. Once this is done, the educator should co-facilitate the EBP with an experienced educator.
- There will be a three-month follow-up for those with assessments of 1 or 2: The educator will be observed by the HES using the same observation form. The HES will report progress in a follow-up meeting with the ACT for Youth T/CB Team. Results of the meeting will be shared with the DOH Program Advisor.
- ACT for Youth will report their observations to DOH on quarterly reports.

Protocol for Agency Internal Observations

- Each CAPP, PREP, and SRAE agency will arrange to observe each educator implementing evidence-based programs at least twice a year. Different sessions should be observed on subsequent reviews.
- The Health Educator Supervisor (HES) is responsible for doing the observation using the “Facilitator Observation Form” or the “On-site Feedback Checklist.” Future observations should be done using the same form.
- The HES utilizes the observation data to provide constructive feedback to the educator and integrate it into the educator’s professional development plans.

- The HES will keep a file of completed observation forms for all educators for review during a site visit or for possible submission to DOH (if requested), for the length of the grant cycle.
- If the educator is part of a subcontracted agency, the subcontract supervisor will conduct the observation and provide a copy of the observation notes to the CAPP/PREP/SRAE HES. Any follow up, including professional development or improvement plan, will also be sent to the HES.
- If any individual items on the observation form are rated 1 or 2, the HES will work with the educator to address the professional development need.
- If the overall assessment of the program session is 1 or 2 (3 = average) the HES will develop an improvement plan in conjunction with the educator. The ACT for Youth T/CB team will be available to assist and support professional development needs to improve the quality of program delivery. The educator will not implement an EBP cycle until the improvement plan is completed. Once this is done, the educator should co-facilitate the EBP with an experienced educator.
- Three-month follow-up for those with program session assessments below 3: The HES will schedule another observation with the educator that needs to improve his/her performance using the same observation form. HES will keep the completed form on file. If there are no further issues, the educator can again facilitate EBPs without a co-facilitator, if desired.
- The HES will report on observations and progress reports in the bi-annual report to DOH.

ACT for Youth will schedule annual trainings for supervisors on how to conduct observations and develop facilitation improvement plans. All tools are available on the ACT for Youth website at:

CAPP and PREP: <https://actforyouth.net/providers/capp/manage/observations.cfm>

SRAE: <https://actforyouth.net/tests/2/providers/srae/ebp/observations.cfm>