

**ATTACHMENT 9 - WORK PLAN
SUMMARY**

PROJECT NAME: Personal Responsibility Education Program (PREP)

CONTRACTOR SFS PAYEE NAME: _____

CONTRACT PERIOD: From: 10/1/2023

To: 9/30/2028

For the Grants Gateway Work Plan Project Summary, applicants are instructed to insert the Project Summary as it is listed in the text box below. In the Grants Gateway Work Plan Organizational Capacity section, applicants are instructed to list this as “not applicable.” Any additional Project Summary or Organizational Capacity entered into these areas will not be considered or scored by reviewers of your application.

Project Summary:

The Personal Responsibility Education Program (PREP) supports comprehensive programming to foster the prevention of adolescent pregnancy, sexually transmitted infections (STIs) and Human Immunodeficiency Virus (HIV). PREP funding will support community-based programs that utilize a youth development framework and implement evidence-based or best practice strategies to promote adolescent health and reduce risk for youth (ages 10-20) living in communities that lack social and economic opportunities to enable teens to develop to their full potential. This would include youth from racial and ethnic minorities, all youth from socioeconomically disadvantaged communities, and/or otherwise have special circumstances such as youth living in foster care, homeless youth, youth involved in the juvenile justice system, and others.

PREP programs will develop and implement specific activities based on the needs and resources of the communities and the developmental, socio-economic, racial, ethnic and cultural needs and perspectives of the population(s) to be served. Topics, messages and teaching methods must be suitable to specific age groups of youth, based upon varying capacities of cognitive, emotional and behavioral development.

PREP programs will implement evidence-based program (EBP) models that include three adult preparation topics and have been evaluated and shown to change behavior such as delaying the onset of sexual activity, increasing condom or contraceptive use for sexually active youth, and/or reducing pregnancy among youth; and activities to ensure access for youth to comprehensive reproductive health care and family planning services.

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OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Implement Evidence-Based Programs (EBPs)	Task Name: Recruit EBP Sites	Performance Measure Name: Written Agreements
1. Implement evidence-based programs (EBPs) that provide a full range of information and skills which includes abstinence (not abstinence only), sexual health education; methods to reduce risky behaviors, prevent pregnancy, STIs and HIV.	1.1 Recruit EBP sites; execute written agreements with sites to obtain their agreement that all components of EBP(s) are implemented with fidelity. EBPs have been explained to key officials at sites and they have had the opportunity to review the EBP(s)	1.1.1 Written agreements are in place with all EBP sites prior to EBP implementation. All of the components of the EBP core curriculum have been approved without changes.
		Performance Measure Name: Increase Number Sites as Needed
		1.1.2 Increase the number of sites for implementation of EBPs throughout initiative, as needed.
	Task Name: Select Evidence-Based Programs (EBPs)s	Performance Measure Name: Implement EBPs With Fidelity
	1.2 Select evidence-based programs (EBPs) from Attachment 3 that are appropriate for the selected population(s).	1.2.1 Implement EBPs with fidelity. No component that is part of the core curriculum can be changed or removed. Any adaptations that are needed will be approved by the ACT CCA prior to the change(s) being made.
		Performance Measure Name: EBP Fidelity Checklists
		1.2.2 EBP fidelity checklists will be completed following implementation of EBP(s). Fidelity checklists will be submitted electronically to the ACT CCA within two weeks of the last session.
		Performance Measure Name: Implement Entrance & Exit Surveys
	1.2.3 Implement PREP required entrance and exit surveys with EBP participants.	
Task Name: Ensure EBPs Meet Needs	Performance Measure Name: Youth Attendance	
1.3 Ensure EBPs meet the needs of target population including culture, ethnicity, race, religion, language, ability, gender, and sexual orientation. Target population include youth ages	1.3.1 100% of youth attending EBPs will complete at least 75% of the EBP sessions.	

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	10-20. Pregnant youth or mothers, may include youth to age 21.	
	Task Name: Develop Master List of Adaptations	Performance Measure Name: Maintain Master List of Adaptations
	1.4 During the first year, develop a master list of adaptations that is approved by the Assets Coming Together for Youth Center for Community Action (ACT CCA).	1.4.1 Maintain approved master list of adaptations.
	Task Name: Hire Health Educators (HEs)	Performance Measure Name: Maintain Documentation
	1.5 Hire qualified health educators that meet minimum standards as listed in Attachment 1 of RFA: Bachelor’s Degree in Health Education or related field; have a knowledge of adolescent development/sexual health and prior experience working with youth.	1.5.1 Maintain documentation of Health Educators qualifications.
	Task Name: HEs Prepared to Implement EBPs	Performance Measure Name: HEs Complete EBP Training
	1.6 Ensure that health educators who deliver the EBP(s) have the experience and knowledge to implement the EBP with fidelity.	1.6.1 100% of health educators implementing EBPs will complete the mandatory on-line implementation course prior to facilitating EBP(s). Certificates of completion must be printed and kept in personnel file for review by DOH, if requested.
		Performance Measure Name: HEs Meet Training Standards
		1.6.2 100% of health educators meet minimum training standards prior to implementation of EBPs.
	Task Name: HEs Attend Trainings & Meetings	Performance Measure Name: Training Activities Attended
	1.7 Participate in PREP monthly calls with DOH and attend ACT CCA webinar/training activities and participate in educational needs assessments and other surveys conducted by DOH/ACT CCA.	1.7.1 Number of attended PREP monthly calls with DOH, attendance of ACT CCA webinars/trainings and other activities.

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	Task Name: Hire Health Educator Supervisor (HES)	Performance Measure Name: Maintain Documentation
	1.8 Hire Health Educator Supervisor(s) that meet standards listed in Attachment 12: degree requirement; knowledge of adolescent development/sexual health, experience working with youth; program management and supervision of professional staff.	1.8.1 Maintain documentation of Health Educator Supervisor qualifications.
	Task Name: HES Observes HES	Performance Measure Name: Document Observation of HES
	1.9 HES(s) conduct observation of all PREP educators implementing EBPs at least twice a year. Provides guidance and direction for improvement as needed.	1.9.1 Maintain documentation of Health Educator observations.
	Task Name: HES Promotes EBPs & Participates	Performance Measure Name: HES Participation
	1.10 Promote EBPs and adolescent sexual health in the community; participate in PREP monthly calls with DOH; attend ACT CCA webinar/training activities; and participate in educational needs assessments and other surveys conducted by DOH/ACT CCA.	1.10.1 Number of community outreach activities, attended PREP monthly calls with DOH, attendance of ACT CCA webinars/trainings, and other activities with DOH/ACT CCA.
OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Ensure Access to Services	Task Name: Letter(s) of Agreement	Performance Measure Name: Letter(s) of Agreement
2. Ensure access to reproductive health services and other necessary services for youth participants in PREP program activities.	2.1 If not Article 28 provider, obtain letter(s) of agreement from Article 28 family planning provider(s) to accept referrals, including Medicaid clients; provide appropriate assessment & a full range of medical family planning services; & follow-up.	2.1.1 If applicable, letter(s) of agreement from Article 28 provider(s) are provided.

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	Task Name: Develop Activities to Ensure Access	Performance Measure Name: Number of Referrals
	2.2 Develop activities to ensure access to reproductive health care and family planning services.	2.2.1 Number of adolescents who received referrals for preventative health care services.
OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Implement Adult Preparation Subjects (APS)	Task Name: Select Adult Preparation Subjects	Performance Measure Name: APS Selected
3. Implement at least three Adulthood Preparation Subjects (APS) for youth participants in PREP program activities.	3.1 Select 3-6 APS activities to be implemented from the following categories: Healthy Relationships, Adolescent Development, Financial Literacy, Parent-Child Communication, Educational and Career Success, Healthy Life Skills	3.1.1 At least 3 APS categories are selected.
	Task Name: Develop APS Activities	Performance Measure Name: APS Activities Developed
	3.2 Develop program activities incorporating the selected APS subjects. Identify if APS subjects are part of EBP curricula or will be provided as a separate activity.	3.2.1 Document program activities that will incorporate the selected APS subjects and indicate if activities will be part of EBP curricula.