

1308 Performance Achievement and Monitoring Work Plan Template Guidance

This work plan template guidance has been developed to support the completion of the 1308 Continuation Application for Year 2 (August 1, 2014 – July 31, 2015). This template organizes the required activities outlined in FOA PS13-1308 under designated goals that are aligned with the FOA short-term outcomes. Furthermore, this template provides you space to describe the Action Steps you will take to implement the required activities supported by CDC/DASH funding.

Funded partners are not required to use the template. If you develop your own template all of the elements listed within this guidance are required to be included. There is a separate template for each Strategy and two templates are provided for Strategies 2 and 4.

[Agency/Organization Name]: The name of the agency or organization funded under PS13-1308.

[YDR]: YDR (Youth at Disproportionate Risk) includes lesbian, gay, bisexual, and transgender (LGBT) youth/young men who have sex with men (YMSM); homeless youth; and youth enrolled in alternative schools. Select the YDR you are working on in the template.

[Approach]: One approach that will be the focus with the YDR activities within priority districts/schools/education agencies: Exemplary Sexual Health Education (ESHE), Sexual Health Services (SHS), or Safe and Supportive Environments (SSE). Select the approach you are working on in the template.

[Cooperative Agreement Number]: Each cooperative agreement is assigned a number upon award. This number is found on the Notice of Award and the last 2 numbers change annually. All continuation application and PGO correspondence should include this number. Enter your cooperative agreement number on the template.

[Grant Year]: The budget year. Insert “Year 2” under the budget year on the template.

5 Year Goals: A broad statement of program purpose which describes the expected short-term outcomes of a program.

A goal has been written for you and is provided in the template. This goal will remain constant for the entire five-year funding cycle of the cooperative agreement.

FOA Required Activities: Concise strategies which will support achievement of program goals. *The required activities listed within the FOA are intended to guide the annual programmatic action steps. It is not anticipated that each FOA Required Activity will be implemented each year, and some activities may be repeated each year. The FOA Required Activities are included in the Template.*

Performance Measures (Strategy 2 only): Collecting, analyzing and/or reporting information regarding the performance of an agency/organization in achieving outcomes. *DASH will work with awardees to determine program impact through process and outcome evaluation of required activities. DASH will use process evaluation to assess the extent to which planned program activities have been implemented and lead to feasible and sustainable*

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programmatic outcomes. These will be collected through PERS, Profiles, and site-specific processes. The PERS system will be completed for your use in Fall 2014. Performance measures are listed in the template.

Program Context: Describes the factors and trends in the agency/organization environment that may influence program success or challenges.

Provide a brief description of the program context for each goal in the template. This additional context will help your project office understand background information related to the design of your action steps.

Activity Number: Corresponds to the FOA Required Activities listed in the template.

List the activity number in the template that links to the action steps.

Action Step: Describes a sequence of anticipated actions or events that explain the process that will lead to the intended outcome and is reasonable within the context and timeframe. *Each action step should answer the questions “what is to be done?” and “how will you achieve the required activity?” The actions should include the specific group or organization identified as the anticipated recipient of the Action Step. It may take multiple action steps to adequately address one required activity. Although we include only a few lines for action steps in the template for each goal, you should list all key action steps for each required activity.*

Target Audience (Strategy 2 templates only): Identifies a specific group that is the anticipated recipient of the action step.

Check the appropriate box to indicate the specific group intended to reach for each action step. A target audience key is provided in the footer of the template. The SEA template key includes: “J” which represents the Jurisdiction; “P” which represents Priority Districts; and “Y” which represents the selected YDR being reached within the Priority District. The LEA template key includes: “D” which represents the District; “P” which represents the Priority School”; and “Y” which represents the YDR within the Priority School.

Please note, the YDR should only be reflected under the goal that corresponds to your selected approach (ESHE, SHS, or SSE) and the policy goal #6.

Person Responsible: The person/agency that is integrally involved in the development, implementation, and documentation of completion of the specific Action Step.

Be clear in this section by naming the specific person and/or agency. This will help you clarify roles and responsibilities for the completion of the action step.

Proof of Completion: Evidence that an Action Step is complete.

Proof of completion might include technical assistance logs, PowerPoints, rosters, phone logs, agendas, surveys, observations, interviews, or meeting minutes. The documentation should be used to track your work and applied to program evaluation. You will not be required to submit all documentation to DASH; however, it should be available upon request of your project officer.

Program Year: The year for the fiscal report period (August 1-July 31).

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PS13-1308 Short-Term Outcomes:

Approach A: ESHE – Exemplary Sexual Health Education

- Increased number of schools that implement ESHE
- Increased number of students in grades 7-12 who receive education to prevent HIV and other STD

Approach B: SHS – Sexual Health Services

Increased number of schools that:

- Establish linkages with organizations that have an expertise in adolescent SHS
- Establish a system to refer students to youth-friendly providers for key SHS
- Provide on-site key SHS
- Receive reimbursement for eligible services provided on-site

Approach C: SSE – Safe and Supportive Environments

Increased number of schools that:

- Prohibit bullying and sexual harassment
- Improve parent engagement
- Promote school connectedness

Approach D: POLICY

- Increased number of states and districts that track policy implementation and educate decision makers on policy solutions
- Increased number of schools using the School Health Index