

## Adolescent Pregnancy Prevention Program Timetable

Tasks	TPPI Staff	Community Based Organizations				Local Health Departments			
		Year 1	Year 2	Year 3	Year 4	Year 1	Year 2	Year 3	Year 4
TPPI database (EZ TPPI) training		06/01 – 08/31	For new staff or a refresher	For new staff or a refresher	For new staff or a refresher	06/01 – 08/31	For new staff or a refresher	For new staff or a refresher	For new staff or a refresher
Attend TPPI Orientation		06/01 – 08/31	For new staff or a refresher	For new staff or a refresher	For new staff or a refresher	06/01 – 08/31	For new staff or a refresher	For new staff or a refresher	For new staff or a refresher
Finalize any comparison recruitment details, including informed consent from all comparisons participating in the evaluation			06/01 – 09/30	06/01 – 09/30			06/01 – 09/30	06/01 – 09/30	
Submit comparison recruitment guide to Evaluation Consultant for review		March				March			
Evaluation reports are sent to agencies for review	Evaluation consultant		10/01 – 04/30	10/01 – 04/30			10/01 – 04/30	10/01 – 04/30	
Incorporate evaluation findings into APPP RFA (primarily in needs assessment and agency ability)					09/01 – 11/30				09/01 – 11/30
		<b>All Agencies</b>							
Send link of electronic survey for the current FY along with PDF format to all programs	Evaluation Consultant	<b>June</b>							
Final date to submit all pre & post test administered in the 1 <sup>st</sup> & 2 <sup>nd</sup> quarters		<b>December 30<sup>th</sup></b>							
Final date to submit all pre & post test administered in the 3 <sup>rd</sup> & 4 <sup>th</sup> quarters		<b>June 30<sup>th</sup></b>							
Database entries are up-to-date (attendance, group sessions and CAC minutes)		<b>The 10<sup>th</sup> of every month.</b>							
Original signed CERs are to be received in the office and IRs are to be emailed to your Program Consultant		<b>The 10<sup>th</sup> of every month. (If the 10<sup>th</sup> falls on a weekend, it needs to in the office by close of business on the Friday before the 10<sup>th</sup>.)</b>							
Email request for the following fiscal year budget	Program Consultants	<b>October 1<sup>st</sup> – December 31<sup>st</sup></b>							
Site Visits	Program Consultants	<b>January 1<sup>st</sup> – May 31<sup>st</sup></b>							

### Reminders:

1. Depending on Curriculum chosen recruitment of participants is on-going
2. Prior to administering surveys, obtain informed consent from all participants who will be included in the evaluation
3. Throughout the year: Administer pre-tests before programming beings, and administer post-tests after programming is complete.
4. Throughout the year: Administer pre-tests and post-tests to comparisons at the same time participants are surveyed

**Note: Technical assistance is available throughout the year regardless of what year of funding you are in on any topic presented in the APPP Manual or in the TPPI Legislative Rules.**