Louisiana Youth Responsibility Education Program (LYREP)

Wise Guys Protocol

2020

Contents

Wise Guys Program Overview 3

I. Purpose 3

II. Goals 3

III. Agency Objectives 3

IV. Wise Guys Program Model 3

V. Core Elements 3

VI. Overview of the Wise Guys Statement of Work 5

VII. Agency Requirements for Implementation 7

IX. Participant Recruitment & Enrollment 9

X. Program Implementation 9

XI. Evaluation 11

Entrance Survey 12

XII. Referrals 14

XIII. Invoicing 14

Wise Guys Program Overview

I. Purpose

The purpose of the Personal Responsibility Education (PREP) project is to decrease STDs, HIV/AIDS and pregnancy among high-risk, African-American youth in Louisiana. The Wise Guys intervention is a small group, skills training intervention to reduce risky sex behavior among African–American adolescent males. Utilizing interactive discussions in groups of 6-15 males, the intervention emphasizes ethnic and gender pride, and enhances awareness of HIV risk reduction strategies such as abstaining from sex, using condoms consistently and correctly, and having fewer sex partners. Through the use of role plays and cognitive rehearsal, the intervention enhances confidence in initiating safer-sex conversations, negotiating for safer sex, and refusing unsafe sex encounters. In addition, facilitators demonstrate proper condom use and emphasize the importance of healthy relationships.

This contract is 100% federally funded through the State Personal Responsibility Program with funds from the Administration on Children, Youth and Families, Office of Adolescent Health.

II. Goals

The goal of the Wise Guys project is to reduce teen pregnancy and HIV/STD incidence among male youth in Louisiana through:

- Increasing HIV/STD knowledge and risk-reduction skills
- Positively impacting attitudes and beliefs surrounding HIV/STD and pregnancy risk reduction
- Changing sexual risk behavior (decreasing high risk behavior and increasing risk-reduction practices)

III. Agency Objectives

Each agency will reach between 50 -150 African-American male teens between the **ages of 13-18** in a community setting (The age range has been approved by the program developer). Each participant will complete all Wise Guys programming, entrance and exit surveys, as well as 3 and 6 month follow-up surveys.

IV. Wise Guys Program Model

Wise Guys® is an evaluated male-oriented teen pregnancy prevention program aimed at reducing teen pregnancy among, that was originally designed for adolescent males' ages 12-18. Wise Guys Male Responsibility Curriculum is a flexible 5 to 12 week program which consists of multiple 1-hr sessions, delivered by adult facilitators in either a community or school based setting. The sessions are gender specific, culturally relevant and include group discussions and activities relating to responsibility and teen pregnancy prevention to self-esteem, values, healthy relationships, human sexuality, decision-making, and goal setting. The program includes both pre and post surveys to evaluate program effectiveness and to measure programmatic outcomes.

V. Core Elements

The list below contains core elements that are essential to implementing Wise Guys with fidelity to the program model and cannot be altered during programming. For more detailed information on the Wise Guys intervention, please visit the website: louisianahealthhub.org.

Content Core Elements

- □ Preparation for Future Independence
- □ Addressing Sexual and Reproductive Development, Feelings and Behavior.
- □ Future Thinking
- □ Values and Goal-Setting

Implementation Core Elements

- □ At least, one skilled facilitators must be used to deliver multiple intervention sessions
- □ Deliver multiple intervention sessions, with days in between sessions for youth to process information, draw conclusions and invest in their goals

VI. Overview of the Wise Guys Statement of Work

PERFORMANCE INDICATORS

The contractor will be reimbursed through a fee-for-service structure. Reimbursement will correspond with the following performance indicators:

Training & Technical Assistance

1. Conference Calls: 12 statewide calls, 3 individual calls (15 total units)
    a. Statewide conference calls will occur on the first Thursday of each month unless otherwise noted.
        i. At least one program representative must be present on the statewide call. This representative must be able to provide program updates and is responsible for sharing all call updates with program staff.
    b. Individual quarterly calls will be scheduled each quarter, with the exception of the quarter in which the annual site visit will take place.
        i. Individual calls must include the adolescent health coordinator, the regional prevention coordinator, the Wise Guys project coordinator, at least one Wise Guys facilitator, and the Wise Guys evaluator.
        ii. Individual calls may take the form of an in-person meeting if scheduling permits.
    c. Documentation required for reimbursement: Conference Call Agendas (signed and verified by attendees and regional coordinator and/or adolescent health coordinator)
2. Site Visits: 1 - 2 annual visit (2 total units)
    a. Up to 2 annual site visits will occur during the project year (July 1st – June 30th).
    b. Annual site visits must include the adolescent health coordinator, the regional prevention coordinator, the Wise Guys project coordinator and the program director.
    c. The contractor will receive a checklist prior to the site visit data outlining site visit expectations. This checklist will also be available in the project protocol.
    d. Documentation required for reimbursement: Completed site visit checklist, signed by adolescent health coordinator, regional coordinator and program director.
3. Statewide Meetings: One 4-day meeting (4 total units)
    a. One adult facilitator, one near-peer facilitator and the Wise Guys program coordinator must attend the statewide meeting. Additional Wise Guys staff are invited to attend, should their schedules permit. No extra funding will be provided for the attendance of additional staff.
        i. The statewide meeting may occur over a weekend, to ensure near-peer facilitators attendance will not conflict with potential school commitments.
        ii. Ideally, each agency will send an adult facilitator and two near-peers. However, as long as three representatives attend, the requirements are satisfied.
    b. Contractor will be responsible for travel arrangements, lodging and any per diems necessary for statewide meeting attendance.
    c. Two travel days are included in the statewide meeting reimbursement.
    d. Documentation required for reimbursement: Statewide meeting agenda, Statewide meeting sign-in sheet (verified by adolescent health coordinator).
4. Training: 1 annual new facilitator training (1 total units)
    a. New facilitator trainings will occur as needed throughout the program year

b. New facilitator trainings will include but not be limited to the following topics: STD/HIV101, Group Facilitation, LGBTQ inclusivity and Wise Guys curriculum training.
c. Contractor may be reimbursed for attendance at a new facilitator training only once. Staff may attend additional trainings, but will not be reimbursed for those additional trainings.
d. Documentation required for reimbursement: Training sign-in sheet.

Foster Community Support

5. Community Advisory Board Meetings: 12 meetings (12 total units)
    a. Wise Guys Community Advisory Board (CAB) meetings must be held 12 times per year.
    b. CAB members must include at least seven core members. These core members may not be staff members or family members.
    c. CAB meetings may not be part of a staff meeting, and must take place when community members are able to participate.
    d. At least five members must be present at a CAB meeting.
    e. Documentation required for reimbursement: Sign-in sheet, Agenda, Minutes

Program Implementation

6. Program Implementation: Qualified participants completing one session
    a. Contractor will implement Wise Guys sessions with between 6 and 15 qualified participants.
        i. A qualified participant is a 14-18 year old male that self-identifies as being African American.
    b. Documentation required for reimbursement: Session sign-in sheets, Session log.
7. Participant Retention: Qualified participant completing Wise Guys program
    a. Participants must complete all four Wise Guys sessions to be considered "retained" in the Wise Guys program.
    b. If a participant is unable to complete all four Wise Guys sessions in one cycle, they may discontinue participation in their original cycle and finish programming in the next cycle.
        i. More information on attendance policies can be found in program protocol.
    c. Documentation Required: Sign-in sheets, Session Log.

Program Evaluation

8. Process Evaluation:
    a. The contractor will submit copies of the following forms to SHP for each program cycle: De-identified sign in sheet, fidelity monitoring forms, participant evaluation forms, and participant entrance and exit surveys.
    b. Documentation required for reimbursement: Evaluation Checklist completed and signed by SHP data manager.
9. Outcome Evaluation: 3 & 6 month surveys
    a. The contractor will, in addition to entrance and exit survey, administer follow-up surveys at 3 and 6 months post programming for each participant.
    b. Copies of the 3 and 6 month surveys will be sent, by program cycle, to SHP.
    c. Each participant must receive $10 for each survey they complete to compensate for their time.
    d. Documentation required for reimbursement: Cycle follow up form, Receipt of surveys verified by SHP evaluation manager.

Reporting

10. Reports: monthly quarterly reports
    a. Each month, contractor will complete a monthly narrative report, where they will provide qualitative program data using the existing report template.
    b. At the end of each quarter, contract will complete a quarterly report, where they will provide qualitative and quantitative program data using the existing report template.
    c. Reports are due no later than the fifth working day of the following month to the adolescent health coordinator and the regional coordinator.
    d. The executive director must review and sign off on all reports prior to submission.
    e. Documentation required for reimbursement: Monthly and Quarterly Reports (signed and verified by program director, adolescent health coordinator and regional coordinator).

VII. Agency Requirements for Implementation

In order to implement Wise Guys through the Louisiana PREP program, agencies must have applied for funding and been selected by the STD/HIV Program. After a contract and statement of work have been agreed upon, several requirements must be met before implementation can begin.

Staff Selection & Training: Each agency must have a minimum of one adult facilitator to implement the intervention. Agencies may retain more than one adult facilitator, but all facilitators must receive training and certification from the STD/HIV Program to be considered legitimate facilitators.

a. Qualities and qualifications to consider when hiring Wise Guys facilitators should include:
    - Strong leadership skills
    - Outgoing personality (comfortable speaking in front of groups)
    - Strong communication skills
    - Commitment to working non-traditional hours (evenings and weekends)
    - Comfortable discussing sensitive topics, including sexual risk-behaviors, HIV, STDs, condom use, teen dating violence, bullying, etc...
    - Enjoys working with youth

b. Once facilitators have been identified and selected, they must attend a New Facilitator training offered by the STD/HIV Program. **Facilitators are required to attend the entire training.** These trainings will be offered as needed and will include:
    - Wise Guys curriculum training

    They may also include the following:
    - HIV/STD 101
    - Undoing racism
    - Group Facilitation Skills

After the facilitation training, all new facilitators must be certified by the STD/HIV Program staff. Staff must include the Adolescent Health Coordinator, and can also include the Regional Coordinator or designated SHP staff. Each agency must have one trained and certified **adult-facilitator** in order to implement the Wise Guys program. If for some reason an agency is lacking a required facilitator, they may temporarily utilize a trained and certified facilitator from another agency, if another agency is willing and able to share a facilitator. This is not to be considered a long-term or permanent staffing solution and is meant only to provide temporary assistance until another facilitator is identified, trained and certified. These agreements must be shared with regional and adolescent health coordinators in advance. Agencies are encouraged to create an MOA when staff will be shared more than once.

Implementation Location: Wise Guys sessions may be held in any number of community-based settings. Agencies are encouraged to identify a youth friendly space to hold sessions. Agencies are also encouraged to work with local partners to identify ideal locations for Wise Guys sessions. All locations must have capacity sufficient for 15 participants' and a private space where confidential group discussions may occur. In accordance with Wise Guys core elements, Wise Guys sessions may be held in faith-based settings, but agencies must be certain that churches and faith-based sites will allow condom demonstrations, frank discussions surrounding sexual health and completion of the evaluation. Agencies must also make clear to all off-site locations that no staff or parents/guardians may observe Wise Guys sessions.

VIII. Community Advisory Board (CAB)

The agency must have a Community Advisory Board to support Wise Guys program activities. The purpose of the CAB is to increase community awareness of and actively support the Wise Guys Program. CAB members contributions can be but are not limited to, monetary or in-kind contributions, recruiting youth, promoting the program in the community, etc. The Wise Guys Community Advisory Board (CAB) meetings must be held in accordance with the organizations contract which details the number of meetings a year an agency must hold meetings. The CAB must include at least seven core members and these core members may not be staff members or family members. CAB meetings may not be part of a staff meeting and must take place in-person when community members are able to participate and **<u>at least five</u>** members must be present at a CAB meeting to meet quorum. The agency must provide the CAB Sign-in sheet, Agenda and Minutes as supporting documentation for invoicing.

Member Recruitment: The agency should recruit members that can actively contribute to the CAB and contribute to the purpose of the Wise guys program. Examples are, schoolteachers, counselors, coaches, parents, youth advocates, representatives from key community-based organizations working with youth, politicians, male youth, etc.

IX. Participant Recruitment & Enrollment

During the recruitment process, agencies are encouraged to share information about their agency, their Wise Guys program, and the Wise Guys intervention in general. Several items must be shared with participants, completed by participants and guardians, and returned to agency staff before participants may move forward with implementation.

- Wise Guys participant consent form: This form explains the Wise Guys intervention and evaluation to potential participants. All Wise Guys participants **must** sign a consent form before participating in the Wise Guys intervention.
- Wise Guys parental consent form: This form explains the Wise Guys intervention and evaluation to parents/guardians of potential participants. This form must be signed by a parent/legal guardian before participants begin Wise Guys programming. In alternative living situations (legal emancipation, group-homes, etc.), attempts should be made to identify the appropriate signatory for the Wise Guys consent form. If a legal guardian cannot be located, a trusted adult should complete the parental consent form on behalf of the participant.

Participants who are 18 years of age do not have to turn in a signed parental consent form, but are encouraged to if they still reside with their parents.
These two forms **must** be completed for each participant before they may begin attending Wise Guys sessions.

All agencies must retain copies of all eligibility screeners, participant consent and parental consent forms for their records. Copies of these forms for each participant must be available on-hand during programming for coordinator review and site assessments. Regional coordinators will make routine checks on these forms. If forms are missing, agencies will be subjected to liquidated damages (as outlined in signed/executed contracts) and their Wise Guys program will be in jeopardy of losing funding.

Agencies are also encouraged to advertise the Wise Guys program in their community through partnerships with local newspapers, magazines, radio, and television outlets. Agencies are also allowed to share information about the Wise Guys program with schools, although they may not actively recruit during school hours. For more information on how to work effectively with schools, please consult the Adolescent and Regional Coordinators for more guidance.

X. Program Implementation

Agencies must have certain materials in order to begin program implementation, including:

- Seating for all participants
- Pens/Pencils/Markers
- Newsprint/Newsprint stand
- All Wise Guys participant materials (worksheets, handouts etc.) prepared for each session
- Wise Guys posters
- Tape
- Supplies for all Wise Guys activities (timer, bell, index cards, music playing device, etc.)

The Wise Guys intervention emphasizes creating a welcoming and comfortable atmosphere... Agencies are encouraged to provide incentives during Wise Guys programming, including food and small gifts/prizes for participation.

Once an agency is prepared to implement a program cycle, they must notify their regional coordinator and the project evaluator of their intention to begin a program cycle **at least 7 days prior to the start of the Wise Guys cycle**. This notification will include the proposed dates and location(s) for the program cycle. If these dates change for any reason, it is the responsibility of the agency to communicate those changes to the coordinator and evaluator. Each agency must confirm with their regional coordinator, or designated observer, 24 hours before the cycle begins.

Program implementation regularly consists of 10 sessions, lasting 1 hours each. Implementation may occur the following based on approval from the Regional coordinator, Adolescent health coordinator and Wise Guys program developer.

- Once a week for ten weeks
- Twice a week for 5 weeks

"Boot-Camp" style programming, holding more than one program session per day or on consecutive days is not considered an acceptable implementation style. All programming must be approved in writing by a regional or adolescent coordinator.

During program implementation, an authorized representative of the agency or the Regional Program Coordinator will observe 1 session of each cycle of Wise Guys programming. Advanced notice **may** be given to facilitators indicating which session will be observed. If dates and/or times of sessions change, it is the agency's responsibility to alert the regional coordinator, adolescent health coordinator and evaluator. Contact information will be provided. After observation is complete, the facilitator observation forms will be given to the agency within five working days of the cycle's completion via email.

Participants will sign-in at the beginning of each session. If a participant leaves a session early or arrives late, or leaves the session for a significant period of time (more than two activities) it must be noted on the sign-in sheet. They will not count for that session and therefore cannot complete that cycle of Wise Guys

There must be at minimum **6 participants** in attendance to begin and complete a Wise Guys session. If there are less than 6 participants in attendance or if the agency is aware that not all 6 youth attending the session will be able to complete it, they must reschedule the session for when all 6 youth can attend and complete the Wise Guys session.

Participants are expected to commit to attending all 10 Wise Guys sessions and **must** attend the 1st cycle session (class) to be included in that cycle. Participants **MUST** complete the Wise Guys program within the same program cycle.

Once a participant completes all Wise Guys sessions he will be considered a "graduated" Wise Guys participant.

XI. Evaluation

Wise Guys adult facilitators should ensure that all forms are completely filled out prior to dismissal of participants. If there is any missing information on any forms, every effort should be made to enter the missing data to ensure data accuracy. While facilitators may scan the forms for missing data, they must make a concerted effort **not to read through the content and responses on the forms**, the information that participants provide is confidential.

Pre-Implementation/Recruitment

All participants must self-identify as African American males in order to participate in Wise Guys programming. The participants must be ages 13-18 to start the Wise Guys program. Special consideration may be given for non-African American male youth participating in the program that are part of a **high priority group such as, adjudicated youth in juvenile justice facilities, parenting, homeless youth, youth that are or have experienced trafficking and youth in foster care.**

If participants meet the program requirements, they will receive a participant consent form and a parental/guardian consent form that they must sign and have signed. If the participant is **18 years of age**, a parental consent form is not required, and they need only to complete the participant consent form. If parental/guardian consent is not available for youth living an alternative living environment such as juvenile justice facility, youth consent forms must be signed and provided by the guardian/authoritative figure.

Once a tentative cycle is scheduled, agencies must **email the intended cycle dates and times to the Regional coordinator and Adolescent health coordinator** so that those dates can be approved and an observation can be scheduled. Any cancellations or changes to these dates must be communicated to the Regional Coordinator.

In-depth: How to Assign a Unique Identification Number (UIN) to a Wise Guys Participant

The correct UIN format begins with a single letter, and is followed by seven numbers. The UIN is critical to data collection and should be assembled as follows:

1. The single letter comes from the **agency name**, i.e. X = Oasis Outreach Group
2. The first number of the UIN comes from the grant **year number**, i.e. 7 = seventh grant year
3. The second number of the UIN comes from the current **cycle number**, i.e. 1 = first cycle of the before-mentioned year, 2 = second cycle of the before-mentioned year, 3 = third cycle of the before-mentioned year, etc.
4. The final numbers of the UIN are the same as the **randomly generated 5-digit number** that we have provided you in an excel spreadsheet. It is imperative that you only use the numbers we have sent directly to you as any other number may be associated with a different agency. Each participant receives one UIN and uses the same UIN throughout the entire process. For instance, participant X should use the same UIN for the pre-test, post-test, the 3-month post-test, the 6-month post-test, and the participant attendance log. This is how we will be able to assess the effectiveness of Wise Guys.
5. Example UIN: X71XXXXX

Agencies should have one document that links the UINs with participant names. This master document will allow for matching between surveys. This document may be stored electronically, or as a hard copy that is stored separately from completed surveys and sign-in sheets.

Entrance Survey

Each participant will be assigned a Unique Identifying Number (UIN) from the list that will be supplied to the agency by SHP. It is the adult facilitator's responsibility to write the random identifier on each baseline assessment, and to write down the name associated with said identifier on a separate secure document. This document will be kept in a locked file cabinet, and will be used only to assign the correct identifier to each participant for follow-up assessments. When conducting the entrance survey facilitators must ensure, as much as possible, that each participant has sufficient privacy to complete the assessment confidentially.

The agency must implement ***using the FYSB OMB approved survey*** and using the OMB approved cover sheet when distributing the surveys to program participants.

The facilitator will guide participants through the assessment instructions. Facilitators should make themselves available throughout the room to assist in answering any questions, or providing any clarification needed by participants.

Please note that most questions are equally relevant to a participant whether or not she has ever engaged in sexual activity, and that questions asking about sexual activity offer a "not applicable" option. A participant should not generally leave a section entirely blank out of belief that the section "does not apply" to them. However, a participant ultimately reserves the right to not answer a question for any reason. If a participant refuses to answer a question or multiple questions, please note it so that it can be accounted for.

The adult facilitator will collect entrance surveys and make photocopies. Please be careful not to miss any pages and to keep them in the correct order. The originals will be placed in a locked file cabinet (separate from the file cabinet which contains the list of unique identifiers), and the photocopies will be sent to SHP via certified mail.

Before each Session:

- Ensure that all participants entering the session have had the proper consent forms signed prior to attending.

- Have all participants sign in using the attendance form included in the implementation manual. A separate attendance form will be used for each session, with a total of four forms. Facilitators will photocopy these forms. They will keep the original copies of these forms and send the photocopy to the program monitor for invoicing.

- Prepare entrance surveys with UINs for each participant. Have participants complete the entrance survey on the same day, before the start of the 1st session.

After Sessions

- Participants will fill out the session evaluation form. Participants **will not** put their name on these forms, as they are to be anonymous. Facilitators will photocopy this form, keeping the original and mailing a copy to the evaluator.
- If a participant left mid-session or if anything unusual occurred, facilitators will note this on the sign-in sheet to record which participants received which parts of Wise Guys. Otherwise, numbers of session evaluations should match the count of participants from the session sign-in sheet.

- The facilitation team will complete the Fidelity/Process Evaluation Form. Facilitators have up to two days to fill out the Fidelity/Process Evaluation Form, but are encouraged to complete it immediately following each session for accuracy. There will be four forms at the end of each cycle. Facilitators will photocopy this form, keeping the original and mailing a copy to SHP.

<u>At the end of Session 10</u>

- At the end of the 10th session, the Wise Guys participants will complete an **exit survey,** at the end of the class. Each participant will be given a survey with the same UIN they used for the entrance survey. These UINs MUST match in order to link the participant responses. As with the entrance survey, facilitators will collect the surveys and photocopy them. They will then mail the **<u>photocopies</u>** of the surveys to SHP with the remaining items on the evaluation checklist.

By the end of each <u>cycle</u>

- The Wise Guys facilitators will be observed once per cycle. An outside observer will complete a Facilitator Observation form for each facilitator once during each cycle of Wise Guys. The outside observer will provide the facilitators with the form after observation, and it will be the facilitators' responsibility to photocopy the form and mail it to SHP.
- After completing a cycle, agencies will submit an evaluation checklist with copies of all of the required evaluation materials to SHP no later than 1 week after the end of the cycle. . The evaluation team at SHP will review the evaluation checklist to ensure that it is complete and correct. If there are any outstanding data issues, SHP will contact the agency.
- Once all data issues are resolved, SHP will sign the evaluation checklist, indicating that it is completed. SHP will then forward a signed copy of the evaluation checklist to you, your regional coordinator, and the adolescent health coordinator. **This signed evaluation checklist will then be used as documentation for the evaluation portion of the invoice.**
- Without this signed checklist, the evaluation portion of your invoice cannot be processed, and this may hold up the rest of the invoice.
-

Follow-Up Data Collection

Follow-ups will occur three and six months post intervention. Agencies will have a two week time period to complete the 3 and 6 month follow-ups. Participants will be compensated for each follow-up survey in which they participate. Their compensation will be in the form of a $10 gift card. Each agency is responsible for purchasing $10 gift cards for 3 and 6 month follow-up. It is each agency's responsibility to keep track of the gift cards. The data submission schedule for 3 and 6 month follow up surveys is included in the data collection timeline sent by SHP.

Each participant should have the SAME unique identifier given for the baseline assessment- please refer to the shaded, blue box earlier in this document for more information about correct UIN format. Facilitators will write the unique identifier on the follow-up surveys prior to administering the survey, ensuring that each participant is given their correct identifier. Agencies must also **record the date that the test is taken** on the appropriate line at the top of the post-test.

The adult facilitator will collect follow-up surveys and make photocopies. Again, please be careful not to miss any pages and to keep them in the correct order. The originals will be placed in a locked file cabinet (separate from the file cabinet which contains the list of unique identifiers), and the photocopies will be sent to SHP via certified mail.

Storage of Data

All forms with client information must be kept and transported in a locked portable file cabinet, luggage, or container until it is permanently stored in the area designated by the facilitators. This designated area as shall only be accessible to Wise Guys staff and will be maintained in a locked room and in a locked file cabinet. Only Wise Guys staff will have access to locked files.

All forms will be kept until 2025 (five years after the anticipated project completion date). When appropriate, destruction of forms must be carried out via shredder, and shredded material must be discarded in a proper location.

It is the responsibility of all Wise Guys staff to keep program materials secure at all times and in all settings. Please remember not to send original forms to SHP.

XII. Referrals

Referrals, the process of linking a client/participant to needed resources, are an important part of the PREP program. All agencies are encouraged to offer referrals to Wise Guys participants, and to document and follow-up on these referrals following the same protocol that is outline in the Referral Protocol. All referrals (including internal referrals to services, such as HIV/STD testing) should be documented. Potential referrals for Wise Guys participants could include:

- HIV Counseling & Testing
- STD Testing
- Family Planning Services
- Primary Care
- Dating Violence Resources
- Social Workers
- Substance Abuse Resources
- Alcohol Abuse Resources
- Mental Health

Facilitators must collaborate with their agency to develop a list of "youth-friendly" resources in their area to provide during Wise Guys sessions. Facilitators should be prepared to provide any additional information about these resources to all participants.

XIII. Invoicing

By the **5th working day of the following month**, agencies will send an invoice containing all necessary documentation for the prior month's activities to the business unit. The business unit will review invoices and submit them to the Adolescent Health Coordinator for review before they are resubmitted to the business unit for final approval and payment. A copy of the invoice cover sheet is included in the appendix.

Performance Indicators & Required Documentation for Invoicing

1. Monthly Conference Calls: Agenda
2. Individual Quarterly Calls/Meetings: Agenda
3. Statewide Meeting: Meeting Sign-in Sheet and Agenda
4. Project Implementation: Cycle Attendance Log/Record
5. Project Retention: Cycle attendance Log/Record
6. Evaluation: Signed evaluation checklist
7. Annual Site Visit: Completed site-visit checklist
8. Annual Site Visit: Site Visit report
9. Community Advisory Board: Sign-in Sheet, Agenda, Minutes

Attachment A

Louisiana LYREP Annual Site Visit
Quality Assurance Tool
FY 2018-2019

Name of CBO: _____________________ Date of Site Visit: __________________________
Names of PREP Sub-awardee Staff Present: ____
Regional Prevention Coordinator: _________________________________

Program Implementation			
1. Direct Observation ***If observed before site visit date, please indicate below***	**OK**	**Needs Improvement**	**TA Provided/Recommended**
A. Agency communicates upcoming cycle dates to coordinator and evaluation staff **per data from evaluation staff prior to visit*			
B. Each Facilitator has been observed implementing program session			
AF:			
AF:			
AF:			
AF:			
2. **Documentation Reviewed** ***Please review and discuss the following documents***			
A. Parental Consents and Participant Assents are on file for past cycles and stored securely in a locked filing cabinet **as outlined in the protocol*			

#Completed Cycles to Date _________

Cycle # __ / Dates: □ 3 Month □ 6 Month
Cycle # __ / Dates: □ 3 Month □ 6 Month
Cycle # __ / Dates: □ 3 Month □ 6 Month
Cycle # __ / Dates: □ 3 Month □ 6 Month
Cycle # __ / Dates: □ 3 Month □ 6 Month
Cycle # __ / Dates: □ 3 Month □ 6 Month
Cycle # __ / Dates: □ 3 Month □ 6 Month
Cycle # __ / Dates: □ 3 Month □ 6 Month
Cycle # __ / Dates: □ 3 Month □ 6 Month
Cycle # __ / Dates: □ 3 Month □ 6 Month
Cycle # __ / Dates: □ 3 Month □ 6 Month

Program Evaluation						
3**. Documentation Reviewed** ***Please review and discuss the following***						N/A
A. The following original documents are stored securely in a locked filing cabinet **as outlined in the protocol*						
Documentation Review						
	# Entr.	**Date Completed**	**# Exit**	**Date Completed**	**TA Provided/Recommended**	
Cycle 1						
Cycle 2						
Cycle 3						
Cycle 4						
Cycle 5						
Cycle 6						
Cycle 7						
Cycle 8						
Cycle 9						
Total						
	3 Month Follow up Surveys		**6 Month Follow up Surveys**		**TA Provided/Recommended**	
Cycle 1						
Cycle 2						
Cycle 3						
Cycle 4						
Cycle 5						
Cycle 6						
Cycle 7						
Cycle 8						
Cycle 9						
Total						

	OK	**Needs improvement**	**TA Provided/Recommended**
B. UIN/Name linking document stored securely *separate*ly from participant surveys.			
C. All gift cards/ gift card records are stored in a locked file cabinet.			
D. All original documentation is accounted for each cycle. No documentation is missing from filing cabinet or present elsewhere in office. **if documentation is missing, please indicate which documents and which program cycle.*			

Overall Data Security				
	OK	**Needs Improvement**	**TA/Provided or Recommended**	**N/A**

The filing cabinets are locked at all times **determined by direct observation*				
Who has access to the keys?				
Office locked where files are kept is usually locked **determined by direct observation*				
Who has access to the office keys?				

Additional Comments: