

PS13-1308 Performance Achievement and Monitoring Work Plan (part of Continuation Application)
Strategy 2: School-Based HIV/STD Prevention – Local Education Agency

Agency Name:

Cooperative Agreement Number: PS00XXXX

Grant Year: 4

Identify your YDR:

☐ YMSM/LGBT

☐ Homeless Youth

☐ Youth enrolled in Alternative Schools/Education

Identify your Approach:

☐ ESHE

☐ SHS

☐ SSE

5 Year Goal 1: Build the capacity of priority schools to lead school-level initiatives to increase the implementation of exemplary sexual health education, access to sexual health services, and safe and supportive environments.

Annual Required Activities

ALL OF THE FOLLOWING ACTIVITIES ARE REQUIRED FOR YEAR 4

Program Context: [Click here to enter text.](#)

Date to Complete	Action Steps <i>Describe how you will accomplish the required activity, ensuring that action steps are specific, measurable, achievable, and realistic.</i>	Person Responsible Name/Title	Proof of Completion	Program Year			
				2	3	4	5
Required Activity #1: Assess the program progress, capacity, and support of priority districts annually. <u>Reporting System used: 1308 PMR</u>							
By 9/15/16	a. Review readiness/capacity of selected sites to implement ESHE, SHS, SSE, and policy activities.	Alex Bathel, Evaluator	gap analysis, check-list, PERS data	X	X	X	
	b.						
	c.						
Required Activity #2: Review agreement (MOU/LOC) with each priority school annually to confirm roles and responsibilities to implement required approaches, making adjustments as needed. <u>Reporting System used: 1308 PMR</u>							
By 8/30/16	a. Meet with the 20 priority schools to review MOUs that were signed in the Spring of 2014 and updated as needed to reflect Year 3 priorities.	Chris Dongel, Pgm Coord	Current MOU, new signature pg, list of priorities by site	X	X	X	
	b.						
	c.						
Required Activity #3: Work collaboratively with Strategy 3 NGO to build the LEA capacity to implement ESHE, SHS, and SSE. <u>Reporting System used: 1308 PMR</u>							
By 8/1/16	a. Identify standing meeting with DASH-funded NGOs to build our capacity to implement ESHE, SHS, and SSE.	Chris Dongel, Pgm Coord	Call notes, list of action items	X	X	X	
	b.						

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				2	3	4	5
	c.						
Required Activity #4: Meet with priority schools throughout the project period to provide on-going professional development (PD) and technical assistance (TA) to implement required approaches and support youth at disproportionate risk (YDR) activities. Reporting System used: 1308 PMR							
<i>By 1/30/17</i>	<i>a. Provide up to two professional development workshops to build skills of classroom teachers working with alternative school youth (YDR) on ESHE focusing on increasing teacher comfort level in addressing sexual health education.</i>	<i>Chris Dongel, Pgm Coord and cadre</i>	<i>PD agenda, evaluations, follow-up feedback</i>	<i>X</i>	<i>X</i>	<i>X</i>	
	b.						
	c.						
Required Activity #5: Work with priority schools to engage the school health advisory council (SHAC) to adopt and implement required approaches and to reassess the process for engaging the SHAC in planning activities throughout the program period (revise as needed). Reporting System used: Profiles - PQ 5, 6, 7; TQ 16							
<i>By 8/30/16</i>	<i>a. Schedule quarterly meetings with the district SHAC and HIV Materials Review Panel to obtain feedback on activities, help resolve challenges, and review/approve/disapprove materials.</i>	<i>Chris Dongel, Pgm Coord</i>	<i>Minutes, approved materials, action items</i>	<i>X</i>	<i>X</i>	<i>X</i>	
	b.						
	c.						
Required Activity #6: Apply CDC PD Practices in planning and implementing PD, TA, and follow-up support. Reporting System used: 1308 PMR							
<i>By 2/28/17</i>	<i>a. Provide PD opportunities, TA, and FUS for teachers, administrators, social workers, nurses, and other professionals on implementing linkage and referral for sexual health services in the sexual health lessons.</i>	<i>Chris Dongel, Pgm Coord and Sam Fred SHS lead</i>	<i>Training agenda, evaluations, FUP items</i>	<i>X</i>	<i>X</i>	<i>X</i>	
	b.						
	c.						

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5 Year Goal 2: Strengthen the capacity of the local education agency (LEA) to provide leadership, guidance, and technical assistance to priority schools in an effort to improve the working relationships with strategic partners to achieve program impact and sustainability.

Annual Required Activities

ALL OF THE FOLLOWING ACTIVITIES ARE REQUIRED FOR YEAR 4

Program Context: [Click here to enter text.](#)

Date to Complete	Action Steps <i>Describe how you will accomplish the required activity, ensuring that action steps are specific, measurable, achievable, and realistic.</i>	Person Responsible Name/Title	Proof of Completion	Program Year			
				2	3	4	5
Required Activity #1: Monitor activities listed in the MOU/A between education and health agencies. <u>Reporting System used: 1308 PMR</u>							
	a.						
	b.						
	c.						
Required Activity #2: Educate stakeholders and decision makers about the importance of each of the required approaches. <u>Reporting System used: 1308 PMR</u>							
	a.						
	b.						
	c.						
Required Activity #3: Maximize partnerships with other federally awarded agencies and organizations to avoid duplication of efforts and leverage funds. <u>Reporting System used: 1308 PMR</u>							
	a.						
	b.						
	c.						
Required Activity #4: Expand working relationships between education agencies, Strategy 3 NGOs, and PD contractor. <u>Reporting System used: 1308 PMR</u>							
	a.						
	b.						
	c.						
Required Activity #5: Expand partnerships with health agencies and other organizations. <u>Reporting System used: 1308 PMR</u>							
	a.						
	b.						
	c.						
Required Activity #6: Actively participate in at least three virtual and in-person training events led by Strategy 3 NGO, professional development contractor, and CDC. <u>Reporting System used: 1308 PMR</u>							
	a.						

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Date to Complete	Action Steps <i>Describe how you will accomplish the required activity, ensuring that action steps are specific, measurable, achievable, and realistic.</i>	Person Responsible Name/Title	Proof of Completion	Program Year			
				2	3	4	5
	b.						
	c.						
Required Activity #7: Actively participate in a minimum of two CDC/DASH approved in-person trainings each year. <u>Reporting System used: 1308 PMR</u>							
	a.						
	b.						
	c.						
Required Activity #8: Maintain a district-level SHAC to support the implementation of program strategies and reassess the process for engaging the SHAC in planning activities throughout the program period and to revise as needed. <u>Reporting System used: Profiles - PQ 5, 6, 7; TQ 16</u>							
	a.						
	b.						
	c.						
Required Activity #9: Implement a systematic process to engage the district-level SHAC in planning program activities. <u>Reporting System used: Profiles - PQ 7</u>							
	a.						
	b.						
	c.						
Required Activity #10: Comply with the "Requirements for Contents of Aids-Related Written Materials, Pictorials, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions in CDC Assistance Programs," and submit to a Program Review Panel to review and approve all applicable materials prior to their distribution and use in any activities funded in any part with CDC assistance funds. <u>Reporting System used: 1308 PMR</u>							
	a.						
	b.						
	c.						

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5 Year Goal 3: Increase the implementation of Exemplary Sexual Health Education (ESHE).

Years 2-5 Required Activities

All activities are NOT REQUIRED in year 4; all are required to be addressed over the course of 5 the year cooperative agreement.

These can be tracked using the Program Year check boxes below.

Program Context: [Click here to enter text.](#)

Date to Complete	Action Steps <i>Describe how you will accomplish the required activity, ensuring that action steps are specific, measurable, achievable, and realistic.</i>	Target Audience			Person Responsible	Proof of Completion	Program Year			
		D	P	Y			2	3	4	5
1. Develop and disseminate guidance to staff, decision makers, and other stakeholders about ESHE within your district and with priority schools. <u>Reporting System used: 1308 PMR; PQ 1, 2, 3</u>										
	a.									
	b.									
	c.									
2. Provide TA and PD on state-level guidance to district and priority schools to support ESHE policy implementation. <u>Reporting System used: 1308 PMR; PQ 2</u>										
	a.									
	b.									
	c.									
3. Provide TA, PD, and other educational opportunities for administrators, school board members, and community members to improve understanding and support for ESHE within your district and with priority schools. <u>Reporting System used: 1308 PMR</u>										
	a.									
	b.									
	c.									
4. Assist priority schools to establish a written MS/HS curriculum framework that reflects ESHE. <u>Reporting System used: ESHE PM 1; TQ 4, 5, 10, 12</u>										
	a.									
	b.									
	c.									
5. Assist priority schools to implement the selected MS/HS curriculum framework that reflects ESHE. <u>Reporting System used: ESHE PM 1; TQ 4, 5, 10, 12</u>										
	a.									
	b.									
	c.									

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6. Assist priority schools in developing, selecting, or implementing curricula consistent with the district curricula framework that reflects ESHE and/or evidence-based intervention (EBI) with priority schools. Reporting System used: ESHE PM 2, 3, 4; TQ 4, 5									
	a.								
	b.								
	c.								
7. Establish and maintain a TA and PD system to assist priority schools in implementing ESHE. Reporting System used: 1308 PMR									
	a.								
	b.								
	c.								
8. Identify and adopt requisite teacher competencies and skills to implement ESHE including the use of EBI when appropriate, with priority schools. Reporting System used: ESHE PM 1, 2, 3; TQ 10, 12									
	a.								
	b.								
	c.								
9. Ensure that all teachers responsible for the delivery of sexual health education have the requisite competencies and skills to implement ESHE with priority schools. Reporting System used: ESHE PM 1, 2; TQ 4, 5, 10, 12									
	a.								
	b.								
	c.								
10. Provide PD, TA, and follow-up support (FUS) on the essential competencies and skills to implement ESHE including EBI when appropriate, with priority schools. Reporting System used: ESHE Process: 5									
	a.								
	b.								
	c.								
11. [If applicable] Develop and foster the use of a systematic process for identifying, selecting, or adapting, and implementing ESHE curricula and/or EBI with priority schools. Reporting System used: 1308 PMR; ESHE Process: 5									
	a.								
	b.								
	c.								
12. [If applicable] Implement all of the above activities to meet the HIV/STD prevention needs of the selected YDR group with priority schools. Reporting System used: 1308 PMR									
	a.								
	b.								
	c.								

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13. Partner with Strategy 3 NGO and other agencies and organizations to leverage resources when working within priority schools to increase their capacity to implement ESHE and EBI when appropriate. Reporting System used: **ESHE Process: 6**

a.									
b.									
c.									

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5 Year Goal 4: Increase access to Sexual Health Services (SHS) for all youth.

Years 2-5 Required Activities

All activities are NOT REQUIRED in year 4; all are required to be addressed over the course of 5 the year cooperative agreement.
These can be tracked using the Program Year check boxes below.

Program Context: [Click here to enter text.](#)

Date to Complete	Action Steps <i>Describe how you will accomplish the required activity, ensuring that action steps are specific, measurable, achievable, and realistic.</i>	Target Audience			Person Responsible	Proof of Completion	Program Year			
		D	P	Y			2	3	4	5
1. Identify youth-friendly community health service providers for the delivery of key SHS in priority schools. Reporting System used: SHS PM 1, 2;PQ 40, 41										
	a.									
	b.									
	c.									
2. Develop informational materials about available SHS and disseminate to adolescents in priority schools. Reporting System used: SHS PM 1, 2										
	a.									
	b.									
	c.									
3. Establish linkages with organizations that have experience in adolescent SHS in priority schools. Reporting System used: SHS PM 1										
	a.									
	b.									
	c.									
4. Develop written guidance for developing a referral system to youth-friendly sexual health services. Reporting System used: SHS PM 1, 2										
	a.									
	b.									
	c.									
5. Develop a referral system to youth-friendly sexual health services with priority schools. Reporting System used: SHS PM 1										
	a.									
	b.									
	c.									
6. Provide PD opportunities, TA, and follow-up support for teachers, administrators, counselors, nurses, and other appropriate staff in priority schools on the delivery of on-site SHS, and referral to youth-friendly, off-site key SHS. Reporting System used: SHS PM 1, 2;SHS Process: 5										

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	a.								
	b.								
	c.								
7. [If applicable] Facilitate linking students to health, mental health, and other community services including STD/HIV testing, counseling, and treatment with providers that have experience in serving YDR in priority schools. <u>Reporting System used:</u> SHS PM 1									
	a.								
	b.								
	c.								
8. Assess implementation of SHS-related policies (including laws, codes, and regulations) within your jurisdiction and in priority schools. <u>Reporting System used:</u> SHS Process: 1, 2, 3									
	a.								
	b.								
	c.								
9. Monitor the implementation of key SHS in priority schools. <u>Reporting System used:</u> SHS PM 1, 2									
	a.								
	b.								
	c.								
10. Monitor the implementation of SHS-related policies in priority schools. <u>Reporting System used:</u> SHS Process: 4									
	a.								
	b.								
	c.								
11. [If applicable] Implement all of the above activities to meet the HIV/STD prevention needs of the selected YDR group with priority schools. <u>Reporting System used:</u> 1308 PMR									
	a.								
	b.								
	c.								
12. Maximize funding to increase reimbursement for eligible health services with priority schools. <u>Reporting System used:</u> 1308 PMR									
	a.								
	b.								
	c.								
13. Partner with Strategy 3 NGO and other agencies and organizations to leverage resources when working with priority schools to increase their capacity to implement SHS when appropriate. <u>Reporting System used:</u> SHS Process: 6									
	a.								
	b.								

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5. Assess implementation of SSE-related policies (including laws, codes, and regulations) within your district and in priority schools. <u>Reporting System used: SSE</u>										
Process: 1										
	a.									
	b.									
	c.									
6. Monitor the implementation of SSE-related policies in priority schools. <u>Reporting System used: SSE</u> Process: 2										
	a.									
	b.									
	c.									
7. Partner with Strategy 3 NGO and other agencies and organizations to leverage resources when working with priority schools to increase their capacity to implement SSE. <u>Reporting System used: SSE</u> Process: 6										
	a.									
	b.									
	c.									



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5 Year Goal 6: Educate decision makers on policy; implement and track policies related to ESHE, SHS and SSE.

Years 2-5 Required Activities

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Program Context: [Click here to enter text.](#)

Date to Complete	Action Steps <i>Describe how you will accomplish the required activity, ensuring that action steps are specific, measurable, achievable, and realistic.</i>	Target Audience			Person Responsible	Proof of Completion	Program Year			
		D	P	Y			2	3	4	5
1. Assess state, district, and priority schools’ policies related to required approaches (ESHE, SHS, and SSE). <u>Reporting System used:</u> Process: ESHE/SHS/SSE 1, 2										
	a.									
	b.									
	C.									
2. Track policy adoption and monitor policy implementation within district and with priority schools. <u>Reporting System used:</u> Process: ESHE/SHS/SSE 1, 3, 4										
	a.									
	b.									
	C.									
3. Develop and disseminate guidance to support the implementation of science-based policy practices within the district and with priority schools. <u>Reporting System used:</u> 1308 PMR										
	a.									
	b.									
	C.									
4. Deliver training and TA to support the implementation of science-based policy practices related to the program approaches to priority districts. <u>Reporting System used:</u> 1308 PMR										
	a.									
	b.									
	C.									
5. Educate stakeholders including administrators and school board members within the district and with priority schools, on potential policy solutions regarding school health issues.. <u>Reporting System used:</u> Process: ESHE/SHS/SSE 1, 2										
	a.									
	b.									
	C.									

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6. Maintain existing strategic partnerships within your district and with priority schools to support policy assessment and implementation monitoring and, if needed, develop new partnerships. Reporting System used: Process: ESHE/SHS/SSE 3, 4									
a.									
b.									
c.									

Please share specific technical assistance needs to implement 1308 required activities:

From whom do you need additional TA to implement action steps? Check all that apply and provide a summary of the specific need(s) below.

☐ None Needed

☐ NGO support for ☐ ESHE Summarize need:

☐ NGO support for ☐ SHS Summarize need:

☐ NGO support for ☐ SSE Summarize need:

☐ NGO support for ☐ Policy Summarize need:

☐ CDC support for ☐ ESHE Summarize need:

☐ CDC support for ☐ SHS Summarize need:

☐ CDC support for ☐ SSE Summarize need:

☐ CDC support for ☐ Policy Summarize need:

☐ Evaluation support for ☐ PERS ☐ Evaluation Plan Summarize need:

☐ Surveillance support for ☐ YRBS ☐ Profiles Summarize need:

☐ Professional Development support for (check all that apply) ☐ PD Infrastructure ☐ Designing PD Offerings ☐ Marketing PD Services

☐ Deliver PD ☐ Provide Follow-up Support ☐ Evaluate PD Processes Summarize need(s):

☐ Other needs: (provide)

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Describe what specific type of TA is needed to accomplish your work not described above: