

Healthy Teen Network

MAKING A DIFFERENCE IN THE LIVES  
OF TEENS AND YOUNG FAMILIES

# What's in Your Toolbox?

A Collaborative Learning Series on  
Getting to Outcomes, Steps 5 & 6

**leadership,**  
education,  
training, **resources,**  
**advocacy,**  
information and  
**support**

# About Healthy Teen Network

**Healthy Teen Network** is a national membership organization focused on preventing teen pregnancy and also supporting young families.



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# Welcome!

- Deb Chilcoat,  
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Training and Technical Assistance Coordinator



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This webinar series is made possible by the  
Centers for Disease Control Division of  
Reproductive Health

**Thank You!**

# Objectives

- List at least one challenge and one success using the tools for Step 3 and Step 4.
- Identify at least three tasks to be completed in Step 5 and Step 6.
- Use the tools associated with Step 5 and Step 6.
- Articulate at least one strategy to implement Step 5 and Step 6.

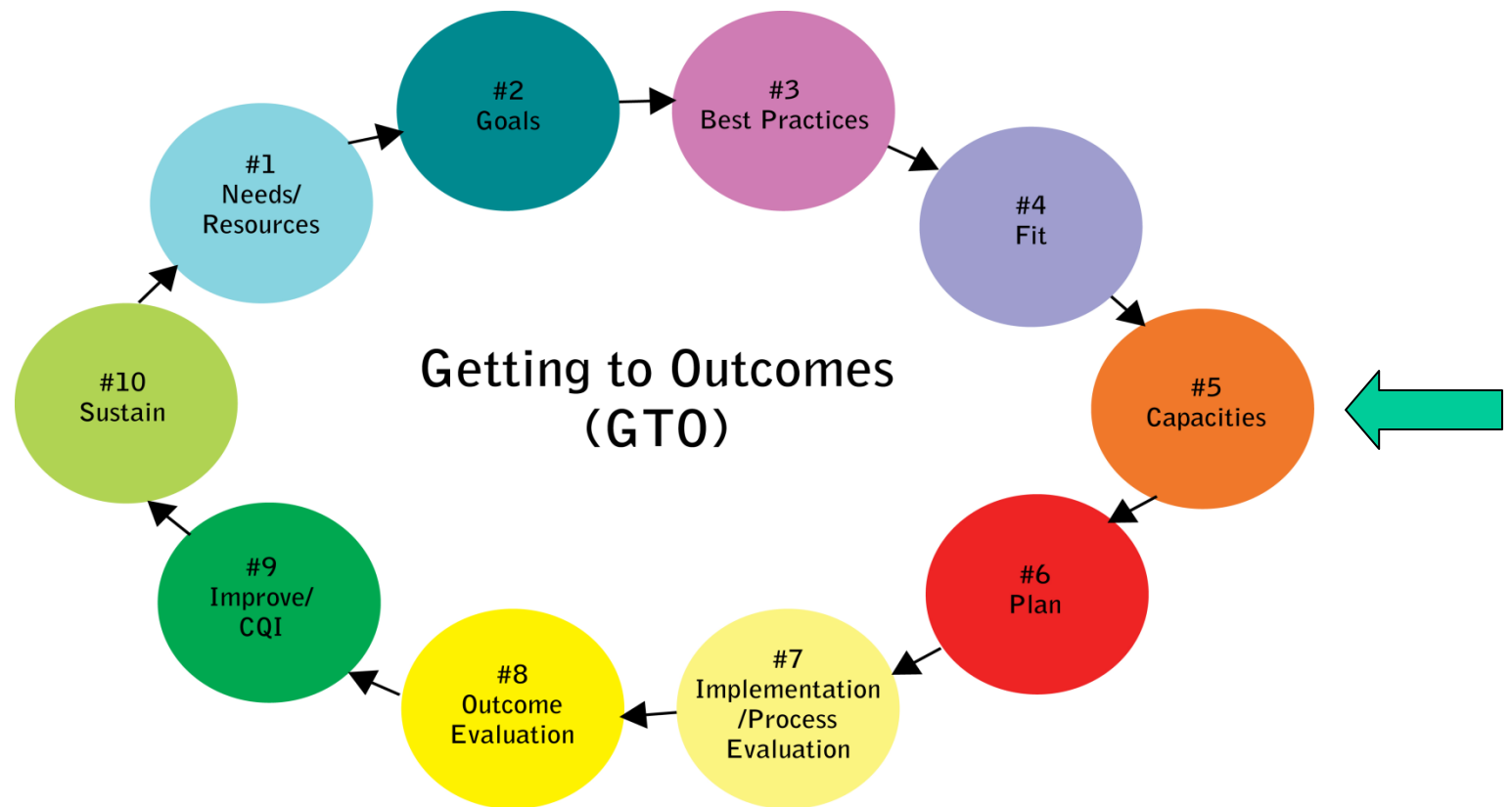


# Homework Review

- What were some of your experiences working on Steps 3 and 4?
- What were your experiences using iGTO?
- Remarks from the CDC?

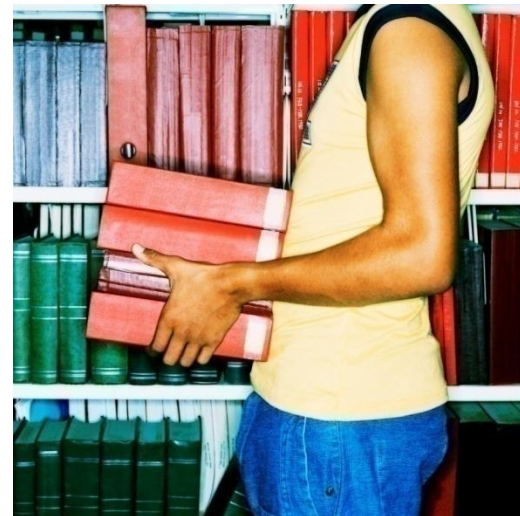
# GTO Step 5: Capacities

- Assess for available resources
- Assess where capacities need developing



# GTO Step 5: Capacity - Considerations

- Adequate staffing
- Program leadership and supervision
- Partnership capacities
- Funding – program implementation
- Funding/Staffing – participant recruitment and retention
- Facilitator knowledge and skills
- Program materials
- Evaluation needs





**Poll:**

**“My organization and staff have previous experience formally assessing for capacity.”**



# Tool – Capacity Assessment Tool (Facilitator)

Facilitator capacities	Requirements	OK?	Plan to increase capacity
Do you have the number of adult and youth facilitators recommended for the program?			
Do your facilitators meet program qualifications, including education level, years of experience, and necessary communication skills?			
Are your facilitators comfortable enough with sexuality topics to effectively deliver the program with fidelity?			
Have your facilitators received all training necessary for working with youth (e.g., group facilitation, abuse & neglect reporting, CPR)?			
Have your facilitators received sufficient training specific to the program?			

# Tool – *Capacity Assessment Tool* (*Other Program Staff*)

Staff capacities	Requirements	OK?	Plan to increase capacity
What type of additional staff do you need to do this program?			
Do staff members have adequate qualifications?			
Have staff members received necessary training for their role?			

# Tool – Capacity Assessment Tool (Board and Leadership)

Leadership capacities	Requirements	OK?	Plan to increase capacity
How committed is your organization leadership to the program?			
Do they Support the program staff?			
Are there clear channels of communication between all leaders involved?			
How comfortable are organization leaders (e.g., staff and board) with managing controversy and conflict?			
How competent or experienced are organization leaders with managing controversy and conflict?			
Do the leaders involve staff members in decision-making when appropriate?			
Is the meeting facilitation effective?			

# Tool – *Capacity Assessment Tool* *(Technical Capacity)*

Technical capacities	Requirements	OK?	Plan to increase capacity
Are any special materials needed to deliver the program?			
Do you need access to a computer or special computer programs?			
Does the program require other technical components?			

# Tool – Capacity Assessment Tool (Fiscal and Other Resources)

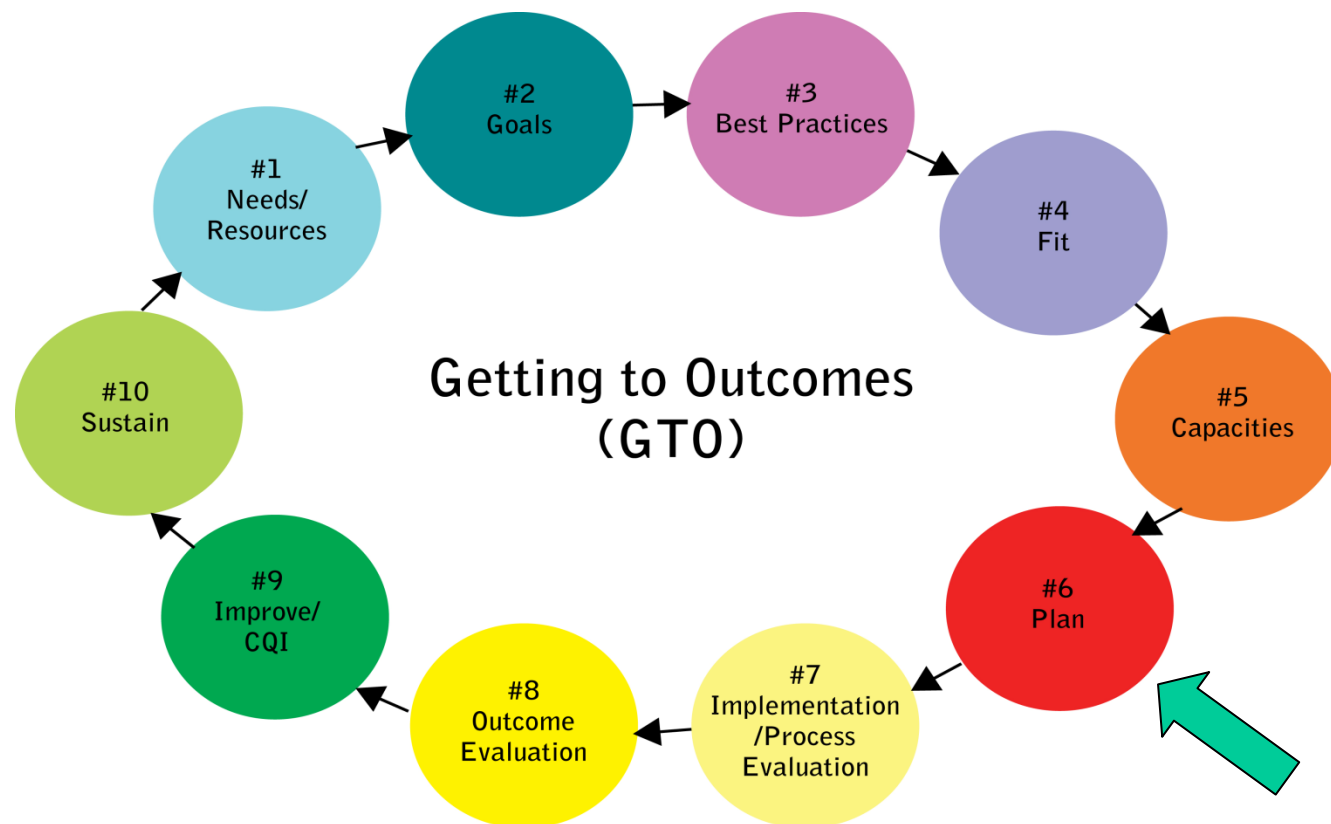
Fiscal and resource capacities	Requirements	OK?	Plan to increase capacity
Transportation	Cost: _____		
Special trips	Cost: _____		
Printed materials (including curriculum)	Cost: _____		
Staff training	Cost: _____		
Participant incentives	Cost: _____		
Food	Cost: _____		
Babysitting/Sibling care	Cost: _____		
Number of volunteers			
Equipment	Cost: _____		
Amount of space	Cost: _____		
Equipment	Cost: _____		
Evaluation materials and efforts	Cost: _____		
<b>Total Cost</b>	<b>Cost: _____</b>		

# Tool – *Capacity Assessment Tool* (*Collaboration/Partnership*)

Collaboration capacities	Requirements	OK?	Plan to increase capacity
What partners in your community are key to the success of the program?			
Which of these already provide support for the program?			
What other stakeholders in your community might support the program if asked?			
What stakeholders in your community could hinder program implementation?			

# GTO Step 6: Plan

- Develop a program plan incorporating:
  - Staffing, management, implementation, budgets, recruitment



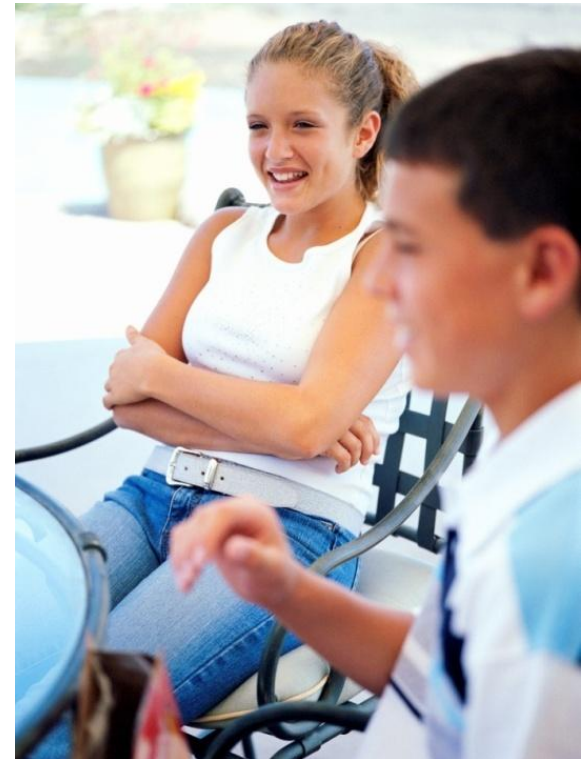


# GTO Step 6: Plan



**Poll:**

**“Our organization has experience planning a program.”**



# 8 Steps to Planning a Program

1. Finalize program selection
2. Break down tasks & who's accountable
3. Complete the BDI Logic Model
4. Identify personnel, setting & materials

# 8 Steps to Planning a Program

5. Design recruitment and retention strategies
6. Itemize implementation components
7. Develop a budget
8. Draft a final plan

# Tool – *Work Plan Tool*

Program: \_\_\_\_\_ Local name: \_\_\_\_\_  
 Name/title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Summary:

Tasks: Administrative	When will it be done?	Who is responsible?	Where will we get any resources we need?	Date done
Write job descriptions, plan staff meetings, prepare budget, etc.				
Set confidentiality and mandatory reporting policies; get signed consent forms from participants, etc.				
Hire appropriate facilitators, train volunteers and facilitators, etc.				
Reserve and pay for meeting space as needed; obtain and copy materials, etc.				
Recruit participants, develop retention and referral plans, etc.				
Plan intervention activities listed in BDI logic model, schedule periodic debriefings, etc.				
Plan tasks associated with the Step 7 Process Evaluation and Step 8 Outcome Evaluation.				

# Tools – *Program Budget Tool*

Program: \_\_\_\_\_  
 Name/title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Summary: \_\_\_\_\_

Item by Category	Calculation	Cost Estimate
<b>Personnel</b>		
	<b>Personnel subtotal</b>	
<b>Travel</b>		
	<b>Travel subtotal</b>	
<b>Equipment</b>		
	<b>Equipment subtotal</b>	
<b>Supplies</b>		
	<b>Supplies subtotal</b>	
<b>Other</b>		
<b>TOTAL COST OF PROGRAM</b>	<b>Sum of all category subtotals</b>	

# Homework!

- As a team (each organization) populate the tools from Steps 5 & 6. Using your own data or the case study.
- Upload the data onto the *iGTO Training Site*.
- DUE DATE: 1 day before the Pre-Conference Institute in Pittsburgh. Be prepared to share your experience.

# Remarks from Duane House of the CDC-DRH...

- o Steps 5 & 6



# Share & Share Alike

- Erica Fletcher, Prevention Director  
*Massachusetts Alliance on Teen Pregnancy*
- What it has been like to work through this part of GTO.
  - Successes
  - Challenges
  - Lessons learned



# Questions? Concerns? Thoughts?

# Closing

- Homework: Uploaded by the Pre-Conference next week
- Read Steps 7 & 8 in the GTO Manual

## **Next Event:**

October 11<sup>th</sup>

Pittsburgh, PA

**Thank You!**