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
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
		All Agencies							
Send link of electronic survey for the current FY along with PDF format to all programs	Evaluation Consultant	June							
Final date to submit all pre & post test administered in the 1st & 2nd quarters		December 30th							
Final date to submit all pre & post test administered in the 3rd & 4th quarters		June 30th							
Database entries are up-to-date (attendance, group sessions and CAC minutes)		The 10th of every month.							
Original signed CERs are to be received in the office and IRs are to be emailed to your Program Consultant		The 10th of every month. (If the 10th falls on a weekend, it needs to in the office by close of business on the Friday before the 10th.)							
Email request for the following fiscal year budget	Program Consultants	October 1st – December 31st							
Site Visits	Program Consultants	January 1st – May 31st							

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.