

## CONTINUOUS PROGRAM IMPROVEMENT (CPI)

### INFORMATION & EDUCATION GRANTEE 2011-2016 GRANT CYCLE ORIENTATION TRAINING

August 19, 2011

Sponsored by:  
California Department of Public Health  
Office of Family Planning  
Contract # 10-9542

Presented by:  
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## Objectives

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- *To provide an overview of the...*
  - ❑ Recent CPI Historical Review and Lessons Learned from previous years
  - ❑ CPI Tool Process and CPI Tool Kit
  - ❑ CPI Evaluation requirements and timeline for the 2011-2016 Cycle
  - ❑ CPI Implementation Plan for the 2011-2016 Cycle
  - ❑ Two CPI Tools from which to choose for FY 2011-2012
    - Implementation Tool
    - Training and Support Tool
  - ❑ CPI Evaluation Technical Support
  - ❑ Next steps
    - Completing the CPI Road Map
    - CPI Support Calls
- *To provide grantees with an opportunity to engage in discussion regarding this material*

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## CPI Historical Review: Overview

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- ❑ In FY 2002-03, ETR developed and pilot tested the initial CPI Tool Kit for use with CCG, I&E and MIP grantees
- ❑ Purpose of Tool Kit was to provide agencies with a systematic process for assessing aspects of their programs
- ❑ Original Tool Kit included four tools
- ❑ New tools were developed in response to grantee needs and requests

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## CPI Historical Review: Current Tools

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- **Curriculum Review:** Assess the content of prevention education curriculum
- **Implementation:** Monitor the implementation of the curriculum
- **Participant Satisfaction:** Collect data on reactions to and satisfaction with the curriculum or program
- **Training and Support:** Examine the training and support of educators or facilitators
- **Pretest-Posttest:** Collect data on short-term changes in knowledge, attitudes, and behavioral intentions
- **Conducting Focus Groups:** Plan and conduct focus groups to guide refinements in programs and/or services

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## CPI Historical Review: Key Findings

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Agencies...

- Used the CPI Tool Kit to examine and strengthen their programs
- Identified key lessons learned specific to tool completion as well as to program improvement
- Reported specific challenges related to tool implementation
- Identified resources necessary and obstacles to making CPI changes
- Noted that the Evaluation Liaison Support Model and CPI Support Calls were instrumental in completing CPI requirements
- Would benefit from a CPI implementation plan that includes time to make and re-assess program changes

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## CPI Historical Review: Recommendations

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Recommendations for The CPI Tool of the future...

- Develop a CPI "road map" to help agencies plan their CPI evaluation over the five-year grant period
- Continue to provide CPI Support Calls and develop a call to specifically address how to use CPI data
- Differentiate CPI Evaluation support for agencies at both the beginner and intermediate levels
- Continue to diversify the CPI support provided to agencies

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## CPI Historical Review: Recommendations

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### Recommendations for agencies...

- Develop a road map on the best use of CPI Tools and data over five-year grant period. Select CPI Tools that build on findings of the previous years
- Identify realistic and practical recommendations that can be incorporated into work plans
- Proactively discuss ideas for improvements with OFP Program Officers
- Continue to participate in networking opportunities with other TPP grantees to share CPI experiences (e.g., tool development, lessons learned, changes made)

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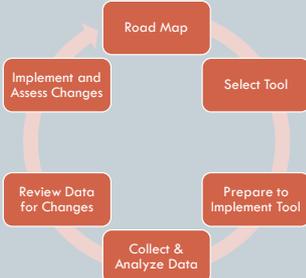
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## CPI Process for 2011-2016 Cycle

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## CPI Tool Kit Overview

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- The CPI Tool Kit provides evaluation tools to help agencies look at aspects of their Teen Pregnancy Prevention programs in a systematic way for the purpose of program improvement
- The continuous program improvement process can help your agency...
  - Look for opportunities to continually fine-tune program efforts
  - Strengthen or enhance what you are currently doing
  - Validate what is working well

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## CPI Implementation Plan: 2011-2016 Cycle

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- Focus on two key program elements in Years 1 & 2:
  - ▣ Training and Support
  - ▣ Implementation issues
- Collect data on other program elements in later years

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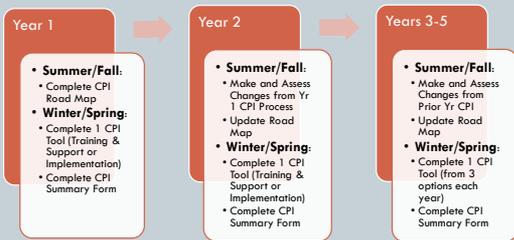
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## CPI Implementation Plan: 2011-2016 Cycle

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## CPI Road Map

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- This is a new CPI feature stemming from past recommendations
- Allows agencies to think about CPI implementation over the 5-year grant period (2011-2016 cycle)
- Web-based
- Your living document:
  - ▣ Create at beginning of funding cycle
  - ▣ Review and update online yearly as needed
- Web-based training and support calls to be provided

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## CPI Evaluation Requirements: 2011-2016 Cycle

- Requirement 1
  - Participate in CPI Road Map training on September 29<sup>th</sup>
  - Complete CPI Road Map by October 14<sup>th</sup> (online)
  - Review CPI Road Map annually and update as needed
  - Select CPI Tool to be completed each year (from eligible tools)
- Requirement 2
  - Maintain regular contact with CPI Specialist
  - Follow procedures for initiating *Technical Assistance Requests*
  - Consult with OFP Program Consultant
- Requirement 3
  - By April 30<sup>th</sup> implement one CPI Tool
- Requirement 4
  - By June 1<sup>st</sup> – Complete *CPI Summary Form*
- Requirement 5
  - Implement and assess changes identified through CPI process

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## Choosing a CPI Tool: Things to consider



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## Implementation Tool

- Designed for monitoring informational presentations or outreach activities
- Completed by health educators/outreach staff and/or program managers
- Documents how informational presentations are implemented/outreach is conducted
- Good to use if you are:
  - Working with a new population
  - Conducting informational sessions or outreach in a variety of settings
  - Using adult and peer staff to conduct informational presentations or outreach activities
- Data can help identify successes and challenges, modifications to be made

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## Overview of Implementation Tool

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- Decide which version of the tool to use
  - ▣ Educator
  - ▣ Outreach worker
- Decide how often to use the tool
  - ▣ Collect data from **four informational presentations or outreach activities**
- Choose a population or setting
- Complete the tool as required
- Summarize and interpret data
- Report findings, lessons learned, changes to be made

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## Training and Support Tool

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- Designed to look at current training and support activities to prepare outreach staff/youth peer educators to conduct informational presentations/outreach activities
- Assessing needs from two perspectives
  - ▣ Completed by the person responsible for overseeing and monitoring staff (Part 1)
  - ▣ Completed by the health educators or outreach workers working directly with clients (Part 2)
- Can be used periodically

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## Overview of Training and Support Tool

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- **Part One: Program Director or Supervisor Tool**
  - ▣ Identify potential areas for increased administrative support
  - ▣ Review current training practices, approaches to providing staff support, and characteristics of health educators or outreach workers
  - ▣ Provide a copy of the tool to the person responsible for overseeing the education or outreach staff and a program staff person
- **Part Two: Educator or Outreach Staff Self Assessment Tool**
  - ▣ Designed to allow educators and outreach staff to assess level of comfort and preparedness to conduct informational sessions, referral/outreach
  - ▣ Also allows staff to identify training and support needs
  - ▣ Completed by educators/outreach staff/peer educators
- Summarize and interpret data
- Report findings, lessons learned and changes to be made

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## CPI Evaluation Support

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- CPI Specialist
  - ▣ Agencies assigned to a CPI Specialist
- CPI Technical Assistance System
  - ▣ *Coming Soon*
  - ▣ Information, instructions for initiating Technical Assistance
- Next steps
  - ▣ Completing the CPI Road Map
  - ▣ CPI Support Calls

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## CPI Resources

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- TPP CPI Tool Kits
  - ▣ Complete Tool Kits including all appendices will be available on the OFP Website (*updates in progress*)
- Activity Checklists for all CPI Tools
  - ▣ Will be provided once you select a CPI Tool
- CPI Specialists
  - ▣ Assigned to agencies to provide assistance through the CPI process

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## CPI Evaluation Specialists

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| □ Kris Freiwald, MPH<br><a href="mailto:krisf@etr.org">krisf@etr.org</a> | □ Gina Lepore, BA<br><a href="mailto:ginal@etr.org">ginal@etr.org</a>                   |
| □ BA Laris, MPH<br><a href="mailto:bal@etr.org">bal@etr.org</a>          | □ Leah Maddock, MPH<br><a href="mailto:leah.maddock@ucsf.edu">leah.maddock@ucsf.edu</a> |

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## Next Steps

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- Complete *CPI Road Map*
  - ▣ Training and assistance to complete *CPI Road Map* to be provided
  - ▣ Anticipated date of training: September 29, 2011
  - ▣ Completed *CPI Road Map* due October 14, 2011
- CPI Support Calls
  - ▣ Tool-specific support calls for Implementation Tool and Training and Support Tools to be provided
  - ▣ Anticipated dates: October, 2011

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## Discussion

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- Open Question and Answer

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