

CPI Tool Kit 2011-12
Summary for CPI Specialists/OFP Program Consultants

Key

- pdf files for agencies. Step-by-step instructions and Appendices for each tool are posted as pdf files on web.
- * Select appendices (*) of tools are available in word versions to send to agencies by CPI Specialist or OFP Program Consultant.

Contact Information

- ETR, UCSF, & OFP Contact List—handed out separately- updated frequently

<u>Tool Kit Sections/Contents</u>	<u>Last Updated</u>
➤ Section 1_General Information. pdf <ul style="list-style-type: none"> ▪ Title Page ▪ Acknowledgements ▪ Table of Contents ▪ Preface (Updated 10-6-11: updated Figures 1&2 to align w/ CPI Road Map Training) ▪ CPI Evaluation Requirements_2011-2012 	August, 2011
➤ CPI Evaluation Requirements_Timeline.pdf <ul style="list-style-type: none"> ▪ Currently this reflects I&E Year 1 timeline. To be adjusted for Years 2 to 5 for dates. ▪ To create a CPI Evaluation Requirement/timeline for PREP agencies 	August, 2011
➤ Section 2_Curriculum Review Tool. (Currently not for use by I&E Agencies—not posting on website)	Not Currently in Use
➤ Section 3_ Implementation Tool.pdf (step-by-step instructions)	October, 2011
➤ Section 3_Implementation Tool Appendices 3A_3D.pdf <ul style="list-style-type: none"> ▪ Implementation Tool_Multi Sessions (Appendix 3A)* ▪ Implementation Tool_Single Session (Appendix 3B)* ▪ Implementation Tool_Outreach Sessions (Appendix 3C)* ▪ Sample of Completed Implementation Tool (Appendix 3D) 	October,2011 Note: Not for USE by I&E Agencies.
➤ Section 4_Participant Satisfaction Tool. pdf (step-by-step instructions)	TO BE UPDATED
➤ Section 5_Training and Support Tool. pdf (step-by-step instructions)	October, 2011
➤ Section 5_Training and Support Tool Appendices 5A_5E. pdf <ul style="list-style-type: none"> ▪ Training and Support Program Tool (Appendix 5A)* ▪ Health Educator Self Assessment Tool (Appendix 5B)* ▪ Peer Educator Versions of the Tools (Appendix 5C.1 and 5C.2)* ▪ Sample of Completed Training & Support Tools Tool (Appendix 5D) 	October, 2011 Note: Not for USE by I&E Agencies.
➤ Section 6_Local Pretest_Posttest Tool. pdf (step-by-step instructions)	TO BE UPDATED
➤ Section 7_Conducting Focus Groups Tool. pdf (step-by-step instructions)	TO BE UPDATED
➤ Section 8 & 10: Future tools to be developed.	N/A
➤ Sections 9: CPI Tools For Federal Financial Participation (FFP). pdf	August 2011
➤ Section 9: CPI Tools for Federal Financial Participation (FFP) Appendices. pdf <ul style="list-style-type: none"> ▪ Implementation Tool_Multi Session Version (FFP)_ [Appendix 9.1A]* ▪ Implementation Tool_Single Session Version (FFP)_ [Appendix 9.1B]* ▪ Implementation Tool_Outreach Session (FFP)_ [Appendix 9.1C]* ▪ Sample completed Implementation Tool (FFP)-[Appendix 9.1D] ▪ Training and Support Tools_Program Tool (FFP)_ [Appendix 9.2A]* ▪ Training and Support Tools_Educator Self-Assessment Tool (FFP)_ [Appendix 9.2B]* ▪ Sample Completed Training and Support Tools (FFP)_ [Appendix 9.2C] 	Updated 11-11 Sample Completed Tools provided