

## Continuous Program Improvement (CPI) Monthly Support Call *Curriculum Review Tool*

Wednesday, December 17<sup>th</sup>

ETR Associates

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### Before we get started...

- Press \*6 to mute and \*7 to un-mute. Please mute your phone now.
- If you have a question, please tell us your name and agency before asking your question.
- This PowerPoint presentation and a brief feedback survey can be accessed from the ETR website at [www.etr.org/ofp](http://www.etr.org/ofp).
  - Click on Left sidebar – “Upcoming Events”
  - then under “CPI Monthly Support Calls”

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### CPI Resources

- TPP CPI Tool Kit
  - Word versions of each tool are available from your Evaluation Liaison to adapt for your needs.
- ETR Website – [www.etr.org/ofp](http://www.etr.org/ofp)
  - Complete Tool Kits including all appendices are available under the “CPI and Statewide Evaluation” left side-bar heading.
- Activity Checklists for all CPI tools
  - These checklists are available for TPP agencies from Evaluation Liaisons.
- Evaluation Liaison

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## CPI Tool Kit Overview

- The CPI Tool Kit provides evaluation tools to help agencies look at aspects of their pregnancy prevention programs in a systematic way for the purpose of program improvements.
- The continuous program improvement process can help your agency strengthen or enhance what you are currently doing.
- CPI results are not intended to compare your program to others.

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## Curriculum Review Tool

- Designed for prevention education curriculum (not one-time informational sessions).
- Includes three parts (lesson-by-lesson, summary and overall).
- Completed by internal staff (as group or individual assignments).

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## Curriculum Review Tool

- Documents *what* is in the curriculum.
- Used periodically (e.g., new/revised curriculum).
- Designed to yield ideas for program improvement in selected content areas and teaching strategies.

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## Step 1: Select the Curriculum

- To keep your efforts focused, it is probably best to work with one curriculum at a time.
- Decide which curriculum to assess:
  - *Using a curriculum for several years that has not been modified or updated recently?*
  - *Using an existing evidence-based curriculum and modified it or supplementing with lessons from another one?*
  - *Implementing a new curriculum recently developed or adopted by your program?*

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## Step 2: Decide Who and How

- Choose project staff who are familiar with and have a lead role in developing the curricula used at your site.
- Decide how your agency would like to complete the tool (task group or individual).

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## Step 3: Complete the Tools

- **Part A:** Make one copy of Part A of the Curriculum Review Form for each lesson in your curriculum.
- **Part B:** Use Part B to summarize information across all lessons as reflected in Part A.
- **Part C:** Refer to Parts A & B and to page 2-4 of the Tool Kit to complete Part C.

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### Step 4: Summarize Your Findings

- Review Part B for data that was surprising, identified content gaps, and/or areas that require adjustments in time/emphasis.
- Review Part C and consider changes that could be made, who will make the changes, and which changes may be most challenging.

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### Step 5: Plan Your Next Steps

- Identify and prioritize changes that could be made.
- Decide who will make the changes and create a timeline.
- Determine any resources that are necessary in order to make the changes.

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### Step 6: Report Your Findings

- Prepare your *draft* CPI summary.
- Refer to guidelines on page 2-8 for what to include in your summary.
- Refer to Appendix 2C for a *sample* summary.

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## Important CPI Dates

- By April 15<sup>th</sup> submit the following to your Evaluation Liaison and OFP Program Consultant:
  - Copies of your completed Curriculum Review Tool (Parts A, B & C).
  - *DRAFT* summary of your CPI results.
  - Evaluation Liaisons will provide feedback in approximately 3 weeks.
- By June 1<sup>st</sup> submit the following to your Evaluation Liaison and OFP Program Consultant:
  - Revised CPI Summary (as needed).
  - Completed CPI Feedback Form (online form Evaluation Liaison will send link with instructions).

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## Thank you!

- Open Question and Answer.
- We invite you to complete a brief feedback form about this call.
  - This survey can be accessed from the ETR website at [www.etr.org/ofp](http://www.etr.org/ofp).
    - Click on left sidebar – “CPI & Statewide Evaluation”
    - Then under “CPI Monthly Support Calls”

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