



**Maternal, Child and Adolescent Health  
Office of Family Planning**

# **Continuous Program Improvement Tool Kit**

**Prepared by:**

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September 2007  
(Annual updates will be provided)**

# Acknowledgments

We would like to express our gratitude to the following agencies involved in pilot testing the original CPI Tool Kit as well as new tools that have been developed. The staff in these agencies tried out the tools and provided invaluable feedback that helped us improve the quality and utility of the Tool Kit.

<b>Original Pilot Testing of CPI Tool Kit - 2003</b>		
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<b>Inland Counties Health Systems Agency, CCG</b> <i>Jodee Palmer/Maria Coronel</i>	<b>Planned Parenthood of Orange &amp; San Bernardino Counties, MIP</b> <i>Lidia Carlton/Jason Warner</i>	<b>Planned Parenthood Shasta-Diablo, MIP</b> <i>Elizabeth Greenbelt</i>
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<b>Sutter Medical Center, I&amp;E</b> <i>Sue Simonson/Elaine A. Ellers</i>		

# Table of Contents

<b>Preface</b>	CPI Tool Kit at a Glance
<b>Section 1</b>	General Information <ul style="list-style-type: none"><li>• ETR, UCSF, &amp; OFP Contact List</li><li>• CPI Evaluation Requirements</li></ul>
<b>Section 2</b>	Curriculum Review Tools
<b>Section 3</b>	Implementation Tool
<b>Section 4</b>	Participant Satisfaction Tool
<b>Section 5</b>	Training and Support Tools
<b>Section 6</b>	Local Pretest-Posttest Tool
<b>Sections 7</b>	Conducting Focus Groups Tool
<b>Sections 8-9</b>	<i>Future Tools (to be developed)</i>
<b>Section 10: Attachments</b>	<ul style="list-style-type: none"><li>• Feedback Form (link to online survey will be sent by Evaluation Liaison)</li><li>• Glossary of Terms</li><li>• Resources</li></ul>

# Preface: Tool Kit at a Glance

## What is the CPI Tool Kit?

This Tool Kit includes program evaluation tools that are designed to help sites with the process of continuous program improvement (CPI). This process involves collecting information systematically with the primary purpose of identifying ways to improve program efforts.

## What Tools are Included?

There are currently six types of tools in the Tool Kit. The tools are designed to help sites (1) assess the content of their prevention education curriculum, (2) monitor how the curriculum is implemented, (3) collect data on participants' reaction to and satisfaction with the curriculum or program services, (4) examine how educators or facilitators are trained and supported to deliver program services, (5) collect data on changes in participants' knowledge, attitudes, and behavioral intentions after participating in the curriculum or program services, and (6) plan and conduct focus groups to guide refinements in educational programs, outreach programs and/or services. As new tools are developed, they will be added to the tool kit.

## Can We Modify the Tools?

Some of the tools are ready to use and you will not need to modify them. A few may need minor adjustments, or you may want to customize them. For example, if you choose to use the implementation tool you may want to customize the tool for each session in your curriculum. This can be done electronically or by hand (by writing in the activities). If you choose to use the participant satisfaction tool or the local pretest/posttest tool, you will need to create your own survey. Sample items and survey templates are provided in the Appendices for Section 4 and Section 6. If you choose to use the focus group tool, you will need to develop your own focus group questions and protocol. Sample topic areas and questions are provided in Section 7. Agencies must have their OFP Program Consultant and Evaluation Liaison review and approve their satisfaction survey, their local pretest/posttest survey or their focus group questions and protocol before administering it.

## Do We Have to Use These Tools?

Yes. As part of your CPI evaluation requirement you are expected to select ONE of the tools to use each year. Refer to the CPI Evaluation Requirements in Section 1 for specific requirements and due dates.

## What Program Strategies Do the Tools Address?

The current tools focus on the prevention education curriculum strategy, but most of them can also be used for other program strategies such as youth development, male involvement, brief presentations, or outreach services. Table 1 below provides an overview of the tools and how they can be used.

## Will We Get Help Using the Tools?

Your Evaluation Liaison is available to assist you with using the CPI tools. You may contact your Liaison at any time (see Section 1 for contact information). Additionally, your Liaison will check in with you on a monthly basis to see if you need assistance with your CPI tools.

## How Do We Decide Which Tool We Should Use?

You might want to think about what type of evaluation data you already collect and try to use a tool that will provide new or different information. For example, if your site already collects participant satisfaction data, you will probably learn more about ways to improve your program if you use a tool other than participant satisfaction. Sections 2-7 of the Tool Kit include questions to help you think about how you might use the tools. You may want to look at these questions before making a final decision about which tool you want to use.

To meet the CPI Evaluation Requirements each year, you must choose a **different** tool than your agency used in previous years. Exceptions may be made for sites to use the same tool if they need to assess program changes they made based on CPI lessons learned in previous years. You must obtain approval from your OFP Program Consultant and Evaluation Liaison before re-using a tool that your agency used previously.

## Is There a Specific Order for Using the Tools?

There is no set order for using the tools. You can start with the tool that best matches your interests right now. Three of the tools (Implementation, Participant Satisfaction, and Local Pretest/Posttest) must be used during program implementation. The other three (Curriculum Review, Training and Support, and Focus Group tools) can be used at any time.

**Table 1: Overview of CPI Tools**

CPI Tool	Purpose	Requirements If You Pick this Tool to Use	Questions To Consider When Choosing This Tool
<p><b>Curriculum Review Tools</b></p>	<p>To assist sites in reviewing selected aspects of prevention education curricula (content and teaching strategies)</p> <p><i>Best Suited for:</i></p> <ul style="list-style-type: none"> <li>• Agencies using a multi-session prevention education curriculum</li> <li>• Agencies using youth development only curricula could use parts of this tool, but some items will not be relevant.</li> <li>• This tool is <u>not</u> suited for brief presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• Used once during year; filled out by program staff.</li> <li>• Requires in-depth analysis of curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• Which curriculum will be evaluated?</li> <li>• Who will be completing the Curriculum Review tools?</li> <li>• Who will summarize the results?</li> <li>• Who will modify the curriculum following this review?</li> </ul>
<p><b>Implementation Tool</b></p>	<p>To assist sites in monitoring curriculum implementation. Suited for any agency.</p>	<ul style="list-style-type: none"> <li>• Used with <u>every lesson</u> for at least TWO implementation cycles (sites pick which cycles and how often to use).</li> <li>• Filled out by educators or an observer.</li> </ul>	<ul style="list-style-type: none"> <li>• Will the observer or educator complete the tools?</li> <li>• What presentations will be evaluated (what setting, what audience)?</li> <li>• How many complete implementation cycles will be evaluated?</li> <li>• Who will summarize the results?</li> </ul>
<p><b>Participant Satisfaction Tool</b></p>	<p>To collect data on the level of participant satisfaction with program services. Suited for any agency.</p>	<ul style="list-style-type: none"> <li>• Agency designs own survey (of any length; requires approval before using).</li> <li>• Used with a sample of program participants (sites pick who and where they want to survey).</li> <li>• Collect a minimum of 50 surveys.</li> <li>• Enter/analyze data.</li> </ul>	<ul style="list-style-type: none"> <li>• Who will draft the Satisfaction Survey?</li> <li>• In what settings will the survey be administered?</li> <li>• How many surveys will be collected? Who will analyze the survey results?</li> </ul>
<p><b>Health Educator Training and Support Tools</b></p>	<p>To collect data on the training and support activities provided to prepare educators to implement program activities. Suited for any agency.</p>	<ul style="list-style-type: none"> <li>• Used once during year.</li> <li>• Filled out by program staff and educators.</li> </ul>	<ul style="list-style-type: none"> <li>• How many and what type of staff (peer, adult) will complete the tool?</li> <li>• Who will summarize the results?</li> </ul>

CPI Tool	Purpose	Requirements If You Pick this Tool to Use	Questions To Consider When Choosing This Tool
<p><b>Local Pretest-Posttest Tool</b></p>	<p>To collect data on the short-term impact of curricula or program services on participants' knowledge, attitudes, and behavioral intentions.</p> <p><i>Best Suited for:</i></p> <ul style="list-style-type: none"> <li>• Agencies using a prevention education curriculum that is a minimum of 5 hours.</li> <li>• Agencies using youth development only curricula could use parts of this tool, but some items will not be relevant.</li> <li>• This tool is <u>not</u> suited for brief presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• Agency designs own survey (of any length; requires approval before using).</li> <li>• Used with a sample of program participants (sites pick who and where they want to survey).</li> <li>• Collect a minimum of 50 pretest and 50 posttest surveys.</li> <li>• Enter/analyze data.</li> </ul>	<ul style="list-style-type: none"> <li>• Who will draft the survey?</li> <li>• In what settings will the survey be administered?</li> <li>• Will matched or unmatched surveys be collected?</li> <li>• How many surveys will be collected?</li> <li>• Who will analyze the survey results?</li> </ul>
<p><b>Conducting Focus Groups</b></p>	<p>To explore any aspect of an agencies work plan and gather qualitative data that may be used to guide refinements to educational programs, outreach programs and/or services.</p>	<ul style="list-style-type: none"> <li>• Agency develops focus group questions and protocols (requires approval before using).</li> <li>• Agencies obtain parental consent for participants under 18 years of age and participant assent from <u>all participants</u> (adult or youth)</li> <li>• Agencies recruit 6-10 participants for 2-3 focus groups.</li> <li>• Arrange logistics for focus groups.</li> <li>• Conduct focus groups.</li> <li>• Transcribe/analyze data</li> </ul>	<ul style="list-style-type: none"> <li>• Who will draft the focus group questions?</li> <li>• What strategy will your focus groups evaluate?</li> <li>• Who will participate in the focus groups?</li> <li>• Who will facilitate the discussion? How will the focus group be recorded (e.g., note- taker, tape recorder)?</li> <li>• Who will summarize the results?</li> </ul>