

SAMPLE CA PREP EVIDENCE-BASED PROGRAM MODEL WORKSHEET

- 1 Minimum number of adolescents in your target population you propose to serve each year. 500
- 2 Enter the anticipated percentage of adolescents you may not be able to retain (non-completers).
Explain how you determined this percentage. 10%

This anticipated percentage of non-completers is based on our teen pregnancy, STI, and HIV prevention program retention rates over the past ten (10) years of presenting EBPMs in alternative schools and youth substance use/abuse programs. Historically, approximately 8-10% of the adolescents who begin an EBPM do not complete the entire program.

- 3 Number of additional youth you will need to recruit to ensure you reach the minimum number of adolescents to be served each year. 50
(Total number of adolescents to be served multiplied by (x) the anticipated percentage of non-completers)
- 4 Total number of adolescents you will need to recruit each year to ensure you reach the minimum number of adolescents to be served. 550
(Total number of adolescents to be served plus (+) the additional number you will recruit)
- 5 Total number of individual sessions necessary to complete one entire EBPM. 6
- 6 Maximum number of adolescents per individual EBPM session. 12
- 7 Number of times an entire EBPM will need to be completed to serve the minimum number of adolescents each year. 46
(Total number of adolescents you will need to recruit divided by (÷) maximum number of adolescents each EBPM session).
- 8 Number of facilitators/staff you will need to hire to provide services to the minimum number of adolescents each year. 2
Use the space below to show how you calculated the number of staff to be hired, attach an additional sheet if necessary:

Alternative schools = site available for presentations for approximately 170 days (accounting for school holidays, testing, etc.).
170 days of school ÷ by 6 days (# of days to complete an entire EBPM) = 28 times the EBPM could be presented in its entirety.
28 entire EBPMs x 12 adolescents = 336 adolescents reached = 1 staff person. The equivalent of 1 FTE is based on:
15 hrs./week to implement the EBPM, 2.5 hrs./week for travel, 4 hrs./week to coordinate with service/site administrators, 4 hrs./week for meetings and training, 5 hrs./week for process monitoring activities, and 9.5 hrs./week administrative duties including the completion of all reporting requirements, etc.

Substance use/abuse programs = available for presentations approximately 120 days per year.
120 days of the program ÷ by 6 days = 20 times an EBPM could be completed in its entirety.
20 entire EBPMs x 12 adolescents = 240 adolescents reached = 1 staff person. The equivalent of 1 FTE is based on:
15 hrs./week to implement the EBPM, 2.5 hrs./week for travel, 4 hrs./week to coordinate with service/site administrators, 4 hrs./week for meetings and training, 5 hrs./week for process monitoring activities, and 9.5 hrs./week administrative duties including the completion of all reporting requirements, etc.

- 9 Enter the knowledge, skills, and abilities you will require of the staff you hire.

Comfort level working with youth, active listening skills, non-judgmental, relates well with youth, problem solving skills, high maturity level, excellent oral presentation skills, organizational skills, time management skills, knowledge of family planning, reproductive health, STIs and other health and social issues that affect youth.

- 10 Enter the sites/setting(s) where you will conduct the EBPM.

Alternative Schools within the Unified School District
Substance use/abuse programs located within the Neighborhood Health Clinic

- 11 If you determine you can serve more than the required minimum number of adolescents without compromising the quality of services (based staffing requirements, capacity, etc.), enter the total number of adolescents you plan to serve. 576