Document Review Form

|  |
| --- |
| **I. Document Information** |
| Name of organization |  |
| Document name/date |  |
| Date reviewed |  |
| Reviewer’s initials |  |
| **II. History/Background of the YBCS Intervention** |
|  |
| **III. Description of DP11-1111 Activities** |
| **Program Readiness, Oversight and Management** |  |
| * Communication Plan
 | *Description of any details provided regarding communication plan* |
| * Management Plan
 | *Description of any details provided regarding management plan* |
| * Participation in meetings/trainings
 | *Description of any details provided regarding participation in meetings/ training* |
| **Conduct needs and resource assessment** |  |
| * Identified gaps
 | *Description of any gaps identified through needs assessment* |
| * Proposed actions to fill gaps
 | *Description of actions organization will take to address gaps identified through needs assessment*  |
| **Set priorities based on the needs assessment** |  |
| * Identification of 3-5 priorities
 | *Description of priorities for the intervention* |
| * Reach calculation
 | *Description of how reach is calculated* |
| **Establish new or expand existing partnerships** | *Description of activities and partner involvement if appropriate* |
| * Partner names
 | *Description of the partners engaged*  |
| * Type of partnership (networking, coordination, collaboration)
 | *Description of the types of partnerships formed*  |
| **Develop a program plan** |  |
| * Target audience
 | *Description of the YBCS target population in terms of age, race/ethnicity, and geographic location* |
| * Goals
 | *Description of goals and objectives, and activities over the 3 year cooperative agreement to achieve desired outcomes* |
| * Recruitment plan
 | *Description of mechanisms to reach its target population* |
| * Potential impact
 | *Description of the potential impact of activities in addressing the gaps identified in the needs assessment* |
| * Collaborative opportunities with other organizations
 | *Description of opportunities to engage organizations to enhance the implementation* |
| * *Methods for data collection*
 | *Description of methods for collecting baseline data (baseline data should be collected within 120 days post award) and subsequent time intervals for collecting follow-up data (follow-up data collection will be collected no later than the end of the project period).* |
| **Implement Develop a program plan** | *Description of activities and partner involvement, if appropriate* |
| * Quality of interventions/strategies
 | *Extent to which interventions are practical and achievable*  |
| * Linkages
 | *Description of how intervention activities link to program goals* |
| * Reach
 | *Extent to which interventions are reaching target audience(s)* |
| **Evaluate and monitor progress** |  |
| * Short term outcomes
 | *Description of short term outcomes* |
| * Long term outcomes
 | *Description of long term outcomes* |
| * Data collection and analysis methods
 | *Description of data collection and analysis methods used for evaluation* |
| * Program improvement strategies
 | *Description of how program monitoring data will be used to improve program delivery*  |
| **Develop a Sustainability Plan** |  |
| * Plans for sustainability of intervention
 | *Description of how program plans to sustain the intervention(s) beyond the funded period* |
| * Funding
 | *Description of strategies to leverage additional funding* |
| * Partners
 | *Description of how partners will be leveraged to sustain intervention beyond funded period* |
| **III. Description of Current Intervention Strategies** |
| **a. Intervention Strategies** |  |
| * Educational Resources
 | *Description of activities (and partner involvement if appropriate) related to the development of educational resources for YBCS* |
| * Support Services
 | *Description of activities (and partner involvement if appropriate) related to the development or promotion of support service for YBCS* |
| **b. Communication Channels**  |  |
| * Mass Media
 | *Description of how mass media is used to conduct and/or promote intervention(s)*  |
| * Small Media
 | *Description of how small media is used to conduct and/or promote intervention(s)* |
| * Social Media
 | *Description of how social media is used to conduct and/or promote intervention(s)* |
| * Interpersonal Communication
 | *Description of how interpersonal communication is used to conduct and/or promote intervention(s)* |
| **d. Target Population** |  |
| * YBCS
 | *Description of activities tailored for young breast cancer survivors* |
| * Families and/or Caregivers
 | *Description of activities tailored for families/caregivers* |
| * Healthcare Providers
 | *Description of activities tailored for healthcare providers* |
| **IV. Additional Notes** |
|  |