

## DOCUMENT REVIEW FORM

<b>I. Document Information</b>	
Name of organization	
Document name/date	
Date reviewed	
Reviewer's initials	
<b>II. History/Background of the YBCS Intervention</b>	
<b>III. Description of DP11-1111 Activities</b>	
<b>Program Readiness, Oversight and Management</b>	
<ul style="list-style-type: none"> <li>▪ Communication Plan</li> </ul>	<i>Description of any details provided regarding communication plan</i>
<ul style="list-style-type: none"> <li>▪ Management Plan</li> </ul>	<i>Description of any details provided regarding management plan</i>
<ul style="list-style-type: none"> <li>▪ Participation in meetings/trainings</li> </ul>	<i>Description of any details provided regarding participation in meetings/ training</i>
<b>Conduct needs and resource assessment</b>	
<ul style="list-style-type: none"> <li>▪ Identified gaps</li> </ul>	<i>Description of any gaps identified through needs assessment</i>
<ul style="list-style-type: none"> <li>▪ Proposed actions to fill gaps</li> </ul>	<i>Description of actions organization will take to address gaps identified through needs assessment</i>
<b>Set priorities based on the needs assessment</b>	
<ul style="list-style-type: none"> <li>▪ Identification of 3-5 priorities</li> </ul>	<i>Description of priorities for the intervention</i>
<ul style="list-style-type: none"> <li>▪ Reach calculation</li> </ul>	<i>Description of how reach is calculated</i>
<b>Establish new or expand existing partnerships</b>	<i>Description of activities and partner involvement if appropriate</i>
<ul style="list-style-type: none"> <li>▪ Partner names</li> </ul>	<i>Description of the partners engaged</i>
<ul style="list-style-type: none"> <li>▪ Type of partnership (networking, coordination, collaboration)</li> </ul>	<i>Description of the types of partnerships formed</i>
<b>Develop a program plan</b>	
<ul style="list-style-type: none"> <li>▪ Target audience</li> </ul>	<i>Description of the YBCS target population in terms of age, race/ethnicity, and geographic location</i>
<ul style="list-style-type: none"> <li>▪ Goals</li> </ul>	<i>Description of goals and objectives, and activities over the 3 year cooperative agreement to achieve desired outcomes</i>
<ul style="list-style-type: none"> <li>▪ Recruitment plan</li> </ul>	<i>Description of mechanisms to reach its target population</i>
<ul style="list-style-type: none"> <li>▪ Potential impact</li> </ul>	<i>Description of the potential impact of activities in addressing the gaps identified in the needs assessment</i>
<ul style="list-style-type: none"> <li>▪ Collaborative opportunities with other</li> </ul>	<i>Description of opportunities to engage organizations to enhance the implementation</i>

organizations	
<ul style="list-style-type: none"> <li>▪ <i>Methods for data collection</i></li> </ul>	<i>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).</i>
<b>Implement Develop a program plan</b>	<i>Description of activities and partner involvement, if appropriate</i>
<ul style="list-style-type: none"> <li>▪ Quality of interventions/strategies</li> </ul>	<i>Extent to which interventions are practical and achievable</i>
<ul style="list-style-type: none"> <li>▪ Linkages</li> </ul>	<i>Description of how intervention activities link to program goals</i>
<ul style="list-style-type: none"> <li>▪ Reach</li> </ul>	<i>Extent to which interventions are reaching target audience(s)</i>
<b>Evaluate and monitor progress</b>	
<ul style="list-style-type: none"> <li>▪ Short term outcomes</li> </ul>	<i>Description of short term outcomes</i>
<ul style="list-style-type: none"> <li>▪ Long term outcomes</li> </ul>	<i>Description of long term outcomes</i>
<ul style="list-style-type: none"> <li>▪ Data collection and analysis methods</li> </ul>	<i>Description of data collection and analysis methods used for evaluation</i>
<ul style="list-style-type: none"> <li>▪ Program improvement strategies</li> </ul>	<i>Description of how program monitoring data will be used to improve program delivery</i>
<b>Develop a Sustainability Plan</b>	
<ul style="list-style-type: none"> <li>▪ Plans for sustainability of intervention</li> </ul>	<i>Description of how program plans to sustain the intervention(s) beyond the funded period</i>
<ul style="list-style-type: none"> <li>▪ Funding</li> </ul>	<i>Description of strategies to leverage additional funding</i>
<ul style="list-style-type: none"> <li>▪ Partners</li> </ul>	<i>Description of how partners will be leveraged to sustain intervention beyond funded period</i>
<b>III. Description of Current Intervention Strategies</b>	
<b>a. Intervention Strategies</b>	
<ul style="list-style-type: none"> <li>▪ Educational Resources</li> </ul>	<i>Description of activities (and partner involvement if appropriate) related to the development of educational resources for YBCS</i>
<ul style="list-style-type: none"> <li>▪ Support Services</li> </ul>	<i>Description of activities (and partner involvement if appropriate) related to the development or promotion of support service for YBCS</i>
<b>b. Communication Channels</b>	
<ul style="list-style-type: none"> <li>▪ Mass Media</li> </ul>	<i>Description of how mass media is used to conduct and/or promote intervention(s)</i>
<ul style="list-style-type: none"> <li>▪ Small Media</li> </ul>	<i>Description of how small media is used to conduct and/or promote intervention(s)</i>
<ul style="list-style-type: none"> <li>▪ Social Media</li> </ul>	<i>Description of how social media is used to conduct and/or promote intervention(s)</i>
<ul style="list-style-type: none"> <li>▪ Interpersonal Communication</li> </ul>	<i>Description of how interpersonal communication is used to conduct and/or promote intervention(s)</i>
<b>d. Target Population</b>	
<ul style="list-style-type: none"> <li>▪ YBCS</li> </ul>	<i>Description of activities tailored for young breast cancer survivors</i>
<ul style="list-style-type: none"> <li>▪ Families and/or Caregivers</li> </ul>	<i>Description of activities tailored for families/caregivers</i>
<ul style="list-style-type: none"> <li>▪ Healthcare Providers</li> </ul>	<i>Description of activities tailored for healthcare providers</i>
<b>IV. Additional Notes</b>	

