

COST STUDY OF EVIDENCE-BASED TEEN PREGNANCY PREVENTION PROGRAMS

IMPLEMENTATION TOPIC GUIDE

Data collection for The Cost Study of Evidence-Based Teen Pregnancy Prevention Programs will begin by gathering information on (1) how the grantee has implemented their program, (2) resources used in program implementation, (3) the cost of program start-up, and (4) contracts or partnerships with other organizations that support program implementation. Researchers will gather this information through review of grantee documents and a telephone interview with the program director and/or coordinator. The interview's purpose will be to fill gaps and confirm the accuracy of data assembled through documents. Document review will begin in summer 2014 and calls with grantees will begin in fall 2014, immediately after OMB approval is obtained.

A. Grantee Information

- Grantee's name and location
- Grantee's contact information

B. Implementing Agency Information

- Implementing agency's name, location, and contact information
- Implementing agency's contact information
- Type of agency; fiscal year; annual operating budget and percentage of annual budget allocated to teen pregnancy prevention program
- Relationship between grantee and implementing agency
- Primary contact for cost study

C. Agency Operations

- Programs implemented by agency, including teen pregnancy prevention programs
- Staffing arrangements for teen pregnancy prevention program
- Partnerships that support implementation of teen pregnancy prevention program
- Role of program developer in agency's implementation of program

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0990-xxxx . The time required to complete this

information collection is estimated to average 60 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer

D. Program Implementation

- Youth target population and enrollment numbers throughout grant period
- Setting and number of sites for implementing teen pregnancy prevention program
- Implementation schedule throughout grant period, including number of program cycles and classes, and duration and dosage of programming
- Additional services offered to youth participating in teen pregnancy prevention program
- Adaptations to content, duration, or dosage of teen pregnancy prevention program
- Number of staff, staff training, supervision, and professional development opportunities
- Activities to recruit and enroll new youth and to engage and retain already enrolled youth
- Ongoing monitoring and evaluation activities during program implementation

E. Cost and Financial Information

- Teen pregnancy prevention grant award amount throughout funding period and additional funding sources to support program implementation
- Cost data availability; process for and frequency of monitoring and tracking expenditures
- Staff supported through funding sources, weekly hours for full-time equivalent staff
- Volunteer staff or donated resources to support program implementation
- Role and value of contracts that support program implementation
- Supplies, materials, equipment, and facilities that support program implementation

- Staff travel, training, and professional development supported through program funding
- Agency’s approach to tracking indirect costs; how costs are tracked for and applied to teen pregnancy prevention expenditures
- Carryover funding between grant program years

F. Start-Up Cost Information

- Staff and organizations involved in start-up; contributions and level of effort
- Staff hires during start-up; training for staff
- Supplies, materials and equipment purchased during start-up for implementation; expected life for items
- Activities completed to prepare for initial program implementation and whether each activity continued once program implementation began
- Expenditures on start-up activities and sources of start-up funding