

2023 ADOLESCENT PREGNANCY  
PREVENTION GRANTEE CONFERENCE

# REUNITE REIGNITE RE-ENERGIZE

INNOVATING FOR THE FUTURE  
MAY 23-25 | ATLANTA, GEORGIA



**FYSB** Family & Youth  
Services Bureau  
Adolescent Pregnancy  
Prevention Program

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

# Yes! It's time for a Site Monitoring Visit: Tips, Tools, and Strategies for a Successful Visit

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# Objectives

By the end of this workshop, participants will be able to:

- Understand the purpose and process of site monitoring visits (SMVs)
- Understand the roles, responsibilities, and expectations of grantees during SMVs
- Use tools shared to evaluate organizational preparedness for a SMV
- Construct a plan to increase organizational preparedness for a SMV

# Agenda

- PREP and SRAE Funding Stream Requirements
- Site Monitoring Visit Overview
- Site Monitoring Visit Small Group Activities
- Summary and Questions



# Ice Breaker

What do you know about SMVs?

What concerns do you have about SMVs?



# Overview of PREP and SRAE Funding Streams

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# PREP Funding Streams

## State PREP

- U.S. states and territories that implement PREP in accordance with program requirements.

## Competitive PREP

- Community-based organizations in states that did not accept formula grant funding to implement PREP programming.

## Tribal PREP

- Tribes and Tribal communities' projects that educate American Indian/Alaska Native (AI/AN) youth on abstinence and contraception for the prevention of pregnancy.

## PREIS

- Community-based organizations funded to implement and rigorously evaluate innovative pregnancy prevention strategies.

# Program Requirements

- Emphasis on Abstinence and Contraception
- Adulthood Preparation Subjects
  1. Healthy Relationships
  2. Adolescent Development
  3. Financial Literacy
  4. Parent–Child Communication
  5. Educational and Career Success
  6. Healthy Life Skills
- Evidence-Based and Effective Programs
- Fidelity and Adaptations
- Medically Accurate and Age and Culturally Appropriate
- Trauma-Informed Approaches
- Referrals to Healthcare and Other Services
- Innovative Strategies (PREIS)



# SRAE Funding Streams

## Title V State SRAE

- U.S. states and territories that implement SRAE in accordance with program requirements.

## Title V Competitive SRAE

- Community-based organizations in states that did not accept formula grant funding to implement SRAE programming.

## General Departmental SRAE

- Community-based organizations funded to implement SRAE strategies.

# Program Requirements

- Emphasis on a messages to youth that normalizes the optimal health behavior of avoiding non-marital sexual activity
- Evidence-Based and Effective Programs
- Fidelity and Adaptations
- Medically Accurate Materials and Culturally and Age-Appropriate Approach
- Positive Youth Development

# Program Requirements

- Must address:
  - a. The holistic, individual, and societal benefits associated with personal responsibility, self-regulation, goal setting, healthy decision-making, and a focus on the future.
  - b. The advantage of refraining from non-marital sexual activity to improve the future prospects and physical and emotional health of youth.
  - c. The increased likelihood of avoiding poverty when youth attain self-sufficiency and emotional maturity before engaging in sexual activity.
  - d. The foundational components of healthy relationships and their impact on the formation of healthy marriages and safe and stable families.
  - e. How other youth risk behaviors, such as drug and alcohol usage, increase the risk for teen sex.
  - f. How to resist and avoid sexual activity and receive help regarding sexual coercion and dating violence, recognizing that even with consent, teen sex remains a youth risk behavior.



# Site Monitoring Visits

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# Site Visit vs. Site Monitoring Visit

A site visit is an abbreviated review of grantee performance.

Exploration and review of pre-identified challenges or promising practices.

General review of the status of programmatic services.

Conducted over a half to full day.

An SMV (virtual or in-person) takes a more in-depth review of grantee performance

Typically lasts for several days.

Conducts interviews with program staff/partners/youth participants.

# Site Monitoring Team

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The site monitoring team will consist of the assigned Federal Project Office (FPO), who will lead the SMV, and a Technical Assistance (TA) Provider.

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On occasion, a member of the DPYD leadership team may also participate in SMVs.

# Purpose of SMVs

To assess performance in accordance with current legislation and the Notice of Funding Opportunity; review grantees' state plans of applications; evaluate performance; and learn about and document promising practices.



To provide support to grantees with a focus on enhancing programming and grantee operations.



This involves the following:

Document  
review

Staff  
discussions

Program  
observation

Youth/participant  
discussions

# SMV Outcomes

At the end of an SMV, the site monitoring team will draft a report that focuses on three overarching areas:

- Programming and participants
- Data collection and record keeping
- Organizational capacity







# SMV Activities

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# SMV Timeline

Activity	Timeframe
SMV letter sent to grantee	30–45 days prior to SMV
Conference call with grantee, FPO, and TA provider	20 days prior to the SMV
Grantee shares final agenda and supporting documents with FPO and TA Provider (via Teams site)	7–10 days prior to the SMV
FPO and TA Provider review documentation and protocols	7–10 days prior to the SMV
SMV	2–3 days
Grantees receive a copy of the SMV report	Within 45 days of the SMV

# Notification Letter

- Grantees will receive a notification letter from their FPO about the upcoming SMV. The following materials will be attached to the letter:
  - List of grantee responsibilities
  - Document request form
  - A sample agenda (grantee will develop formal agenda)
  - Blank copy of the SMV preparation tool

# Grantee Pre-SMV Activities

- Grantees should do the following:
  - Designate a site liaison from your team to coordinate SMV activities with SMV team
  - Review SMV requirements and requested documents and upload supporting documentation to Microsoft Teams
  - Coordinate documentation requested with FPO
  - Inform staff members and subrecipients of the SMV
  - Coordinate SMV logistics and space (if visit is in person)

# Grantee Pre-SMV Activities

Prepare an introductory presentation for the site monitoring team that:

- Describes the program
- Uses your grant application and progress reports as the basis for this description
- Discusses successes and challenges

# Fact Finding Methods

Prior to the SMV, the site monitoring team will review:

- Funding legislation
- Notice of Funding Opportunity
- Grantee application & documents
- Recent progress reports

During the SMV, the site monitoring team will conduct:

- Program observations
- Additional document review
- Interviews

# Basic SMV Structure

Introductions by the grantee and SMV teams

Presentation by the grantee

- Organizational mission and history
- Overview of program curriculum
- Description of population and community served
- Program goals and objectives

Discussion of the review process by the SMV team

Fact finding (i.e., document review, interviews, and observation)

Exit interview

# Sample Agenda - Day 1

**Day 1 – DAY, DATE (specify time zone below)**  
**Zoom Hyperlink**

12:30pm	Site monitoring team logs in
1:00 p.m. – 1:15 p.m.	Welcome, introductions, and explanation of the purpose and procedures for a virtual site monitoring visit
1:15 p.m. – 2:00 p.m.	Grantee presentation and Q&A
2:00 p.m. – 2:30 p.m.	Interview: Project Director
2:30 p.m. – 2:45 p.m.	Break
2:45 p.m. – 3:15 p.m.	Interview: Project Manager or Coordinator
3:15 p.m. – 3:45 p.m.	FPO and TA provider Debrief
3:45 p.m. – 4:15 p.m.	Debrief with Project Director / Q&A Wrap up the day
4:15 p.m. – 5:00 p.m.	Site monitoring team document review and prep for Day 2



# Sample Agenda - Days 2 and 3

## Day 2 – DAY, DATE Zoom Hyperlink

12:30 p.m.	Site monitoring team logs in
1:00 p. m. – 1:30 p.m.	Interview: Curriculum Coordinator or Facilitator/Educator
1:30 p. m. – 2:00 p.m.	Interview: Evaluator
2:00 p. m. – 2:15 p.m.	Break
2:15 p.m. – 2:45 p.m.	Interview: Grants/Fiscal Manager
2:45 p.m. - 3:15 p.m.	Interview: Outreach coordinator, subrecipient, other grantee staff, community partner, youth, or observe implementation.
3:15 p.m.- 3:45 p.m.	Interview: Outreach coordinator, subrecipient, other grantee staff, community partner, youth, or observe implementation.

## Day 3 – DAY, DATE Zoom Hyperlink

12:30 p.m.	Site monitoring team logs in
1:00 p.m. – 1:30 pm	Interview: Interview: Outreach coordinator, subrecipient, other grantee staff, community partner, youth, or observe implementation.
1:30 p.m. – 2:00 pm	Interview: Outreach coordinator, subrecipient, other grantee staff, community partner, youth, or observe implementation.
2:00 p.m. – 2:30 pm	Interview: Outreach coordinator, subrecipient, other grantee staff, community partner, youth, or observe implementation.
2:30 p.m. – 3:00 pm	Break
3:00 p.m. – 3:30 pm	Interview: Outreach coordinator, subrecipient, other grantee staff, community partner, youth, or observe implementation.
3:30 p.m. – 4:00 pm	Debriefing: Site monitoring team
4:00 p.m. – 4:30 pm	Final Q&A, Debriefing, and Wrap up with Grantee

# Grantee Activities During the SMV

- Have a site liaison who is available and flexible
- Provide access to documentation, staff members, and youth participants, as necessary
- Facilitate an opportunity for a member of the SMV team to observe a program implementation session with participants; provide a copy of the lesson plan for the module to the site monitoring team prior to the session
- Help facilitate a smooth progression through the agenda by ensuring that persons to be interviewed are available at the scheduled time

# Grantee SMV Activities

**Interviews will be scheduled with:**

Grantee  
administrators and  
staff members

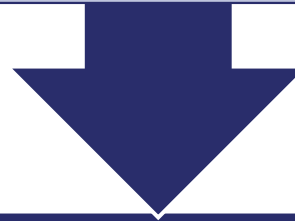
Educators/  
facilitators

Local  
evaluators

Subrecipients

Community  
partners

Youth  
(if applicable)



**An opportunity for a member of the SMV team to observe a curriculum session could also be scheduled.**

# Exit Interview Process

The SMV team will meet with the grantee's project director to:

- Review the overall SMV findings
- Address additional questions or concerns
- Provide follow-up or action steps

Grantees will receive a copy of the report within 45 days of the SMV

- If areas of non-compliance are identified, the Grantee must respond within 30 days with a written plan to address these issues.
- The FPO may recommend that technical assistance be provided.



# POP QUIZ!

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# Which Funding Streams are eligible for an SMV?

- A** PREP
- B** Whoever wants one
- C** SRAE
- D** All Funding Streams

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- A** PREP
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- D** All Funding Streams

# Normally how long is a Site Visit?

- A** 2 hours
- B** 1 day
- C** Over the weekend
- D** 2–3 days



# Normally how long is a Site Visit?

- A** 2 hours
- B** 1 day
- C** Over the weekend
- D** 2–3 days

# When should a Grantee expect to receive their SMV results?

- A** 45 days
- B** 21 days
- C** Within 48 hours
- D** 30 days

# When should a Grantee expect to receive their SMV results?

- A** 45 days
- B** 21 days
- C** Within 48 hours
- D** 30 days

# Who is responsible for completing the Site Visit Agenda?

- A** TA Provider
- B** PO
- C** Grantee
- D** My mom

# Who is responsible for completing the Site Visit Agenda?

- A** TA Provider
- B** PO
- C** Grantee
- D** My mom

# Do you want to have a Site Visit/SMV?

- A** YES!
- B** ABSOLUTELY!
- C** Just tell me when!
- D** I'd thought you'd never ask!

# Do you want to have a Site Visit/SMV?

- A** YES!
- B** ABSOLUTELY!
- C** Just tell me when!
- D** I'd thought you'd never ask!



# SMV Report

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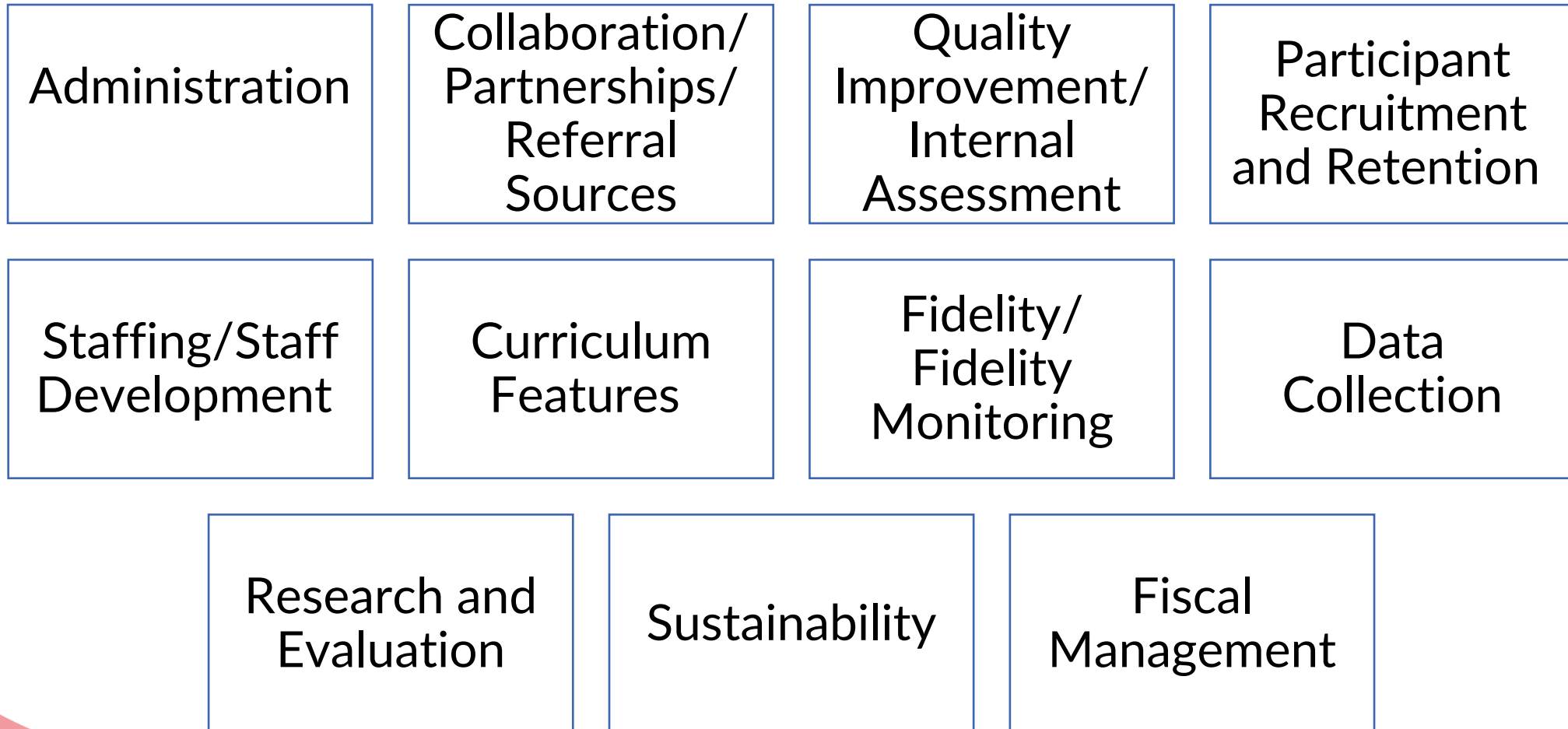
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# SMV Report

The SMV report is divided into 11 core sections:



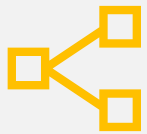
# SMV Report



**Administration**



**Collaboration/Partnerships/Referral Sources**



**Quality Improvement/  
Internal Assessment**

# SMV Report



**Participant Recruitment and Retention**



**Staffing/Staff Development**

# SMV Report



**Curriculum Features**



**Fidelity/Fidelity Monitoring**

# SMV Report



**Data Collection**



**Research and Evaluation**

# SMV Report



**Sustainability**



**Fiscal Management**

# Group Activity

- Scan the QR code to access the SMV Preparation Tool.
- Each table/group is assigned an SMV core section. Review the requirements and checklist for the core section assigned.
- As a group, discuss documentation agencies can provide as possible evidence of satisfying the core questions.
- Be prepared to report out to the group and take note of suggestions made.



# Summary

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The overall goal of an SMV is to learn about promising practices and to provide support to grantees and help improve programs.

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SMVs require preparation to ensure efficiency.

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FPOs lead the SMV and will schedule a call with the grantee to discuss logistics, grantee responsibilities, and the structure of the SMV.

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Not all grantees will receive an SMV.





# Thank you

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# Session Evaluation

Please complete a brief evaluation form for all workshops and panels on Tuesday, May 23 and Wednesday, May 24 by scanning the QR code below or visiting the following link:

<https://tinyurl.com/SessEval232323>

