

WEBINAR

Personal Responsibility Education Program



FYSB Family & Youth
Services Bureau

Adolescent Pregnancy
Prevention Program



Program Management and Administration – Tips and Strategies from the Field

August 21, 2023

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Objectives

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

- Assess their agency's processes to ensure compliance with Personal Responsibility Education Program (PREP) legislative and notice of funding opportunity (NOFO) requirements;
- Identify specific tips and strategies used to enhance program management and administration; and
- Brainstorm action steps to integrate tips and strategies discussed into plans to enhance their program management and administration.



Agenda



Overview of Program
Management and
Administration



Tips and Strategies from the
Field



Questions, Share, and Learn



Webinar feedback

Introductions



Rebecca James
Director of Community
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Yolanda L. McCray, LMSW
PREP Technical
Assistance Coordinator



Erika C. Dennis
Adolescent Pregnancy
Prevention Unit Manager

Program Management and Administration



Program Management and Administration

- Sound program management and administration leads to effective and efficient implementation and can aid in achieving program goals.
- Critical components of program management that impact implementation are practices used to hire and support facilitators, select and monitor subrecipients, and continuous quality improvement (CQI).
- Using these components can ensure compliance with legislative requirements, increase participant engagement, and increase stakeholder buy-in.

PREP Legislative Requirements.

1. Implementing abstinence, contraception, and sexually transmitted infections education.
2. Implementing at least three of six Adulthood Preparation Subjects (APS).
3. Replicating evidence-based effective programs or substantially incorporating elements of effective programs that change behavior.
4. Maintaining fidelity to the program models.
5. Ensuring that the program is medically accurate and age and culturally appropriate.
6. Providing referrals to healthcare and other services.
7. Including a positive youth development approach in program implementation.
8. Incorporating trauma-informed care in programming.
9. Collecting and reporting the OMB-approved PREP performance measures.
10. Targeting youth between the ages of 10 and 19 who are at high-risk for becoming pregnant or have special circumstances.

Poll: Experiences from the Field





Health Care Education and Training (HCET)

Partners in Reproductive and Sexual Health



Rebecca James, BA

Disclaimer



The views expressed in written training materials, publications, or presentations by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

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Rebecca James

Director of Community Programs and Partnerships

About Our Organization

HCET works to **improve reproductive and sexual health outcomes.**

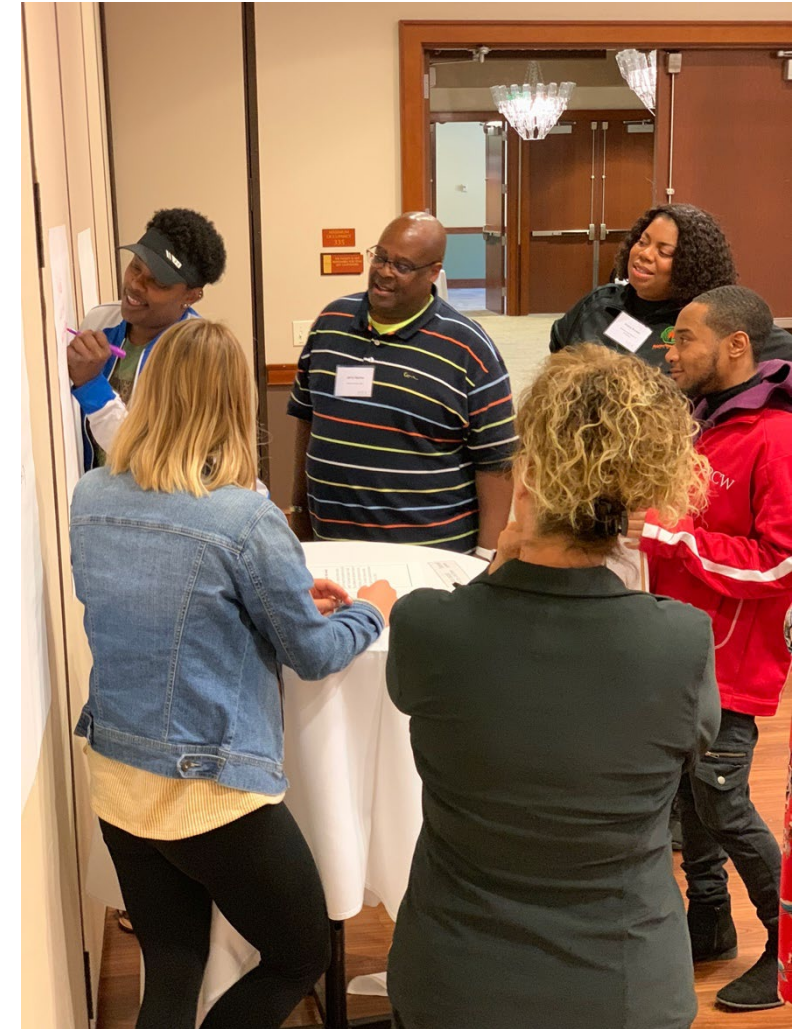
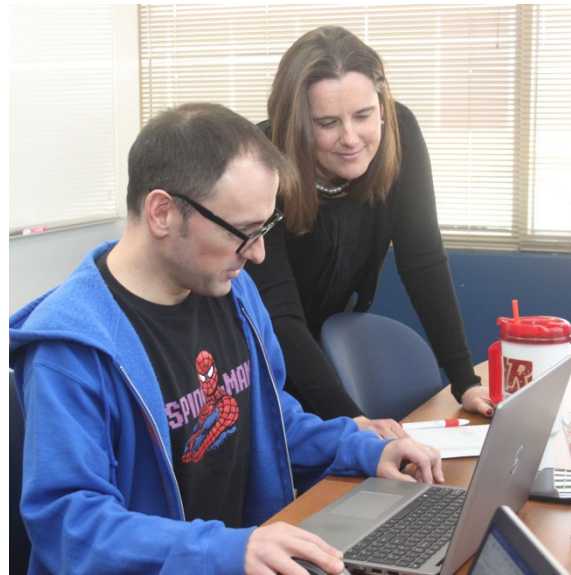
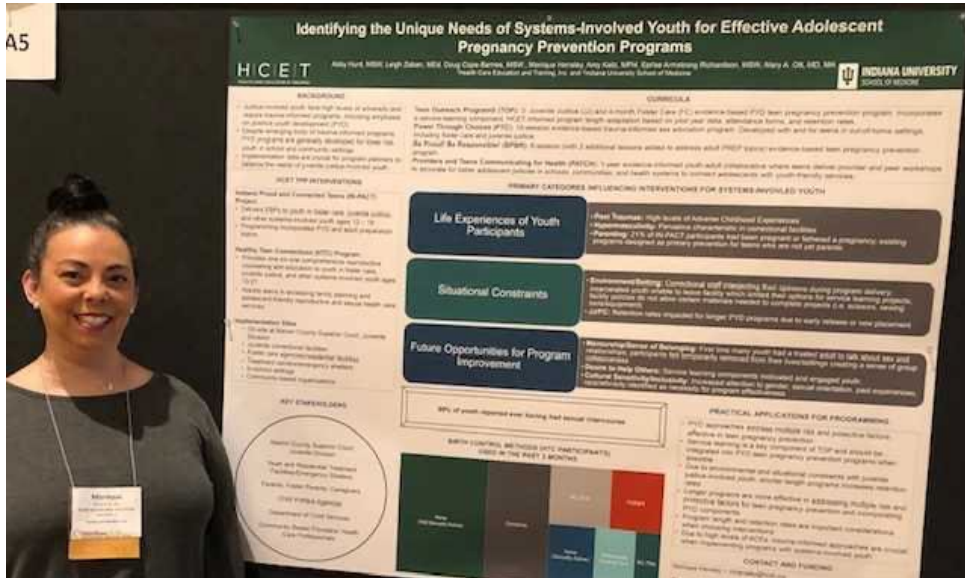
Since 1994, HCET has provided education and training, program support and evaluation, and technical assistance to professionals.



H | C | E | T
HEALTH CARE EDUCATION & TRAINING

Our Mission

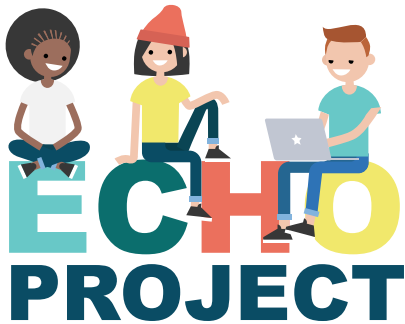
HCET's mission is to provide comprehensive program development, education, and training to improve reproductive and sexual health outcomes.



HCET Adolescent Projects

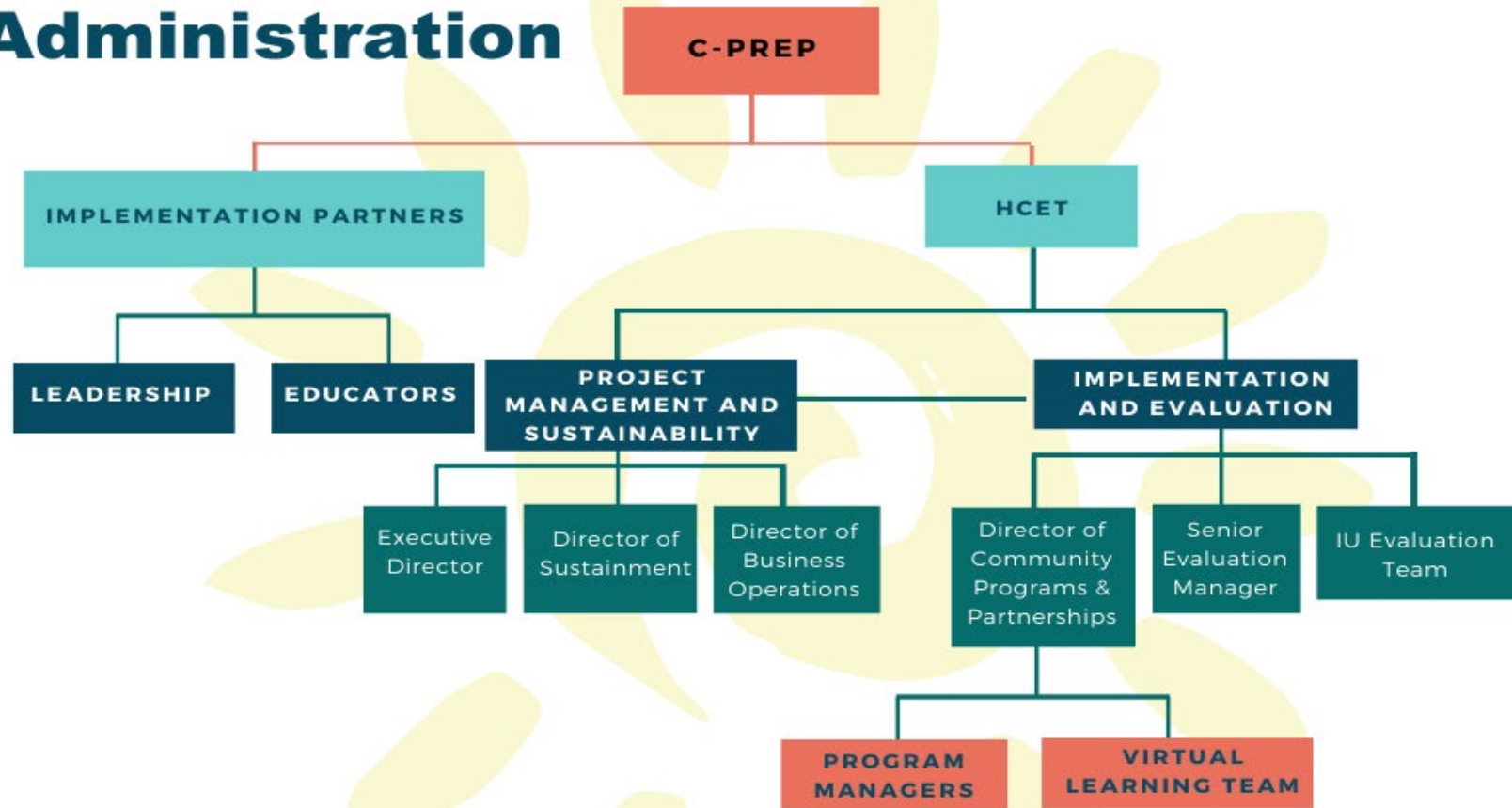
Adolescent Health Projects

- 6 multi-year projects since 2012
- Over 21,000 youth served
- 10 evidence-based programs implemented
- Multiple implementation settings: correctional facilities, detention centers, residential and treatment centers, emergency shelters, schools, alternative schools, community-based organizations



HCET Project Structure

Project Administration



HCET Continuous Quality Improvement Process

TRAINING/TECHNICAL ASSISTANCE



HCET Staff Recruitment, Training, Retention

Recruitment

- Word of mouth
- Social Media
- Partnerships



Training

- Training of Trainers
- Training of Facilitators
- Webinars
- Toolkits
- Sharepoint



Retention

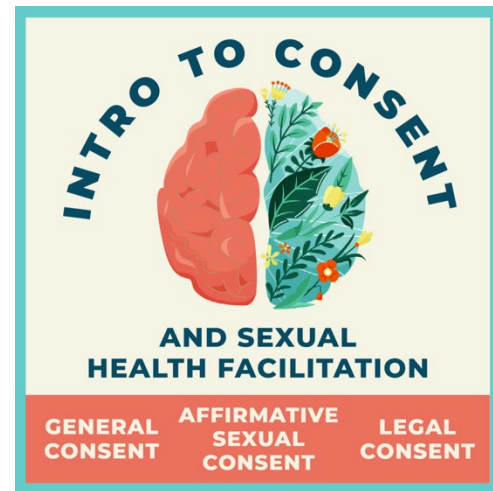
- Career pathways
- Benefits
- Communication
- Support



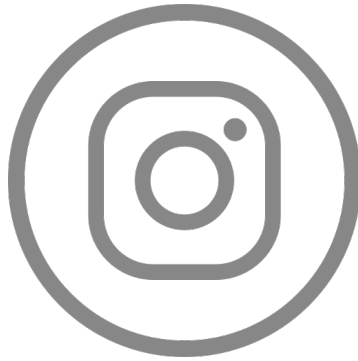
HCET Virtual Learning



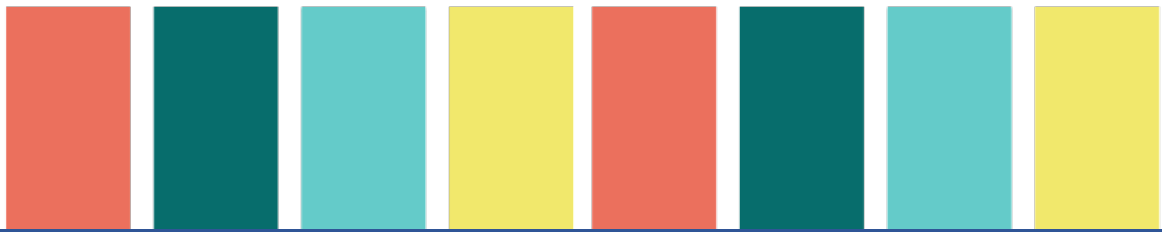
To continue your learning, go to learn.hcet.org for HCET Virtual Learning.



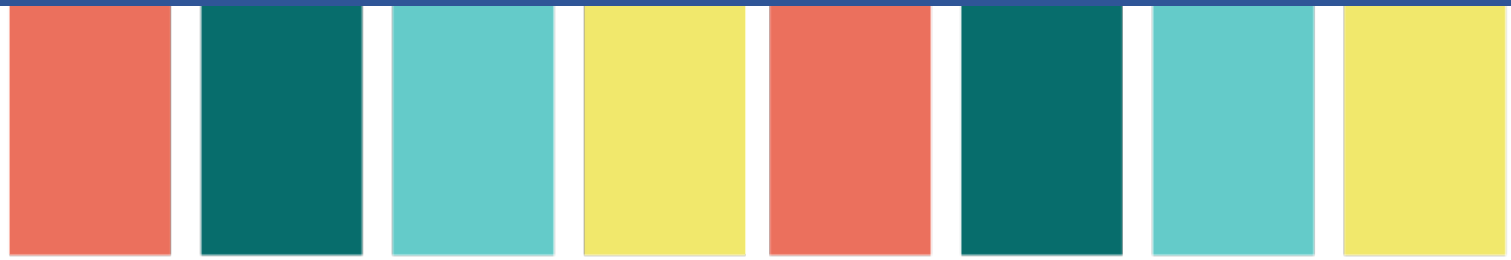
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Thank you!



PREP Program Management and Administration

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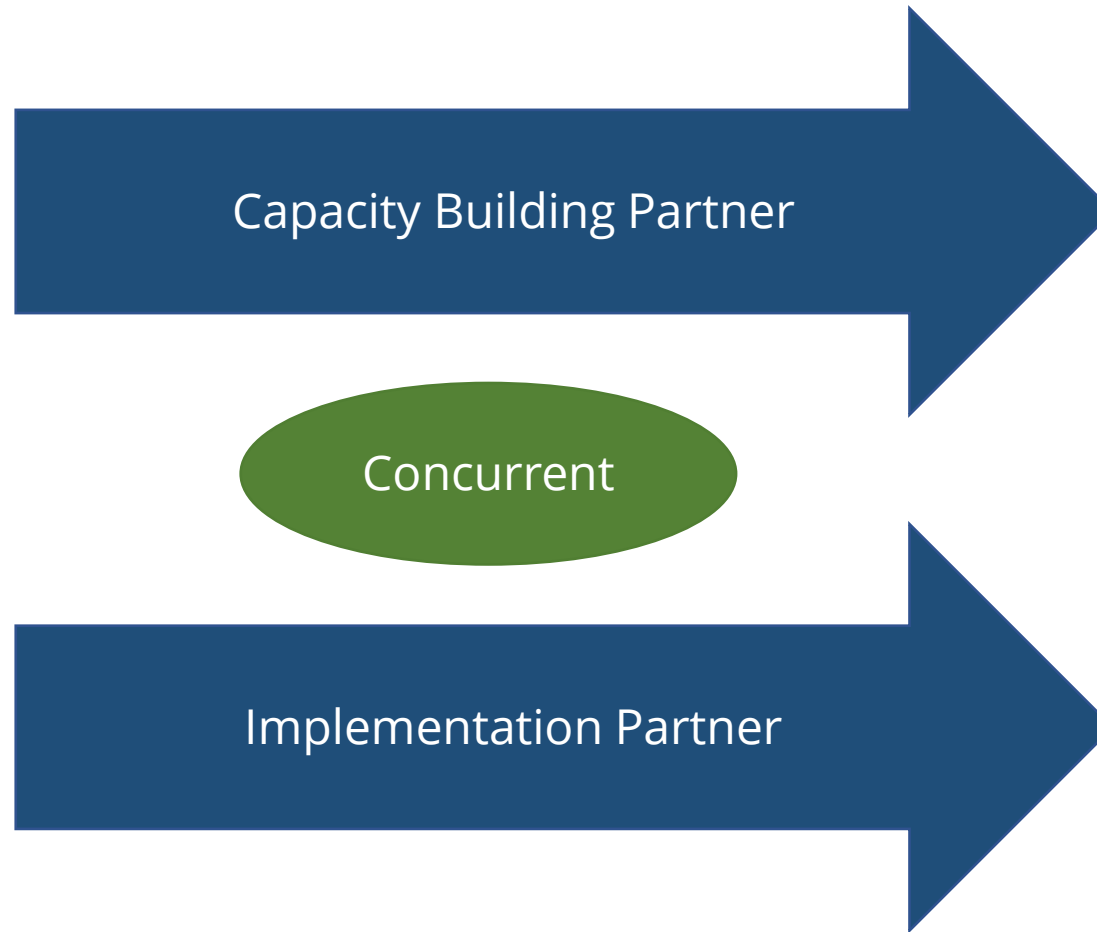
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PREP Partnership

- SC Dept. of Health and Environmental Control (DHEC) serves as administrator of funds and overall PREP implementation, including:
 - Overall PREP program management
 - Report to FYSB
 - Ensure effective overall grant implementation
 - Provide technical assistance to Local Coordinating Agencies (LCA) and Community Work Groups (CWG) related to community development
 - TA Provider for APS
 - TA Provider for parent-child communication events
- Fact Forward serves in the capacity of:
 - Fiscal agent
 - Provider of training and technical assistance related to curriculum
 - Capacity building assistance

PREP Partnership

- USC Arnold School of Public Health: implements PREP evaluation
- PREP LCA, Implementation Partners, and the County Health Department: implement the local community-wide program activities in partnership with other agencies.



Contract Terms

- Each partner will have their own sub-award contract
 - Responsible for their own deliverables and expenses
 - However, LCA is expected to coordinate many county-wide efforts, such as the CWG, APS, and parent child communications events

Mandatory TA Meetings

Monthly Check-in Checklist

- Sustainability Plan
- Community Work Groups (member list)
- Condom Access Points
- Referral Network (List and process)
- Training Needs

Reminders for invoices, Implementation Plans, Fidelity logs, and CWG invites.

Quarterly Check-in – Virtual meeting

- Sustainability Plan
- Community Work Groups (member list)
- Condom Access Points
- Referral Network (List and process)
- Training Needs
- Changes in contact list (LCA lead/ Agency lead, Financial contact, and facilitators and/or Facilitator lead)

Reminders for quarterly CWG Periodic Reviews and Parent-child communication events.

Contact Information

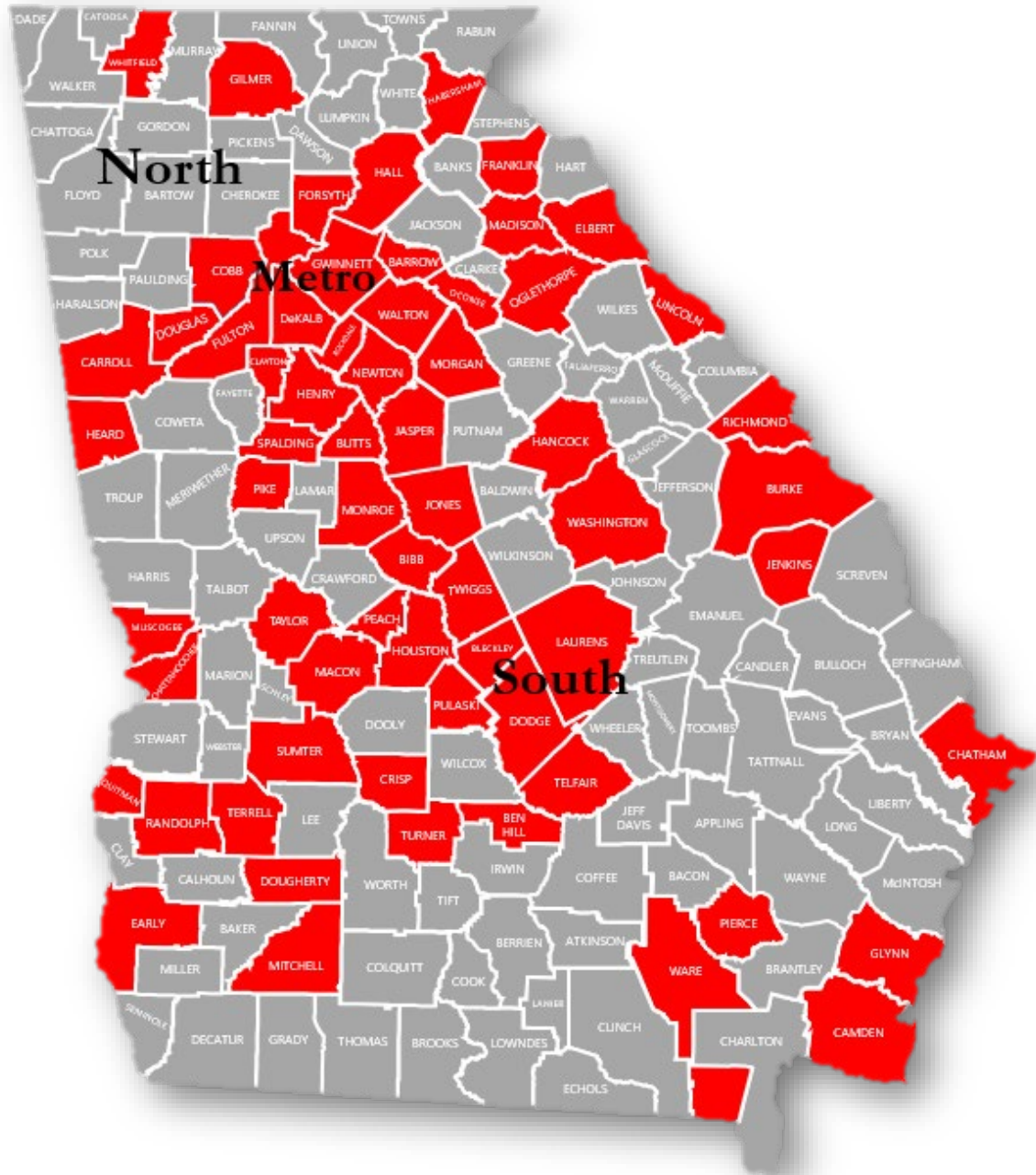
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PREP Program Management and Administration

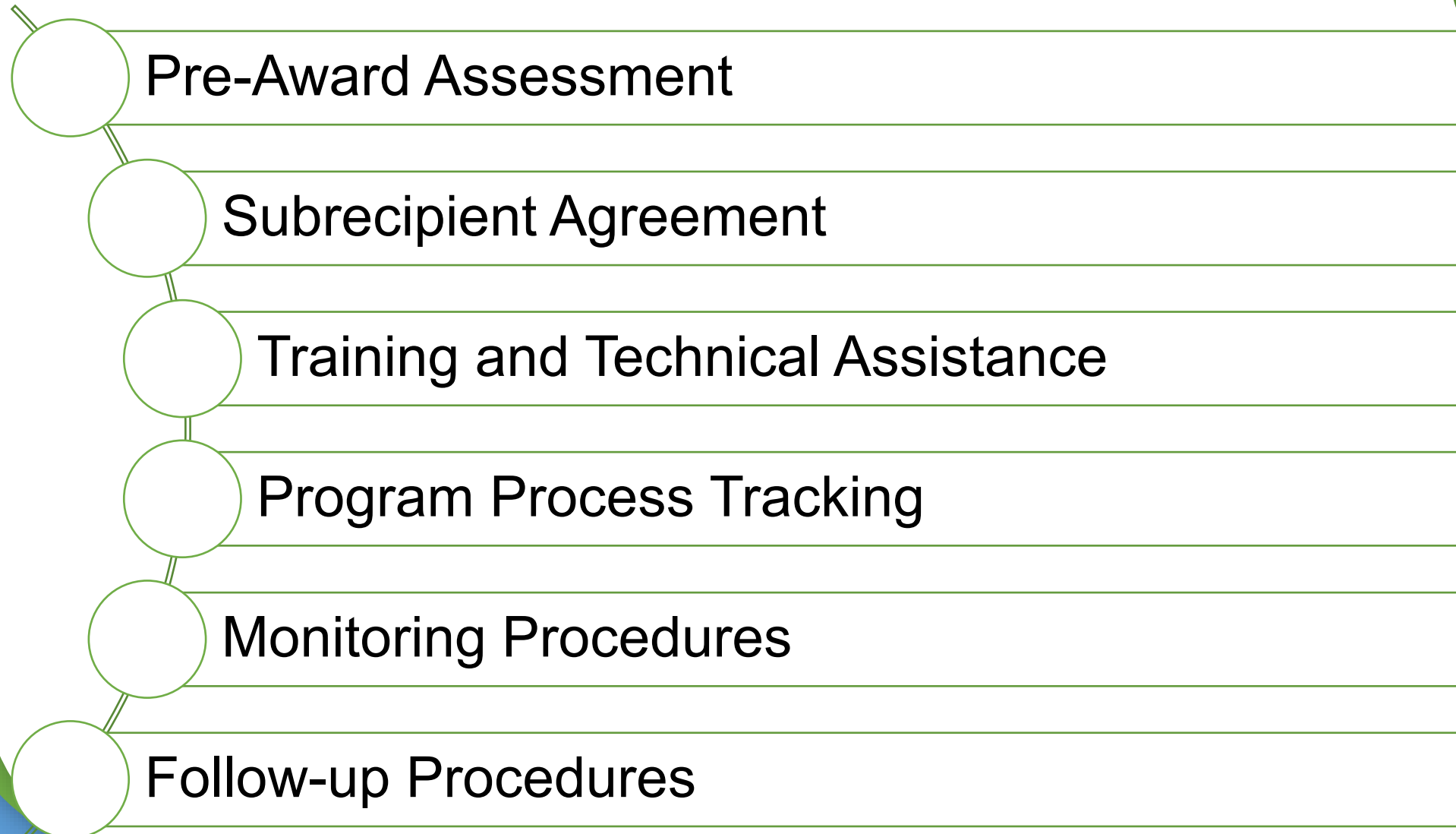
Erika C. Dennis, Georgia Department of Human
Services Division of Family & Children Services





- The Georgia Division of Family and Children Services, Prevention, and Community Support Section receives PREP and SRAE funding.
- We rely heavily upon our subrecipients to reach deep into their communities in order to expand our programming and services (**64 counties to be exact**)!
- We devote more than half of our dollars to activities carried out by our subrecipient agencies.
- We are continuing to expand and grow our reach in new communities throughout Georgia!

Identifying the Six Basic Steps



STEP 3: Training and Technical Assistance

- Training and technical assistance play an important role in building and maintaining the capacity of subrecipients.
- Enhances performance, reduces turnover, provides specific learning opportunities on adolescent sexual health topics, working with special populations, securing partnerships, and much more!
- It ensures all subrecipients participate in an initial **orientation session** to establish an understanding of general Georgia PREP or Georgia SRAE program requirements.

The Variations of Learning Opportunities



Orientation

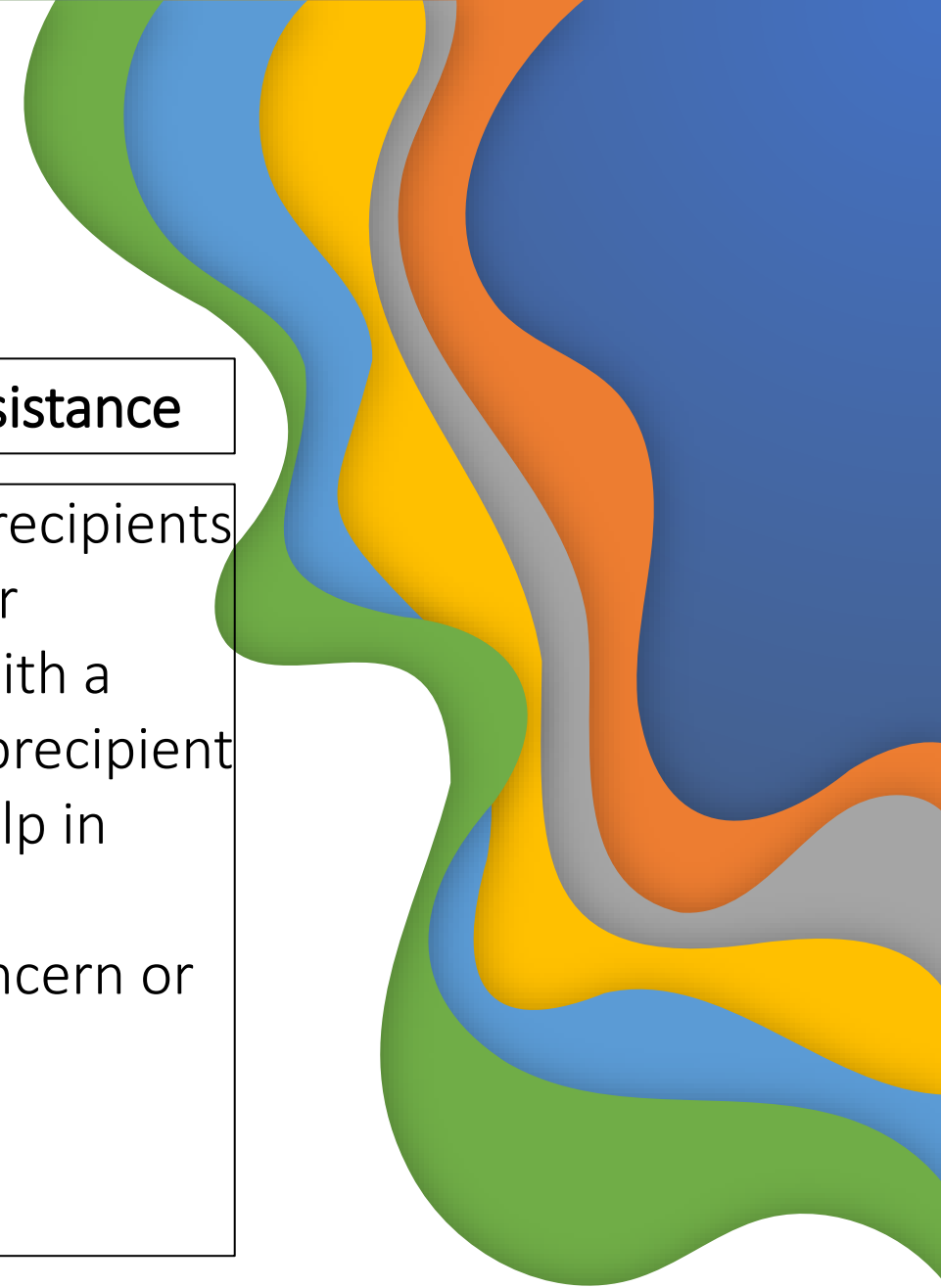
Addresses program goals and is designed to help ensure that subrecipients understand the basic requirements of participation in the PREP or SRAE program.

Training

Enhancing capacity by offering opportunities to learn new skills, techniques, and increasing knowledge around topics of adolescent health, STI's, engaging parents, curricula adaptations, and so much more!

Technical Assistance

Assisting subrecipients individually or collectively with a particular subrecipient to provide help in addressing a particular concern or issue.



Georgia's Subrecipient Operations Manual



Georgia Division of Family & Children Services
Prevention & Community Support Section
Safe Children. Strengthened Families. Stronger Communities.

TITLE V STATE
SEXUAL RISK AVOIDANCE EDUCATION
PROGRAM

STANDARD OPERATING PROCEDURES MANUAL
2022-2023
CONTRACT PERIOD: 10/1/22 - 9/30/23

This project was supported in part by the Georgia Division of Family and Children Services (DFCS) – Prevention and Community Support Section (PCS) through state funds from the Georgia General Assembly and federal funds from the Title V State Sexual Risk Avoidance Education Program from the U.S. Department of Health and Human Services, Administration for Families and Children (ACF), Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB).

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Abstinence Program Workbook	
Monthly Program Report Instructions	
Monthly Program Report Face Sheet	
2022-2023 SRAE Standard Operating Procedures Manual	
2	

We create program-specific operations manuals each year to assist our subrecipients and their team with understanding all aspects of their funded program requirements.

The operations manual is a great resource that outlines program expectations, assists new subrecipients as they get acclimated to the grant, tracks procedures, and reduces any liability risks.

Technical Assistance

Individual TA

A one-on-one process that provides targeted support to a subrecipient with a development need or problem. Individual TA can be provided via phone, email, in-person or virtual formats (zoom).

Collaborative TA

Allows for subrecipients to share best practices, influence new ways to implement and plan programming, and increase engagement amongst subrecipients. Typically held in a virtual format (monthly or quarterly).

Common Goal: *To provide support and services to assist subrecipients in fulfilling their contractual obligations and to provide an overview of state monitoring.*

STEP 4: Tracking Program Progress

- The contract agreements establish performance and outcome targets that the grantee and the subrecipient can track.
- Contracts are a great tool to monitor performance. Provides an opportunity for program expectations and requirements to be clear, containing all the elements required for Georgia APP programming.
- Allows grantees to compare actual progress with the terms of the contract agreement to determine whether the subrecipient is carrying out the activities as approved, on time, and within budget.

How Georgia Tracks Results: MPR

Monthly Programmatic Report (MPR) is an online system or tracking workbook that allows subrecipients to enter information about contract deliverables and the progress toward those goals.

All questions asked on the MPR are pulled from their contracted deliverables.

GaPREP Monthly Programmatic Report

3. Programmatic Activity Report

88%

*** 4. Completed Contract Milestone and Activities**
List contract milestones and activities completed by your program during the reporting period.

*** 5. Completed Youth Thrive Protective Factors**
List the selected contract proposal activities that were completed to promote the Youth Thrive Protective Factors during the reporting period.

*** 6. Special Event Details**

Sexual Risk Avoidance Education and Youth Development Grant Program
B. Program Information

Contractor: [REDACTED] Reporting Period: Feb-23

I. Overall Program Information

Target number of youth to be served:	200	
Total year to date youth enrolled:	179	
Total year to date parental consent forms on file:*	0	* If parent consent is passive, indicate the number of opt-out forms.
OR Total year to date opt-out forms:	2	
Total year to date entry surveys submitted:	134	
Total year to date exit survey submitted:	0	
Total abstinence attendance forms submitted:	21	
Total youth development attendance forms submitted:	29	

II. Site Level Information

Site Name	Year To Date Youth Enrolled	Year To Date Parental Consent Forms On File Or Opt-Out Forms	Year To Date Entry Surveys Submitted	Year To Date Exit Surveys Submitted	Year To Date Attendance Submitted		Year to Date Program Length (in minutes)
					Abstinence	Youth	
1 [REDACTED]	41	0	40	0	6	4	600
2 [REDACTED]	29	0	26	0	0	7	420
3 [REDACTED]	32	2	26	0	5	5	600
4 [REDACTED]	14	0	14	0	6	4	600

A. Personnel B. Program C. Parent D. Mandatory Activities E. Narrative Data Collection Ir ...

How Georgia Tracks Results: Participant Data

Name	Start	Finish	Initiates	Sessions		
				Intended	Expected	Observed
	2023-02-02	2023-04-14	28	7	6	6
	2023-01-30	2023-04-10	18	7	6	7
	2023-01-30	2023-04-10	20	7	6	7
	2023-01-31	2023-04-11	23	7	6	7
	2023-01-30	2023-04-10	26	7	6	7
	2023-01-31	2023-04-11	22	7	6	7
	2023-02-01	2023-04-14	22	7	6	6
	2023-02-01	2023-04-14	26	7	6	6
	2023-02-02	2023-04-14	21	7	6	6
	2023-02-01	2023-04-14	27	7	6	6

MPR Guidance

Has all required data and sessions logged been entered into the GaPR System?

Based on the available data, it appears that the answer might be **"Yes - In Process"** because all active cohorts have sufficient session logs.

Approximately how many youth are enrolled at all your implementing sites?

When GaPR looks at the session logs for your active cohorts, it counts a total of **233** "new" participants across all sessions, which should match

Approximately how many youth are on track to successfully complete/graduate from the PREP program?

When GaPR looks at the session logs for your active cohorts, it counts a total of 1402 participation events across all sessions, which is 9% of w
That could represent **about 21** participants on-track to graduate, on average, but the actual number could vary for multiple reasons.

Is your program meeting or maintaining an 60% rate of entry survey submissions?

When GaPR looks at the session logs for all your cohorts, it counts a total of 457 initiates. We have surveys for **97%** of them.

Is your program meeting or maintaining an 60% rate of exit survey submissions?

When GaPR looks at the closure for all your cohorts, it counts a total of 194 graduates. We have surveys for **159%** of them.

We provide our subrecipients with easy access to their programmatic data. Our performance measures management portal captures and analyzes initiates, graduates, and survey data from all cohorts to alleviate any stressors as they complete their reporting requirements.

STEP 5: Monitoring Strategies and Procedures

Monitoring is an important element in our attempts to identify weak areas of performance and provide technical assistance, thereby building the capacity of our subrecipients.

Monitoring procedures allow us to compare actual progress with the terms of the subrecipient's contract agreement to determine if they are carrying out activities as approved, on time, and within budget.

Effective APP programs depend upon **cooperative, problem-solving relationships** between grantees and subrecipients that include:

- Open and consistent communication (both formal and informal)
- Ongoing technical assistance and support
- Progress performance updates

- Site Visits (on-site monitoring)
Conducted each Fiscal Year
 - Observation visits
 - Fidelity monitoring of curricula models
 - Administrative Interviews
- Participant Data
- Monthly Programmatic Reporting
 - Collects information about APP-related activities completed for each subrecipient's implementation site.
- Request for reimbursement (invoices, workbooks, supporting documents)



**Sexual Risk Avoidance Education Grant Program
Monitoring Site Visit Checklist**

Each grantee will receive at least one monitoring site visit from PCS. This visit will include the following components: (1) a program observation; (2) a review of program, evaluation, and financial documents; and (3) discussion. The information below details what items will be observed, reviewed, and/or discussed during the visit.

Program Observation

- Occurs during the regularly scheduled program time
- Serves target population
- Must include an abstinence education lesson from an approved curriculum
- A-H compliant
- Medically accurate and complete
- No promotion, discussion, or teaching of religion
- Contraception and barrier methods discussion in relation to failure rates

Program/Evaluation Document Review

- Personnel
 - Federal criminal background checks on applicable staff
 - Abstinence education training/certification on applicable staff
- Youth Participants
 - Roster
 - Membership application or registration
 - Parental Consent Forms
- Activities
 - Schedule/calendars

Georgia's Monitoring: Site Visits

We visit subrecipients at least once a year to perform official site visits during regularly scheduled program time. A special effort is made to visit new subrecipients to identify small problems early on.

Category 2: Staffing/Staff Development

How effective is the contractor's hiring and training program in supporting the implementation of quality services to participants?

Question:	Possible Evidence:	Comments:
1. Has the contractor certified that all project staff met eligibility requirements, including state and/or local required background checks?	<input type="checkbox"/> Documentation <input type="checkbox"/> Interview	
2. Does the contractor-level staffing appear to be adequate for program oversight?	<input type="checkbox"/> Documentation <input type="checkbox"/> Interview	
3. Does the number of educators/facilitators employed appear sufficient to meet program delivery needs?	<input type="checkbox"/> Documentation <input type="checkbox"/> Interview	
4. Does the contractor have a training plan, training calendar, or tracking system in place to ensure that all staff members have attended any required meetings/trainings and that they have the materials needed to implement the program?	<input type="checkbox"/> Documentation <input type="checkbox"/> Interview	

GOAL: To monitor contract compliance inclusive of accounting controls and record-keeping, curriculum fidelity, and overall classroom management. The grantee provides guidance and demonstration assistance in areas such as fidelity, best practices, and program quality.

Connecting It All Together

- We have found that to manage subrecipients effectively, we must have a complete system of supervision and it must be consistent, however, that is not enough.
- We must also support subrecipient capacity and provide encouragement, resources, and education in order for subrecipients to perform well.



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Questions, Share and Learn





THANK YOU

Let's Hear From You!



- Please complete a short survey about your experience with today's webinar.
- <https://survey.alchemer.com/s3/7419190/Webinar-Feedback-Survey-Program-Administration>

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