

Sacramento PMI Demonstration Site

Evaluation Start Up Schedule

<i>Task</i>	<i>Target date</i>	<i>Responsibility</i>
Finalize questionnaire and consent form	week of 12/15/97	Rosanne
Lay out final questionnaire and consent form		Tina
Train agency facilitators in evaluation process and questionnaire administration	week of 12/15/97	Robyn
Purchase youth incentives	12/19/97	Rosanne
Finalize reimbursement procedures for CBOS (~\$50 per workshop)	week of 1/5/98	Rosanne
Duplicate questionnaires and consent forms	week of 1/5/98	Robyn
Distribute questionnaires and consent forms to agencies	1/12	Robyn
Begin setting advanced dates for all workshops	1/5	Agencies
IM and community relations surrounding workshop evaluation	ongoing, begin 1/10	Kristen with agencies
TA to agencies around scheduling workshops and integrating questionnaire and consent form into routine	1/5 - 1/31	Robyn
Begin using consent form and pre- and post-test during workshops	1/15	Agencies with Robyn
Submit sign-in sheets, consent forms, and questionnaires to Robyn	weekly, begin 1/15	Agencies
Increase youth recruitment	1/26	Agencies
Submit lists of future workshop participants or groups and contact info to Robyn	ongoing, begin 2/1	Agencies
Meeting to review experience of using questionnaire in workshops	2/3	Agencies, Robyn, Kristen, Rosanne
Document lessons learned so far for CDC	2/6	Robyn, Kristen, Rosanne
Contact recruited youth and invite half to immediate workshop and half to workshop in 4 weeks	ongoing, begin 2/1	Robyn, with agencies
Administer questionnaire to youth who are scheduled for workshop in 4 weeks	ongoing, begin 2/1	Robyn

TA to agencies around recruitment and scheduling 4 weeks ahead	2/17	Robyn, AED
Call and schedule times to meet youth for 30-day follow up questionnaires	ongoing, begin 2/98	Robyn
Administer 30-day follow-up questionnaires and distribute incentives	ongoing, begin 2/98	Robyn
Begin comparison workshops (with youth scheduled 4 weeks before), administer pretest only and give incentive	ongoing, beginning end 2/98	Agencies with Robyn
Document lessons learned so far for CDC	2/27	Robyn, Kristen, Rosanne