ATTACHMENT 6
INSTRUCTIONS FOR COMPLETING INTERVENTION IMPLEMENTATION PLANNING TOOLS

The following items should not be included as part of the actual proposal narrative. Instead, these items should be included in "Appendix C" of the application proposal.

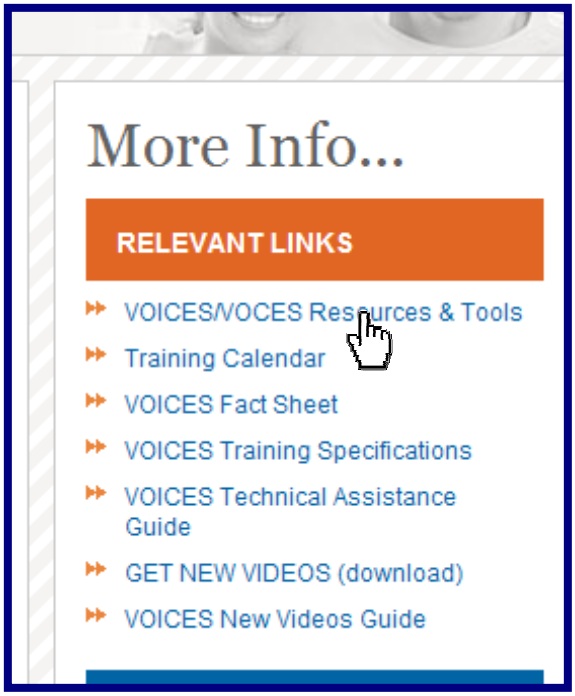
Applicants must develop a written work plan using the templates ("Implementation Planning Tools") that correspond to the applicant's proposed interventions or services. The CDC has developed templates of "Implementation Planning Tools" for CTR, CRCS and each of the Effective Behavioral Interventions listed in Attachment 21 of this funding announcement.

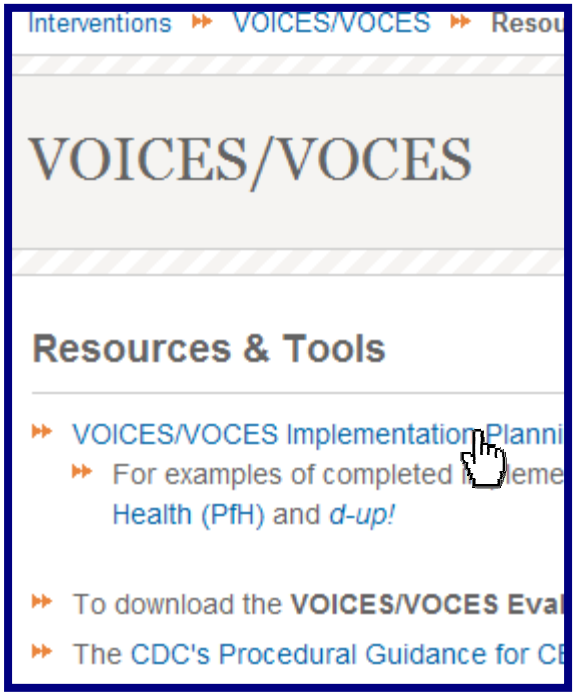
IMPORTANT NOTE:

Intervention Implementation Planning Tools must be submitted as part of Appendix C of the application proposal.

Appendix C will be considered as part of the scoring of the applicant's Project Narrative.

These "Implementation Planning Tools" are available at www.EffectiveInterventions.org for each of the featured Effective Behavioral Interventions under the category of *Implementation Planning Tool and M&E Key Activities.*





CTR
http://effectiveinterventions.org/Libraries/Public_Health_Strategies_Docs/CTR_and_RT_Implementation_Planning_Tool.sflb.ashx

CRCS for persons with high risk (not HIV-positive)
http://effectiveinterventions.org/Libraries/Public_Health_Strategies_Docs/CRCS_for_High_risk_negatives_-_Implementation_Planning_Tool__rev09-1005.sflb.ashx

CRCS for persons who are HIV-positive
http://effectiveinterventions.org/Libraries/Public_Health_Strategies_Docs/CRCS_for_PLWHA_-_Implementation_Planning_Tool_rev09-1005.sflb.ashx

Social Marketing:
Attachment 16: Worksheet for Social Marketing Plan

If selected for funding, the applicant's Implementation Plan will serve as the initial work plan subject to review by DCH, ongoing updates and future revisions.

The Implementation Plan must describe in thorough detail the grantee's proposed steps and activities for implementation of the intervention. The Implementation Plan must include program goals and annual objectives, tasks and activities, plans for completing each task, each staff person responsible for the activity, along with a detailed timeline for completing each item (e.g., from the beginning of hiring staff, staff training, pre-implementation project planning phase and implementation activities).

The work plan must state each of the implementation tasks associated with the program within the following broad categories.

- pre-implementation planning and preparation
- implementation
- maintenance
- monitoring and evaluation

For each task, the work plan must state the following details.

- the specific person (or persons) responsible for the task
- plans for completing the task
- timelines for completing the task

Annual objectives should be framed using "SMART" format to ensure each objective is Specific, Measurable, Achievable, Relevant and Time-framed. Include information on the data sources to be utilized for measuring each objective, the analysis frequency and staff responsible for each objective.

For most interventions, a list of recommended "fill-in-the-blank" objectives exists as part of the CDC-approved implementation package (available at www.effectiveinterventions.org).

These **must** be utilized as a starting point. However, the applicant is free to complement the list of recommended "fill-in-the-blank" objectives with other additional objectives.