ATTACHMENT 14
SAMPLE IMPLEMENTATION PLANNING TOOL FOR VOICES / VOCES

VOICES/VOCES
Implementation Planning Tool
Instructions for Use

This VOICES/VOCES Implementation Planning Tool is for use by those who plan to implement the VOICES/VOCES intervention. This worksheet will be used in a planning process to develop specific plans for accomplishing the key intervention tasks and activities.

A. The implementation planning worksheet relates to major implementation tasks in each of four areas of VOICES/VOCES implementation: a. pre-implementation, b. implementation, c. maintenance, and, d. monitoring and evaluation. The implementation planning worksheet provides an opportunity for agency staff to develop and document specific plans for completing each of the key tasks and activities, designate responsible staff, and identify timelines for key tasks and activities. Note the tasks listed within the four areas of implementation practice on the implementation planning worksheet are in approximate but not exact order. Many of the tasks within an area overlap or occur simultaneously with other tasks within that area.

This VOICES/VOCES Implementation Planning Tool should be used in conjunction with knowledge in-hand about VOICES/VOCES acquired in the VOICES/VOCES training of facilitators and drawn from other program resources such as the VOICES/VOCES Behavior Change Logic Model, Implementation Summary Sheet, VOICES/VOCES Implementation Manual, VOICES/VOCES Administrator's Preview Guide, and VOICES/VOCES Technical Assistance Guide (see www.effectiveinterventions.org).

Steps for using the tool:

1. Form a team to work on VOICES/VOCES program planning and implementation.
2. Review, in detail, the VOICES/VOCES materials provided in the VOICES/VOCES training and on-line.
3. Review, in detail, this VOICES/VOCES Implementation Planning Tool.
4. Hold a meeting, or series of meetings, to develop specific plans and timelines for completing each of the key tasks and activities of your VOICES/VOCES program. Document these plans using the Implementation Planning Tool.
5. Begin implementing VOICES/VOCES. Document progress and completion of tasks and activities in relation to the implementation plan.
6. Periodically hold team meetings and review progress in implementing VOICES/VOCES. Make adjustments to program plans and objectives/these worksheets as needed. Document revisions.

VOICES/VOCES Implementation Planning Worksheet

Tasks and activities	Plans for Completing Tasks and Activities (i.e., the steps my organization needs to take)	Staff responsible for tasks and activities	Timeline for completion of tasks and activities	Start and End Dates
A. Pre-implementation				
Review VV intervention kit materials, behavior change logic model, research article to understand theory and science behind intervention				
Assess available resources and cost of implementation. Develop program budget				
Identify appropriate setting, space and equipment				
Assess agency and staff capacity to conduct VV				
Create administrative and staff buy-in				
Identify methods to recruit population at risk for HIV/STDs				
Hire staff that are culturally appropriate skilled small group facilitators, send to training on VV				
Inform local/state health officials about VV to gain support				
Gather baseline data/information about target population				
Plan and implement procedures to integrate VV into flow of agency services and program				
Develop and implement marketing and recruitment plan				
Complete VV Implementation Planning Worksheet				
Tasks and activities	**Plans for Completing Tasks and Activities (i.e., the steps my organization needs to take)**	**Staff responsible**	**Timeline for completion of**	**Start and End**

		for tasks and activities	tasks and activities	Dates
Develop program monitoring and evaluation plan to improve program and for quality assurance				
Design evaluation tools, conduct data collection, data analyses, interpretation and reporting				
B. Implementation				
Plan VV program schedule, logistics (times, days, space)				
Implement marketing and recruitment plan				
Select appropriate videos for target populations				
Conduct VV sessions with fidelity				
Request TA before, during or after conducting sessions				
Assess need for adapting based on data about target populations HIV/STD risk behaviors, risk factors and cultural characteristics				
If necessary, adapt intervention to target population; revise logic model and request TA; if necessary obtain CDC project officer approval				
Obtain and utilize consumer, community stakeholder input on VV				
Implement Program Monitoring and Evaluation Plan, refine tools if needed				
Tasks and activities	**Plans for Completing Tasks and Activities (i.e., the steps my organization needs to take)**	**Staff responsible for tasks and activities**	**Timeline for completion of tasks and activities**	**Start and End Dates**

C. Maintenance				
Revise VV program schedule and logistics based on successful recruitment rate				
Revise, update marketing and recruitment plan				
Conduct VV facilitator meetings to share lessons learned on facilitating small groups and target population's reaction to VV videos				
Request TA before, during or after conducting sessions				
Document, improve procedure to integrate VV into flow of agency services and programs				
Re-assess need for adapting based on data about target populations HIV/STD risk behaviors, risk factors and cultural characteristics				
If necessary, adapt intervention for new target population; revise logic model and request TA; if necessary obtain CDC project officer approval				
Continue to obtain and utilize consumer, community stakeholder input on VV				
Continue Program Monitoring and Evaluation Plan, refine tools if needed				
If needed conduct more formative evaluation to inform recruitment strategy or to refine adaptation of intervention				
Tasks and activities	**Plans for Completing Tasks and Activities (i.e., the steps my organization needs to take)**	**Staff responsible for tasks and activities**	**Timeline for completion of tasks and activities**	**Start and End Dates**
Ensure continued funding and				

program sustainability				
D. Monitoring and Evaluation – ***Complete the attached VOICES/VOCES M&E Key Activities table for your application***				

VOICES/VOCES Monitoring and Evaluation (M&E) Key Activities

Complete the table below of SMART objectives for key activities using projected numbers for a fully-implemented program year. Please complete SMART objectives for every target population.

Provide information on the data sources, analysis frequency, and staff responsible for each SMART objective (and for every target population). Use definitions provided to ensure consistency with CDC requirements for these activities. CDC will provide support for developing a complete M&E plan for each intervention after awards are made to successful applicants. Please fill in boxes for SMART objectives, data sources, analysis frequency, and staff responsible.

Fully-Implemented – Program staff hired and trained on the intervention, program resources are available (e.g., facilitator and program coordinator hired and trained; service delivery location secured; TV, video player, and condoms available)
Program Year – 12-month funding period (e.g., 7/1/10 – 6/30/11, 7/1/11 – 6/30/12)
SMART Objectives – Program objectives that are Specific, Measurable, Appropriate, Realistic, and Time-based
Measure – The information or data needed to monitor progress towards meeting SMART objectives for program activities
Analysis – The process of collecting, assessing, and using information or data to monitor program activities
Data Source – The document or process used to obtain information or data needed for monitoring program activities (e.g., group attendance log, referral form with demographic and risk information)
Analysis Frequency – The intervals at which monitoring program activities will occur (e.g., weekly, monthly, after each session); that is, how often will the staff responsible for program M&E at your agency review and consider the information and it's implications for the work of your agency
Staff Responsible – The program-identified staff member who is responsible for monitoring a program activity
Session – 45-minute single group session

- **Recommended frequency of sessions:** weekly

Cycle – The complete delivery of the entire *VOICES/VOCES* session to clients (the single group session)
Enroll – Client participates in part of the single group session of the *VOICES/VOCES* intervention

- **Eligibility Criteria:**
  1. *VOICES/VOCES* was designed for heterosexual African American and Latino adult men and women who are at very high risk for acquiring HIV; *VOICES/VOCES* may be adapted for other populations at very high risk for acquiring HIV using an appropriate culturally specific video that represents members of the target population and their primary language
  2. **Target Population (TP)** – The program-defined, intended recipients of the intervention described by risk, demographic and/or setting characteristics (e.g., African-Americans with a recent STD diagnosis, Latina women in a specific community with high STD/HIV rates, Native American STD patients); TP should be based on a prioritized population identified in the program's state or local HIV prevention plan
- **Recommended number of clients enrolled per cycle:** 4 to 8 clients enrolled in each *VOICES/VOCES* cycle

Complete – Client participates in the entire single group session of the *VOICES/VOCES* intervention

Key Intervention Activities:

A. Enroll eligible clients in *VOICES/VOCES*		
SMART Objective #1 : __ (number) clients will be enrolled in *VOICES/VOCES* by participating in part of the *VOICES/VOCES* single group session		
Measure	**Analysis**	
Number of clients will be enrolled in *VOICES/VOCES* by participating in part of the *VOICES/VOCES* single group session	Count the number of clients you anticipate will participate in part of the *VOICES/VOCES* single group session	
Data Source	**Analysis Frequency**	**Staff Responsible**

B. Deliver the entire *VOICES/VOCES* intervention to enrolled clients		
SMART Objective #1 : __ (number) complete cycles of *VOICES/VOCES* will be delivered to clients		
Measure	**Analysis**	
Number of complete *VOICES/VOCES* cycles that will be delivered to clients (number of times the entire *VOICES/VOCES* intervention will be delivered)	Count the number of times you anticipate that the *VOICES/VOCES* intervention will be delivered by your program	
Data Source	**Analysis Frequency**	**Staff Responsible**
SMART Objective #2 : __ (number) clients will complete the entire *VOICES/VOCES* intervention by participating in the entire single session		
Measure	**Analysis**	
Number of enrolled clients who will complete the entire	Count the number of clients you anticipate will attend the entire	

VOICES/VOCES intervention by completing the entire single session	*VOICES/VOCES* single session	
Data Source	**Analysis Frequency**	**Staff Responsible**