

January 1st, 2021- June 30th, 2023
 Grantee Name: _____
 Funds Requested: _____

Appendix F: Activity Timeline

January 1st, 2021- June 30th, 2023

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Required activities are provided. Please fill in additional activities in chronological order alongside the required activities.

Outcome 1: Improve the number of adolescents that are provided with age-appropriate health information via multiple leverage points.

Objective 1: By June 30th, 2023, reach 25% of all adolescents in the catchment area each year.

Activity	Person Responsible	Measure	By When

Objective 2: By December 31st, 2021, asset and resource mapping of catchment area will be completed.

Activity	Person Responsible	Measure	By When
Attend kick-off meeting		Attendance/ Participation	July 2021
Attend all grantee meeting		Attendance	July 2022

Objective X:

Activity	Person Responsible	Measure	By When

Outcome 2: Improved life skills in adolescents ages 13-19 in the catchment area.

Objective 1: By June 30th, 2023, 90% of youth enrolled in *LifeSkills Training* graduated the program.

Activity	Person Responsible	Measure	By When
Complete LifeSkills Training		Attendance/Certification of Completion	January 2021
Fill in additional			

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Host a minimum of 10 LifeSkills session per semester		Attendance and data collection	June 2021, Dec 2021, etc.
Collect Data		Quarterly Reports and Evaluation Plan	Continuous for the duration of the grant
Submit Quarterly Reports Consistently and on time		Spreadsheet of turned in Quarterly Reports	Continuous for the duration of the grant

Objective X:

Activity	Person Responsible	Measure	By When

Outcome 3: Improved communication in adolescents ages 13-19 in the catchment area with peers and guardians

Objective 1: By June 30th, 2023, 50% of all themes of the Cafes relate to the main goal of the Project.

Activity	Person Responsible	Measure	By When

Objective 2: By June 30th, 2023, sub-recipient will host a minimum of 48 Parent Cafés (1 per month) reaching a minimum of 25 people per month.

Activity	Person Responsible	Measure	By When
Attend Café Model® Instructor Training		Completion of Training	January 2021
Host 24 Cafes annually aimed towards optimizing adolescent health		Quarterly Reports	June 2023
Collect Data		Quarterly Reports and Evaluation Plan	Continuous for the duration of the grant
Submit Quarterly Reports Consistently and on time		Spreadsheet of turned in Quarterly Reports	Continuous for the duration of the grant

Objective 3: By June 30th, 2023, sub-recipient will host a minimum of 24 WoWTalk Cafés (1 per month) reaching a minimum of 25 adolescents ages 15-19 per month.

Activity	Person Responsible	Measure	By When
Attend Café Model® Instructor Training		Completion of Training	January 2021

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Host 24 Cafes annually aimed towards optimizing adolescent health		Quarterly Reports	June 2023
Collect Data		Quarterly Reports and Evaluation Plan	Continuous for the duration of the grant
Submit Quarterly Reports Consistently and on time		Spreadsheet of turned in Quarterly Reports	Continuous for the duration of the grant

Outcome 4: Increase well check visits among adolescents ages 13-19 in the catchment area

Objective 1: By June 20, 2022, the first health agency site will be ACM certified.

	Activity	Person Responsible	Measure	By When
Planning Phase	Orientation & Data Webinar		Attendance	February 2021
	Adolescent-Centered Environmental Assessment Process (ACE-AP) Meeting or Call		Attendance	March 2021
	3- Month Baseline Data Collection		Youth Surveys, Staff & Clinician Surveys and HEDIS Measure	March 2021
Implementation Phase	Attend Summit 1		Attendance	April 2021
	Learn Core Content 1: Being Youth Friendly & ACE-AP Implementation Planning		Quarterly Reports	May 2021
	Spark: Being Youth Friendly		Quarterly Reports	June 2021
	Core Content 2: Adolescent Brain Development		Quarterly Reports	July 2021
	Implementation Planning Call		Attendance	July 2021
	Spark Adolescent Brain Development		Quarterly Reports	August 2021
	Spark: Confidentiality Best Practices		Quarterly Reports	September 2021
	Attend Summit 2		Attendance	October 2021
	Spark: Confidentiality Best Practices		Quarterly Reports	November 2021
	Revise Implementation Plan		Plan Submitted to ISDH	November 2021
	Core Content 3: Cultural Responsiveness		Quarterly Reports	December 2021

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	Revised Implementation Planning Call		Attendance	December 2021
	Spark: Cultural Responsiveness		Quarterly Reports	January 2022
	Spark: Non-Verbal Communication Bias		Quarterly Reports	February 2022
	Built in Buffer/Catch up		Quarterly Reports	May 2022
Year End Data Collection	Adolescent Centered Environment Assessment Process (ACE-AP) Meeting or Call		Year Assessment	June 2022
	Year End Data Collection for Certification		Youth Surveys, Staff & Clinician Surveys and HEDIS Measure	June 2022

Objective 2: By June 30th, 2023, 95% of all adolescent patients will be provided age-appropriate health information by the first health agency.

Activity	Person Responsible	Measure	By When
Continue Implementation & Certification Requirements		Quarterly Reports & Year Assessments	June 2023
Continue Data Collection and Provide Year End Data		Youth Surveys, Staff & Clinician Surveys and HEDIS Measure	June 2023

Objective 3: By June 30th, 2023, the second health agency site will be ACM certified.

	Activity	Person Responsible	Measure	By When
Planning Phase	Orientation & Data Webinar		Attendance	February 2022
	Adolescent-Centered Environmental Assessment Process (ACE-AP) Meeting or Call		Attendance	March 2022
	3- Month Baseline Data Collection		Youth Surveys, Staff & Clinician Surveys and HEDIS Measure	March 2022
Implementation Phase	Attend Summit 1		Attendance	April 2022
	Learn Core Content 1: Being Youth Friendly & ACE-AP Implementation Planning		Quarterly Reports	May 2022
	Spark: Being Youth Friendly		Quarterly Reports	June 2022
	Core Content 2: Adolescent Brain Development		Quarterly Reports	July 2022

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