Program: \_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the monitoring and evaluation tasks that this agency will be asked to support?

| Task | Description | When and how often? |
| --- | --- | --- |
| Access to administrative data |  |  |
| Ensure staff complete implementation fidelity checklists |  |  |
| Allow observation of 10-25% of program sessions |  |  |
| Ensure staff keep high quality attendance records |  |  |

|  |  |  |
| --- | --- | --- |
| Task | Description | When and how often? |
| Ensure staff keep high quality registration records |  |  |
| Review consent and confidentially requirements and help to ensure that protocols meet these  requirements |  |  |
| Ensure staff collect participant outcome data as scheduled and according to the protocol that includes appropriate survey administration procedures and that follows consent and confidentiality requirements |  |  |
| Other? |  |  |