

# CAPP TOOLKIT

## Resources for Health Educator Supervisors

*For providers funded by the New York State Department of Health through the  
Comprehensive Adolescent Pregnancy Prevention initiative, projected for 2017-2021*



2018



# INTRODUCTION TO THE CAPP TOOLKIT

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## PURPOSE

The purpose of the CAPP Toolkit is to provide resources, background material, and tools to Health Educator Supervisors of New York State's Comprehensive Adolescent Pregnancy Prevention Initiative (CAPP). Our goal is to assist supervisors in planning, preparing, and monitoring their CAPP projects' progress and success.

The idea to develop this toolkit came out of lessons learned by the ACT for Youth Center for Community Action (formerly the ACT for Youth Center of Excellence, or ACT COE) during the first CAPP initiative. Multi-year projects can expect staff turnover. Turnover tends to greatly disrupt project functioning and progress, especially when there is no hard copy of the project's goals, objectives, procedures, guidelines, processes, and assessment tools available. This toolkit aims to provide this foundation and institutional memory of the project.

The toolkit is by no means complete. It reflects the start-up of the individual projects and initiative as a whole. Over the course of the initiative (projected for 2017–2021), ACT for Youth will continue to develop resources and tools that can be added to the toolkit.

## HOW TO USE THIS TOOLKIT

The toolkit aims to orient supervisors to the initiative by clarifying key functions and responsibilities as well as providing resources to core program areas. The kit is organized in the following sections:

- Getting Started with CAPP
- Working with ACT for Youth
- Working with Educators
- Implementing Evidence-Based Programs (EBPs)
- Documenting EBP Implementation
- Performance Management and Quality Improvement
- Using a Trauma-Informed Approach
- Community Engagement
- CAPP Component 2

You may wish to use the toolkit:

- To familiarize yourself with the tools available to you (remember that many more tools are available online)
- For help in orienting new educators
- When a new Health Educator Supervisor comes on board

To make the toolkit optimally useful, we recommend that you include your local project's key documents in this binder as well.

## ABOUT THE TOOLKIT

The CAPP Toolkit was created in May 2017 and updated in 2018 by ACT for Youth. ACT for Youth is funded by the New York State Department of Health to provide technical assistance, training, resources, and evaluation to the Department's adolescent pregnancy prevention initiatives.



# GETTING STARTED WITH CAPP

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## IN THIS SECTION

1. Template for Your Project Information

Here we have provided a form you can use to record essential information about your local project.

2. Overview of CAPP and PREP Initiatives

3. Health Educator Supervisor Job Description

4. Health Educator Supervisor Responsibilities

5. Online Trainings

We recommend that the trainings listed here be completed early in the orientation process.

### ADD TO THIS SECTION:

- Your project's original proposal
- The current work plan for your project



## YOUR PROJECT INFORMATION

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Name of your Project: \_\_\_\_\_

Funded for **Component 2**?      \_\_\_Yes      \_\_\_No

Offering **parent education**?      \_\_\_Yes      \_\_\_No

Using **Community Readiness** tool?      \_\_\_Yes      \_\_\_No

Online Reporting System Provider Number: \_\_\_\_\_

### PERSONNEL AND CONTACT INFORMATION

Staff on the project:

<i>Name</i>	<i>Title or Role</i>

Subcontractors (if any):

<i>Agency</i>	<i>Name/contact info</i>	<i>Role</i>

Additional notes on subcontractors: \_\_\_\_\_

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NYS Department of Health (DOH) Program Advisor: \_\_\_\_\_

Email and phone: \_\_\_\_\_

ACT for Youth support team names and contact info:

Technical Assistance: \_\_\_\_\_

Evaluation: \_\_\_\_\_

For updated information, see: <http://www.actforyouth.net/resources/capp/ta-support-teams.pdf>

### EVIDENCE-BASED PROGRAMS (EBPs)

Priority populations for this project:

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EBPs in use:

<i>EBP</i>	<i>Host site</i>	<i>Contact</i>

Additional information on EBPs: \_\_\_\_\_

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# THE CAPP INITIATIVE: AN OVERVIEW

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The Comprehensive Adolescent Pregnancy Prevention (CAPP) and Personal Responsibility Education Program (PREP) initiatives are community-based projects funded by the New York State Department of Health (DOH). Projects serve youth in high-need communities that have the highest teen pregnancy and birth rates in the state. Both initiatives support comprehensive, high-quality interventions and services that rely on the best available research evidence to inform and guide practice. They also utilize a youth development framework.

The current CAPP initiative began January 1, 2017 with funding for 48 CAPP projects awarded to local community-based organizations throughout the state. For a map of the projects and a link to the original Request for Proposals, visit:

[http://www.actforyouth.net/sexual\\_health/community/capp/](http://www.actforyouth.net/sexual_health/community/capp/)

The DOH funds the ACT for Youth Center for Community Action (formerly the Center of Excellence) to provide training, technical assistance, and evaluation for the CAPP and PREP initiatives, among other projects.

CAPP serves youth age 10-21. The purpose of the CAPP initiative is to:

- support community-based efforts to improve sexual health and other health outcomes for adolescents;
- promote preventive health care services, including reproductive health and family planning services for adolescents;
- support social-emotional development, health, and healthy relationships for adolescents;
- support home and community relationships and environments that support health; and
- decrease disparities in all core outcomes among New York State adolescents.

All projects must ensure that youth are referred as needed to other providers of health care services, local public health and social service agencies, hospitals, voluntary agencies, and health or social services supported by other federal programs.

## COMMUNITY READINESS

Special attention is paid in the CAPP initiative to community readiness for sexual health interventions. Funded agencies can use the Community Readiness Model to lay the groundwork for successful project implementation. More information is available on the ACT for Youth website.

## COMPONENTS 1 & 2

All CAPP projects include component 1; some projects are funded for an additional component.

**Component 1.** All funded agencies provide comprehensive, evidence-based, age-appropriate sexual health education. They also work to ensure access to confidential reproductive health and family planning services for adolescents. Together, these activities (sexual health education and access to family planning) comprise CAPP Component 1. Some agencies also implement best practice parent education strategies as part of component 1.

**Component 2.** Some agencies are funded for a second component that is focused on youth development. These agencies:

- implement multi-dimensional educational, vocational, economic, and recreational opportunities for youth on multiple health and development topics that introduce them to new situations, ideas, and people, and challenge them to build or learn skills; and/or
- implement mechanisms to refer individuals to other federal, state, county, city, school district, and local community service providers for physical, social, emotional, educational, and developmental support and services as necessary.

## PERFORMANCE STANDARDS

The Department of Health has set certain performance standards for CAPP and PREP. Each provider is expected to make progress toward reaching these benchmarks:

- 100% of planned adaptations are pre-approved by ACT for Youth
- 100% of educators complete the online course *Implementing Evidence-Based Programs*
- 100% of youth attend at least 75% of evidence-based program (EBP) sessions

Projects will also set their own additional performance standards. More information is available in the online *Health Educator Supervisor Training*.

## PREP

The CAPP and PREP initiatives have important commonalities. CAPP and PREP providers often attend ACT for Youth trainings and webinars together. For more information about the PREP initiative, visit: [http://www.actforyouth.net/sexual\\_health/community/capp/](http://www.actforyouth.net/sexual_health/community/capp/)



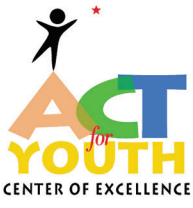
# Health Educator SUPERVISOR TRAINING

## JOB DESCRIPTION: HEALTH EDUCATOR SUPERVISOR

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A full-time supervisor will be responsible for the supervision of each team of 4-6 health educators. Projects that are utilizing teams with less than 4-6 health educators are expected to prorate the efforts of the supervisor to the size of the team. Duties and responsibilities include:

- Oversight of project activities for implementation of educational program delivery; including planning, implementation, budget development and monitoring.
- Participation in ACT for Youth COE program evaluation and trainings; as required by NYSDOH. Provides supervision of health educators which includes orientation and on-going assessment of training needs, educational opportunity and professional development that includes:
  - Direct on-site observation of educational program delivery;
  - Regularly scheduled supervisory meetings with individual health educators;
  - Staff development plans to address professional development needs; and
  - Accessibility to health educators to deal with urgent concerns that may occur during programming.
- Serves as principle representative in priority community(ies) to provide community and public education on comprehensive sexuality education and awareness of family planning services.
- Identifies venues for delivery of evidence-based programming, including reviewing all components of the evidence-based program and securing their commitment to implement the program with fidelity.
- Identifies barriers and ensures access to comprehensive reproductive healthcare and family planning services and other essential support services for teens.
- Establishes relationships with other community health and human service providers and develops referral mechanisms.



# Health Educator SUPERVISOR TRAINING

## JOB DESCRIPTION: HEALTH EDUCATOR SUPERVISOR

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### *Health Educator Supervisor Qualifications*

- Minimum: Bachelor's degree in health education or health related field. (Master's degree preferred), with at least 3 years of experience with provision of comprehensive sexuality education to an adolescent population.
- Experience working with youth and demonstrated ability to be inclusive and non-stigmatizing of youth in their role.
- Ability to facilitate discussion/teach classes to youth in a variety of settings on reproductive health topics such as reproductive anatomy, contraceptive methods, STDs, and HIV/AIDS.
- Knowledge of reproductive health, anatomy and physiology, and family planning.
- Knowledge of or experience with priority population to be served and community. Ability to work flexible hours, including evenings and/or weekends.
- Bilingual skills, depending on the community and youth being served.



## HEALTH EDUCATOR SUPERVISOR RESPONSIBILITIES

<p><b>COORDINATION OF CAPP OR PREP PROJECT</b></p>	<ul style="list-style-type: none"> <li>• Plans and monitors the overall implementation of EBPs (number of cycles, sites, staff deployment)</li> <li>• Plans and monitors other project deliverables</li> <li>• Manages subcontracts</li> <li>• Oversees budget</li> <li>• Reports to DOH contract manager</li> </ul>
<p><b>CONNECTING PROJECT TO ADMINISTRATION</b></p>	<ul style="list-style-type: none"> <li>• Works with manager/administrator to create organizational support structure for EBPs</li> <li>• Recruits and engages administrator in implementation team</li> <li>• Reports on project progress</li> <li>• Recruits and prepares organizational leader to advocate in community as needed</li> </ul>
<p><b>COMMUNITY OUTREACH</b></p>	<ul style="list-style-type: none"> <li>• Leads community education efforts</li> <li>• Leads community readiness process</li> <li>• Recruits and negotiates new sites for EBP implementation</li> <li>• Establishes linkages to family planning providers</li> <li>• Establishes referral process for other service organizations in the community</li> </ul>
<p><b>PERSONNEL PRACTICES</b></p>	<ul style="list-style-type: none"> <li>• Oversees hiring and orientation of new staff</li> <li>• Provides professional development for staff</li> <li>• Provides regular supervision</li> <li>• Conducts performance review (observation of staff implementing EBPs)</li> </ul>
<p><b>PERFORMANCE MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• Establishes annual goals and performance standards for project</li> <li>• Aware of performance standards set by DOH</li> <li>• Regularly reviews project results with staff and implementation team and uses results to improve project performance</li> </ul>
<p><b>WORKING WITH ACT COE</b></p>	<ul style="list-style-type: none"> <li>• Has regular contact with TA provider</li> <li>• Uses COE resources (training, evaluation)</li> <li>• Attends training and networking events</li> </ul>



## INTRODUCTORY ONLINE TRAININGS

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ACT for Youth has created two online trainings for CAPP and PREP. The *Health Educator Supervisor Training* is recommended for all supervisors. The course *Implementing Evidence-Based Programs* (EBPs) is recommended for supervisors and required for educators.

To enroll yourself or your educators in an online training, complete the Online Training Request Form at the link below, and log-in information will be sent to you.

<http://bit.ly/capp-prep-online-training>

### HEALTH EDUCATOR SUPERVISOR TRAINING

The role of the Health Educator Supervisor is complex – and critical. This online course will help you understand and navigate the responsibilities of your position, including:

- Coordinating the CAPP or PREP project
- Managing EBP implementation practice
- Engaging the community
- Leading the performance management process
- Hiring and supervising project staff
- Ensuring organizational support for the project
- Working with ACT for Youth

Register for a user name and password at <http://bit.ly/capp-prep-online-training>

### IMPLEMENTING EVIDENCE-BASED PROGRAMS

The goals of this training are to increase your knowledge about evidence-based programs (EBPs) and their implementation, and to develop educators' ability to deliver these programs with quality in your community. Topics include:

- Features and Benefits of EBPs
- Theoretical Framework of EBPs
- Fidelity and Adaptation
- Preparing for Implementation
- Quality of Program Delivery
- Working with your Students

Register for a user name and password at <http://bit.ly/capp-prep-online-training>

