# header artCenters for Disease Control and Prevention & Harvard T.H. Chan School of Public Health

**Application Deadline: Friday, Sept. 9, 2022**

STD Program/Organization Proposal Form

## Program Evaluation Practicum – January 2023

## Who Should Apply?

* STD prevention and control programs (e.g., state and local health departments, or their public and non-governmental partners with the support of the STD control program, and PS19-1901 (STD PCHD) funding recipients) working to improve STD (or related MCH or Reproductive Health) outcomes, that are in need of a developed evaluation plan **or** CDC-funded CARS recipients that need a developed evaluation plan.
* Program staff with the interest and ability to (1) commit to an intensive in-person learning experience on site at CDC[[1]](#footnote-1) and (2) facilitate the work between HSPH students and the program to create an evaluation plan.
* Programs with an interest and need to implement an evaluation project within the next year. Participating STD Programs may be eligible to apply for additional funding (~$5,000) from the National Network of Public Health Institutes (NNPHI) to advance implementation of evaluation efforts following completion of the Practicum.

## How to Apply

* Use this form (pages 3-4) to be considered for inclusion in the January 2023 cohort. Please complete each section of the Program Proposal below; responses for all sections should total 600 words or less, combined.

Programs are required to have staff who are responsible for and knowledgeable about the program.

Data from the program should be available and accessible during Weeks 1 and 2.

In addition to the description of the program to be evaluated, please include the:

Names

Titles

Email address

for up to two potential participants to represent the program, including participating CDC assigned field staff (e.g., epidemiologist or public health advisor in agencies where they are located), if applicable.

Briefly describe the evaluation experience of each proposed participating staff; this will not be used to determine acceptance to the course, but rather to gauge the experience level of the team. This practicum is structured as a beginner level introduction to program evaluation.

**Note:** The program or project to be evaluated should be focused on working to improve STD related outcomes, including related maternal and child health, or reproductive health outcomes.

## Participant Requirements and Notification

* Descriptions from selected programs will be used to recruit and match HSPH students for the Practicum.
* Participating team members are expected to attend an in-person training, from January 3 – 6, 2023 (*travel dates are January 2 and 6)* in Atlanta, GA, and be available on-site during the field week, January 9 – 13, 2023.
* Selected programs will be notified of acceptance to participate in the Practicum by October 21, 2022.
* Review next page for important information regarding participant time commitment and expectations.

**Time Commitment and Expectations for Participants**

Participating staff should expect to dedicate specific work time during both weeks of the Practicum to participate in***in-person***training sessions, team meetings, and field work. *This dedicated time is important to the success of the Practicum and for the development of an effective program evaluation plan. We encourage you to ensure that appropriate staff members are available.*

**Prior to the Week 1 *In-Person* Training (December 2022):**

* Participating staff are expected to:
	+ Attend a virtual program orientation
	+ Prepare background information about the program for students and other course participants.
	+ Contact students and provide them program details and other relevant information about the program that will be evaluated.
* Staff will have access to Practicum resources and materials prior to the Week 1 training.
* Ideally, meetings for Week 2 should be scheduled in advance (see below under Week 2)

**Week 1 *In-Person* Training (Tuesday, January 3 – Friday, January 6, 2023 – Atlanta, Georgia):**

* Participating staff will join a 4-day intensive course in public health evaluation including lectures and teamwork. They should be prepared to actively participate and provide information and assistance to students as needed. This time is used to help students become familiar with the program, the health department or health organization, and to begin development of a logic model, indicators, identify data sources, and prepare for *in-person* field work. The meetings are critical to the successful development of draft components of the evaluation plan that will be refined during Week 2.

**Week 2 *In-Person* Field Work (Monday, January 9 – Friday, January 13, 2023):**

* Participating staff should be prepared to dedicate adequate time and assistance to the students. During Week 2, participating staff should provide opportunities for students to have *in-person* meetings with health department or health organization staff, stakeholders, and local program constituents. Ideally, these meetings/calls should be scheduled in advance. The meetings are key components to the development of the final evaluation plan and are intended to help the students formulate and/or refine evaluation objectives and goals, questions, methods, activities, and measures or indicators. Interactions with staff also will help identify best available data sources for measures and indicators.
* Provided that a schedule is developed prior to Week 2, we recommend that at least one of the participating state, local, tribal or organization staff be available for a minimum of 2 –3 hours each day to answer questions that may arise from student meetings with key stakeholders. We also recommend that participating staff and students schedule regular times to touch base at the beginning and end of each day. In addition, participating staff will need to set aside time to review the students’ developing products throughout the week.

**Program Proposal Form for CDC/HSPH Program Evaluation Practicum – January 2023**

**Email any questions and this completed STD Program Proposal form to Christina Chung (****cchung@cdc.gov****) by Friday, September 9, 2022.**

**State, Tribal, Local Health Department or Health Organization:** Click or tap here to enter text.

**Title of program/program component to be evaluated:** Click or tap here to enter text.

**Program Acknowledgement:** *Participation in this practicum will require staff time and commitment. If selected, our program acknowledges and commits to a review of related practicum materials, participation of 2 program representatives in a no-cost, in-person training (4 days) in Atlanta, GA, and to host 2 HSPH students for an in-person field week (5 days) at our program location to allow them to meet with stakeholders and develop a comprehensive evaluation plan for our program.*  **Choose an item.**

**Program Evaluation Proposal** (Please complete each section; all sections, combined, not to exceed 600 words):

**Information about Program to be Evaluated**

1. **What is the purpose or overall goal of the program or program component to be evaluated?**
2. **Please provide background information and the significance of the program to be evaluated.**
3. **Who is the target audience of the program?**
4. **What are the main program activities?**
5. **What is the current stage of program implementation?** Choose an item.

**Information about Evaluation**

1. **What key evaluation objective(s) or question(s) do you wish to explore for the program?**
2. **Please provide a justification on how an evaluation will help your program.**
3. **Who will use the evaluation findings?**
4. **Does this program have a logic model?** Choose an item.
5. **What type of data does this program currently collect?** Choose an item.
6. **What is the anticipated evaluation timeline?** Choose an item.
7. **Will IRB approval be required for the evaluation?** Choose an item.

**Please List Participating Program Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Participant Name** | **Title/Program Role** | **Evaluation Experience**[e.g., None, education only, on the job training, part of regular duties, etc.] | **Email Address** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. | If applicable, though not required | CDC Assigned Field Staff, if applicable, though not required |  |  |



1. **PLEASE NOTE:** For the Week 1 in-person training held at CDC (Atlanta, GA), visitors must verify they are fully vaccinated for COVID-19 OR provide proof of a negative COVID-19 PCR test OR professionally-proctored antigen test taken in the three days before coming on-site when the CDC facility’s COVID-19 community level is medium or high. When it’s required, visitors must show verification of vaccination or proof of a negative COVID-19 test each day they visit. We will inform you of the community level and any other relevant information prior to your visit. [↑](#footnote-ref-1)