

## Appendix I: FDP Evaluation Timeline

### Before the First Meeting

- ☐ Print, distribute, and collect parent/legal guardian or adult participant consent forms
- ☐ Print support network contact list forms
- ☐ Assign participant ID numbers
- ☐ Complete the attendance log participant roster

### At the First Meeting

- ☐ Select a club name
- ☐ Distribute support network contact list forms
- ☐ Take attendance and update the participant roster
- ☐ Participants complete the facilitator-led entry-survey (online or paper versions)

### At Every Meeting

- ☐ Record club attendance and participant status (active vs. inactive)
- ☐ Submit Online Fidelity Logs for completed modules within 48 hours of each session

### After the First Meeting

- ☐ If participants complete the **paper** version of the entry-survey: mail two packages to the MOTPP evaluation team. Package 1 contains a mailing cover sheet and signed participant consent forms, Package 2 contains a mailing cover sheet and bundled/sealed participant entry-surveys
- ☐ If participants complete the **online** version of the entry-survey: email the MOTPP evaluation team to confirm receipt of online surveys and mail the MOTPP evaluation team a mailing cover sheet with signed participant consent forms
- ☐ Update the club attendance log

### At the Second Meeting

- ☐ Collect completed support network contact list forms

### Within 2 Weeks of collecting support network contact list

- ☐ Reach out to support network contacts with information about support network orientation
- ☐ Hold support network orientation

### Within 4 Weeks of the First Club Meeting

- ☐ Submit the FDP Start of Program Facilitator's log: this includes the attendance log with attendance records up to this point

### At Final Club Meeting

- ☐ Participants complete the facilitator-led exit-survey (online or paper versions)

### After Final Club Meeting

- ☐ If participants complete the **paper** version of the exit-survey: mail the MOTPP evaluation team a mailing cover sheet and bundled/sealed participant exit-surveys
- ☐ If participants complete the **online** version of the exit-survey: email the MOTPP evaluation team to confirm receipt of online surveys
- ☐ Update and complete the club attendance log

### Within 2 Weeks of the Final Club Meeting

- ☐ Submit the FDP End of Program Facilitator's log: this includes uploading the final club attendance log