

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