SITE

BTE sites implement a variety of activities over the course of the three-year program in an effort to increase interest in health careers and enrollment in higher education. This Implementation Checklist is for BTE Site Coordinators and highlights the yearly program management requirements

GENERAL MANAGEMENT & REPORTING

Estimated Timeline: 1 month

Target Completion Date:

* Implement Program Activities, as described in the Program Model and proposal narrative and listed in the annual Calendar of Activities.
* Hold BTE Management Team meetings (monthly) to plan upcoming program activities, review and reflect on any program elements that need improvement, and determine each partner’s short-term role/responsibilities.
* Hold BTE Advisory Committee meeting(s) (bi-annual/annual) to gain strategic advice and initiate sustainability efforts
* Submit Quarterly Reports to FHI 360. Quarterly Reports are due to FHI 360 on the second Friday of January, April, July, and October.

Tip! See the BTE Quarterly Report Template.

* Organize FHI 360’s Annual Technical Assistance Site Visit. FHI 360’s site visits are generally two days and are organized in collaboration with the NGO.
* Confirm the site visit agenda and attendees with FHI360 two weeks prior to the visit

Tip! See the BTE Site Visit Agenda Checklist

* Submit BTE Grant Renewal to FHI 360

Tip! See the BTE Grant Application Guidelines

* Review and revise Evaluation Agreement, as needed
* Submit End-of-Grant Report to FHI 360. The End-of-Grant Report highlights the successes and overall impact of the BTE program; submit the report to FHI 360 within 30 days of program end.

Tip! See the BTE End-of-Grant Report Template.

PLANNING & CONTINUOS IMPROVEMENT

Estimated Timeline: 1 month

Target Completion Date:

* Produce an annual Calendar of Activities. The activities should reflect the evaluation findings, student input, and BTE Management Team recommendations.
* Discuss evaluation findings, successes, and challenges with the BTE Management Team
* Review and revise Program Activities, if needed, for the following year.
* Confirm the days and times BTE participants are available for BTE
* Submit the Calendar of Activities to FH360

Tip! See sample calendars and templates.

* Review and revise BTE Program Budget and Budget Narrative, if needed, based on the Calendar of Activities.
* Conduct new Volunteer outreach & recruitment activities, if needed.
* Request technical assistance. Reach out to FHI 360 for any specific needs.

EVALUATION

See the BTE Evaluation Agreement for specific dates and requirements. While the BTE Site Evaluator leads this effort, the BTE Site Coordinator and Secondary School Contact / Academic Data Liaison each have key roles. Specifically:

BTE SITE COORDINATOR

Estimated Timeline: 1 month

Target Completion Date:

* Works with the BTE Site Evaluator to customize the surveys, if needed, prior to program launch.
* Provides the BTE Participant List. The BTE Participant List Template (Excel spreadsheet) outlines the BTE program status of each participant by his/her unique identification number, not by name. The BTE Site Coordinator submits the “Enrollment” worksheet to the BTE Site Evaluator at baseline (i.e. within 30 days of the start of the program) and the “Year 1 / Year 2 / Exit-Year 3” worksheets, as appropriate, on an annual basis (i.e. within 30 days of the end of each program year). *The BTE site coordinator should email electronic file to BTE Site Evaluator*

Tip! See Participant List Template

* Obtains hard copies of the BTE Participant Entry Survey from the BTE Site Evaluator. The BTE Site Coordinator should receive the surveys 10 days prior to the distribution date.
* Administer the BTE Participant Entry Survey prior to or at the program launch. Mail or give the original copies of all surveys the BTE Site Evaluator immediately upon completion if applicable. NOTE: The BTE Site Evaluator administers all other BTE Participant Surveys (i.e. Year 1, Year 2, and Exit-Year 3) on an annual basis in conjunction with the focus groups.

Tip! See Survey Administration Instructions

* Schedule the annual Focus Groups. With the BTE Site Evaluator, determine the required logistics and finalize a date for the annual focus groups. Schedule focus groups at or prior to the last BTE activity (i.e. the end of program Year 1, Year 2, or Year 3). The BTE Site Evaluator will administer the annual BTE Participant Surveys at the focus group
* Review Evaluation findings.
* Organize a 30-minute telephone call with the BTE Site Evaluator and FHI 360 (at a minimum) immediately following the focus groups to discuss key findings, prompting quick action and Work Plan revisions, if necessary, to improve the BTE program. *Hold the Focus Group Debriefing no more than 2 weeks following the focus groups*
* Distribute the Annual Evaluation Report – a written report detailing the site-specific findings – to the BTE Management Team.
* Schedule an Annual Evaluation Meeting, enabling the BTE Site Evaluator to present the evaluation data to the BTE Advisory Committee and/or BTE Management Team.

SECONDARY SCHOOL CONTACT

Estimated Timeline: 1 month

Target Completion Date:

* Notifies parents of the BTE Evaluation, if required

Tip! See sample parent notifications letters

* Obtain hard copies of the Comparison Group Baseline Survey from BTE Site Evaluator. *The Secondary school contact should receive the surveys within 30 days of the start of the program.*
* Administers the Comparison Group Baseline Survey within 30 days of the start of the program. The Comparison Group Annual Survey should be administered at the end of each school year. Mail or give original copies of all surveys the BTE Site Evaluator immediately upon completion

Tip! See survey administration instructions

ACADEMIC DATA LIASON

Estimated Timeline: 1 month

Target Completion Date:

* Provides the Academic Data Template (Excel spreadsheet) to the BTE Site Evaluator. The “Baseline” worksheet should be submitted within 30 days of the start of the program and the “Year 1 / Year 2 / Exit-Year 3” worksheets on an annual basis, as appropriate (i.e. within 30 days of the end of each school year). *An electronic file should be emailed to the BTE Site Evaluator*

Tip! See the Academic Date Template and Academic Data Template Instructions.

* Confirm Eligibility Criteria:
* Determine ideal BTE Participant cohort size
* Define eligibility criteria
* Determine Recruitment & Application Process.
* Provide all Target Population materials, including eligibility criteria, cohort size, recruitment & application process, to FHI 360 within 30 days of Strategic Planning visit.

ALL PARTNERS

Target Date:

* Review the annual evaluation findings, data, and written report.
* Revise Work Plan and Calendar of Activities to address evaluation findings and support continuous program improvement.