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ATTACHMENT J

A. Defining the Target Population

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| <p>1. What is the population as defined by risk behavior?</p> |
| <p>2. What are the demographic characteristics of the target population (race, ethnicity gender, age range, etc.)?</p> |
| <p>3. Where can they be found?</p> |
| <p>4. What are the risk behaviors of the population?</p> |

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5. Which specific behavior(s) will be addressed by the intervention?

6. What are the reasons for selecting the above risk behavior?

B. Developing an Intervention Plan

1. Please describe your intervention.

2. What are the intervention goals? (What do you expect to achieve through the intervention)?

3. What are the intervention objectives? (What needs to be changed to achieve the goals? For example; change may be in one or more of the following: knowledge, attitudes, beliefs, intentions, behaviors, or access to services).

4. What method will you use to locate the target population?

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5. What is the method you will use to make initial contact so that you can communicate about the intervention?

6. What method will you use to recruit members of the target population into your intervention?

7. What are the intervention activities?

8. How will the intervention be implemented?

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9. Where will your intervention activities take place?

10. Is your intervention based in theory? If so, which one(s)?

11. Is your intervention linked to other services? If so, how?

C. Developing a Process Evaluation Plan

Process evaluation is conducted to determine how an intervention is implemented. A process evaluation documents what intervention activities are implemented, how they are implemented, and who receives the services that result from implementation.

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| 1. Document that the proposed activities are being implemented, (refer to intervention objectives and intervention activities). |
| a. What information will you collect |
| b. Who will collect the information? |
| c. When will the information be collected? |

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2. Document how the proposed intervention activities are being implemented (refer to intervention delivery)

a. What information will you collect?

b. Who will collect the information?

c. When will the information be collected?

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3. Document that the target population is receiving the service, (refer to Target Population)

d. What information will you collect?

e. Who will collect the information?

f. When will the information be collected?