T.R.A.I.L. Implementation Plan Instructions

The Implementation Plan section of the T.R.A.I.L. Online Reporting Site outlines your site's plan for meeting all of the T.R.A.I.L. program requirements. This plan is designed so that any staff member at your Club can review it and know when all activities need to take place. Below we have listed program requirements that must be included in your Implementation Plan. *TIP: It may be helpful to have a copy of the 2021-2022 Grantee Timeline with all program due dates on hand when completing your implementation plan.*

For a detailed walkthrough of the Implementation Plan feature in the Online Reporting Site, please reference this National Implementation Training recording: [Program Staff Training (Session 2)](). The second half of the recording includes step-by-step instructions on how to access and navigate this feature.

Please Note: When filling out the Implementation Plan on the Online Reporting Site, it is necessary to assign a staff member (*this may be just a position title and does not need to be a specific name*) and include a brief narrative description for each component and each month of the program year. If a certain component is not applicable to your site for any given month, you may enter "N/A". However, please also enter a brief comment explaining why the item is not applicable. Be aware that the review team at FirstPic may ask for more detailed information if they feel it is necessary.

Program Requirements

- Dedicate at minimum one part-time staff member to implement program curricula – Should occur at the beginning of the grant period.
  - Each section should have at least one staff person associated with tasks
- Recruitment – This item should outline recruitment of youth participants, volunteers, and caretakers.
  - The most important aspect here is the recruitment of youth participants before the beginning of each round of curriculum implementation.
- Retention – It is encouraged to have a plan for ensuring the same group of youth participate in all lessons for the 12-week curriculum implementation.
- Curriculum – At least one 12-week implementation period must be accounted for.
  - This can take place at any time during the grant year but must begin at minimum 12-weeks before August 31, 2022. We recommend completing this requirement as soon as possible.
    - NOTE**:** If needed you may run more than one 12-week curriculum implementation to meet your LOA required number of youth. *Ex. Run a 12-week implementation round from October to January and another 12-week implementation round from May to August with a different group of youth.*
  - Healthy Snack Demonstrations – For every 12-week curriculum implementation, there should be two interactive healthy snack demonstrations noted in the Curriculum section.
    - NOTE: If you are running more than one 12-week curriculum round, there should be two healthy snack demonstrations per round. For

example: two rounds of curriculum implementation would require four healthy snack demonstrations.

- o <u>Community Education Project</u> – The Community Education Project should be implemented along with Chapter 11 of the curriculum for each round of implementation. Planning should begin during Chapter 6 implementation.
  - NOTE: If Chapter 11 is implemented in November, then the Community Education Project should be completed in November.
- o <u>Community Health Partner</u> – A community health partner should be secured within 60 days of the LOA receipt. If this is complete already, feel free to note that in your implementation plan. If you do not already have a CHP, please mention securing one in the Administrative Requirements section of your implementation plan.

- <u>Youth Data Collection</u> – The below outlined items (Pre/Post Tests, Daily Physical Activity, and Physical Activity Challenges) should be mentioned explicitly in your Implementation Plan. Your plan should also mention a plan to report youth data during your 12-week curriculum implementation in the Online Reporting Site.
  - o <u>Pre/Post-Test</u> – Pre-tests should be included with Chapter 1 implementation and post-tests should be included with Chapter 12 implementation and should be entered into the Online Reporting Site immediately on completion.
    - This information should be noted in the Programmatic Reporting section.
  - o <u>Daily Physical Activities</u> – A brief statement should be included each month in the Daily Physical Activities section, noting that at minimum 60-minutes of physical activity will be completed by **all Club youth** every day the Club is open.
  - o <u>Physical Activity Challenges</u> – Each chapter in the curriculum has corresponding physical activity challenges.
    - During the 12-week curriculum implementation it should be noted, in the Physical Activity Challenges section, that Physical Activity Challenges are being completed and the data should be being entered into the Online Reporting Site after each chapter lesson.
      - NOTE: Every odd numbered chapter has 1 PA Challenge to be completed during lesson implementation and every even numbered chapter has 2 PA Challenges to be completed during lesson implementation.

Administrative and Financial Requirements

- <u>Reporting</u> –
  - o <u>Youth Data</u> – All collected youth data (demographics, Pre/Post-tests, Physical Activity Challenges) should be submitted as it is collected during curriculum implementation but must be submitted at the latest by August 12, 2022. Your implementation plan should outline when you plan to submit this data. Ideally it should coincide with your curriculum implementation.
    - <u>While specific items of youth data may be mentioned elsewhere in your implementation plan (specifically, Physical Activity Challenges), the submission of youth data as a whole should be noted in the Programmatic Reporting section of your implementation plan</u>**.**

- o Program Reports – There are four program reports that must be submitted and planned completion should be noted in the Programmatic Reporting section of the implementation plan.
  - Quarter 1 – opens 11/22/21 due by 12/6/2021
  - Quarter 2 – opens 2/25/2022 due by 3/7/2022
  - Quarter 3 – opens 5/25/2022 due by 6/6/2022
  - Quarter 4 – opens 8/25/2022 due by 9/6/2022
- o Physical Activity Logs – These must be submitted monthly by the 15th of the following month. For example, Septembers PA Log would be due October 15. A plan for PA Log submission should be noted in the Programmatic Reporting section of your implementation plan each month.
- o Trainings – Should include general plan to attend all mandatory scheduled webinars. You do not need to include dates as some of these have not been announced yet. Please enter this information in the Administrative Requirements section of the implementation plan.
- o Financial Reporting: Reimbursement Requests – Should include plan to submit reimbursement requests on the following schedule, or more frequently, in the Financial Reporting section of your implementation plan.
  - Sept 1 – Oct 2021 expenses – Due 11/15/2021
  - Nov – Dec 31, 2021 expenses – Due 1/21/2022
  - Jan 1 – Feb 2022 expenses – Due 3/15/2022
  - Mar – Apr 2022 expenses – Due 5/16/2022
  - May – Jun 2022 expenses – Due 7/15/2022
  - Jul – Aug 31, 2022 expenses – Due 9/23/2022

Leveraging Additional Resources – This is the final section of each month of the implementation plan. The main goal for this section is to ensure the sustainability of the T.R.A.I.L. program in your Club and community. Each month, please detail what you will do to obtain supplemental funding and supplies to enhance and continue your program.