HIV Prevention Program [HPP] Outcome Monitoring Workshop

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| 10:00am – 10:20am | Introduction * Welcome - Introduce myself and state the purpose of the meeting
* Icebreaker - Participants draw on a blank card first thing they think of when they think of outcome monitoring; they introduce themselves and their drawing
* Review agenda for the day and answer any questions
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| 10:20am – 10:40am | **Review of Outcome Monitoring Purpose and Process*** **Present** “Outcome Monitoring – A Brief Review” (PowerPoint)
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| 10:40am-11:10am | Set Expectations for Results* Review of Program HP goals
* Small Group Exercise
	+ Agency staff write down on hand-outs/flipcharts their expected results
	+ Show example on PowerPoint slides
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| 11:10am-12:30 pm | Review and Process Results* Present results and compare expected to actual

*[Note – the small groups set expectations only for some of the results; the results with chart numbers are the ones we can compare expected with actual]** Refer to expected results on flip charts during presentation
* Discuss their reactions to the results presented along the way, highlighting where most of the discrepancies emerge, and facilitating conversations on why they think those discrepancies are there between what the data shows compared to what they expected.
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| 12: 30pm-1:15pm | LUNCH *[ based on a setting where lunch is provided in the meeting space]* |
| 1:15pm – 2:45pm | Brainstorm Recommendations for Change* Small Group Exercise
	+ Provide each organization with a handout containing their specific results and a set of questions to guide a discussion of the issues that arose in the results. Organize the handout by the main issues (e.g., recruitment, retention, data quality).
		- *Issue 1: Recruitment* (population isn’t quite those for whom the program was designed i.e. young, at high risk). Discussion questions: Who is being targeted? Where is the appropriate place to recruit? When should recruitment be done? What messages should be delivered during recruitment? How should the messages be delivered? Who is the most appropriate person to do the recruitment?
		- *Issue 2: Retention* (few people completed 1-month follow-up). Discussion questions: Why might people not be showing up for follow-up? How does this impact the outcome monitoring evaluation process? What methods can be used to collect follow-up data to get better response rate and for providing incentives; develop list of incentives, what population it works for, what the positives/advantages and negatives/disadvantages of each are.
		- *Issue 3: Data Quality* (missing data on questionnaires). Discussion questions: why are people not filling them out fully? What things can be done to change this? How can the questionnaires be modified? How can the message given before handing out questionnaires be modified?
	+ After the small group work, the organizations present their ideas to the full group (20 minutes each topic and 15 minutes to present).

*The timing and content of this exercise can be adjusted based on the number and kinds of specific issues that arise in your particular setting. While this example speaks to recruitment, retention, data quality, yours could be different e.g. negative results.* |
| 2:45pm-3:45pm | Identify Next Steps * Explain the purpose of the exercise and have the funder speak briefly about why they wanted to have this done

*[it is important for the funder to explain that the purpose is to identify how to improve how Outcome Monitoring is done so that implementers can have more ownership of the data and also see how they can look at and use the data they are collecting to make implementation improvements on an ongoing way]** Large Group Exercise
	+ Outline on flip charts what are the key challenges/barriers they anticipate in being able to make the changes they identified and discussed in the earlier exercise.
	+ Outline on flip charts what are the key supports needed from the funder to facilitate these changes .
	+ Wrap-up from funder with information on next steps.
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| 3:45pm-4pm | Meeting Evaluation |