
III. PROGRAM IMPLEMENTATION

A. Program Start-Up Overview

The following information will assist you in your program administration for 2010. Please review carefully as some of the information is new for the 2010 project period. Be sure to familiarize yourself with the **Core Expectations of AFBCF Grantees** described in the next section of this Guide (pages 38-40).

Grant Payment Schedule

Your grant award is for a one-year period beginning January 1, 2010 through December 31, 2010. Upon receipt of your completed contract agreement the Coordinating Center issues the total one-year grant payment, unless an alternate payment schedule is arranged. Your check must be deposited within 60 days of receipt.

Initial Orientation Webinar

As in past years, the AFBCF Coordinating Center will begin the new project period with an initial orientation scheduled for January 2010. This orientation will be conducted via webinar, or “virtual classroom” format. **All grant recipients are required to participate in one of the three webinars that have been planned.** In addition to reviewing program requirements, it is also an opportunity to network with other grant recipients and to discuss common questions about program procedures. Orientation webinars for 2010 grantees are scheduled for **January 12 at 1:00 PM, January 14 at 2:00 PM, and January 20 at 3:00 PM (Eastern Standard Time)**; each session will last approximately one hour. **Registration information will be sent to grantees via email.** Please email admin@avonbreastcare.org if you did not receive the webinar invitation.

Publicizing Your Grant Award

It is very important that the Avon Foundation’s generous contribution to your local community’s fight against breast cancer be acknowledged. Therefore, all funded projects are expected to issue a press release announcing their grant awards within 30 days of notice of grant award. **Please follow the instructions for publicity and press releases provided by the Avon Foundation in Section VII of this Guide.**

Reporting Requirements

The Coordinating Center makes every effort to reduce unnecessary paperwork. However, a certain amount of reporting is required in order for the Coordinating Center to appropriately oversee the funded projects and for us to be able to convey the full impact of your efforts in reaching women-in-need of services to the Avon Foundation and individuals who walk to raise money for this program.

You are expected to submit quarterly reports within two weeks after the end of each quarter. This is to ensure that progress is being made towards meeting your objectives, and allows the Coordinating Center to identify areas where technical assistance may be needed. A final report for the project year is required by January 15, 2011 and a year-end expenditure report is required by February 15, 2011. For further information about reporting requirements, please see *Section V, Data Management & Reporting*.

It is important to show that the AFBCF and your agency are reaching your target population by collecting demographic information about the clients being served by each project. ***Failure to comply with Client In-Take Form collection requirements will impact your agency's ability to re-apply for future funding.***

A Client Intake Form (CIF) must be filled out for each client who receives (or makes an appointment to receive) a clinical breast exam and/or mammogram as a result of outreach or education efforts funded through this grant. The CIF is available in fourteen languages: English, Spanish, Portuguese, Creole, Chinese, Korean, Vietnamese, Russian, Arabic, Amharic, French, Gujarati, Hindi, and Tagalog.

NOTE: Only the most recently updated (2010) Client Intake Forms should be used. Older versions of the form will not be accepted.

Completed forms are to be sent to the Coordinating Center within the first week of each month for the previous month, where they will be scanned into a database. Quarterly summary reports on the data submitted will be sent to each grantee.

HIPAA, IRB and Confidentiality

The AFBCF Coordinating Center maintains IRB approval for its data collection and reporting systems. In addition, AFBCF grantees must comply with HIPAA regulations. Therefore, names of clients or other personally identifiable information should never accompany any reports to the AFBCF. We do not want to compromise client confidentiality in any way. We recognize the difficulties in implementing additional data collection procedures, and will work with you to make this process as easy as possible.

Program Materials

There are a number of excellent educational materials currently available either free or for a nominal charge. If you are planning to develop any educational materials, please be sure to first research materials that already exist. A list of resources is provided in this Guide under *Section X, Resources*.

If you do develop new educational materials that use the Avon Foundation or Avon Foundation Breast Care Fund name or logo anywhere, you must send a copy to the Coordinating Center for approval before they can be used. Materials requiring approval include brochure text, videotape scripts, public service announcements, posters, and educational flyers.

Website Sign-Up

The Coordinating Center has set up the AFBCF website (www.avonbreastcare.org) to provide better communication among the funded programs as well as with the greater community of breast care providers and consumers. ***All AFBCF grant recipients will receive a username and password to logon to the "Grantees Only" section of the website.*** See also *Section IX, Avon Foundation Breast Care Fund Website (page 82)*.

B. Core Expectations of AFBCF Grantees

Please take time to review the Core Expectations of AFBCF grantees. If you have problems meeting any of these expectations, please inform your AFBCF Project Officer. See *Section IV, Technical Assistance*, to identify your assigned Project Officer.

Project Communication

- All project staff will be oriented to the project goals, objectives and expectations.
- At least two project staff will participate in the orientation conference call in January.
- Projects must provide 2 current email contacts to receive AFBCF correspondence.
- Projects must inform AFBCF Coordinating Center staff of any changes to your contact information.

Promotion

- Projects must issue an approved press release within 30 days of grant award and no later than 60 days after grant award.
- Projects will promote their Avon projects through the Avon Walk for Breast Cancer and other venues, as appropriate.

Program Materials

- Pre-approval of program materials – including flyers, brochures, educational mailings, public service messages, audio- and videotapes and facility signage – is required in order to verify acknowledgment of support on the part of the Avon Foundation Breast Cancer Crusade or the Avon Foundation Breast Care Fund.

Target Population

- Grantees will serve the population defined in their grant application.
- Projects will target minority, underserved women over age 40 years, including women age 65 years and older, unless otherwise justified in application.

Progress Reports

- Projects will provide a complete and accurate quarterly report following guidelines and according to the reporting schedule specified in this Guide (see *Section V, Data Management & Reporting*). Projects that are not meeting their projected goals will provide an explanation in their quarterly report narrative and describe a plan of action to improve performance. **Contracted goals cannot be changed without a contract renegotiation with the AFBCF Project Director.**
- Reports should be sent via email (we are trying to “go green”). If needed, you may send hard copies of any materials supporting materials separately. Electronic and/or scanned copies included as email attachments are also acceptable.

Client Intake Forms (CIFs)

- CIFs will be collected on all clients referred for mammograms. *CIFs are not to be completed on clients who may be attending an educational session or other event, but are not “navigated” into screening.* Collect CIFs only for those clients that your program has negotiated a mammogram and CBE.

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- CIFs will be submitted to the Coordinating Center on a **monthly** basis.
 - CIFs will be completed and sorted in compliance with the Monthly CIF Checklist.
 - CIFs that are not submitted correctly will be returned to your agency for correction.
 - Projects will strive to create a unique client ID and include this ID on the CIF to facilitate tracking of repeat clients over time, re-screening and client outcomes.
 - All “Office Use Only” boxes will be filled out completely and accurately by your project staff.
 - *Failure to comply with Client In-Take Form collection will impact your agency’s ability to re-apply for funding.*

Fiscal

- Projects must monitor and track progress in satisfying grant requirements and work with their finance department to comply with fiscal requirements.
- Funding checks will be deposited within 60 days of receipt.
- Year end fiscal reports will be submitted by February 15, 2011.
- Any changes to the approved project budget exceeding 10% of your total Avon Request must be submitted using the **Budget Modification Request Form** provided in this Guide, and approved by AFBCF Project Director.
- Requests to carry forward unspent funds must be made by using the **Carryover Request Form** provided in this Guide, and submitted by February 15, 2011 for approval.
- Any unspent funds not approved for carryover must be returned to Cikatelli Associates Inc. by March 1, 2011 or interest will be accrued at the customary lenders rate (6-8%).

Contractual Obligations

- Projects will meet or exceed their contracted goals.
- All clients that are screened will receive their results.
- All clients with an abnormal test result will receive further diagnostic testing.
- All clients with a cancer diagnosis will receive a referral for treatment and follow-up support as needed to ensure access to treatment.
- Clients will be encouraged to return for annual breast cancer screening.

C. Program Implementation Timeline

This timeline is meant to assist you in planning and completing all AFBCF grant requirements and satisfying core expectations described in this Guide.

Start-Up

- Grant awarded. Deposit check within 60 days.
- Review AFBCF Program Implementation Guide.
- Check out the Avon Foundation Breast Care Fund website (www.avonbreastcare.org) to become familiar with resources.
- Participate in orientation webinar with AFBCF Coordinating Center.
- Issue AFBCF-approved press release within 30 days of notice of grant award.
- Hire and train new staff as needed for program implementation.
- Contact partners and establish procedures for referral and tracking of client screenings and outcomes (mammograms and clinical breast exams).
- Establish or update client database and tracking system.
- Establish system for collecting and submitting AFBCF Client Intake Forms (CIFs).
- Determine schedule for education, outreach and screening activities, including dates and locations.
- Review educational content/materials and revise throughout grant term based upon participant feedback.
- Contact the AFBCF Coordinating Center for approval before distributing program and publicity materials that include the Avon name or logo.

Monthly

- Conduct ongoing publicity, education and outreach.
- Coordinate with clinical providers to track client screenings and outcomes for data reporting purposes, and in order to conduct appropriate follow-up.
- Submit CIFs for clients facilitated into screening. (See *Section VI* of this Guide).
- Participate in grantee teleconference calls.

Quarterly

- Submit quarterly progress reports. (See *Section V* of this Guide).
- Review quarterly CIF data summary reports.

Annually

- Get involved in an Avon Walk for Breast Cancer. (See *Section VII* of this Guide).
- Check the AFBCF website for next year's funding guidelines and begin preparing application in July. Applications are usually due in late August.
- Investigate additional sources of program funding.
- Develop new community contacts for future collaboration.
- Conduct a client satisfaction survey to assess areas for program enhancement.

Year-End

- Submit Final Report to AFBCF Coordinating Center by January 15.
- Submit Financial Expenditure Report to AFBCF Coordinating Center by February 15.
- Submit any unspent funds that have not been approved for carry over by March 1.