

**Superintendent – Meria  
Carstarphen**  
**1111 West 6<sup>th</sup> Street**  
**Austin, Texas 78703**  
**512-414-2412**  
[superintendent@austinsd.org](mailto:superintendent@austinsd.org)

**AISD Office Address for All  
Board Members**

1111 West 6th Street  
Austin, TX 78703  
[trustees@austinsd.org](mailto:trustees@austinsd.org)  
OFFICE TELEPHONE: 414-1704  
Fax: 414-1486

Elaine Hopkins-Secretary to Board  
[Elaine.Hopkins@austinsd.org](mailto:Elaine.Hopkins@austinsd.org)  
OFFICE TELEPHONE: 414-2413  
Fax: 414-1486

**Vincent M. Torres, District 4, President**

1111 W. 6th Street A250  
Austin, TX 78703  
OFFICE: 414-2550

**Gina Hinojosa, At-Large Position 8, Vice President**

1111 W. 6th Street A250  
Austin, TX 78703  
OFFICE: 414-2560

**Jayme Mathias, District 2, Secretary**

1111 W 6th Street, A-250  
Austin, TX 78703  
OFFICE: 414-2530

**Cheryl Bradley, District 1**

1198 Angelina  
Austin, TX 78702  
OFFICE: 472-9554

**Ann Teich, District 3**

1111 W. 6th Street, A-250  
Austin, TX 78703  
OFFICE: 414-2570

**Amber Elenz, District 5**

1111 W. 6th Street, A250  
Austin, TX 78703  
OFFICE: 414-2590

**Lori Moya, District 6**

1111 W 6th Street, A-250

Austin, TX 78703  
OFFICE: 414-2610

**Robert Schneider, District 7**

8031 Doe Meadow Drive  
Austin, TX 78749  
CELL: 619-3973

**Tamala Barksdale, At-Large Position 9**

1111 W. 6th Street A250  
Austin, TX 78703  
OFFICE: 414-9609

**Subject:** Re: Open record request

Austin ISD has received your information request and is responding via this email. The information you requested is attached.

1. School Board and SHAC minutes discussing "It's Your Game"

All AISD School Board minutes are available at the following link. <http://archive.austinisd.org/inside/board/meetings.phtml>

2. Any Memorandum of Understanding entered into between the district and The University of Texas Health Science Center of Houston

The "It's Your Game..." for AISD is not linked to UTSPH in Houston. We do not have an affiliation agreement with UTSPH Houston for the purpose of implementation of "It's Your Game".

"It's Your Game" is implemented as part of our receipt of the US Department of Health and Human Services, Office of Adolescent Health, through our collaboration with Planned Parenthood and LifeWorks.

3. Any and all Research Subaward Agreement and all Amendments entered into between the district and The University of Texas Health Science Center of Houston

AISD maintains no documents responsive to this request. Again, the "It's Your Game..." for AISD is not linked to UTSPH in Houston. "It's Your Game" is implemented as part of our receipt of the US Department of Health and Human Services, Office of Adolescent Health, through our collaboration with Planned Parenthood and LifeWorks.

4. Copy of Parent Consent Form and approximate dates they will be sent to parents

Parent Consent forms are sent home with students in August and January each year that "It's Your Game" is offered. Curriculum facilitators meet with students through Physical Education classes to provide an overview of the curriculum, review the consent form, and answer any questions that students have about the program or the consent process. Consent forms are then sent home with students with a due date for return within the following two weeks. Contact information for the Program Director and options for how to review the curriculum are given in the consent packet. A sample consent packet is attached.

5. Any notice to parents about parent meetings concerning "It's Your Game" implementation

Program staff attend "Back To School" nights at Paredes and Webb Middle Schools. Program staff partner with the PE Coaches to give an overview of the curriculum and consent process and are available to answer parent questions. Fulmore Middle School prefers that program staff facilitate a parent coffee workshop once a year to discuss the curriculum and offer resources and support to parents. The parent coffee is organized by the Fulmore Parent Support Specialist and is advertised through an automated messaging system.

6. A schedule of implementation dates for "It's Your Game-Keep It Real" sex ed for this academic year in the seventh and/or eighth grade

**Implementation Schedule**

Fall 2012

Ø Webb Middle School

· Mondays September 17<sup>th</sup> – December 10<sup>th</sup>

- o Two 6<sup>th</sup> grade classes during 1<sup>st</sup> period PE
- o Two 6<sup>th</sup> grade classes during 2<sup>nd</sup> period PE
- o Two 7<sup>th</sup> grade classes during 4<sup>th</sup> period PE
- o One 7<sup>th</sup> grade class during 5<sup>th</sup> period PE

- b.
- Ø Fulmore Middle School
    - Wednesdays September 19<sup>th</sup> – December 12<sup>th</sup>
    - o One 7<sup>th</sup> grade class during 7<sup>th</sup> period PE
    - Thursdays September 20<sup>th</sup> – December 13<sup>th</sup>
    - o One 7<sup>th</sup> grade class during 6<sup>th</sup> period PE
    - o One 7<sup>th</sup> grade class during 8<sup>th</sup> period PE
  - Ø Paredes Middle School
    - Fridays September 20<sup>th</sup> – December 14<sup>th</sup>
    - o One 7<sup>th</sup> grade class during 1<sup>st</sup> period PE
    - o Two 6<sup>th</sup> grade classes during 2<sup>nd</sup> period PE
    - o One 7<sup>th</sup> grade class during 3<sup>rd</sup> period PE
    - o One 7<sup>th</sup> grade class during 5<sup>th</sup> period PE
    - o Two 6<sup>th</sup> grade classes during 6<sup>th</sup> period PE
    - o Two 6<sup>th</sup> grade classes during 8<sup>th</sup> period PE

#### Spring 2013

The implementation schedule for Spring 2013 will be similar to the schedule for Fall 2012 and will be finalized in early January when school schedules and rosters are finalized.

7. Any documents that discuss which campuses will implement "It's Your Game", if some are included and some are not Project site are selected through collaborative efforts with AISD personnel, including the Coordinator of School Health. Priority for the project sites is placed on those schools experiencing high rates of teen pregnancies among their students.

Attached are Letters of Agreement between LifeWorks and each of the middle schools where "It's Your Game" implementation occurs.

Melissa Sabatino  
Administrative Supervisor, Public Information and Strategic Programs  
Office of the Superintendent  
512-414-2412  
512-414-1486 (fax)

Confidentiality Notice: This email message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential student information. Unauthorized use or disclosure is prohibited under the federal Family Educational Rights & Privacy Act (20 U.S.C. §1232g, 34 CFR Part 99). If you are not the intended recipient, you may not use, disclose, copy or disseminate this information. Please contact the sender by reply email and destroy all copies of the original message, including attachments.





3700 South 1st Street  
Austin, TX 78704

t 512 735 2400  
f 512 735 2452

www.lifeworksworld.org

## LETTER OF AGREEMENT

This letter serves as an agreement between Fulmore Middle School of the Austin Independent School District and the REAL Talk (Risk-reduction Education for Adolescent Life) Program of LifeWorks.

LifeWorks agrees to provide the following services to the school:

1. Continuation of implementation of the "It's Your Game: Keep It Real!" teen pregnancy prevention curriculum with a portion of 7<sup>th</sup> grade students who received Level 1 of the curriculum in 6<sup>th</sup> grade. The remaining 12 lessons from Level 2 of the curriculum are to be implemented once a week for 45 minutes in 7<sup>th</sup> grade classes with students who have active parental consent for participation in curriculum. This curriculum has been identified by the U.S. Department of Health and Human Services Office of Adolescent Health and the National Campaign to Prevent Teen Pregnancy as an evidence-based program proven through rigorous evaluation to reduce rates of teen pregnancy. In each grade, the program integrates group-based classroom activities, with personalized journaling, and individual tailored activities that are computer based. Students learn and practice how to set personal limits regarding risky behaviors, to be aware of situations that might challenge these limits, and to use refusal skills and other tactics to protect these limits. *Such groups are contingent on availability of appropriate space to hold meetings, and the availability of a trained LifeWorks group facilitator to conduct the meetings. Written parental consent for participation in the groups is required, utilizing consent forms that have been developed by LifeWorks to meet requirements of funders, our accreditation agency, and various legal entities.*
2. Provision of laptops for class use for web-based lessons when possible.
3. Evaluation of program effectiveness through baseline, post-survey, and follow-up survey instruments. Survey administration will occur in additional class sessions with students who have active parental consent to participate in evaluation.
4. Donation to supply fund of \$100 per semester for teachers' assistance with consent form collection, classroom management, and ongoing support.
5. Information and referral services, as needed, to assist school personnel in identifying community resources to address areas of concern for students, parents and family, and staff as they arise; and
6. Information dissemination and/or activities, as needed or requested, to provide youth, parents and family, and staff with accurate information about issues related to adolescent pregnancy prevention and positive youth development. Such activities may be provided through presentations and/or distribution of written materials.

These services will be available to the school during the 2012-2013 academic school year through May 31, 2013. The purpose of these services is to provide education and skills training that will help children, parents and family, and other adults increase their knowledge about preventing teen pregnancy, risk factors, protective factors, resiliency, and asset development.

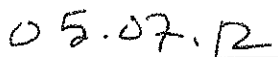
Fulmore Middle School agrees to:

1. Allow LifeWorks staff to implement "It's Your Game: Keep It Real!" during school instructional time;
2. Assist in the dissemination and collection of program information and consent to and from parents for students participating in the program;
3. Allow site visits by program staff, administrators, or funders in order to provide oversight for program activities and monitor implementation;
4. Provide adequate space in which to hold classes during hours of operation;
5. Provide wireless access in the event that LifeWorks is able to provide laptops for use services;
6. Provide access to school computers in the event that LifeWorks is unable to provide laptops, and provide technical assistance to ensure that system requirements needed to run computer based lessons are compatible and updated on school computers.

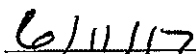
Both entities agree to follow all applicable laws regarding obtaining written parental consent for participation in services or evaluation activities.

Funding from the U.S. Department of Health and Human Services Office of Adolescent health allows LifeWorks to provide these services free of charge. This agreement is for the period of August 23, 2012 through May 31, 2013.

  
Middle School Principal

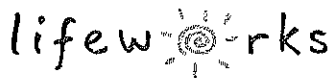
  
Date of Signature

  
LifeWorks Executive Director

  
Date of Signature

SHELTER | SAFETY | SUPPORT | SUCCESS





3700 South 1st Street  
Austin, TX 78704

t 512 735 2400  
f 512 735 2452

www.lifeworksweb.org

## LETTER OF AGREEMENT

This letter serves as an agreement between Paredes Middle School of the Austin Independent School District and the REAL Talk (Risk-reduction Education for Adolescent Life) Program of LifeWorks.

LifeWorks agrees to provide the following services to the school:

1. Implementation of the "It's Your Game: Keep It Real!" teen pregnancy prevention curriculum -- a total of 24 lessons across two grade levels. Level 1 is to be implemented once a week for 45 minutes in 6<sup>th</sup> grade classes with students who have active parental consent for participation in curriculum. Level 2 is to be implemented once a week for 45 minutes in 7<sup>th</sup> grade classes with students who have active parental consent for participation. This curriculum has been identified by the U.S. Department of Health and Human Services Office of Adolescent Health and the National Campaign to Prevent Teen Pregnancy as an evidence-based program proven through rigorous evaluation to reduce rates of teen pregnancy. In each grade, the program integrates group-based classroom activities, with personalized journaling, and individual tailored activities that are computer based. Students learn and practice how to set personal limits regarding risky behaviors, to be aware of situations that might challenge these limits, and to use refusal skills and other tactics to protect these limits. *Such groups are contingent on availability of appropriate space to hold meetings, and the availability of a trained LifeWorks group facilitator to conduct the meetings. Written parental consent for participation in the groups is required, utilizing consent forms that have been developed by LifeWorks to meet requirements of funders, our accreditation agency, and various legal entities.*
2. Provision of laptops for class use for web-based lessons when possible.
3. Evaluation of program effectiveness through baseline, post-survey, and follow-up survey instruments. Survey administration will occur in additional class sessions with students who have active parental consent to participate in evaluation.
4. Donation to supply fund of \$100 per semester for teachers' assistance with consent form collection, classroom management, and ongoing support.
5. Information and referral services, as needed, to assist school personnel in identifying community resources to address areas of concern for students, parents and family, and staff as they arise; and
6. Information dissemination and/or activities, as needed or requested, to provide youth, parents and family, and staff with accurate information about issues related to adolescent pregnancy prevention and positive youth development. Such activities may be provided through presentations and/or distribution of written materials.

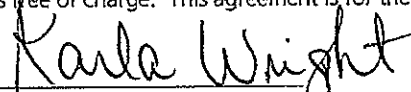
These services will be available to the school during the 2012-2013 academic school year through May 31, 2013. The purpose of these services is to provide education and skills training that will help children, parents and family, and other adults increase their knowledge about preventing teen pregnancy, risk factors, protective factors, resiliency, and asset development.

Paredes Middle School agrees to:

1. Allow LifeWorks staff to implement "It's Your Game: Keep It Real!" during school instructional time;
2. Assist in the dissemination and collection of program information and consent to and from parents for students participating in the program;
3. Allow site visits by program staff, administrators, or funders in order to provide oversight for program activities and monitor implementation;
4. Provide adequate space in which to hold classes during hours of operation;
5. Provide wireless access in the event that LifeWorks is able to provide laptops for use services;
6. Provide access to school computers in the event that LifeWorks is unable to provide laptops, and provide technical assistance to ensure that system requirements needed to run computer based lessons are compatible and updated on school computers.

Both entities agree to follow all applicable laws regarding obtaining written parental consent for participation in services or evaluation activities.

Funding from the U.S. Department of Health and Human Services Office of Adolescent health allows LifeWorks to provide these services free of charge. This agreement is for the period of August 23, 2012 through May 31, 2013.

  
Middle School Principal

8/6/12  
Date of Signature

  
LifeWorks Executive Director

8/10/12  
Date of Signature

SHELTER | SAFETY | SUPPORT | SUCCESS





COUNSELING | EDUCATION & WORKFORCE | HOUSING | YOUTH DEVELOPMENT

January 2013

Dear Parent/Guardian:

\_\_\_\_\_ Middle School is excited to have LifeWorks offer REAL Talk (**R**isk-reduction **E**ducation for **A**dolescent **L**ife) groups for youth during the 2012-2013 school year. Through a curriculum called, "It's Your Game: Keep it Real!" we will discuss information and skills necessary for youth to make healthy choices and avoid risky behaviors while growing up. Lessons include fun activities, role-plays, journaling, and computer activities.

There are approximately 12 sessions for this group in 6<sup>th</sup> grade and 12 sessions in 7<sup>th</sup> grade. The group will meet once a week at the school, during PE, on the school campus. A trained instructor, the Prevention Specialist, will lead the curriculum's lessons and activities, which include the following topics:

**6<sup>th</sup> Grade Topics:**

Healthy Friendships  
Setting Personal Limits  
Saying No  
Puberty  
Anatomy and Reproduction  
Consequences of Sex

**7<sup>th</sup> Grade Topics:**

Healthy Dating Relationships  
Setting Personal Limits  
Saying No  
Consequences of Pregnancy and STIs  
Risk Reduction Strategies

If you are interested in reviewing the curriculum, you can find it online at [www.itsyourgame.org](http://www.itsyourgame.org). A hard copy of the curriculum is also available at the school.

We need your permission for your child to participate in the group. Please *review and keep* the attached information about the REAL Talk Survey, LifeWorks' Notice of Privacy Policies, and Lifeworks' Client Rights. Please *review and sign* the attached consent form and have your child return it to \_\_\_\_\_ by \_\_\_\_\_.

Should there be any questions or concerns regarding these services, please contact Jackie Platt, Program Director, at 735-2112.

Sincerely,

\_\_\_\_\_  
REAL Talk Program Director, LifeWorks

\_\_\_\_\_  
School Principal



Enero 2013

Estimado Padre/Madre/Guardián:

\_\_\_\_\_ Middle School se complace mucho en anunciar que LifeWorks organizará grupos dedicados al concepto de REAL Talk (un programa educativo sobre la reducción de riesgo para adolescentes) durante el año escolar 2012-2013. Por medio de un currículo designado "It's Your Game: Keep it Real!" (Es tu partido: debes mantenerlo real) presentaremos la información y las habilidades que necesitan los jóvenes para tomar decisiones saludables y evitar comportamientos arriesgados durante la adolescencia. Las lecciones incluyen actividades divertidas, juego de roles, tomar apuntes en un diario, y actividades en computadora.

Se ofrecerán aproximadamente 12 sesiones para este grupo en el 6° grado y 12 sesiones en el 7° grado. El grupo se reunirá una vez por semana, durante el período de educación física (PE), en el campus de la escuela. Un instructor capacitado, el Especialista en Prevención, se encargará de las lecciones y actividades del currículo, que incluye los temas siguientes:

**Temas del 6° grado:**

Amistades saludables  
Fijando límites personales  
Cómo decir que No  
La pubertad  
Anatomía y reproducción  
Consecuencias de relaciones sexuales

**Temas del 7° grado:**

Relaciones románticas saludables  
Fijando límites personales  
Cómo decir que No  
Consecuencias del embarazo e infecciones transmitidas por vía sexual (STI)  
Estrategias para reducir riesgo

Si quiere mirar el currículo, lo encontrará en [www.itsyourgame.org](http://www.itsyourgame.org). También puede pedir un ejemplar impreso en la escuela.

Tenemos que tener su permiso para que su hijo/a pueda participar en el grupo. Por favor *revise y guarde* los datos adjuntos sobre la encuesta REAL Talk, el Aviso en cuanto a las normas de privacidad de LifeWorks, y los Derechos del Cliente de Lifeworks. Le rogamos *revisar y firmar* el formulario de consentimiento adjunto para que su hijo/a lo pueda entregar a \_\_\_\_\_ antes del \_\_\_\_\_.

Si tuviera alguna duda o pregunta en cuanto a estos servicios, sírvase llamar a Jackie Platt, Coordinadora del Programa, al 735-2112.

Atentamente,

\_\_\_\_\_  
Directora de Programa de LifeWorks

\_\_\_\_\_  
Director de la Escuela

**Consent Form for Parents—It's Your Game**  
**REAL Talk – Youth Survey (IRB# 2011H3100)**

My son/daughter has been asked to take a survey. The reason is to let researchers learn about the attitudes, behaviors and intentions of youth who **participate** in the *REAL Talk* program offered in Austin ISD (AISD). This research project is being led by Texas State University-San Marcos (Drs. Kelly Wilson and David Wiley) and *REAL Talk* providers. The survey will be given 3 times (each time will take about 20-40 minutes)—before, after and within a year of finishing the *REAL Talk* program.

I know that my child was chosen for this study, with other students in AISD, because they are in *REAL Talk*. The *REAL Talk* project is paid for by the Office of Adolescent Health (OAH). I know that my child taking the survey is my choice and that I can choose not to let him/her take it, at any time. My child was not asked to take the survey for any special reason. It was because he/she was in *REAL Talk*. My child is not being singled out and no one will be able to identify my child's answers.

The survey will be given on a computer (netbook). My child will take the survey and give the netbook to the person who gave it to him/her. The survey should take 40 minutes and is about 50 questions. Some are simple, like "What grade are you in? (Choose one)". Because the money is coming from OAH and they want to know if the program works, they want us to ask the following question "Have you ever had sexual intercourse?" If your child says "No" to this question they will skip 14 questions. If your child says "Yes" to this question, he/she will be asked questions like, "How many times have you had sexual intercourse without using a condom?" No one will know your child's answer to this or any question. All answers go into a data base and the answers cannot be linked to your child. All parents can look at the entire survey. You can call 512-324-6876 to find out where your child's school is keeping the parent review copy. Some schools may choose to hold a meeting about the survey. You will be told if a meeting will happen at your child's school.

The answers that my child gives will remain confidential (no one will connect his/her answers to his/her name). He/she will NOT be asked to put his/her name on the survey, making it almost impossible to figure out who completed which survey. A list of children's names who finished the survey will be kept in one place (the researchers' office, in a locked file). The list will only be used for follow up efforts. The list will be destroyed when the project is done. Data will be kept in a secure electronic database until the end of the contract with OAH in 2015.

There are no physical risks for my child to take the survey. Emotional risks, if any, are small because all answers to the survey are confidential. During the survey, my child does not have to answer any question that he/she does not wish to answer. My child may also stop the survey at any time. My child may talk to the school nurse or a *REAL Talk* teacher if they want more information about this topic.

I know that my child will be asked to fill out a survey about what he/she believes and does, in regards to sexuality. Some of the questions are personal, and my son/daughter may feel uncomfortable answering them. If my son/daughter wants, he or she can stop at anytime. The answers are helpful to make programs like *REAL Talk* better. My choice to allow my child to take the survey will not change my relationship with the school's teachers, principal, AISD, nor with the researchers doing this evaluation at Texas State University or *REAL Talk* providers. My decision will not affect the standing of my child in school, my child's grades, promotions, or the any benefits from the school or Texas State University. You can also ask for a copy of the findings from the *REAL Talk* providers.

This study was reviewed and approved by the Institutional Review Board – Human Subjects in Research, Texas State University. For research-related problems or questions regarding subjects' rights, the Institutional Review Board may be contacted through the IRB Chair, Dr. Jon Lasser (512-245-3413 – [lasser@txstate.edu](mailto:lasser@txstate.edu)), or to Ms. Becky Northcut, Compliance Specialist (512-245-2102). For program questions, you may call the *REAL Talk* providers at (512) 324-6876 or write to [quality@lifeworksweb.org](mailto:quality@lifeworksweb.org).

I understand that my child will also be asked to sign an assent form about his/her rights to take the survey. This will be done before filling out the survey.

My questions have been answered.



RESEARCHER'S SIGNATURE

Kelly Wilson, Ph.D.  
Texas A&M University - Department of Health and Kinesiology  
MS 4243 College Station, TX 77843  
(979) 862.2964  
e-mail: [kwilson@hikn.tamu.edu](mailto:kwilson@hikn.tamu.edu)

If your child is participating in *It's Your Game* in the middle school, you will authorize your child's participation in the survey on the Consent to Participate Form for the *REAL Talk* group. You understand that he/she will answer a survey at school and that the responses will be kept confidential.

By signing the Consent to Participate, you acknowledge that you received a copy of this consent form and understand and agree to the information above.

(You may keep this copy for your records.)

**Formulario de consentimiento para padres — It's Your Game**  
**REAL Talk – Encuesta para jóvenes (IRB# 2011H3100)**

Mi hijo/a ha sido invitado/a para participar en una encuesta. El motivo es para que los investigadores puedan informarse en cuanto a las actitudes, los comportamientos y las intenciones de los jóvenes que **participan** en el programa *REAL Talk* ofrecido en el distrito escolar Austin ISD (AISD). Este proyecto de investigación se realiza bajo la dirección de la Universidad de Texas State-San Marcos (Drs. Kelly Wilson y David Wiley), los proveedores de *REAL Talk*. La encuesta se realizará 3 veces (cada una tardará aproximadamente 20-40 minutos) — antes, después y dentro de un año de completar el programa *REAL Talk*.

Sé que mi hijo/a fue seleccionado/a para participar en este estudio, junto con otros estudiantes en AISD, a raíz de su participación en el programa *REAL Talk*. El proyecto *REAL Talk* está financiado por la Oficina de Salud Adolescente (OAH). Sé que me toca a mí decidir si mi hijo/a participa en la encuesta o no, y que en todo momento tengo derecho a prohibirle participar. Mi hijo/a no fue seleccionado/a para participar en la encuesta por alguna razón particular, sino porque ha participado en el programa *REAL Talk*. Mi hijo/a no ha sido seleccionado/a por ningún motivo en particular y nadie podrá identificar sus respuestas a la encuesta.

La encuesta se realizará en una computadora (netbook). Mi hijo/a contestará las preguntas y luego entregará la computadora a la misma persona que se la dio. La encuesta debe tardar unos 40 minutos y consiste en unas 50 preguntas. Algunas son preguntas sencillas, como: "¿En qué grado estás? (Escoger una)". Ya que la OAH aporta los fondos, y quieren saber si el programa funciona, nos exigen preguntar lo siguiente: "¿Has tenido alguna vez relaciones sexuales?" Si su hijo/a responde "No" a esta pregunta, saltará 14 preguntas. Si su hijo/a responde "Sí" a esta pregunta, deberá contestar otras preguntas como: "¿Qué edad tenías cuando tuviste relaciones sexuales por primera vez?" Nadie sabrá cómo contesta su hijo/a a esta pregunta ni a las demás preguntas. Todas las respuestas se cargan en una base de datos y no se podrán conectar las respuestas con su hijo/a. Les invitamos a todos los padres a revisar el cuestionario entero. Por favor de llamar 512-324-6876 para averiguar donde la escuela de su hijo/a esta guardando una copia del cuestionario.

En algunas escuelas se podría convocar una junta para plantear la encuesta. Le avisarán si se proyecta una junta en la escuela de su hijo/a.

Las respuestas de mi hijo/a serán confidenciales (nadie podrá conectar sus respuestas con su nombre). Mi hijo/a NO tendrá que poner su nombre en la encuesta, para que sea casi imposible detectar quién completó cuál encuesta. Una lista de los nombres de los jóvenes que completaron la encuesta se guardará en un archivo cerrado con llave en la oficina de los investigadores. La lista se usará exclusivamente con fines de seguimiento y será destruida cuando se haya finalizado el proyecto. Los datos se guardarán en una base de datos electrónica segura hasta que se complete el contrato con la OAH en 2015.

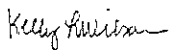
No hay riesgos físicos para mi hijo/a si participa en la encuesta. Los riesgos emocionales, si hubiera, son menores porque las respuestas son confidenciales. Durante el curso de la encuesta, mi hijo/a no tiene que contestar las preguntas que no quiere contestar. Mi hijo/a además puede interrumpir la encuesta en cualquier momento. Mi hijo/a puede hablar con la enfermera de la escuela o con una maestra del programa *REAL Talk* si desea más información sobre este tema.

Entiendo que mi hijo/a deberá completar una encuesta sobre sus creencias y actividades en lo que se refiere a la sexualidad. Algunas preguntas serán personales y es posible que se sienta incomodo/a ante la necesidad de contestarlas. Mi hijo/a puede dejar de contestar las preguntas en cualquier momento si quiere. Las respuestas sirven para mejorar programas como *REAL Talk*. Lo que yo decida en cuanto a la participación de mi hijo/a en la encuesta no cambiará mi relación con los maestros ni el director de la escuela, ni con AISD ni con los investigadores encargados de la Universidad Texas State ni los proveedores de *REAL Talk*. Mi decisión no afectará la situación de mi hijo/a en la escuela, ni sus notas ni avances, ni los beneficios que ofrecen la escuela o Texas State University. Usted puede pedirles una copia de los resultados a los proveedores de *REAL Talk*.

Este estudio ha sido revisado y aprobado por el Consejo Institucional – Sujetos Humanos en la Investigación (Institutional Review Board - Human Subjects in Research), Texas State University. En caso de problemas o preguntas relacionados con la investigación en materia de los derechos de los sujetos, sírvase comunicarse con el Institutional Review Board dirigiéndose al Director, Dr. Jon Lasser (512-245-3413 – [lasser@txstate.edu](mailto:lasser@txstate.edu)), o a Ms. Becky Northcut, Especialista en Cumplimiento (512-245-2102). Los que tengan preguntas sobre el programa deben llamar a los proveedores de *REAL Talk* al (512) 324-6876 o escribir a: [quality@lifeworksweb.org](mailto:quality@lifeworksweb.org).

Entiendo que mi hijo/a también deberá firmar un formulario de conformidad en cuanto a sus derechos en la encuesta, antes de completarla.

Se me han contestado mis preguntas.



FIRMA DEL INVESTIGADOR

Kelly Wilson, Ph.D.  
Texas A&M University - Department of Health and Kinesiology  
MS 4243 College Station, TX 77843  
(979) 862.2964  
e-mail: [kwilson@hikn.tamu.edu](mailto:kwilson@hikn.tamu.edu)

Si su hijo/a participa en *It's Your Game* en middle school, usted autorizará su participación en la encuesta por medio del formulario Consentimiento para participar en el grupo *REAL Talk*. Usted entiende que su hijo/a participará en una encuesta en la escuela y que las respuestas son confidenciales.

Con su firma en el Consentimiento para participar, usted confirma que ha recibido una copia del formulario de consentimiento y que entiende lo expresado en la presente y está de acuerdo con la misma.

(Puede quedarse con esta copia para su archivo.)



COUNSELING | EDUCATION & WORKFORCE | HOUSING | YOUTH DEVELOPMENT

Form Approved  
OMB No. 0990-0392  
Exp. Date 5/31/2015

## Consent for Services to a Minor REAL Talk Group – Austin ISD

Student's First Name \_\_\_\_\_ Student's Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Race: \_\_\_\_ Black/African-American \_\_\_\_ White/Caucasian \_\_\_\_ Asian \_\_\_\_ American Indian \_\_\_\_ Hawaiian/Pacific Islander  
\_\_\_\_ Other/More than One Race

Ethnicity: \_\_\_\_ Hispanic OR \_\_\_\_ Non-Hispanic

Parent/Guardian's Name \_\_\_\_\_

Student Primary Language \_\_\_\_\_ Primary Language Spoken at Home \_\_\_\_\_

School Name \_\_\_\_\_ PE Teacher \_\_\_\_\_ PE Class Period \_\_\_\_\_

***The following information is not required, but helps us obtain funds to provide services.***

Number of People in Home \_\_\_\_\_ Annual Income \$ \_\_\_\_\_

Currently in Foster Care: Yes ☐ No ☐ Previously in Foster Care: Yes ☐ No ☐

### Client's Rights and Responsibilities

- A client has the right to be treated with courtesy and respect, with appreciation of his/her individual dignity, and with protection of his/her need for privacy. \*
- A client has the right to quality service and high professional standards.
- A client has the right to expect that all communication and records related to his/her service will be treated as confidential and protected to the best of our legal ability, as outlined in LifeWorks Notice of Privacy Practices.
- A client has the right to know that LifeWorks uses a database to track client information for required reports.
- A client has the right to request to review his/her records and to request an amendment or correction.
- A client has the right to know the qualifications of people involved in providing services to them.
- A client has the right to request a change of staff, refuse any service, or withdraw from services at any time.
- A client has the right to know that the agency will report situations where there is reasonable cause to believe a minor is being abused or neglected, or any situation when physical harm to self or others may occur.
- A client has the right to express grievances/complaints regarding any violation of his/her rights and to have those complaints reviewed and, when possible, resolved, through an established grievance procedure.
- A client is responsible for being actively involved in the services they are receiving and for asking questions if they do not understand information given to them.
- A client is responsible for keeping scheduled appointments and when he/she is unable to do so for whatever reason, for notifying LifeWorks staff at least 24 hours prior to the scheduled appointment.
- A client is responsible for treating LifeWorks staff and clients with dignity and respect and for protecting the confidentiality of other LifeWorks clients.

**Please provide initials below to confirm or deny authorization**

**Consent to Participate in Group**

By initialing below I give or do not give permission for my child to participate in a LifeWorks' school group. I understand that there is some risk involved in group activities and that accidents and/or physical injury may occur. To the extent allowed by the laws of the state of Texas, I agree to hold harmless LifeWorks officers, agents and/or staff from any action taken in relation to accident or injury that may occur through no fault of LifeWorks.

\_\_\_\_\_ **YES**, my child **may** participate in the class.  
(initials)

\_\_\_\_\_ **NO**, my child **may not** participate in the class.  
(initials)

**Consent to Participate in Evaluation**

I acknowledge that I have read and understand the information in "*Consent Form for Parents—It's Your Game- REAL Talk – Youth Survey*." I understand that my child will be asked to complete a survey before and at the end of services to provide feedback for program improvement and evaluation. I understand that he/she will answer the survey at school and his/her responses will be kept private. I understand that completion of the surveys is not required and my child may choose not to complete the survey at any time.

\_\_\_\_\_ **YES**, my child **may** participate in the survey.  
(initials)

\_\_\_\_\_ **NO**, my child **may not** participate in the survey.  
(initials)

**Consent to Exchange Information**

(Initials) By initialing to the left I give permission for the staff at LifeWorks and Austin ISD to confer and exchange written and verbal information about my child to help better serve my child. I understand that all information shared in the group is confidential and protected by law. I understand that my consent to exchange information will expire when services end unless I request to revoke it earlier. Participation or non-participation will not affect present nor future relations with LifeWorks or Austin ISD. I acknowledge that I have received a copy of LifeWorks' *Notice of Privacy* that fully explains the uses and disclosures that LifeWorks may make with respect to my personal information.

**Consent for Photo/Video**

(Initials) By initialing to the left, I give permission for photographs/video to be taken of my child for promotional uses.

***By signing below, I acknowledge that I have reviewed the above Rights & Responsibilities,  
and I understand and agree to the above.***

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\*LifeWorks does not advocate, support, or practice activities that discriminate based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or status as a protected veteran. If you believe discrimination has occurred, contact: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., S.W., Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0990-0392. The time required to complete this information collection is estimated to average 10 minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.





COUNSELING | EDUCATION & WORKFORCE | HOUSING | YOUTH DEVELOPMENT

Formulario aprobado  
OMB No. 0990-0392  
Vence: 5/31/2015

## Consentimiento para ofrecerle los Servicios a un menor Grupo **REAL Talk** – Austin ISD

Primer nombre del estudiante \_\_\_\_\_ Apellido \_\_\_\_\_

Fecha de nacimiento \_\_\_\_\_ Sexo \_\_\_\_\_ Edad \_\_\_\_\_ Grado \_\_\_\_\_

Dirección \_\_\_\_\_ Apt # \_\_\_\_\_ Código postal \_\_\_\_\_

Tel. en casa \_\_\_\_\_ Tel. trabajo \_\_\_\_\_ Tel. Celular \_\_\_\_\_

Raza: \_\_\_\_\_ Negro/Afro-Americano \_\_\_\_\_ Caucásico \_\_\_\_\_ Asiático \_\_\_\_\_ Indio Americano  
\_\_\_\_\_ Hawaiano/Islands del Pacífico \_\_\_\_\_ Otro/Mas de una raza

Origen étnico: \_\_\_\_\_ Hispano O \_\_\_\_\_ No Hispano

Nombre del Padre/Madre/Guardián \_\_\_\_\_

Idioma dominante del estudiante \_\_\_\_\_ Idioma dominante en la casa \_\_\_\_\_

Escuela \_\_\_\_\_ Prof. de Educación Física \_\_\_\_\_ Periodo de clase \_\_\_\_\_

**Los siguientes datos no son obligatorios, pero ayudan a obtener fondos que nos permiten ofrecer servicios.** Número de personas en la casa: \_\_\_\_\_ Ingresos anuales: \$ \_\_\_\_\_

Actualmente en Cuidado Adoptivo Temporal (Foster Care): Si ☐ No ☐

Anteriormente en Cuidado Adoptivo Temporal: Si ☐ No ☐

### Derechos y responsabilidades del cliente

- Los clientes tienen derecho a que los traten con cortesía y respeto, que les reconozcan su dignidad personal, y que les garanticen la privacidad necesaria. \*
- Los clientes tienen derecho a recibir un servicio de gran calidad orientado por normas profesionales muy exigentes.
- Los clientes tienen derecho a suponer que la comunicación y los expedientes relacionados con el servicio que reciben serán confidenciales y que serán protegidos hasta el límite de nuestra capacidad legal conforme a lo estipulado en el Aviso sobre las Normas de Privacidad de LifeWorks.
- Los clientes tienen derecho a saber que LifeWorks usa una base de datos para manejar los datos de los clientes con el fin de poder preparar los expedientes necesarios.
- Los clientes tienen derecho a pedir que les permitan revisar sus expedientes y solicitar enmiendas o correcciones.
- Los clientes tienen derecho a saber qué preparación profesional tienen los que les facilitan los servicios.
- Los clientes tienen derecho a pedir un cambio de personal, a rechazar servicios determinados, o a interrumpir los servicios cuando quieran.
- Los clientes tienen derecho a saber que la agencia informará a las autoridades correspondientes cuando tenga causa razonable para creer que existe un caso de abuso o negligencia de un menor, o cualquier situación que podría resultar en un daño físico personal o ajeno.
- Los clientes tienen derecho a presentar quejas o reclamos en cuanto a las infracciones a sus derechos, y a suponer que sus quejas serán estudiadas y, en caso posible, resueltas por medio de un procedimiento conciliatorio.
- Los clientes deben participar activamente en los servicios que reciben, y hacer las consultas correspondientes si no entienden alguna información.
- Los clientes deben asistir a las citas programadas y, en caso de no poder llegar por el motivo que sea, deben avisar al personal de LifeWorks con un mínimo de 24 horas de anticipación.
- Los clientes deben tratar al personal y los clientes de LifeWorks con dignidad y respeto, y deben respetar la confidencialidad de los demás clientes de LifeWorks.

**Por favor llenar sus iniciales abajo para confirmar o negar su autorización**

**Consentimiento para Participar en el Grupo**

Con mis iniciales doy o no doy mi permiso para que mi hijo/a participe en un grupo escolar de LifeWorks. Entiendo que hay ciertos riesgos en las actividades grupales y que pueden ocurrir accidentes y/o lesiones físicas. Hasta el punto permitido por las leyes del estado de Texas, me comprometo a exonerar a los oficiales, representantes y/o empleados de LifeWorks en cuanto a cualquier acción tomada ante los accidentes o lesiones que pudieran ocurrir que no sean culpa de LifeWorks.

\_\_\_\_\_ **SI**, mi hijo/a **puede** participar en la clase.  
(iniciales)

\_\_\_\_\_ **NO**, mi hijo/a **no puede** participar en la clase.  
(iniciales)

**Consentimiento para Participar en la Evaluación**

Confirmando que he leído y entendido la información presentada en el *"Formulario de consentimiento para padres — It's Your Game-  
REAL Talk — Encuesta para jóvenes."* Entiendo y acepto que mi hijo/a deberá participar en una encuesta antes de recibir los servicios y después de completarlos con el fin de ofrecer sus comentarios para el mejoramiento y la evaluación del programa. Entiendo que el o ella participará en la encuesta en la escuela y que sus respuestas serán confidenciales. Entiendo que no es obligatorio completar la encuesta y que mi hijo/a puede optar por no completarla, a criterio propio, cuando quiera.

\_\_\_\_\_ **SI**, mi hijo/a **puede** participar en la encuesta.  
(iniciales)

\_\_\_\_\_ **NO**, mi hijo/a **no puede** participar en la encuesta.  
(iniciales)

**Consentimiento para intercambiar información**

(iniciales) Con mis iniciales autorizo al personal de LifeWorks y del distrito escolar Austin ISD para consultar entre sí e intercambiar información escrita y verbal sobre mi hijo/a con el fin de servir mejor a mi hijo/a. Entiendo que toda la información compartida en el grupo es confidencial y está amparada por la ley. Entiendo que mi consentimiento en cuanto al intercambio de información vencerá cuando se acaben los servicios si no pido la revocación correspondiente antes de esa fecha. El hecho de participar o no en el programa no afectará las relaciones actuales o futuras con LifeWorks o con Austin ISD. Confirmando que he recibido un ejemplar del Aviso sobre la privacidad (*Notice of Privacy*) de LifeWorks que explica en detalle cómo LifeWorks podría usar y divulgar mis datos personales.

**Consentimiento Foto/Video**

(iniciales) Con mis iniciales, yo doy permiso para que las fotografías/video de mi niño sean tomadas para los usos promocionales.

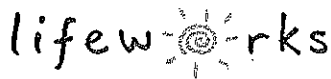
**Con mi firma aquí declaro que he repasado los Derechos y Responsabilidades y he entendido este documento y que estoy de acuerdo con lo expresado en el mismo.**

\_\_\_\_\_  
**Nombre del Estudiante**

\_\_\_\_\_  
**Firma de Madre/Padre/Guardián**

\_\_\_\_\_  
**Fecha**

\*LifeWorks no recomienda, apoya ni practica actividades que discriminan en base a la raza, color de la piel, sexo, identidad o expresión según el sexo, orientación sexual, origen étnico, discapacidad, edad, ni estado protegido como veterano militar. Los que quieran denunciar un caso de discriminación deben ponerse en contacto con: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., S.W., Washington, DC 20250-9410, o llamar al (202) 720-5964 (servicio de voz y TDD).  
Conforme a la Ley de Reducción de Papeleo de 1995, nadie debe responder a una colección de información a menos que presente un número de control OMB válido. El número de control OMB válido para esta colección de información es 0990-0392. Se calcula que hace falta un promedio de 10 minutos para completar esta colección de información, incluyendo el tiempo necesario para repasar instrucciones, inspeccionar los recursos de datos existentes, recoger los datos necesitados, y completar y repasar la colección de información. Los que quieran expresar sus opiniones en cuanto a la exactitud del tiempo calculado o sus recomendaciones para mejorar este formulario deben dirigirse a: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.



3700 South 1st Street  
Austin, TX 78704

t 512 735 2400  
f 512 735 2452

www.lifeworksweb.org

## LETTER OF AGREEMENT

This letter serves as an agreement between **Webb Middle School** of the Austin Independent School District and the REAL Talk (Risk-reduction Education for Adolescent Life) Program of **LifeWorks**.

**LifeWorks** agrees to provide the following services to the school:

1. Implementation of the "It's Your Game: Keep It Real!" teen pregnancy prevention curriculum - a total of 24 lessons across two grade levels. Level 1 is to be implemented once a week for 45 minutes in 6<sup>th</sup> grade classes with students who have active parental consent for participation in curriculum. Level 2 is to be implemented once a week for 45 minutes in 7<sup>th</sup> grade classes with students who have active parental consent for participation. This curriculum has been identified by the U.S. Department of Health and Human Services Office of Adolescent Health and the National Campaign to Prevent Teen Pregnancy as an evidence-based program proven through rigorous evaluation to reduce rates of teen pregnancy. In each grade, the program integrates group-based classroom activities, with personalized journaling, and individual tailored activities that are computer based. Students learn and practice how to set personal limits regarding risky behaviors, to be aware of situations that might challenge these limits, and to use refusal skills and other tactics to protect these limits. *Such groups are contingent on availability of appropriate space to hold meetings, and the availability of a trained LifeWorks group facilitator to conduct the meetings. Written parental consent for participation in the groups is required, utilizing consent forms that have been developed by LifeWorks to meet requirements of funders, our accreditation agency, and various legal entities.*
2. Provision of laptops for class use for web-based lessons when possible.
3. Evaluation of program effectiveness through baseline, post-survey, and follow-up survey instruments. Survey administration will occur in additional class sessions with students who have active parental consent to participate in evaluation.
4. Donation to supply fund of \$100 per semester for teachers' assistance with consent form collection, classroom management, and ongoing support.
5. Information and referral services, as needed, to assist school personnel in identifying community resources to address areas of concern for students, parents and family, and staff as they arise; and
6. Information dissemination and/or activities, as needed or requested, to provide youth, parents and family, and staff with accurate information about issues related to adolescent pregnancy prevention and positive youth development. Such activities may be provided through presentations and/or distribution of written materials.

These services will be available to the school during the 2012-2013 academic school year through May 31, 2013. The purpose of these services is to provide education and skills training that will help children, parents and family, and other adults increase their knowledge about preventing teen pregnancy, risk factors, protective factors, resiliency, and asset development.

**Webb Middle School** agrees to:

1. Allow LifeWorks staff to implement "It's Your Game: Keep It Real!" during school instructional time;
2. Assist in the dissemination and collection of program information and consent to and from parents for students participating in the program;
3. Allow site visits by program staff, administrators, or funders in order to provide oversight for program activities and monitor implementation;
4. Provide adequate space in which to hold classes during hours of operation;
5. Provide wireless access in the event that LifeWorks is able to provide laptops for use services;
6. Provide access to school computers in the event that LifeWorks is unable to provide laptops, and provide technical assistance to ensure that system requirements needed to run computer based lessons are compatible and updated on school computers.


Both entities agree to follow all applicable laws regarding obtaining written parental consent for participation in services or evaluation activities.

Funding from the U.S. Department of Health and Human Services Office of Adolescent health allows LifeWorks to provide these services free of charge. This agreement is for the period of August 23, 2012 through May 31, 2013.

  
Middle School Principal

  
Date of Signature

  
LifeWorks Executive Director

  
Date of Signature

SHELTER | SAFETY | SUPPORT | SUCCESS

a Partner Agency of  
  
United Way Capital Area



## NOTICE OF PRIVACY PRACTICES

(Effective Date April 14, 2003)

### THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out your plan of care, get paid for our services, administer our agency, and for other purposes permitted or required by law. This Notice also describes your rights with respect to your health information.

Throughout this Notice, we use the term "protected health information" (PHI). PHI is information about you that may identify you and that relates to your past, present or future physical or mental health or condition and related LifeWorks services.

Parents or guardians should be aware that the terms "you" or "your" used in this Notice refer to the person receiving services, which may be you, your child or someone under your care.

**If you have any questions about this Notice of Privacy Practices, or if you wish to exercise any of your rights, please contact:**

Privacy Officer  
LifeWorks  
8913 Collinfield Dr.  
Austin, TX 78758  
(512) 324-6876

### OUR RESPONSIBILITIES:

We are required by law to protect the privacy of your health information and will not use or disclose your health information without your written permission, except as described in this Notice.

We must provide you with this Notice about our privacy practices. It explains how, when, and why we may use and disclose your health information. You may request a copy of our Notice of Privacy Practices at any time.

**Food and Drug Administration (FDA).** For example, we may disclose PHI to the FDA relative to adverse events with respect to food, supplements, product and product defects to enable product recalls, repairs, or replacement.

**Correctional Institutions.** If you are or become an inmate of a correctional institution, we may disclose to the institution or its agents PHI necessary for your health and the health and safety of other individuals.

**Emergencies.** For example, we may provide your health information to a paramedic who is transporting you in an ambulance.

**Notification.** We may use or disclose your PHI to notify or help you in notifying a family member, personal representative, or another person responsible for your care, of your location, and general condition.

### USES AND DISCLOSURES THAT REQUIRE YOUR WRITTEN AUTHORIZATION

Other uses and disclosures of PHI not covered by this Notice or the laws that apply to us will be made only with your written authorization. You may revoke the authorization, in writing, at any time to stop further uses and disclosures that were covered by that written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the services that we provided to you.

### TO REPORT A PROBLEM

If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint. *All complaints must be submitted in writing to the Privacy Officer at the address on the first page of this notice.*

**FOR MORE INFORMATION:** If you have questions about anything in this Notice or about any of our privacy practices, you may contact the Privacy Officer at the address below.

Privacy Officer  
LifeWorks  
8913 Collinfield Dr.  
Austin, TX 78758  
(512) 324-6876

carry out their duties we may disclose your PHI to an oversight agency for activities authorized by law, including audits and inspections, as necessary for licensure and accreditation and for the government to monitor the health care system, government programs, and compliance with civil rights.

**Organ Donation.** If you are an organ donor, we may disclose certain necessary health information to assist the appropriate organ procurement organization.

**Research.** We may use or disclose certain information that does not directly identify you for research, public health or healthcare operations if the recipient of that information agrees to protect that information.

**Abuse, Neglect or Domestic Violence.** We may disclose PHI in certain cases to proper government authorities if we reasonably believe that a patient or client has been a victim of domestic violence, abuse or neglect.

**To Avoid Harm.** If one of our staff members believes that it is necessary to protect you, or to protect another person or the public, we may provide PHI to the police or others who may be able to prevent or lessen the possible harm.

**Specific Government Functions.** For example, if you are a member of the armed forces, we may release PHI about you as required by military command authorities. We may also disclose your PHI for national security purposes, such as protecting government officials or performing intelligence investigations.

**Workers' Compensation.** We may disclose your PHI for workers' compensation or similar programs that provide benefits for work-related injuries or illnesses.

**Appointment Reminders and Health-Related Benefits or Services.** Unless you tell us in writing that you would prefer not to receive them, we may contact you to provide appointment reminders or information about alternative programs and services that may be of interest to you.

**Communications with Family, or Friends Involved in Your Care or Payment for Your Care.** If you have identified family or friends who you choose to be involved in your care, our staff may disclose limited PHI to them to help with services or payment for services. You have the right to limit or object to such disclosures.

We reserve the right to change the terms of our Notice of Privacy Practices. We also reserve the right to apply changes in this Notice retroactively to all PHI maintained by the Agency. We will post a copy of the current Notice at each site where we provide services and at our web site.

#### **YOU HAVE A RIGHT TO:**

**Request that we limit certain uses and disclosures of your information.** You have the right to request a restriction on the health information we use or disclose about you for treatment, payment, or health care operations. You also have the right to ask us to limit the PHI we disclose about you to someone who is involved in your care or payment for your care, such as a family member or friend. However, we are not required to agree to your request. If we do agree, we will honor your request unless the PHI is needed to provide you with emergency care.

**See or get a copy of your information.** You have the right to look at or get a copy of your health information. If you request a copy of the information, we may charge you a fee for the costs of the copying, mailing and supplies that are needed to grant your request. We may deny your request in certain limited circumstances. If you are denied the right to see or copy your PHI, you may request that the denial be reviewed. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

**Correct or amend your information.** If you believe that there is a mistake in your health information or that a piece of important information is missing, you have a right to ask that we correct or update your information. You may request an amendment for as long as we maintain your health information. In certain cases, we may deny your request for amendment, and if this occurs, you will be notified of the reasons that your request was denied. You have the right to file a statement of disagreement with the decision, and we may prepare a response to your statement. You may also ask that we include a copy of your request and our denial with all future disclosures of that specific health information.

**Receive a list of certain disclosures of your information.** You have the right to get a list ("accounting") of disclosures that we have made of your PHI for most purposes other than treatment, payment, or health care operations. The list does not include: disclosures we have made directly to you or with your

written authorization, to friends or family members involved in your care, for national security purposes, to corrections or law enforcement authorities while you were in custody, or disclosures made prior to April 14, 2003. The first accounting you request within a 12 month period will be provided free of charge, but you may be charged for the cost of providing additional accountings. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time.

**Request confidential communications.** You may ask that we contact you in a certain way or at a certain location, such as only at work or by U.S. Mail. We will accommodate all reasonable requests. Please realize, we reserve the right to contact you by other means and at other locations if you fail to respond to any communication from us that requires a response.

**Withdraw your consent to use or disclose PHI, except to the extent that action has already been taken.** You may withdraw or "revoke" consent in writing at any time. Upon receipt of the written revocation, we will stop using or disclosing your PHI, except to the extent that we have already taken action in reliance on the consent. For example, we may disclose PHI to an insurance company for service rendered prior to the date that consent was revoked. We may refuse to continue to provide services to an individual that revokes his or her consent.

*To exercise any of your above rights, please submit your request in writing to the Privacy Officer at the address on page 1 of this Notice.*

**You also have the right to request a paper copy of this Notice.** You may request a paper copy of this Notice at any time by calling us at the number above, or by asking for one when you are at one of our offices. Even if you have agreed to receive the Notice electronically, you are still entitled to a paper copy of the Notice.

#### **USING AND DISCLOSING YOUR HEALTH INFORMATION**

The following categories describe different ways we may use and disclose PHI for treatment, payment or for operations of our agency. The examples included with each category do not list every type of use or disclosure that may fall within that category.

**For Treatment:** We may use your PHI to provide you treatment or services. For example, information obtained by a counselor or other LifeWorks service provider will be recorded in your record and used to determine your plan of care. People in different divisions of LifeWorks also may share medical information about you in order to coordinate the different services you may need. We may also, with your authorization, disclose your medical information to another healthcare provider who is involved in your care.

**For Payment:** We may use your PHI to secure payment for your treatment or services. For example, the information on a bill sent to you, your insurance company or Medicare or Medicaid may include information that identifies you, as well as the treatment provided to you. We may also tell your health plan about treatment you are going to receive to determine whether your plan will cover it. If you receive services not covered by insurance, we may also send information to the state or federal agency or other grant source that pays for those services.

**For Operations of our Agency:** Some uses and disclosures of your health information are needed to run our organization. For example, we may use your health information to evaluate the quality of the services you have received from our staff, to meet funding requirements, and to maintain licensure or accreditation status. We may also need to provide some of your health information to our accountants, attorneys, and consultants in order to make sure that we're complying with the law.

**WE MAY USE AND DISCLOSE PHI ABOUT YOU IN THE FOLLOWING CIRCUMSTANCES WITHOUT YOUR AUTHORIZATION OR OPPORTUNITY TO AGREE OR OBJECT, PROVIDED THAT WE COMPLY WITH CERTAIN CONDITIONS THAT MAY APPLY.**

**When a Disclosure is Required by Federal, State, or Local Law, Judicial or Administrative Proceedings, or by Law Enforcement.** We may disclose your protected health information if we are ordered by a court, or if a law requires that we report specific information to a government agency or law enforcement authorities, such as suspected abuse or neglect.

**Public Health and Health Oversight Activities.** We may disclose your PHI to public health or legal authorities charged with preventing or controlling disease, injury, or disability. We are also permitted to provide some health information to a coroner, medical

**Subject:** Re: Open record request

Austin ISD has received your information request and is responding via this email. The information you requested is attached.

1. School Board and SHAC minutes discussing "It's Your Game"

All AISD School Board minutes are available at the following link. <http://archive.austinisd.org/inside/board/meetings.phtml>

2. Any Memorandum of Understanding entered into between the district and The University of Texas Health Science Center of Houston

The "It's Your Game..." for AISD is not linked to UTSPH in Houston. We do not have an affiliation agreement with UTSPH Houston for the purpose of implementation of "It's Your Game".

"It's Your Game" is implemented as part of our receipt of the US Department of Health and Human Services, Office of Adolescent Health, through our collaboration with Planned Parenthood and LifeWorks.

3. Any and all Research Subaward Agreement and all Amendments entered into between the district and The University of Texas Health Science Center of Houston

AISD maintains no documents responsive to this request. Again, the "It's Your Game..." for AISD is not linked to UTSPH in Houston. "It's Your Game" is implemented as part of our receipt of the US Department of Health and Human Services, Office of Adolescent Health, through our collaboration with Planned Parenthood and LifeWorks.

4. Copy of Parent Consent Form and approximate dates they will be sent to parents

Parent Consent forms are sent home with students in August and January each year that "It's Your Game" is offered. Curriculum facilitators meet with students through Physical Education classes to provide an overview of the curriculum, review the consent form, and answer any questions that students have about the program or the consent process. Consent forms are then sent home with students with a due date for return within the following two weeks. Contact information for the Program Director and options for how to review the curriculum are given in the consent packet. A sample consent packet is attached.

5. Any notice to parents about parent meetings concerning "It's Your Game" implementation

Program staff attend "Back To School" nights at Paredes and Webb Middle Schools. Program staff partner with the PE Coaches to give an overview of the curriculum and consent process and are available to answer parent questions. Fulmore Middle School prefers that program staff facilitate a parent coffee workshop once a year to discuss the curriculum and offer resources and support to parents. The parent coffee is organized by the Fulmore Parent Support Specialist and is advertised through an automated messaging system.

6. A schedule of implementation dates for "It's Your Game-Keep It Real" sex ed for this academic year in the seventh and/or eighth grade

**Implementation Schedule**

Fall 2012

Ø Webb Middle School

- Mondays September 17<sup>th</sup> – December 10<sup>th</sup>
- o Two 6<sup>th</sup> grade classes during 1<sup>st</sup> period PE
- o Two 6<sup>th</sup> grade classes during 2<sup>nd</sup> period PE
- o Two 7<sup>th</sup> grade classes during 4<sup>th</sup> period PE
- o One 7<sup>th</sup> grade class during 5<sup>th</sup> period PE

- b.
- Ø Fulmore Middle School
    - Wednesdays September 19<sup>th</sup> – December 12<sup>th</sup>
    - o One 7<sup>th</sup> grade class during 7<sup>th</sup> period PE
    - Thursdays September 20<sup>th</sup> – December 13<sup>th</sup>
    - o One 7<sup>th</sup> grade class during 6<sup>th</sup> period PE
    - o One 7<sup>th</sup> grade class during 8<sup>th</sup> period PE
  - Ø Paredes Middle School
    - Fridays September 20<sup>th</sup> – December 14<sup>th</sup>
    - o One 7<sup>th</sup> grade class during 1<sup>st</sup> period PE
    - o Two 6<sup>th</sup> grade classes during 2<sup>nd</sup> period PE
    - o One 7<sup>th</sup> grade class during 3<sup>rd</sup> period PE
    - o One 7<sup>th</sup> grade class during 5<sup>th</sup> period PE
    - o Two 6<sup>th</sup> grade classes during 6<sup>th</sup> period PE
    - o Two 6<sup>th</sup> grade classes during 8<sup>th</sup> period PE

#### Spring 2013

The implementation schedule for Spring 2013 will be similar to the schedule for Fall 2012 and will be finalized in early January when school schedules and rosters are finalized.

7. Any documents that discuss which campuses will implement "It's Your Game", if some are included and some are not Project site are selected through collaborative efforts with AISD personnel, including the Coordinator of School Health. Priority for the project sites is placed on those schools experiencing high rates of teen pregnancies among their students.

Attached are Letters of Agreement between LifeWorks and each of the middle schools where "It's Your Game" implementation occurs.

Melissa Sabatino  
Administrative Supervisor, Public Information and Strategic Programs  
Office of the Superintendent  
512-414-2412  
512-414-1486 (fax)

Confidentiality Notice: This email message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential student information. Unauthorized use or disclosure is prohibited under the federal Family Educational Rights & Privacy Act (20 U.S.C. §1232g, 34 CFR Part 99). If you are not the intended recipient, you may not use, disclose, copy or disseminate this information. Please contact the sender by reply email and destroy all copies of the original message, including attachments.



3700 South 1st Street  
Austin, TX 78704

t 512 735 2400  
f 512 735 2452

www.lifeworksworld.org

## LETTER OF AGREEMENT

This letter serves as an agreement between Fulmore Middle School of the Austin Independent School District and the REAL Talk (Risk-reduction Education for Adolescent Life) Program of LifeWorks.

LifeWorks agrees to provide the following services to the school:

1. Continuation of implementation of the "It's Your Game: Keep It Real!" teen pregnancy prevention curriculum with a portion of 7<sup>th</sup> grade students who received Level 1 of the curriculum in 6<sup>th</sup> grade. The remaining 12 lessons from Level 2 of the curriculum are to be implemented once a week for 45 minutes in 7<sup>th</sup> grade classes with students who have active parental consent for participation in curriculum. This curriculum has been identified by the U.S. Department of Health and Human Services Office of Adolescent Health and the National Campaign to Prevent Teen Pregnancy as an evidence-based program proven through rigorous evaluation to reduce rates of teen pregnancy. In each grade, the program integrates group-based classroom activities, with personalized journaling, and individual tailored activities that are computer based. Students learn and practice how to set personal limits regarding risky behaviors, to be aware of situations that might challenge these limits, and to use refusal skills and other tactics to protect these limits. *Such groups are contingent on availability of appropriate space to hold meetings, and the availability of a trained LifeWorks group facilitator to conduct the meetings. Written parental consent for participation in the groups is required, utilizing consent forms that have been developed by LifeWorks to meet requirements of funders, our accreditation agency, and various legal entities.*
2. Provision of laptops for class use for web-based lessons when possible.
3. Evaluation of program effectiveness through baseline, post-survey, and follow-up survey instruments. Survey administration will occur in additional class sessions with students who have active parental consent to participate in evaluation.
4. Donation to supply fund of \$100 per semester for teachers' assistance with consent form collection, classroom management, and ongoing support.
5. Information and referral services, as needed, to assist school personnel in identifying community resources to address areas of concern for students, parents and family, and staff as they arise; and
6. Information dissemination and/or activities, as needed or requested, to provide youth, parents and family, and staff with accurate information about issues related to adolescent pregnancy prevention and positive youth development. Such activities may be provided through presentations and/or distribution of written materials.

These services will be available to the school during the 2012-2013 academic school year through May 31, 2013. The purpose of these services is to provide education and skills training that will help children, parents and family, and other adults increase their knowledge about preventing teen pregnancy, risk factors, protective factors, resiliency, and asset development.

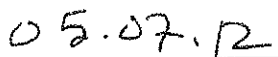
Fulmore Middle School agrees to:

1. Allow LifeWorks staff to implement "It's Your Game: Keep It Real!" during school instructional time;
2. Assist in the dissemination and collection of program information and consent to and from parents for students participating in the program;
3. Allow site visits by program staff, administrators, or funders in order to provide oversight for program activities and monitor implementation;
4. Provide adequate space in which to hold classes during hours of operation;
5. Provide wireless access in the event that LifeWorks is able to provide laptops for use services;
6. Provide access to school computers in the event that LifeWorks is unable to provide laptops, and provide technical assistance to ensure that system requirements needed to run computer based lessons are compatible and updated on school computers.

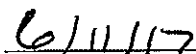
Both entities agree to follow all applicable laws regarding obtaining written parental consent for participation in services or evaluation activities.

Funding from the U.S. Department of Health and Human Services Office of Adolescent health allows LifeWorks to provide these services free of charge. This agreement is for the period of August 23, 2012 through May 31, 2013.

  
Middle School Principal

  
Date of Signature

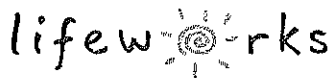
  
LifeWorks Executive Director

  
Date of Signature

SHELTER | SAFETY | SUPPORT | SUCCESS







3700 South 1st Street  
Austin, TX 78704

t 512 735 2400  
f 512 735 2452

www.lifeworksweb.org

## LETTER OF AGREEMENT

This letter serves as an agreement between Paredes Middle School of the Austin Independent School District and the REAL Talk (Risk-reduction Education for Adolescent Life) Program of LifeWorks.

LifeWorks agrees to provide the following services to the school:

1. Implementation of the "It's Your Game: Keep It Real!" teen pregnancy prevention curriculum -- a total of 24 lessons across two grade levels. Level 1 is to be implemented once a week for 45 minutes in 6<sup>th</sup> grade classes with students who have active parental consent for participation in curriculum. Level 2 is to be implemented once a week for 45 minutes in 7<sup>th</sup> grade classes with students who have active parental consent for participation. This curriculum has been identified by the U.S. Department of Health and Human Services Office of Adolescent Health and the National Campaign to Prevent Teen Pregnancy as an evidence-based program proven through rigorous evaluation to reduce rates of teen pregnancy. In each grade, the program integrates group-based classroom activities, with personalized journaling, and individual tailored activities that are computer based. Students learn and practice how to set personal limits regarding risky behaviors, to be aware of situations that might challenge these limits, and to use refusal skills and other tactics to protect these limits. *Such groups are contingent on availability of appropriate space to hold meetings, and the availability of a trained LifeWorks group facilitator to conduct the meetings. Written parental consent for participation in the groups is required, utilizing consent forms that have been developed by LifeWorks to meet requirements of funders, our accreditation agency, and various legal entities.*
2. Provision of laptops for class use for web-based lessons when possible.
3. Evaluation of program effectiveness through baseline, post-survey, and follow-up survey instruments. Survey administration will occur in additional class sessions with students who have active parental consent to participate in evaluation.
4. Donation to supply fund of \$100 per semester for teachers' assistance with consent form collection, classroom management, and ongoing support.
5. Information and referral services, as needed, to assist school personnel in identifying community resources to address areas of concern for students, parents and family, and staff as they arise; and
6. Information dissemination and/or activities, as needed or requested, to provide youth, parents and family, and staff with accurate information about issues related to adolescent pregnancy prevention and positive youth development. Such activities may be provided through presentations and/or distribution of written materials.

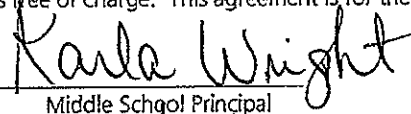
These services will be available to the school during the 2012-2013 academic school year through May 31, 2013. The purpose of these services is to provide education and skills training that will help children, parents and family, and other adults increase their knowledge about preventing teen pregnancy, risk factors, protective factors, resiliency, and asset development.

Paredes Middle School agrees to:

1. Allow LifeWorks staff to implement "It's Your Game: Keep It Real!" during school instructional time;
2. Assist in the dissemination and collection of program information and consent to and from parents for students participating in the program;
3. Allow site visits by program staff, administrators, or funders in order to provide oversight for program activities and monitor implementation;
4. Provide adequate space in which to hold classes during hours of operation;
5. Provide wireless access in the event that LifeWorks is able to provide laptops for use services;
6. Provide access to school computers in the event that LifeWorks is unable to provide laptops, and provide technical assistance to ensure that system requirements needed to run computer based lessons are compatible and updated on school computers.

Both entities agree to follow all applicable laws regarding obtaining written parental consent for participation in services or evaluation activities.

Funding from the U.S. Department of Health and Human Services Office of Adolescent health allows LifeWorks to provide these services free of charge. This agreement is for the period of August 23, 2012 through May 31, 2013.

  
Middle School Principal

8/6/12  
Date of Signature

  
LifeWorks Executive Director

8/10/12  
Date of Signature

SHELTER | SAFETY | SUPPORT | SUCCESS





COUNSELING | EDUCATION & WORKFORCE | HOUSING | YOUTH DEVELOPMENT

January 2013

Dear Parent/Guardian:

\_\_\_\_\_ Middle School is excited to have LifeWorks offer REAL Talk (**R**isk-reduction **E**ducation for **A**dolescent **L**ife) groups for youth during the 2012-2013 school year. Through a curriculum called, "It's Your Game: Keep it Real!" we will discuss information and skills necessary for youth to make healthy choices and avoid risky behaviors while growing up. Lessons include fun activities, role-plays, journaling, and computer activities.

There are approximately 12 sessions for this group in 6<sup>th</sup> grade and 12 sessions in 7<sup>th</sup> grade. The group will meet once a week at the school, during PE, on the school campus. A trained instructor, the Prevention Specialist, will lead the curriculum's lessons and activities, which include the following topics:

**6<sup>th</sup> Grade Topics:**

Healthy Friendships  
Setting Personal Limits  
Saying No  
Puberty  
Anatomy and Reproduction  
Consequences of Sex

**7<sup>th</sup> Grade Topics:**

Healthy Dating Relationships  
Setting Personal Limits  
Saying No  
Consequences of Pregnancy and STIs  
Risk Reduction Strategies

If you are interested in reviewing the curriculum, you can find it online at [www.itsyourgame.org](http://www.itsyourgame.org). A hard copy of the curriculum is also available at the school.

We need your permission for your child to participate in the group. Please *review and keep* the attached information about the REAL Talk Survey, LifeWorks' Notice of Privacy Policies, and Lifeworks' Client Rights. Please *review and sign* the attached consent form and have your child return it to \_\_\_\_\_ by \_\_\_\_\_.

Should there be any questions or concerns regarding these services, please contact Jackie Platt, Program Director, at 735-2112.

Sincerely,

\_\_\_\_\_  
REAL Talk Program Director, LifeWorks

\_\_\_\_\_  
School Principal



Enero 2013

Estimado Padre/Madre/Guardián:

\_\_\_\_\_ Middle School se complace mucho en anunciar que LifeWorks organizará grupos dedicados al concepto de REAL Talk (un programa educativo sobre la reducción de riesgo para adolescentes) durante el año escolar 2012-2013. Por medio de un currículo designado "It's Your Game: Keep it Real!" (Es tu partido: debes mantenerlo real) presentaremos la información y las habilidades que necesitan los jóvenes para tomar decisiones saludables y evitar comportamientos arriesgados durante la adolescencia. Las lecciones incluyen actividades divertidas, juego de roles, tomar apuntes en un diario, y actividades en computadora.

Se ofrecerán aproximadamente 12 sesiones para este grupo en el 6° grado y 12 sesiones en el 7° grado. El grupo se reunirá una vez por semana, durante el período de educación física (PE), en el campus de la escuela. Un instructor capacitado, el Especialista en Prevención, se encargará de las lecciones y actividades del currículo, que incluye los temas siguientes:

**Temas del 6° grado:**

Amistades saludables  
Fijando límites personales  
Cómo decir que No  
La pubertad  
Anatomía y reproducción  
Consecuencias de relaciones sexuales

**Temas del 7° grado:**

Relaciones románticas saludables  
Fijando límites personales  
Cómo decir que No  
Consecuencias del embarazo e infecciones transmitidas por vía sexual (STI)  
Estrategias para reducir riesgo

Si quiere mirar el currículo, lo encontrará en [www.itsyourgame.org](http://www.itsyourgame.org). También puede pedir un ejemplar impreso en la escuela.

Tenemos que tener su permiso para que su hijo/a pueda participar en el grupo. Por favor *revise y guarde* los datos adjuntos sobre la encuesta REAL Talk, el Aviso en cuanto a las normas de privacidad de LifeWorks, y los Derechos del Cliente de Lifeworks. Le rogamos *revisar y firmar* el formulario de consentimiento adjunto para que su hijo/a lo pueda entregar a \_\_\_\_\_ antes del \_\_\_\_\_.

Si tuviera alguna duda o pregunta en cuanto a estos servicios, sírvase llamar a Jackie Platt, Coordinadora del Programa, al 735-2112.

Atentamente,

\_\_\_\_\_  
Directora de Programa de LifeWorks

\_\_\_\_\_  
Director de la Escuela

**Consent Form for Parents—It's Your Game**  
**REAL Talk – Youth Survey (IRB# 2011H3100)**

My son/daughter has been asked to take a survey. The reason is to let researchers learn about the attitudes, behaviors and intentions of youth who **participate** in the *REAL Talk* program offered in Austin ISD (AISD). This research project is being led by Texas State University-San Marcos (Drs. Kelly Wilson and David Wiley) and *REAL Talk* providers. The survey will be given 3 times (each time will take about 20-40 minutes)—before, after and within a year of finishing the *REAL Talk* program.

I know that my child was chosen for this study, with other students in AISD, because they are in *REAL Talk*. The *REAL Talk* project is paid for by the Office of Adolescent Health (OAH). I know that my child taking the survey is my choice and that I can choose not to let him/her take it, at any time. My child was not asked to take the survey for any special reason. It was because he/she was in *REAL Talk*. My child is not being singled out and no one will be able to identify my child's answers.

The survey will be given on a computer (netbook). My child will take the survey and give the netbook to the person who gave it to him/her. The survey should take 40 minutes and is about 50 questions. Some are simple, like "What grade are you in? (Choose one)". Because the money is coming from OAH and they want to know if the program works, they want us to ask the following question "Have you ever had sexual intercourse?" If your child says "No" to this question they will skip 14 questions. If your child says "Yes" to this question, he/she will be asked questions like, "How many times have you had sexual intercourse without using a condom?" No one will know your child's answer to this or any question. All answers go into a data base and the answers cannot be linked to your child. All parents can look at the entire survey. You can call 512-324-6876 to find out where your child's school is keeping the parent review copy. Some schools may choose to hold a meeting about the survey. You will be told if a meeting will happen at your child's school.

The answers that my child gives will remain confidential (no one will connect his/her answers to his/her name). He/she will NOT be asked to put his/her name on the survey, making it almost impossible to figure out who completed which survey. A list of children's names who finished the survey will be kept in one place (the researchers' office, in a locked file). The list will only be used for follow up efforts. The list will be destroyed when the project is done. Data will be kept in a secure electronic database until the end of the contract with OAH in 2015.

There are no physical risks for my child to take the survey. Emotional risks, if any, are small because all answers to the survey are confidential. During the survey, my child does not have to answer any question that he/she does not wish to answer. My child may also stop the survey at any time. My child may talk to the school nurse or a *REAL Talk* teacher if they want more information about this topic.

I know that my child will be asked to fill out a survey about what he/she believes and does, in regards to sexuality. Some of the questions are personal, and my son/daughter may feel uncomfortable answering them. If my son/daughter wants, he or she can stop at anytime. The answers are helpful to make programs like *REAL Talk* better. My choice to allow my child to take the survey will not change my relationship with the school's teachers, principal, AISD, nor with the researchers doing this evaluation at Texas State University or *REAL Talk* providers. My decision will not affect the standing of my child in school, my child's grades, promotions, or the any benefits from the school or Texas State University. You can also ask for a copy of the findings from the *REAL Talk* providers.

This study was reviewed and approved by the Institutional Review Board – Human Subjects in Research, Texas State University. For research-related problems or questions regarding subjects' rights, the Institutional Review Board may be contacted through the IRB Chair, Dr. Jon Lasser (512-245-3413 – [lasser@txstate.edu](mailto:lasser@txstate.edu)), or to Ms. Becky Northcut, Compliance Specialist (512-245-2102). For program questions, you may call the *REAL Talk* providers at (512) 324-6876 or write to [quality@lifeworksweb.org](mailto:quality@lifeworksweb.org).

I understand that my child will also be asked to sign an assent form about his/her rights to take the survey. This will be done before filling out the survey.

My questions have been answered.



RESEARCHER'S SIGNATURE

Kelly Wilson, Ph.D.  
Texas A&M University - Department of Health and Kinesiology  
MS 4243 College Station, TX 77843  
(979) 862.2964  
e-mail: [kwilson@hikn.tamu.edu](mailto:kwilson@hikn.tamu.edu)

If your child is participating in *It's Your Game* in the middle school, you will authorize your child's participation in the survey on the Consent to Participate Form for the *REAL Talk* group. You understand that he/she will answer a survey at school and that the responses will be kept confidential.

By signing the Consent to Participate, you acknowledge that you received a copy of this consent form and understand and agree to the information above.

(You may keep this copy for your records.)

**Formulario de consentimiento para padres — It's Your Game**  
**REAL Talk – Encuesta para jóvenes (IRB# 2011H3100)**

Mi hijo/a ha sido invitado/a para participar en una encuesta. El motivo es para que los investigadores puedan informarse en cuanto a las actitudes, los comportamientos y las intenciones de los jóvenes que **participan** en el programa *REAL Talk* ofrecido en el distrito escolar Austin ISD (AISD). Este proyecto de investigación se realiza bajo la dirección de la Universidad de Texas State-San Marcos (Drs. Kelly Wilson y David Wiley), los proveedores de *REAL Talk*. La encuesta se realizará 3 veces (cada una tardará aproximadamente 20-40 minutos) — antes, después y dentro de un año de completar el programa *REAL Talk*.

Sé que mi hijo/a fue seleccionado/a para participar en este estudio, junto con otros estudiantes en AISD, a raíz de su participación en el programa *REAL Talk*. El proyecto *REAL Talk* está financiado por la Oficina de Salud Adolescente (OAH). Sé que me toca a mí decidir si mi hijo/a participa en la encuesta o no, y que en todo momento tengo derecho a prohibirle participar. Mi hijo/a no fue seleccionado/a para participar en la encuesta por alguna razón particular, sino porque ha participado en el programa *REAL Talk*. Mi hijo/a no ha sido seleccionado/a por ningún motivo en particular y nadie podrá identificar sus respuestas a la encuesta.

La encuesta se realizará en una computadora (netbook). Mi hijo/a contestará las preguntas y luego entregará la computadora a la misma persona que se la dio. La encuesta debe tardar unos 40 minutos y consiste en unas 50 preguntas. Algunas son preguntas sencillas, como: "¿En qué grado estás? (Escoger una)". Ya que la OAH aporta los fondos, y quieren saber si el programa funciona, nos exigen preguntar lo siguiente: "¿Has tenido alguna vez relaciones sexuales?" Si su hijo/a responde "No" a esta pregunta, saltará 14 preguntas. Si su hijo/a responde "Sí" a esta pregunta, deberá contestar otras preguntas como: "¿Qué edad tenías cuando tuviste relaciones sexuales por primera vez?" Nadie sabrá cómo contesta su hijo/a a esta pregunta ni a las demás preguntas. Todas las respuestas se cargan en una base de datos y no se podrán conectar las respuestas con su hijo/a. Les invitamos a todos los padres a revisar el cuestionario entero. Por favor de llamar 512-324-6876 para averiguar donde la escuela de su hijo/a esta guardando una copia del cuestionario.

En algunas escuelas se podría convocar una junta para plantear la encuesta. Le avisarán si se proyecta una junta en la escuela de su hijo/a.

Las respuestas de mi hijo/a serán confidenciales (nadie podrá conectar sus respuestas con su nombre). Mi hijo/a NO tendrá que poner su nombre en la encuesta, para que sea casi imposible detectar quién completó cuál encuesta. Una lista de los nombres de los jóvenes que completaron la encuesta se guardará en un archivo cerrado con llave en la oficina de los investigadores. La lista se usará exclusivamente con fines de seguimiento y será destruida cuando se haya finalizado el proyecto. Los datos se guardarán en una base de datos electrónica segura hasta que se complete el contrato con la OAH en 2015.

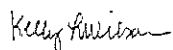
No hay riesgos físicos para mi hijo/a si participa en la encuesta. Los riesgos emocionales, si hubiera, son menores porque las respuestas son confidenciales. Durante el curso de la encuesta, mi hijo/a no tiene que contestar las preguntas que no quiere contestar. Mi hijo/a además puede interrumpir la encuesta en cualquier momento. Mi hijo/a puede hablar con la enfermera de la escuela o con una maestra del programa *REAL Talk* si desea más información sobre este tema.

Entiendo que mi hijo/a deberá completar una encuesta sobre sus creencias y actividades en lo que se refiere a la sexualidad. Algunas preguntas serán personales y es posible que se sienta incomodo/a ante la necesidad de contestarlas. Mi hijo/a puede dejar de contestar las preguntas en cualquier momento si quiere. Las respuestas sirven para mejorar programas como *REAL Talk*. Lo que yo decida en cuanto a la participación de mi hijo/a en la encuesta no cambiará mi relación con los maestros ni el director de la escuela, ni con AISD ni con los investigadores encargados de la Universidad Texas State ni los proveedores de *REAL Talk*. Mi decisión no afectará la situación de mi hijo/a en la escuela, ni sus notas ni avances, ni los beneficios que ofrecen la escuela o Texas State University. Usted puede pedirles una copia de los resultados a los proveedores de *REAL Talk*.

Este estudio ha sido revisado y aprobado por el Consejo Institucional – Sujetos Humanos en la Investigación (Institutional Review Board - Human Subjects in Research), Texas State University. En caso de problemas o preguntas relacionados con la investigación en materia de los derechos de los sujetos, sírvase comunicarse con el Institutional Review Board dirigiéndose al Director, Dr. Jon Lasser (512-245-3413 – [lasser@txstate.edu](mailto:lasser@txstate.edu)), o a Ms. Becky Northcut, Especialista en Cumplimiento (512-245-2102). Los que tengan preguntas sobre el programa deben llamar a los proveedores de *REAL Talk* al (512) 324-6876 o escribir a: [quality@lifeworksweb.org](mailto:quality@lifeworksweb.org).

Entiendo que mi hijo/a también deberá firmar un formulario de conformidad en cuanto a sus derechos en la encuesta, antes de completarla.

Se me han contestado mis preguntas.



FIRMA DEL INVESTIGADOR

Kelly Wilson, Ph.D.  
Texas A&M University - Department of Health and Kinesiology  
MS 4243 College Station, TX 77843  
(979) 862.2964  
e-mail: [kwilson@hlkn.tamu.edu](mailto:kwilson@hlkn.tamu.edu)

Si su hijo/a participa en *It's Your Game* en middle school, usted autorizará su participación en la encuesta por medio del formulario Consentimiento para participar en el grupo *REAL Talk*. Usted entiende que su hijo/a participará en una encuesta en la escuela y que las respuestas son confidenciales.

Con su firma en el Consentimiento para participar, usted confirma que ha recibido una copia del formulario de consentimiento y que entiende lo expresado en la presente y está de acuerdo con la misma.

(Puede quedarse con esta copia para su archivo.)



COUNSELING | EDUCATION & WORKFORCE | HOUSING | YOUTH DEVELOPMENT

Form Approved  
OMB No. 0990-0392  
Exp. Date 5/31/2015

## Consent for Services to a Minor REAL Talk Group – Austin ISD

Student's First Name \_\_\_\_\_ Student's Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Race: \_\_\_\_ Black/African-American \_\_\_\_ White/Caucasian \_\_\_\_ Asian \_\_\_\_ American Indian \_\_\_\_ Hawaiian/Pacific Islander  
\_\_\_\_ Other/More than One Race

Ethnicity: \_\_\_\_ Hispanic OR \_\_\_\_ Non-Hispanic

Parent/Guardian's Name \_\_\_\_\_

Student Primary Language \_\_\_\_\_ Primary Language Spoken at Home \_\_\_\_\_

School Name \_\_\_\_\_ PE Teacher \_\_\_\_\_ PE Class Period \_\_\_\_\_

***The following information is not required, but helps us obtain funds to provide services.***

Number of People in Home \_\_\_\_\_ Annual Income \$ \_\_\_\_\_

Currently in Foster Care: Yes ☐ No ☐ Previously in Foster Care: Yes ☐ No ☐

### Client's Rights and Responsibilities

- A client has the right to be treated with courtesy and respect, with appreciation of his/her individual dignity, and with protection of his/her need for privacy. \*
- A client has the right to quality service and high professional standards.
- A client has the right to expect that all communication and records related to his/her service will be treated as confidential and protected to the best of our legal ability, as outlined in LifeWorks Notice of Privacy Practices.
- A client has the right to know that LifeWorks uses a database to track client information for required reports.
- A client has the right to request to review his/her records and to request an amendment or correction.
- A client has the right to know the qualifications of people involved in providing services to them.
- A client has the right to request a change of staff, refuse any service, or withdraw from services at any time.
- A client has the right to know that the agency will report situations where there is reasonable cause to believe a minor is being abused or neglected, or any situation when physical harm to self or others may occur.
- A client has the right to express grievances/complaints regarding any violation of his/her rights and to have those complaints reviewed and, when possible, resolved, through an established grievance procedure.
- A client is responsible for being actively involved in the services they are receiving and for asking questions if they do not understand information given to them.
- A client is responsible for keeping scheduled appointments and when he/she is unable to do so for whatever reason, for notifying LifeWorks staff at least 24 hours prior to the scheduled appointment.
- A client is responsible for treating LifeWorks staff and clients with dignity and respect and for protecting the confidentiality of other LifeWorks clients.

**Please provide initials below to confirm or deny authorization**

**Consent to Participate in Group**

By initialing below I give or do not give permission for my child to participate in a LifeWorks' school group. I understand that there is some risk involved in group activities and that accidents and/or physical injury may occur. To the extent allowed by the laws of the state of Texas, I agree to hold harmless LifeWorks officers, agents and/or staff from any action taken in relation to accident or injury that may occur through no fault of LifeWorks.

\_\_\_\_\_ **YES**, my child **may** participate in the class.  
(initials)

\_\_\_\_\_ **NO**, my child **may not** participate in the class.  
(initials)

**Consent to Participate in Evaluation**

I acknowledge that I have read and understand the information in "*Consent Form for Parents—It's Your Game- REAL Talk – Youth Survey*." I understand that my child will be asked to complete a survey before and at the end of services to provide feedback for program improvement and evaluation. I understand that he/she will answer the survey at school and his/her responses will be kept private. I understand that completion of the surveys is not required and my child may choose not to complete the survey at any time.

\_\_\_\_\_ **YES**, my child **may** participate in the survey.  
(initials)

\_\_\_\_\_ **NO**, my child **may not** participate in the survey.  
(initials)

**Consent to Exchange Information**

(Initials) By initialing to the left I give permission for the staff at LifeWorks and Austin ISD to confer and exchange written and verbal information about my child to help better serve my child. I understand that all information shared in the group is confidential and protected by law. I understand that my consent to exchange information will expire when services end unless I request to revoke it earlier. Participation or non-participation will not affect present nor future relations with LifeWorks or Austin ISD. I acknowledge that I have received a copy of LifeWorks' *Notice of Privacy* that fully explains the uses and disclosures that LifeWorks may make with respect to my personal information.

**Consent for Photo/Video**

(Initials) By initialing to the left, I give permission for photographs/video to be taken of my child for promotional uses.

***By signing below, I acknowledge that I have reviewed the above Rights & Responsibilities,  
and I understand and agree to the above.***

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\*LifeWorks does not advocate, support, or practice activities that discriminate based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or status as a protected veteran. If you believe discrimination has occurred, contact: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., S.W., Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0990-0392. The time required to complete this information collection is estimated to average 10 minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.



COUNSELING | EDUCATION & WORKFORCE | HOUSING | YOUTH DEVELOPMENT

Formulario aprobado  
OMB No. 0990-0392  
Vence: 5/31/2015

## Consentimiento para ofrecerle los Servicios a un menor Grupo **REAL Talk** – Austin ISD

Primer nombre del estudiante \_\_\_\_\_ Apellido \_\_\_\_\_

Fecha de nacimiento \_\_\_\_\_ Sexo \_\_\_\_\_ Edad \_\_\_\_\_ Grado \_\_\_\_\_

Dirección \_\_\_\_\_ Apt # \_\_\_\_\_ Código postal \_\_\_\_\_

Tel. en casa \_\_\_\_\_ Tel. trabajo \_\_\_\_\_ Tel. Celular \_\_\_\_\_

Raza: \_\_\_\_\_ Negro/Afro-Americano \_\_\_\_\_ Caucásico \_\_\_\_\_ Asiático \_\_\_\_\_ Indio Americano  
\_\_\_\_\_ Hawaiano/Islands del Pacífico \_\_\_\_\_ Otro/Mas de una raza

Origen étnico: \_\_\_\_\_ Hispano O \_\_\_\_\_ No Hispano

Nombre del Padre/Madre/Guardián \_\_\_\_\_

Idioma dominante del estudiante \_\_\_\_\_ Idioma dominante en la casa \_\_\_\_\_

Escuela \_\_\_\_\_ Prof. de Educación Física \_\_\_\_\_ Periodo de clase \_\_\_\_\_

**Los siguientes datos no son obligatorios, pero ayudan a obtener fondos que nos permiten ofrecer servicios.** Número de personas en la casa: \_\_\_\_\_ Ingresos anuales: \$ \_\_\_\_\_

Actualmente en Cuidado Adoptivo Temporal (Foster Care): Si ☐ No ☐

Anteriormente en Cuidado Adoptivo Temporal: Si ☐ No ☐

### Derechos y responsabilidades del cliente

- Los clientes tienen derecho a que los traten con cortesía y respeto, que les reconozcan su dignidad personal, y que les garanticen la privacidad necesaria. \*
- Los clientes tienen derecho a recibir un servicio de gran calidad orientado por normas profesionales muy exigentes.
- Los clientes tienen derecho a suponer que la comunicación y los expedientes relacionados con el servicio que reciben serán confidenciales y que serán protegidos hasta el límite de nuestra capacidad legal conforme a lo estipulado en el Aviso sobre las Normas de Privacidad de LifeWorks.
- Los clientes tienen derecho a saber que LifeWorks usa una base de datos para manejar los datos de los clientes con el fin de poder preparar los expedientes necesarios.
- Los clientes tienen derecho a pedir que les permitan revisar sus expedientes y solicitar enmiendas o correcciones.
- Los clientes tienen derecho a saber qué preparación profesional tienen los que les facilitan los servicios.
- Los clientes tienen derecho a pedir un cambio de personal, a rechazar servicios determinados, o a interrumpir los servicios cuando quieran.
- Los clientes tienen derecho a saber que la agencia informará a las autoridades correspondientes cuando tenga causa razonable para creer que existe un caso de abuso o negligencia de un menor, o cualquier situación que podría resultar en un daño físico personal o ajeno.
- Los clientes tienen derecho a presentar quejas o reclamos en cuanto a las infracciones a sus derechos, y a suponer que sus quejas serán estudiadas y, en caso posible, resueltas por medio de un procedimiento conciliatorio.
- Los clientes deben participar activamente en los servicios que reciben, y hacer las consultas correspondientes si no entienden alguna información.
- Los clientes deben asistir a las citas programadas y, en caso de no poder llegar por el motivo que sea, deben avisar al personal de LifeWorks con un mínimo de 24 horas de anticipación.
- Los clientes deben tratar al personal y los clientes de LifeWorks con dignidad y respeto, y deben respetar la confidencialidad de los demás clientes de LifeWorks.



**Por favor llenar sus iniciales abajo para confirmar o negar su autorización**

**Consentimiento para Participar en el Grupo**

Con mis iniciales doy o no doy mi permiso para que mi hijo/a participe en un grupo escolar de LifeWorks. Entiendo que hay ciertos riesgos en las actividades grupales y que pueden ocurrir accidentes y/o lesiones físicas. Hasta el punto permitido por las leyes del estado de Texas, me comprometo a exonerar a los oficiales, representantes y/o empleados de LifeWorks en cuanto a cualquier acción tomada ante los accidentes o lesiones que pudieran ocurrir que no sean culpa de LifeWorks.

\_\_\_\_\_ **SI**, mi hijo/a **puede** participar en la clase.  
(iniciales)

\_\_\_\_\_ **NO**, mi hijo/a **no puede** participar en la clase.  
(iniciales)

**Consentimiento para Participar en la Evaluación**

Confirmando que he leído y entendido la información presentada en el *"Formulario de consentimiento para padres — It's Your Game-  
REAL Talk — Encuesta para jóvenes."* Entiendo y acepto que mi hijo/a deberá participar en una encuesta antes de recibir los servicios y después de completarlos con el fin de ofrecer sus comentarios para el mejoramiento y la evaluación del programa. Entiendo que el o ella participará en la encuesta en la escuela y que sus respuestas serán confidenciales. Entiendo que no es obligatorio completar la encuesta y que mi hijo/a puede optar por no completarla, a criterio propio, cuando quiera.

\_\_\_\_\_ **SI**, mi hijo/a **puede** participar en la encuesta.  
(iniciales)

\_\_\_\_\_ **NO**, mi hijo/a **no puede** participar en la encuesta.  
(iniciales)

**Consentimiento para intercambiar información**

(iniciales) Con mis iniciales autorizo al personal de LifeWorks y del distrito escolar Austin ISD para consultar entre sí e intercambiar información escrita y verbal sobre mi hijo/a con el fin de servir mejor a mi hijo/a. Entiendo que toda la información compartida en el grupo es confidencial y está amparada por la ley. Entiendo que mi consentimiento en cuanto al intercambio de información vencerá cuando se acaben los servicios si no pido la revocación correspondiente antes de esa fecha. El hecho de participar o no en el programa no afectará las relaciones actuales o futuras con LifeWorks o con Austin ISD. Confirmando que he recibido un ejemplar del Aviso sobre la privacidad (*Notice of Privacy*) de LifeWorks que explica en detalle cómo LifeWorks podría usar y divulgar mis datos personales.

**Consentimiento Foto/Video**

(iniciales) Con mis iniciales, yo doy permiso para que las fotografías/video de mi niño sean tomadas para los usos promocionales.

**Con mi firma aquí declaro que he repasado los Derechos y Responsabilidades y he entendido este documento y que estoy de acuerdo con lo expresado en el mismo.**

\_\_\_\_\_  
**Nombre del Estudiante**

\_\_\_\_\_  
**Firma de Madre/Padre/Guardián**

\_\_\_\_\_  
**Fecha**

\*LifeWorks no recomienda, apoya ni practica actividades que discriminan en base a la raza, color de la piel, sexo, identidad o expresión según el sexo, orientación sexual, origen étnico, discapacidad, edad, ni estado protegido como veterano militar. Los que quieran denunciar un caso de discriminación deben ponerse en contacto con: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., S.W., Washington, DC 20250-9410, o llamar al (202) 720-5964 (servicio de voz y TDD).  
Conforme a la Ley de Reducción de Papeleo de 1995, nadie debe responder a una colección de información a menos que presente un número de control OMB válido. El número de control OMB válido para esta colección de información es 0990-0392. Se calcula que hace falta un promedio de 10 minutos para completar esta colección de información, incluyendo el tiempo necesario para repasar instrucciones, inspeccionar los recursos de datos existentes, recoger los datos necesitados, y completar y repasar la colección de información. Los que quieran expresar sus opiniones en cuanto a la exactitud del tiempo calculado o sus recomendaciones para mejorar este formulario deben dirigirse a: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.



3700 South 1st Street  
Austin, TX 78704

t 512 735 2400  
f 512 735 2452

www.lifeworksweb.org

## LETTER OF AGREEMENT

This letter serves as an agreement between **Webb Middle School** of the Austin Independent School District and the REAL Talk (Risk-reduction Education for Adolescent Life) Program of **LifeWorks**.

**LifeWorks** agrees to provide the following services to the school:

1. Implementation of the "It's Your Game: Keep It Real!" teen pregnancy prevention curriculum - a total of 24 lessons across two grade levels. Level 1 is to be implemented once a week for 45 minutes in 6<sup>th</sup> grade classes with students who have active parental consent for participation in curriculum. Level 2 is to be implemented once a week for 45 minutes in 7<sup>th</sup> grade classes with students who have active parental consent for participation. This curriculum has been identified by the U.S. Department of Health and Human Services Office of Adolescent Health and the National Campaign to Prevent Teen Pregnancy as an evidence-based program proven through rigorous evaluation to reduce rates of teen pregnancy. In each grade, the program integrates group-based classroom activities, with personalized journaling, and individual tailored activities that are computer based. Students learn and practice how to set personal limits regarding risky behaviors, to be aware of situations that might challenge these limits, and to use refusal skills and other tactics to protect these limits. *Such groups are contingent on availability of appropriate space to hold meetings, and the availability of a trained LifeWorks group facilitator to conduct the meetings. Written parental consent for participation in the groups is required, utilizing consent forms that have been developed by LifeWorks to meet requirements of funders, our accreditation agency, and various legal entities.*
2. Provision of laptops for class use for web-based lessons when possible.
3. Evaluation of program effectiveness through baseline, post-survey, and follow-up survey instruments. Survey administration will occur in additional class sessions with students who have active parental consent to participate in evaluation.
4. Donation to supply fund of \$100 per semester for teachers' assistance with consent form collection, classroom management, and ongoing support.
5. Information and referral services, as needed, to assist school personnel in identifying community resources to address areas of concern for students, parents and family, and staff as they arise; and
6. Information dissemination and/or activities, as needed or requested, to provide youth, parents and family, and staff with accurate information about issues related to adolescent pregnancy prevention and positive youth development. Such activities may be provided through presentations and/or distribution of written materials.

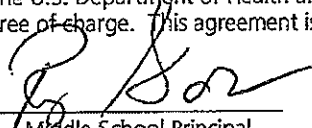
These services will be available to the school during the 2012-2013 academic school year through May 31, 2013. The purpose of these services is to provide education and skills training that will help children, parents and family, and other adults increase their knowledge about preventing teen pregnancy, risk factors, protective factors, resiliency, and asset development.

**Webb Middle School** agrees to:

1. Allow LifeWorks staff to implement "It's Your Game: Keep It Real!" during school instructional time;
2. Assist in the dissemination and collection of program information and consent to and from parents for students participating in the program;
3. Allow site visits by program staff, administrators, or funders in order to provide oversight for program activities and monitor implementation;
4. Provide adequate space in which to hold classes during hours of operation;
5. Provide wireless access in the event that LifeWorks is able to provide laptops for use services;
6. Provide access to school computers in the event that LifeWorks is unable to provide laptops, and provide technical assistance to ensure that system requirements needed to run computer based lessons are compatible and updated on school computers.

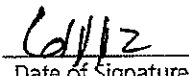
Both entities agree to follow all applicable laws regarding obtaining written parental consent for participation in services or evaluation activities.

Funding from the U.S. Department of Health and Human Services Office of Adolescent health allows LifeWorks to provide these services free of charge. This agreement is for the period of August 23, 2012 through May 31, 2013.

  
Middle School Principal

  
Date of Signature

  
LifeWorks Executive Director

  
Date of Signature

SHELTER | SAFETY | SUPPORT | SUCCESS

a Partner Agency of  
  
United Way Capital Area



## NOTICE OF PRIVACY PRACTICES

(Effective Date April 14, 2003)

### THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out your plan of care, get paid for our services, administer our agency, and for other purposes permitted or required by law. This Notice also describes your rights with respect to your health information.

Throughout this Notice, we use the term "protected health information" (PHI). PHI is information about you that may identify you and that relates to your past, present or future physical or mental health or condition and related LifeWorks services.

Parents or guardians should be aware that the terms "you" or "your" used in this Notice refer to the person receiving services, which may be you, your child or someone under your care.

**If you have any questions about this Notice of Privacy Practices, or if you wish to exercise any of your rights, please contact:**

Privacy Officer  
LifeWorks  
8913 Collinfield Dr.  
Austin, TX 78758  
(512) 324-6876

### OUR RESPONSIBILITIES:

We are required by law to protect the privacy of your health information and will not use or disclose your health information without your written permission, except as described in this Notice.

We must provide you with this Notice about our privacy practices. It explains how, when, and why we may use and disclose your health information. You may request a copy of our Notice of Privacy Practices at any time.

**Food and Drug Administration (FDA).** For example, we may disclose PHI to the FDA relative to adverse events with respect to food, supplements, product and product defects to enable product recalls, repairs, or replacement.

**Correctional Institutions.** If you are or become an inmate of a correctional institution, we may disclose to the institution or its agents PHI necessary for your health and the health and safety of other individuals.

**Emergencies.** For example, we may provide your health information to a paramedic who is transporting you in an ambulance.

**Notification.** We may use or disclose your PHI to notify or help you in notifying a family member, personal representative, or another person responsible for your care, of your location, and general condition.

### USES AND DISCLOSURES THAT REQUIRE YOUR WRITTEN AUTHORIZATION

Other uses and disclosures of PHI not covered by this Notice or the laws that apply to us will be made only with your written authorization. You may revoke the authorization, in writing, at any time to stop further uses and disclosures that were covered by that written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the services that we provided to you.

### TO REPORT A PROBLEM

If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint. *All complaints must be submitted in writing to the Privacy Officer at the address on the first page of this notice.*

**FOR MORE INFORMATION:** If you have questions about anything in this Notice or about any of our privacy practices, you may contact the Privacy Officer at the address below.

Privacy Officer  
LifeWorks  
8913 Collinfield Dr.  
Austin, TX 78758  
(512) 324-6876

carry out their duties we may disclose your PHI to an oversight agency for activities authorized by law, including audits and inspections, as necessary for licensure and accreditation and for the government to monitor the health care system, government programs, and compliance with civil rights.

**Organ Donation.** If you are an organ donor, we may disclose certain necessary health information to assist the appropriate organ procurement organization.

**Research.** We may use or disclose certain information that does not directly identify you for research, public health or healthcare operations if the recipient of that information agrees to protect that information.

**Abuse, Neglect or Domestic Violence.** We may disclose PHI in certain cases to proper government authorities if we reasonably believe that a patient or client has been a victim of domestic violence, abuse or neglect.

**To Avoid Harm.** If one of our staff members believes that it is necessary to protect you, or to protect another person or the public, we may provide PHI to the police or others who may be able to prevent or lessen the possible harm.

**Specific Government Functions.** For example, if you are a member of the armed forces, we may release PHI about you as required by military command authorities. We may also disclose your PHI for national security purposes, such as protecting government officials or performing intelligence investigations.

**Workers' Compensation.** We may disclose your PHI for workers' compensation or similar programs that provide benefits for work-related injuries or illnesses.

**Appointment Reminders and Health-Related Benefits or Services.** Unless you tell us in writing that you would prefer not to receive them, we may contact you to provide appointment reminders or information about alternative programs and services that may be of interest to you.

**Communications with Family, or Friends Involved in Your Care or Payment for Your Care.** If you have identified family or friends who you choose to be involved in your care, our staff may disclose limited PHI to them to help with services or payment for services. You have the right to limit or object to such disclosures.

] We reserve the right to change the terms of our Notice of Privacy Practices. We also reserve the right to apply changes in this Notice retroactively to all PHI maintained by the Agency. We will post a copy of the current Notice at each site where we provide services and at our web site.

#### **YOU HAVE A RIGHT TO:**

**Request that we limit certain uses and disclosures of your information.** You have the right to request a restriction on the health information we use or disclose about you for treatment, payment, or health care operations. You also have the right to ask us to limit the PHI we disclose about you to someone who is involved in your care or payment for your care, such as a family member or friend. However, we are not required to agree to your request. If we do agree, we will honor your request unless the PHI is needed to provide you with emergency care.

**See or get a copy of your information.** You have the right to look at or get a copy of your health information. If you request a copy of the information, we may charge you a fee for the costs of the copying, mailing and supplies that are needed to grant your request. We may deny your request in certain limited circumstances. If you are denied the right to see or copy your PHI, you may request that the denial be reviewed. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

**Correct or amend your information.** If you believe that there is a mistake in your health information or that a piece of important information is missing, you have a right to ask that we correct or update your information. You may request an amendment for as long as we maintain your health information. In certain cases, we may deny your request for amendment, and if this occurs, you will be notified of the reasons that your request was denied. You have the right to file a statement of disagreement with the decision, and we may prepare a response to your statement. You may also ask that we include a copy of your request and our denial with all future disclosures of that specific health information.

**Receive a list of certain disclosures of your information.** You have the right to get a list ("accounting") of disclosures that we have made of your PHI for most purposes other than treatment, payment, or health care operations. The list does not include: disclosures we have made directly to you or with your

written authorization, to friends or family members involved in your care, for national security purposes, to corrections or law enforcement authorities while you were in custody, or disclosures made prior to April 14, 2003. The first accounting you request within a 12 month period will be provided free of charge, but you may be charged for the cost of providing additional accountings. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time.

**Request confidential communications.** You may ask that we contact you in a certain way or at a certain location, such as only at work or by U.S. Mail. We will accommodate all reasonable requests. Please realize, we reserve the right to contact you by other means and at other locations if you fail to respond to any communication from us that requires a response.

**Withdraw your consent to use or disclose PHI, except to the extent that action has already been taken.** You may withdraw or "revoke" consent in writing at any time. Upon receipt of the written revocation, we will stop using or disclosing your PHI, except to the extent that we have already taken action in reliance on the consent. For example, we may disclose PHI to an insurance company for service rendered prior to the date that consent was revoked. We may refuse to continue to provide services to an individual that revokes his or her consent.

*To exercise any of your above rights, please submit your request in writing to the Privacy Officer at the address on page 1 of this Notice.*

**You also have the right to request a paper copy of this Notice.** You may request a paper copy of this Notice at any time by calling us at the number above, or by asking for one when you are at one of our offices. Even if you have agreed to receive the Notice electronically, you are still entitled to a paper copy of the Notice.

#### **USING AND DISCLOSING YOUR HEALTH INFORMATION**

The following categories describe different ways we may use and disclose PHI for treatment, payment or for operations of our agency. The examples included with each category do not list every type of use or disclosure that may fall within that category.

**For Treatment:** We may use your PHI to provide you treatment or services. For example, information obtained by a counselor or other LifeWorks service provider will be recorded in your record and used to determine your plan of care. People in different divisions of LifeWorks also may share medical information about you in order to coordinate the different services you may need. We may also, with your authorization, disclose your medical information to another healthcare provider who is involved in your care.

**For Payment:** We may use your PHI to secure payment for your treatment or services. For example, the information on a bill sent to you, your insurance company or Medicare or Medicaid may include information that identifies you, as well as the treatment provided to you. We may also tell your health plan about treatment you are going to receive to determine whether your plan will cover it. If you receive services not covered by insurance, we may also send information to the state or federal agency or other grant source that pays for those services.

**For Operations of our Agency:** Some uses and disclosures of your health information are needed to run our organization. For example, we may use your health information to evaluate the quality of the services you have received from our staff, to meet funding requirements, and to maintain licensure or accreditation status. We may also need to provide some of your health information to our accountants, attorneys, and consultants in order to make sure that we're complying with the law.

**WE MAY USE AND DISCLOSE PHI ABOUT YOU IN THE FOLLOWING CIRCUMSTANCES WITHOUT YOUR AUTHORIZATION OR OPPORTUNITY TO AGREE OR OBJECT, PROVIDED THAT WE COMPLY WITH CERTAIN CONDITIONS THAT MAY APPLY.**

**When a Disclosure is Required by Federal, State, or Local Law, Judicial or Administrative Proceedings, or by Law Enforcement.** We may disclose your protected health information if we are ordered by a court, or if a law requires that we report specific information to a government agency or law enforcement authorities, such as suspected abuse or neglect.

**Public Health and Health Oversight Activities.** We may disclose your PHI to public health or legal authorities charged with preventing or controlling disease, injury, or disability. We are also permitted to provide some health information to a coroner, medical

## Table Of Contents

Applicant: Youth and Family Alliance dba LifeWorks  
Application Number: TP12010000214  
Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Status: Awarded

### Information for the Applicant

1. Appendix A - List of Evidence-based Program Models
2. Appendix B - Checklist for Applications
3. Appendix C - Guidance for Grantee-level Independent Evaluation Plans
4. Appendix D - Application Submission Mechanism
5. 424
6. 424A
7. 424b
8. lobbying

### Online Forms

1. HHS Standard Certifications
2. Key Personnel Form
3. SF-424 Application for Federal Assistance (Version 2.0)
  - (Upload #1): ProjectNarrativeAttachments-Attachments-1237-Table of Contents for REAL Talk Narrative.pdf
  - (Upload #2): SF424\_2\_1-AdditionalProjectTitle-1244-Federal Wide Assurance.pdf
  - (Upload #3): ProjectNarrativeAttachments-Attachments-1236-REAL Talk Teen Pregnancy Prevention Project NARRATIVE FINAL.doc
  - (Upload #4): SF424\_2\_1-AdditionalProjectTitle-1246-Resumes-Job Descriptions LifeWorks.doc
  - (Upload #5): BudgetNarrativeAttachments-Attachments-1235-1. OAH Budget justification.doc
  - (Upload #6): SF424\_2\_1-AdditionalProjectTitle-1249-MOU with Planned Parenthood.pdf
  - (Upload #7): SF424\_2\_1-AdditionalProjectTitle-1252-Letter of Support - Austin ISD.pdf
  - (Upload #8): SF424\_2\_1-1234-Map of Services.pdf
  - (Upload #9): SF424\_2\_1-AdditionalProjectTitle-1239-Organizational Chart - Real Talk Program.doc
  - (Upload #10): SF424\_2\_1-AdditionalProjectTitle-1242-Letter of Support - Representative Doggett.doc
  - (Upload #11): SF424\_2\_1-AdditionalProjectTitle-1245-Tier 1 2010 SF-424 Signed Copy.pdf
  - (Upload #12): SF424\_2\_1-AdditionalProjectTitle-1240-Letter of Support - City of Austin.pdf
  - (Upload #13): SF424\_2\_1-AdditionalProjectTitle-1253-Letter of Support - Center for Social Work Research.pdf
  - (Upload #14): SF424\_2\_1-AdditionalProjectTitle-1247-Resumes-Job Descriptions Planned Parenthood.doc

- (Upload #15): SF424\_2\_1-AdditionalProjectTitle-1250-MOU with Austin ISD.pdf
  - (Upload #16): SF424\_2\_1-AdditionalProjectTitle-1248-Curriculum Vita - Dr. Wiley.doc
  - (Upload #17): SF424\_2\_1-AdditionalProjectTitle-1238-Organizational Chart - LifeWorks.docx
  - (Upload #18): SF424\_2\_1-AdditionalProjectTitle-1243-LifeWorks 501c3 IRS letter 2000.pdf
  - (Upload #19): SF424\_2\_1-AdditionalProjectTitle-1251-MOU with Health Advocates, LLC.pdf
  - (Upload #20): SF424\_2\_1-AdditionalProjectTitle-1241-Letter of Support - Mayor Leffingwell.pdf
4. SF-424A Budget Information - Non-Construction Programs
  5. SF-424B Assurances - Non-Construction Programs
  6. SF-LLL Disclosure of Lobbying Activities

Program Narrative

1. Budget Narrative
2. Program Narrative Upload
3. Project Narrative

Additional Information to be Submitted

1. Miscellaneous Information

Note: Upload document(s) printed in order after online forms.

## OPHS-1 Certifications

Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Project Period: 10/01/2010 to 09/30/2015  
Application Organization Youth and Family Alliance dba LifeWorks  
Authorized Certifying Official: Susan McDowell  
Title: Executive Director

- ☐ I DO NOT agree with the terms of the Signing Agreement  
☒ I agree with the terms of the signing Agreement



[illegible]



Application for Federal Assistance SF-424

Version 02

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		<b>* If Revision, select appropriate letter(s):</b> <div style="border: 1px solid black; height: 15px; width: 150px; margin-bottom: 5px;"></div> <b>* Other (Specify)</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>
<b>* 3. Date Received:</b> <div style="border: 1px solid black; padding: 2px;">05/31/2010</div>		<b>4. Applicant Identifier:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>		
<b>5a. Federal Entity Identifier:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>		<b>* 5b. Federal Award Identifier:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>		
<b>State Use Only:</b>				
<b>6. Date Received by State:</b> <div style="border: 1px solid black; height: 15px; width: 50px;"></div>		<b>7. State Application Identifier:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>		
<b>8. APPLICANT INFORMATION:</b>				
<b>* a. Legal Name:</b> <div style="border: 1px solid black; padding: 2px;">Youth and Family Alliance dba LifeWorks</div>				
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <div style="border: 1px solid black; padding: 2px;">74-2137189</div>		<b>* c. Organizational DUNS:</b> <div style="border: 1px solid black; padding: 2px;">1376142440000</div>		
<b>d. Address:</b>				
<b>* Street1:</b> <div style="border: 1px solid black; padding: 2px;">3700 South 1st Street</div>				
<b>Street2:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>				
<b>* City:</b> <div style="border: 1px solid black; padding: 2px;">Austin</div>				
<b>County:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>				
<b>* State:</b> <div style="border: 1px solid black; padding: 2px;">Texas</div>				
<b>Province:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>				
<b>* Country:</b> <div style="border: 1px solid black; padding: 2px;">UNITED STATES</div>				
<b>* Zip / Postal Code:</b> <div style="border: 1px solid black; padding: 2px;">78704-0000</div>				
<b>e. Organizational Unit:</b>				
<b>Department Name:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>		<b>Division Name:</b> <div style="border: 1px solid black; padding: 2px;">Education</div>		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>				
<b>Prefix:</b> <div style="border: 1px solid black; padding: 2px;">Ms.</div>		<b>* First Name:</b> <div style="border: 1px solid black; padding: 2px;">Peg</div>		
<b>Middle Name:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>				
<b>* Last Name:</b> <div style="border: 1px solid black; padding: 2px;">Gavin</div>				
<b>Suffix:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>				
<b>Title:</b> <div style="border: 1px solid black; padding: 2px;">Director of Education</div>				
<b>Organizational Affiliation:</b> <div style="border: 1px solid black; height: 15px; width: 150px;"></div>				
<b>* Telephone Number:</b> <div style="border: 1px solid black; padding: 2px;">512-560-9730</div>		<b>Fax Number:</b> <div style="border: 1px solid black; padding: 2px;">512-324-6871</div>		
<b>* Email:</b> <div style="border: 1px solid black; padding: 2px;">peg.gavin@lifeworksaustin.org</div>				

**Application for Federal Assistance SF-424**

Version 02

**9. Type of Applicant 1: Select Applicant Type:**

Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

**\* 10. Name of Federal Agency:**

Office of Public Health and Science

**11. Catalog of Federal Domestic Assistance Number:**

93.297

**CFDA Title:**

Adolescent Health Programs

**\* 12. Funding Opportunity Number:**

AH-TP1-10-002

**\* Title:**

FY10 Teenage Pregnancy Prevention: Replication of Evidence-based Programs (Tier 1)

**13. Competition Identification Number:**

AH-TP1-10-002-011500

**Title:**

FY10 Teenage Pregnancy Prevention: Replication of Evidence-based Programs (Tier 1)

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

See attached file: 1234-Map of Services.pdf; Mime Type: application/pdf; Location: SF424\_2\_1\_P2.optionalFile1;

**\* 15. Descriptive Title of Applicant's Project:**

Tier 1 Teenage Pregnancy Prevention Grant

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\* a. Start Date:

\* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="585000"/>
* b. Applicant	<input type="text" value="0"/>
* c. State	<input type="text" value="0"/>
* d. Local	<input type="text" value="0"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text" value="0"/>
* g. TOTAL	<input type="text" value="585000"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:



**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Teenage Pregnancy Prevention	93.297			\$585,000.00		\$585,000.00
2.	93.297					
3.	93.297					
4.	93.297					
5. Totals				\$585,000.00		\$585,000.00
SECTION B - BUDGET CATEGORIES						
Object Class Categories		GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
		(1) Non-Federal (2)	(3)	(4)		
a. Personnel		\$170,920.00				\$170,920.00
b. Fringe Benefits		\$44,108.00		b(4)		\$44,108.00
c. Travel		\$21,802.00				\$21,802.00
d. Equipment						
e. Supplies		\$12,133.00				\$12,133.00
f. Contractual		\$244,655.00				\$244,655.00
g. Construction						
h. Other		\$44,892.00				\$44,892.00
i. Total Direct Charges (sum of 6a-6h)		\$538,510.00		b(4)		\$538,510.00
j. Indirect Charges		\$46,490.00				\$46,490.00
k. TOTALS (sum of 6i and 6j)		\$585,000.00				\$585,000.00
7. Program Income						

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Teenage Pregnancy Prevention: Replication of Evidence-based			\$		
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)					
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$585,000.00	\$146,250.00	\$146,250.00	\$146,250.00	\$146,250.00
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$585,000.00	\$146,250.00	\$146,250.00	\$146,250.00	\$146,250.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Teenage Pregnancy Prevention: Replication of Evidence-based	\$585,000.00	\$585,000.00	\$585,000.00	\$585,000.00	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$585,000.00	\$585,000.00	\$585,000.00	\$585,000.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

## SF424B Assurances

Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Project Period: 10/01/2010 to 09/30/2015  
Application Organization: Youth and Family Alliance dba LifeWorks  
Authorized Certifying Official: Susan McDowell  
Title: Executive Director

- ☐ I DO NOT agree with the terms of the Signing Agreement  
☒ I agree with the terms of the signing Agreement



# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Youth and Family Alliance dba LifeWorks 3700 South 1st Street Austin, TX 78704  Congressional District, if known:			<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:		
<b>6. Federal Department/Agency:</b> Department of Health and Human Services			<b>7. Federal Program Name/Description:</b> Teenage Pregnancy Prevention Program  CFDA Number, if applicable: 93.297		
<b>8. Federal Action Number, if known:</b>			<b>9. Award Amount, if known:</b> \$		
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):			<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): NOT APPLICABLE NOT APPLICABLE		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: Wanda Robins Print Name: NOT APPLICABLE NOT APPLICABLE Title: _____ Telephone No.: _____ Date: 05/31/2010		
<b>Federal Use Only:</b>					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

Reporting Entity: Youth and Family Alliance dba LifeWorks Page 2 of 2

## Upload #1

Applicant: Youth and Family Alliance dba LifeWorks  
Application Number: TP12010000214  
Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Status: Awarded  
Document Title: ProjectNarrativeAttachments-Attachments-1237-Table of Contents for  
REAL Talk Narrative.pdf

***REAL (Risk-reduction Education for Adolescent Life) Talk  
Teen Pregnancy Prevention Project***

***A Collaborative Effort between LifeWorks and  
Planned Parenthood of the Texas Capital Region***

***In Coordination with the Austin Independent School District (AISD)  
and Health Advocates (David Wiley, Ph.D. and Kelly Wilson, Ph.D.)***

**Table of Contents**

**Project Narrative**

Organizational Capability .....	1-11
Project Management .....	12-14
Need Statement .....	14-18
Model to be Replicated and Project Approach .....	18-34
Target Population.....	34-35
Program Goal(s), Objectives and Activities .....	36-38
Work Plan and Timetable .....	39-43
Collaborations .....	43-45
Performance Measurement .....	45-46
Evaluation .....	46-50

## Upload #2

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1244-Federal Wide Assurance.pdf

## Federalwide Assurance (FWA) for the Protection of Human Subjects for Institutions Within the United States

☐ New Filing

☒ Update or Renewal for FWA Number: 00004854

### 1. Institution Filing Assurance

Legal Name: Youth & Family Alliance, Inc. dba LifeWorks

City: Austin

State: TX

HHS Institution Profile File (IPF) code, if known:

Federal Entity Identification Number (EIN), if known: 74-2137189

If this Assurance replaces an MPA or CPA, please provide the "M" or "T" number:

### 2. Institutional Components

List below all components over which the Institution has legal authority that operate under a different name. Also list with an asterisk (\*) any alternate names under which the Institution operates. The Institution should have available for review by the Office for Human Research Protections (OHRP) upon request a brief description and line diagram explaining the interrelationships among the Assurance Signatory Official, the Institutional Review Board(s) (IRB), IRB support staff, and investigators in these various components.

NOTE: The Signatory Official signing this Assurance must be legally authorized to represent the Institution providing this Assurance and all components listed below. Entities that the Signatory Official is not legally authorized to represent may not be listed here without the prior approval of OHRP.

☐ Please check here if there are no such components or alternate names.

Name of Component or Alternate Names Used	City	State (or Country if Outside U.S.)
LifeWorks (dba)	Austin	Texas



### 3. Statement of Principles

This Institution assures that all of its activities related to human subjects research, regardless of the source of support, will be guided by the ethical principles in the following document(s): *(indicate below)*

☒ ***The Belmont Report***

☐ ***Other:*** *(Please submit copy to OHRP with this Assurance)*

### 4. Applicability

(a) This Institution assures that whenever it engages in human subjects research conducted or supported by any federal department or agency that has adopted the Federal Policy for the Protection of Human Subjects, known as the Common Rule, the Institution will comply with the **Terms of the Federalwide Assurance for Institutions Within the United States (contained in a separate document on the OHRP website)**, unless the research is otherwise exempt from the requirements of the Common Rule or a department or agency conducting or supporting the research has determined that the research shall be covered by a separate assurance.

(b) *Optional:* This Institution elects to apply the following to all of its human subjects research regardless of the source of support, except for research that is covered by a separate assurance:

☐ ***The Common Rule (see section 3 of the Terms of the FWA for Institutions Within the United States for a list of departments and agencies that have adopted the Common Rule and the applicable citations to the Code of Federal Regulations)***

☒ ***The Common Rule and subparts B, C, and D of the HHS regulations at 45 CFR part 46***

### 5. Designation of Institutional Review Boards (IRBs)

This Institution designates the following IRB(s) for review of research under this Assurance *(if the IRB has not previously registered with HHS or has not provided a membership roster to HHS, please submit to OHRP the appropriate IRB registration materials which are available on the OHRP website)*.

NOTE: Reliance on the IRB of another institution or organization or an independent IRB must be documented by a written agreement that is available for review by OHRP upon request. OHRP's sample IRB Authorization Agreement may be used for this purpose, or the parties involved may develop their own agreement. Future designation of other IRBs requires an update of the FWA.

HHS IRB Registration Number	Name of IRB as Registered with HHS
IRB00000130	U Texas Austin IRB #1

**6. Human Protections Administrator (e.g., Human Subjects Administrator or Human Subjects Contact Person)**

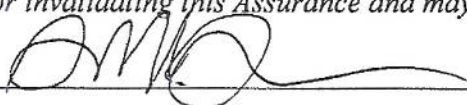
First Name: Peg Middle Initial: A. Last Name: Gavin  
Degrees or Suffix: LCSW Institutional Title: Division Director  
Institution: LifeWorks  
Telephone: (512) 560-9730 FAX: (512) 324-6871 E-Mail: peg.gavin@lifeworksweb.org  
Address: 8913 Collinfield Dr.  
City: Austin State: TX Zip Code: 78758

**7. Signatory Official (i.e., Official Legally Authorized to Represent the Institution)**

*I understand that the Assurance Training Modules on the OHRP website describe the responsibilities of the Signatory Official, the IRB Chair(s), and the Human Protections Administrator under this Assurance. Additionally, I recognize that providing research investigators, IRB members and staff, and other relevant personnel with appropriate initial and continuing education about human subject protections will help ensure that the requirements of this Assurance are satisfied.*

Acting officially in an authorized capacity on behalf of this Institution and with an understanding of the Institution's responsibilities under this Assurance, I assure protections for human subjects as specified above. The IRB(s) designated above are to provide review for all research to which this Assurance applies. The designated IRB(s) will comply with the **Terms of the Federalwide Assurance for Institutions Within the United States** and possess appropriate knowledge of the local context in which this Institution's research will be conducted.

All information provided with this Assurance is up-to-date and accurate. *I am aware that false statements could be cause for invalidating this Assurance and may lead to other administrative or legal action.*

Signature  Date: 5/27/10

First Name: Susan Middle Initial: B. Last Name: McDowell  
Degrees or Suffix: Institutional Title: Executive Director  
Institution: LifeWorks  
Telephone: (512) 735-2453 FAX: (512) 735-2452 E-Mail: susan.mcdowell@lifeworksweb.org  
Address: 3700 S. 1<sup>st</sup> St.  
City: Austin State: TX Zip Code: 78704



NOTE: Institutions operated by the U.S. Government may need to obtain department or agency clearance prior to submission of the FWA to OHRP. Please contact the relevant department or agency Human Subject Protections Officer before forwarding this Assurance to OHRP.

#### **8. FWA Approval**

The Federalwide Assurance for the Protection of Human Subjects for Institutions Within the United States submitted to HHS by the above Institution is hereby approved.

Assurance Number: 00004854

Expiration Date: 08/21/2010

Signature of HHS Approving Official: \_\_\_\_\_ Date: \_\_\_\_\_

Public burden for this collection of information is estimated to average two hours for a new FWA filing and less than an hour for an FWA renewal or update. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: OS Reports Clearance Officer, Room 537H, 200 Independence Avenue, SW., Washington, DC 20201. *Do not return the completed form to this address.*

- **Please note: This information pertains to LifeWorks' current FWA and research project funded under the auspices of the Dept. of Health and Human Services, Office of Population Affairs, Office of Adolescent Health Programs (OAPP). This form is submitted solely to provide documentation that LifeWorks has an active FWA, and has applied for continuation of this number.**
- **In the event that LifeWorks is awarded a cooperative agreement for Tier 1-Teen Pregnancy Prevention, LifeWorks will enter into a contractual agreement with Health Advocates, LLC and the project will be overseen by the IRB of Texas State University in San Marcos, Texas. At this time, no formal relationship exists between LifeWorks and Texas State University IRB.**
- **The University of Texas IRB provides oversight to an existing demonstration project funded through OAPP. Funding for this project will end as of September 30, 2010. LifeWorks has applied for continuation of the FWA (due to expire on 08/21/2010) in order to complete the requirements for the demonstration project. The University of Texas IRB is not associated with this application to the Office of Adolescent Health for funding to implement Tier 1-Teen Pregnancy Prevention services, and will not have any responsibility for oversight of said project if awarded.**



### Upload #3

Applicant: Youth and Family Alliance dba LifeWorks  
Application Number: TP12010000214  
Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Status: Awarded  
Document Title: ProjectNarrativeAttachments-Attachments-1236-REAL Talk Teen  
Pregnancy Prevention Project NARRATIVE FINAL.doc

***REAL (Risk-reduction Education for Adolescent Life) Talk  
Teen Pregnancy Prevention Project***

***A Collaborative Effort between LifeWorks and  
Planned Parenthood of the Texas Capital Region***

***In Coordination with the Austin Independent School District (AISD)  
and Health Advocates (David Wiley, Ph.D. and Kelly Wilson, Ph.D.)***

**I. Organization Capability Statement:**

The Youth and Family Alliance, Inc, dba, LifeWorks is a private, not-for-profit, multi-service youth and family agency located in Austin, Texas. The agency's mission is to transition youth and families from crisis to safety and success. The agency was formed in 1998 through the merger of four long-standing social service providers who offered a wide array of services, and who often "cross-referred" clients. The merger was conducted to increase efficiency, strengthen and centralize administrative functions, and create a "no wrong door" system through which clients could access a myriad of services.

LifeWorks offers a safety net of support to more than 10,000 individuals each year. The agency has 140 employees, nearly 100 direct service volunteers, and four multi-service locations to reach youth and families throughout the Central Texas area. LifeWorks is the only social service organization in Austin to offer a comprehensive network of support to youth and families. LifeWorks' niche is its ability to successfully serve populations which have the greatest needs and to support them through cooperative partnerships and a myriad of housing, counseling, and education programs. Three service divisions (Education, Housing and Homelessness, and Counseling) provide both stand-alone and mutually supportive services. The Education Services division provides critical educational and skill-building services to help youth avoid crisis and develop into strong, healthy adults. This division implements the agency's teenage pregnancy prevention programs and will be responsible for the implementation of the program funded under

this proposal. The Housing and Homelessness Services division provides a continuum of support (from street outreach to self-sufficiency) for homeless and runaway youth, and the Counseling Services division is the largest provider of free and affordable counseling in the Austin area.

LifeWorks is supported through multiple funding sources and has extensive experience managing both private and public funds. LifeWorks' administration department has over 70 years of administrative and programmatic experience providing services in the Greater Austin/Travis County Area. LifeWorks' Fiscal Year 2009-2010 operating budget is \$7,929,181, with federal grants comprising 68% of current year's revenue. The Education Division, which houses teenage pregnancy prevention initiatives, alone oversees and manages \$1.8 million in funds from state and federal sources; \$312,000 from local city and county sources; and an additional \$610,000 from contributions, corporate, and foundation grants. Currently, LifeWorks receives funding from the following federal sources:

- US Department of Health and Human Services – Office of Adolescent Pregnancy Programs (OAPP) provides \$350,000 annually to fund a demonstration research project evaluating services for pregnant and parenting teens.
- US Department of Health and Human Services – Runaway and Homeless Youth (RHY) provides a total of \$635,000 annually to fund street outreach, transitional living, and supportive housing initiatives for runaway and homeless youth.
- US Department of Housing and Urban Development (HUD) provides a total of \$243,613 for supportive housing programs to young adults.

Through numerous public and privately funded initiatives, LifeWorks has demonstrated both the capacity and expertise to efficiently and effectively mobilize resources on behalf of the most pressing needs facing Central Texas. LifeWorks' service delivery, quality administrative,

and assurance systems are designed to ensure that the agency can identify community needs and potential resources and develop rapid responses that are well supported by the community and thoroughly evaluated. LifeWorks' Client Services Council (a group of stakeholders including clients, board members, community members, and a Quality Assurance staff member) has responsibility for ensuring that LifeWorks: 1) designs programs that address community needs, 2) delivers services with administrative efficiency and an emphasis on customer satisfaction, 3) collects and evaluates data regarding program effectiveness, and 4) uses feedback received from evaluation activities to enhance and improve service delivery. LifeWorks makes every effort to ensure that its staff and volunteer base reflect the community served, including staff who are bilingual. LifeWorks provides annual mandatory cultural competency training for all employees.

LifeWorks' commitment to excellence is further demonstrated receiving national accreditation from the Council on Accreditation for Children and Family Services (COA), an international, independent, nonprofit child and family service and behavioral healthcare accrediting organization founded in 1977 by the Alliance for Children and Families. LifeWorks has also received an award for excellence from the Greater Austin Quality Council, which is based on criteria from the Malcolm Baldrige National Quality Award.

LifeWorks has an established and experienced finance team and a sophisticated accounting software system that can segregate funds by activity, type of assistance, and funder. Financial controls are managed as follows:

*Internal Controls:* the Director of Finance, Accounts Manager, Grants and Contracts Manager, Division Director, and Program Director all play a role in monitoring and administering contracts. The Grants and Contracts Manager meets quarterly with the finance team, the Division Director, and Program Director to review the budget and expenditure reports



and make adjustments to ensure contract compliance. The Program Director meets regularly with program staff to ensure that contractual requirements are understood and are being met.

External Controls: LifeWorks has over 25 public funding sources and hosts numerous audits every year. An annual, agency-wide financial audit is conducted every year by an independent Certified Public Accountant (CPA) who has been approved and engaged by the agency's Board of Governors. The results of the audit are presented to the Board of Governors and shared with a wide variety of funders.

Decision-Making Authority, Structure, and Experience:

LifeWorks is led by a volunteer Board of Governors whose role is to provide legal and fiscal oversight, set policy, oversee strategic planning, and ensure that adequate resources are available to support the organization's mission. The agency's Executive Director reports to and is evaluated annually by the Board of Governors. Standing Board Committees support the Board in carrying out its responsibilities and include the Executive, Finance, Quality Assurance, Governance, and Events Committees. Board member terms are two years, and members may serve up to three terms (six years). The full Board meets monthly, receives reports from each of the committees, and takes appropriate actions around policy issues. The Board annually reviews the agency's mission statement, policies and procedures, and approves the budget and audit. The Finance Committee of the Board meets monthly to evaluate revenue and expenditure levels and makes monthly reports to the Board of Governors on the agency's financial status.

A senior management team consisting of the Chief Operating Officer, Chief Program Officer, Chief Finance Officer, Director of Development, and Director of Human Resources reports directly to the Executive Director and oversees the day-to-day operations of LifeWorks,

its programs, and its staff. An organizational chart attached in the appendices section, as required, of this proposal provides further information about this structure.

LifeWorks succeeds in working with youth because the organization recognizes, respects, and responds to the needs of all youth and families, including ethnic, racial, and sexual minority groups. LifeWorks management and staff consider diversity and cultural competency critical parts of delivering effective, conscientious, quality care to youth. Through its recruitment process, LifeWorks strives to ensure that the background, ethnicity, and gender of staff, as closely as possible, reflect the diversity of youth served. LifeWorks values employees with varied professional backgrounds and life experiences. Staff serve as critical role models for youth and the extent to which they can reflect the backgrounds and experiences of the youth, the more engaged/trusting the youth will be. Many of LifeWorks direct service staff are licensed social workers, licensed counselors, or certified trainers in other areas of expertise.

**Key staff positions** for *REAL Talk* Team are shown below, with brief descriptions of the responsibilities of each position and time assigned:

**Amy Pierce, MPH** – Ms. Pierce will serve as the Program Director for the *REAL Talk* program (b(4) during the first year of the project). Ms. Pierce is a Program Director with LifeWorks and has extensive experience in the area of sexual health education, program development, and cooperation with researchers on federally funded demonstration grants.

**Jackie Platt, BA** – Ms. Platt is a Prevention Specialist at LifeWorks, focusing on sexual health education for adolescents. She will serve as the Program Coordinator for the *REAL Talk* program (b(4) and will provide direct supervision to (b(4) Prevention Specialists (to be hired) who will work (b(4) on this project. Ms. Platt will also be directly responsible for implementing the *It's Your Game* curriculum at selected middle schools.

***Prevention Specialists, To Be Hired*** – Three (b)(4) Prevention Specialists will implement the *It's Your Game* curriculum. These staff will report directly to LifeWorks' existing Prevention Specialist (Jackie Platt, who will assume Program Coordinator responsibilities).

***Rebecca Snearly, MPH*** – Ms. Snearly is Director of Health Education at Planned Parenthood of the Capital Region where she oversees education staff, grant reporting, and educational programs. She has a B.A. in Psychology and an M.P.H. in Health Education/Health Promotion. Ms. Snearly has extensive experience working with adolescents and youth programs and will be directly responsible (b)(4) for implementing the *Reducing the Risk* curriculum at selected high schools.

***Community Health Educators, To Be Hired*** – Planned Parenthood will hire two additional Community Health Educators (b)(4) to help implement the *Reducing the Risk* curriculum. This position will report directly to Planned Parenthood's Director of Health Education.

**Facilities** for services provided will be school and community-based locations. A map showing possible schools identified for program implementation is included in the appendices. LifeWorks program staff are currently located at the agency's 7,000 square-foot facility in East Austin (2001 Chicon Street, 78722). The building is ADA-compliant and equipped with internet and email access for all staff through a T1 line, computers for all staff, a small conference room, and high speed printers and copiers. LifeWorks' main administrative facility is located in South Austin at 3700 South 1<sup>st</sup> Street, 78704. Planned Parenthood's administrative headquarters is also in South Austin at 201 East Ben White Boulevard, 78704. Planned Parenthood offers education and outreach at its Downtown Teen Clinic located at 1823 East 7<sup>th</sup> Street, 78722. Both of these facilities are ADA-compliant and equipped with internet and email access for all staff through a T1 line, computers for all staff, a conference room, and high speed printers and copiers.



Organization's Capacity to Effectively Use Resources, Collect and Evaluate Data:

LifeWorks consistently evaluates the effectiveness of program activities and obtains client feedback to ensure the delivery of quality programming. Client demographic and outcome data are collected and analyzed throughout the year in order to evaluate service needs and effectiveness. LifeWorks is in the process of implementing a new database (ETO – Efforts To Outcomes developed by Social Solutions) for managing client information across the agency. This system allows more time for direct client contact by reducing paperwork; establishes a more responsive, coordinated, and efficient reporting structure; and provides better comparative data across programs for evaluation and planning.

The agency has a b(4) Director of Quality Assurance who oversees implementation of quality processes. Clients are encouraged to complete satisfaction surveys each quarter. The results are synthesized and reviewed quarterly by the Quality Assurance Committee. This information is shared with all LifeWorks employees and the Board of Governors.

Organization's Experience and Expertise in the Area of Teen Pregnancy Prevention:

LifeWorks has over 12 years of experience providing teenage pregnancy prevention services in the Central Texas area, which has a higher rate of births to teens than the statewide average.<sup>1</sup> LifeWorks is recognized as a community leader and source of adolescent prevention programs in Travis County. The agency has successfully implemented and evaluated teenage pregnancy prevention projects in communities with critical and unmet needs for prevention education and support. Since 1997, more than 2,500 youth have received adolescent pregnancy prevention education and support through LifeWorks.

---

<sup>1</sup> Texas Department of State Health Services, Center for Health Statistics, 2006.



LifeWorks' prevention programs have evolved to provide middle school youth and pre-adolescents with safe environments that facilitate open communication about relationships, peer pressure, and making choices. Core components include curriculum-based groups, individual mentoring, volunteer projects, organized family events, and an opportunity to develop a caring relationship with an adult—which LifeWorks considers the single most important factor that impacts the choices youth make. LifeWorks programs impact multiple areas of a young person's life and are intentionally designed to be strengths-based, with attention placed on the assets the individual already possesses. The agency's pregnancy prevention groups focus on strategies to resist peer pressure, build self-esteem, delay sexual involvement, and make healthy choices.

Local evaluation has consistently shown LifeWorks' pregnancy prevention program to be an effective means for increasing adolescents' knowledge of sexual health (e.g. knowing that abstinence is the only 100% effective way to avoid pregnancy and Sexually Transmitted Diseases [STDs]) and increasing youth's confidence in their ability to resist pressures to become sexually involved. Over the last 12 years, evaluation results have shown that the program has made a positive impact on area youths' intentions to delay the onset of sexual activity.

In 1993, LifeWorks (through the pre-merger agency known as Teenage Parent Council) implemented *Growing Up and Making Healthy Choices*, a 10-12 week curriculum-based program designed to help 9 to 14 year olds delay sexual involvement and pregnancy during their teen years. In 1997, LifeWorks was awarded a demonstration project grant by the US Department of Health and Human Services (Office of Adolescent Pregnancy Programs) to expand the support group format to reach more youth (approximately 275 per year). This grant allowed LifeWorks to add support services to this program such as mentoring, peer education, recreational opportunities, summer camps, and parent education.

This model was further expanded through an Innovation Grant awarded by the Texas Department of Health (now the Texas Department of State Health Services) in 1999 to include age-appropriate programming for high school youth, increased parent outreach and education, and the addition of a volunteer component for participating youth. The program was showcased at the Texas Department of Health's Public Health Policy Forum.

From 1999 to 2004, LifeWorks was the lead agency in the creation of the East Austin Male Involvement Project, designed to help reduce the high numbers of teen pregnancy in areas of East Austin through a collaborative effort composed of community-based organizations and other individuals working with young males. The Male Involvement Project (re-named the X-Y Zone by program participants) provided client-focused comprehensive services to address employment, education, parenting, and health. This program was implemented by staff from Big Brothers/Big Sisters (providing mentoring), Communities in Schools (providing school-based social services), People's Community Clinic (providing low cost health care), and LifeWorks (providing administrative oversight) and was funded by the Texas Department of Health as a demonstration project. Program activities included case management, mentoring, health education, support groups, peer education, and family and community involvement activities. Since 2004, the project has continued under the auspices of Communities in Schools and is gaining national recognition as an effective model for working with male youth.

As a result of its expertise in serving youth, LifeWorks was awarded a competitive federal research grant from the US Department of Health and Human Services (DHHS) for the agency's Adolescent Pregnancy Prevention Program to provide prevention services to 4<sup>th</sup> to 8<sup>th</sup> graders. This grant was awarded in 2003 upon completion of a previous five-year grant from OAPP and was in effect for a second five-year term through 2008.

However, at that time, federal funding was changed to be restricted to supporting programs that focused strictly on “abstinence only” education. LifeWorks declined to apply for these funds and instead sought local and foundation support to continue its medically accurate Adolescent Pregnancy Prevention Program. This program, which does not implement an evidence-based intervention, is currently supported through funding from the City of Austin, Travis County [REDACTED] b(4) and foundations. Through DHHS funding this cooperative agreement, LifeWorks will be able to expand and enhance its current program through the addition of evidence-based curricula, strengthened partnerships with Planned Parenthood and the local school district, and expansion of services to a wider age range and number of youth/young adults to be served. **Funds from DHHS will expand and enhance current activities. No funds will be supplanted by this grant award.**

Planned Parenthood of the Texas Capital Region brings an added level of expertise in sexuality education. For more than 70 years, Planned Parenthood in Austin has been a respected community resource for sexuality education and reproductive health care. Planned Parenthood’s health education department consists of a peer-to-peer program funded by the City of Austin and Travis County where high school teens are trained as peer educators who interact with their community and share factual information related to healthy teen sexuality; a parent program called *Talk First!* which consists of workshops to provide parents with the tools and resources to start having conversations about sex with their children; and a teen program where health educators works to coordinate services with teachers and other professionals already educating teens about health issues, providing the sections of curriculum on abstinence, birth control methods, sexually transmitted diseases (STDs), healthy relationships and dating, as well as communication skills and decision making.



Planned Parenthood annually participates in a national “GYT” (Get Yourself Tested) public awareness campaign sponsored by Planned Parenthood Federation of America, MTV, and the Kaiser Family Foundation. The campaign includes a GYT teen activity day at the Downtown Teen Clinic and extended walk-in clinic hours at each of three clinic locations. In 2009, the Downtown Teen Clinic won a Planned Parenthood Federation of America Affiliate Excellence Award in the category of “Special Efforts Serving Teens.” The Downtown Teen Clinic delivers reproductive health care and education to clients under 20 years of age regardless of their ability to pay. Clinic services are offered on a walk-in or appointment basis to encourage accessibility, and clinic resources are focused on services that overcome barriers to access, such as offering urine testing, a less expensive method, for Chlamydia and Gonorrhea. Through a partnership with the City of Austin, radio ads targeting teens and promoting testing for STDs directed teens to call 211, which then referred them to Chlamydia testing at the Downtown Teen Clinic.

Planned Parenthood and LifeWorks have a strong history of working cooperatively. The agencies have co-led meetings for the city-wide Maternal and Health Coalition and, currently, lead a continuing, collaborative effort involving 12 local and state agencies to plan and host the annual *iChoose: Real Talk on Sexual Health* Teen Summit. Regular collaboration with other youth and social service providers gives both agencies a chance to increase awareness between participants to effectively refer for services, avoid duplication of services, and coordinate group efforts for a shared goal of improving adolescent health outcomes. Because of the collaborative nature of the *REAL Talk* project, which includes two youth-serving agencies as well as the school district and city-wide support by local government and the health department, existing and complimentary service linkages will be easily maintained and strengthened.

## **II. Project Management:**

*REAL (Risk-reduction Education for Adolescent Life) Talk* will be offered in selected middle and high schools in the Austin Independent School District (AISD). LifeWorks will structure the OAH Tier 1 Prevention project within its Education Division with a Program Director to oversee the cooperative agreement with OAH, the collaboration activities presented in this proposal, coordination of evaluation activities in consultation with the Project Evaluator, and completion and submission of all reports in a timely manner. The Program Director will meet at least monthly, and more frequently as needed, with LifeWorks' Director of Education Services for supervision and administrative support and will work closely with the agency's Grants and Contracts Manager to ensure that fiscal and contractual requirements are being met. The Program Director will work with Planned Parenthood's Director of Health Education to develop operating procedures specific to this project. These staff will meet monthly with LifeWorks' Director of Education and the Independent Project Evaluator as appropriate, to review plans for program implementation, monitoring, and reporting.

*REAL Talk* team members from LifeWorks will include a Program Services Coordinator and three Prevention Specialists. The Program Services Coordinator will oversee and coordinate daily activities of the curriculum implementation, will communicate with the schools, will supervise the Prevention Specialists, and will implement *It's Your Game* at one AISD middle school. LifeWorks will recruit, hire, and train Prevention Specialists in curriculum delivery. Each Prevention Specialist will implement three groups at two AISD middle schools, for a total of six groups each. These staff will hold team meetings at least monthly in addition to individual supervision of staff and scheduled observations by the Program Coordinator and/or Program Director to discuss progress with curriculum implementation and activities.

LifeWorks will subcontract with Planned Parenthood to provide the *Reducing the Risk* curriculum to 9<sup>th</sup> and 10<sup>th</sup> graders at selected AISD high schools. LifeWorks and Planned Parenthood will have a written contractual agreement that will be reviewed and renewed annually, outlining the roles and responsibilities of each party for this project. LifeWorks will provide oversight to ensure fiscal and contractual compliance and facilitate project management through regularly scheduled meetings with a written agenda for each meeting outlining items for discussion. Written documentation of each meeting will be maintained, indicating who was present, decisions or plans made, and follow up tasks assigned. Staff will receive training in identification and prevention of risks to clients during program activities, and documentation in the form of incident reports will be submitted to LifeWorks Program Director and Quality Assurance Director, as well as any other relevant agency or school personnel in the event that a client indicates or experiences any risk in association with program activities. Planned Parenthood will submit monthly reports to LifeWorks reflecting all program activities conducted in support of this project. During the first year, meetings between the two agencies will serve as a mechanism to assess progress, develop timelines and benchmarks for implementation, and identify areas needing improvement. In the event of any disagreement regarding program implementation that can not be resolved through collaborative discussion, the LifeWorks Program Director (in consultation with the Project Officer from OAH assigned to the program) will be responsible for making and communicating in writing any final decisions.

Sites for service implementation will be selected through collaborative efforts with AISD personnel, including the Coordinator of School Health. Priority will be placed on those schools experiencing the highest rates of teen pregnancies among their students.



LifeWorks and Planned Parenthood, in collaboration with the local school district, will use AISD's Youth Services Mapping (YSM) System as a planning resource for aligning and improving services for the youth participants. The YSM is an extensive data management system developed to identify services existing throughout the Austin area. The database is searchable by variables such as location of services, age range served, type of service offered, specific program focus, and areas in which each program collects outcome measures related to indicators established by members of a local coalition known as "Ready by 21," that convene to coordinate services and address issues to keep youth on a path to success as adults.

### **III. Need Statement:**

Texas has the fourth highest rate of teen pregnancies in the nation (88 per capita)—higher than California, a state that is larger both in size and population—and the second highest rate of teen births.<sup>2</sup> Not surprisingly, Texas spends about \$1 billion dollars annually for teen child bearing.<sup>3</sup> While the teen pregnancy rate has been falling in many states throughout the nation, this is not true of Texas. About one-third of Texas girls get pregnant at least once by age 20 and well over half (58.5%) of youth have experienced sex by the time they are 16 or 17 years old.<sup>4</sup> Clearly youth are engaging not only in early sexual activity, but unprotected sexual activity. One-quarter of all teen girls in the US have an STD.<sup>5</sup> Because so many youth lack access to quality, consistent health care, many of these youth may not even know they have an STD.

---

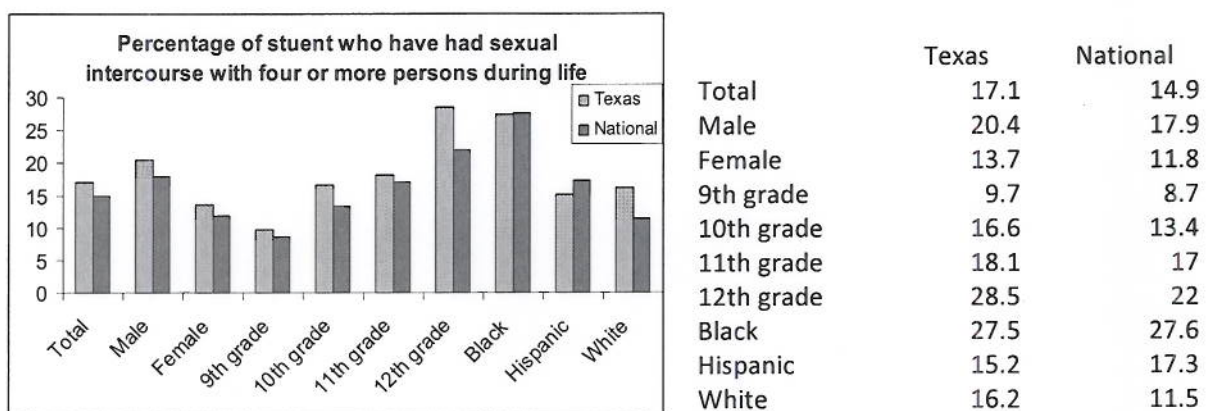
<sup>2</sup> Alan Guttmacher Institute. (2010) State Data Center: U.S. Teenage Pregnancies, Births and Abortions: National and State Trends and Trends by Race and Ethnicity.

<sup>3</sup> The National Campaign to Prevent Teen Pregnancy. (Nov, 2006). Fact Sheet: The Public Costs of Teen Childbearing in Texas.

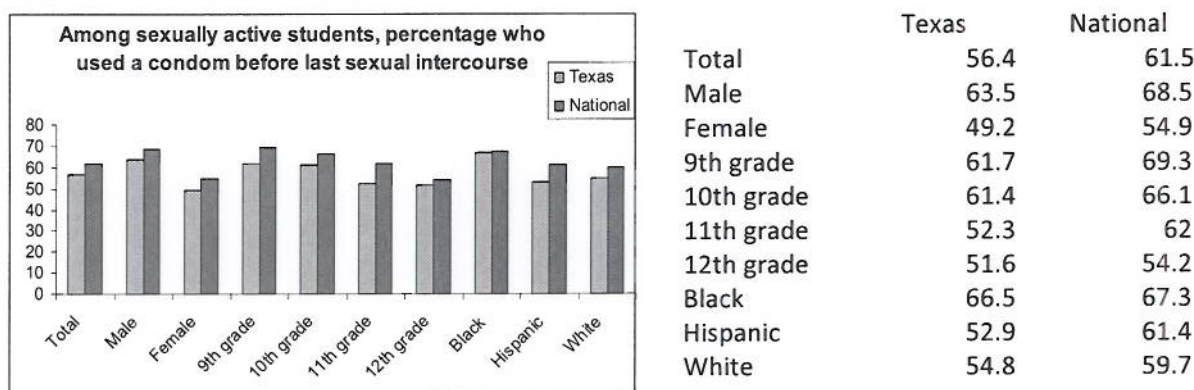
<sup>4</sup> Texas Department of State Health Services, Texas Youth Risk Behavior Surveillance System (YRBSS), 2009.

<sup>5</sup> Forhan, S.E., Gottlieb, S.L., Sternberg, M. R., et al. (2009). Prevalence of sexually transmitted infections among female adolescents aged 14 to 19 in the United States. *Pediatrics*, pp. 1505-1512 15 Elk Grove Village, IL: Journal of the American Academy of Pediatrics.

The spread of STDs is dependent on carriers having multiple partners and engaging in unprotected sex. By the time they reach the 12<sup>th</sup> grade, Texas teens are more likely to have had four or more partners than US teens as a whole. As they grow older, teens increase the likelihood of having multiple partners. Texas teens are not only more likely to have multiple partners than other US teens, they are also less likely to use birth control. Just over 13% of Texas teens versus 16% of US teens engaged in sexual activity either while on birth control pills or with a partner who was on birth control pills.<sup>6</sup> Just over half (56.4%) of Texas teens used a condom the last time they had intercourse, as opposed to 61.5% of US teens. Unfortunately, the trend for teens in Texas and across the US is to decrease condom use *and* take on more partners as they age.



**Figure 1: PERCENTAGE OF STUDENTS WHO HAVE HAD SEXUAL INTERCOURSE WITH FOUR OR MORE PERSONS DURING LIFE**



**Figure 2: AMONG SEXUALLY ACTIVE STUDENTS, PERECNTAGE WHO USED A CONDOM BEFORE LAST SEXUAL INTERCOURSE**

<sup>6</sup> US Centers for Disease Control, Youth Risk Behavior Surveillance, 2007.



In Travis County, teen birth rates show that girls are feeling the influence of growing up in poverty, seeing early sexual activity and parenting modeled by their parents and peers, and suffering from a lack of access to meaningful prevention messages, as well as access to adequate medical care to use safer sex practices should they decide to have sex. For Hispanic girls, the burden is particularly acute.

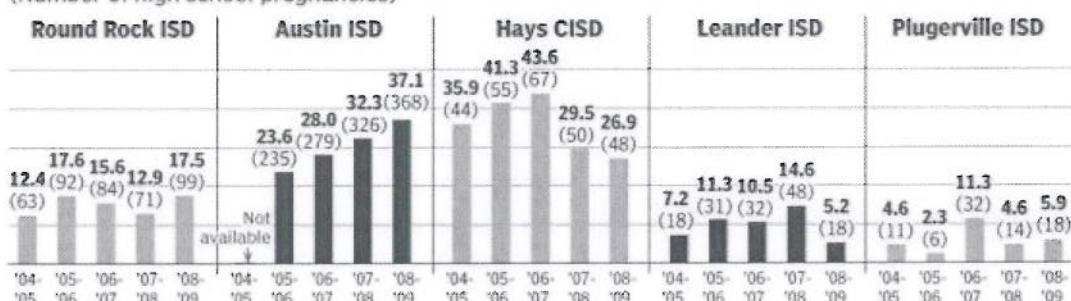
**Figure 3: BIRTHS TO MOTHERS 17 YEARS OF AGE AND YOUNGER BY RACE/ETHNICITY, 2006<sup>7</sup>**

	TOTAL	%	WHITE	%	BLACK	%	HISPANIC	%
TEXAS	19,453	4.9	3,601	2.3	2,847	6.2	13,005	6.6
TRAVIS	645	4.0	49	0.7	61	4.6	535	6.7

Students in the Austin Independent School District (AISD) are following Texas in going against the national trend toward decreasing rates of teen pregnancy. While teen pregnancy rates crested at a high of 43.6 per 1,000 girls in rural Hays County Independent School District (HCISD) to the south of Travis County, they did resolve downward within two years to a rate (26.9) that AISD has not seen in four years.

### Pregnancy rates per 1,000 female high school students

(Number of high school pregnancies)



Sources: Austin/Travis County Health and Human Services Department, Texas Education Agency, school districts

Robert Calzada AMERICAN-STATESMAN

**Figure 4: PREGNANCY RATES PER 1,000 FEMALE HIGH SCHOOL STUDENTS**

<sup>7</sup> Texas Department of State Health Services, Center for Health Statistics, 2006.

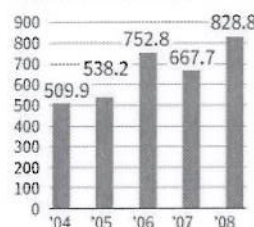
STDs are on the rise nationally among all age groups, and Texas and Travis County are no exception. Local teens are testing positive for Chlamydia and Gonorrhea at fairly steady, if slightly elevated, rates. However, the rate of Syphilis cases among Travis County youth nearly doubled in just one year, from 2007 to 2008. Girls bear the brunt of the STD epidemic. Gonorrhea is four times more prevalent among girls than boys, and girls are seven times more likely to contract Chlamydia than boys.

## Sexually transmitted disease in Travis County youth

Cases per 100,000 residents younger than 21

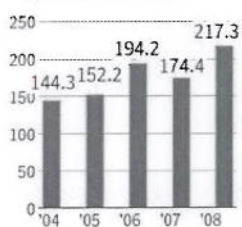
### Chlamydia

Cases in 2008: 2,205



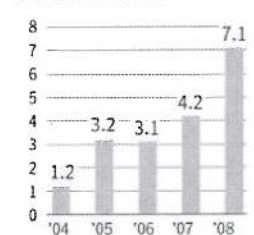
### Gonorrhea

Cases in 2008: 578



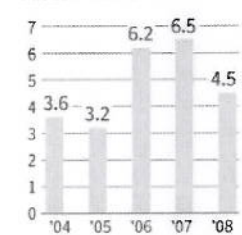
### Syphilis\*

Cases in 2008: 19



### HIV/AIDS\*

Cases in 2008: 12



\*Rates based on fewer than 20 cases are likely to be unstable and imprecise.

Source: Austin/Travis County Health and Human Services Department

**Figure 5: SEXUALLY TRANSMITTED DISEASE IN TRAVIS COUNTY YOUTH**

**Figure 6: CHLAMYDIA AND GONORRHEA AMONG YOUTH AGES 13-17 IN TRAVIS COUNTY, 2006<sup>8</sup>**

	BOYS	GIRLS	TOTAL
<b>CHLAMYDIA</b>	72	491	563
<b>RATE PER 100,000</b>	253.4	1826.4	10181.1
<b>GONORRHEA</b>	31	117	148
<b>RATE PER 100,000</b>	109.1	435.2	267.6

LifeWorks and Planned Parenthood are community leaders in sexual health education for adolescents. Unfortunately, a number of significant challenges have hindered these efforts. The State of Texas has adopted an “abstinence only” policy regarding the content of sex education classes in public schools, limiting discussion of topics offering critical information to youth who

<sup>8</sup> Ibid

are or are likely to become sexually active. The shift in recent years for federal funding to focus on abstinence education resulted in the loss of more comprehensive services to the community, as providers were unable to sustain their capacity without these funds.

Other factors have contributed to the area's high rate of teen pregnancy and STDs. Austin has a growing Hispanic population, fueled by rising immigration and a high fertility rate within Hispanic families. In a guide titled "Faith, Hope, Love – How Latino Faith Communities Can Help Prevent Teen Pregnancies," The National Campaign to Prevent Teen Pregnancy states "In recent years, teen pregnancy and birth rates have declined in the Latino community. Even so, the Hispanic teen birth rate is nearly twice the national rate of all teens, and the pace of progress is slower than for other groups...Half of all Latina teens get pregnant at least once by age 20." These youth and their families have a strong need for sexual health education and support services. The knowledge and skills taught through programs such as *It's Your Game* and *Reducing the Risk* can empower youth to make healthy choices for themselves and their future.

#### **IV. Model to Be Replicated from the List and Project Approach:**

LifeWorks and Planned Parenthood of the Texas Capital Region will offer *REAL (Risk-reduction Education for Adolescent Life) Talk*, a teen pregnancy prevention effort offered in partnership with the Austin Independent School District (AISD). LifeWorks will offer *It's Your Game: Keep It Real (IYG)* to 7<sup>th</sup> and 8<sup>th</sup> graders and Planned Parenthood of the Texas Capital Region will offer *Reducing the Risk: Building Skills to Prevent Pregnancy, HIV and STD (RTR)* to 9<sup>th</sup> and 10<sup>th</sup> graders. Depending on the number of sites selected in AISD and the willingness and ability of other school districts, the program may expand to more districts after year one. These partners will ensure that students who complete *IYG* do not also complete *RTR*. The



cross-agency *REAL Talk* team (LifeWorks Program Director, Prevention Specialists [one existing and three to be hired] and Planned Parenthood Director of Health Education and Community Health Educator [one existing and one to be hired]) believes that a **Positive Youth Development Philosophy** includes more than just focusing on preventing and correcting youth problems—the approach must be holistic and include youth in every aspect of its development. Youth must be empowered to inform, guide, and direct the quality of services. The *REAL Talk* team embraces this philosophy and places a strong emphasis on helping youth develop caring relationships with an adult—a protective factor the team considers the single most important variable that has an impact on choices youth make. The Positive Youth Development Philosophy includes the importance of protecting confidentiality; having a safe, comfortable environment; and valuing client empowerment, participation in decisions, and planning policies and services.

LifeWorks' Positive Youth Development Philosophy is based on the 40 Developmental Assets of the Search Institute, an independent nonprofit with the mission to advance the well-being of adolescents. LifeWorks operates within a philosophy that is youth-directed, individualized, and designed to build upon youth strengths. LifeWorks has a unique reputation for going “above and beyond” to provide services to youth who might not otherwise be served.

#### *The Approach:*

LifeWorks will replicate *It's Your Gamel* with youth in grades 7 and 8 in the Austin Independent School District (AISD), with Planned Parenthood of the Texas Capital Region presenting *Reducing the Risk* to 9<sup>th</sup> and 10<sup>th</sup> graders in the district. Both interventions are designed to increase the self-reliance and resiliency of youth as they face tough pressures and decisions associated with their teenage years. Youth participation in risky behaviors can be

diverted in many areas of their lives. For example, research conducted by the Search Institute has identified 40 “developmental assets” that are considered to be building blocks for positive youth development. The number of assets that a youth possesses can be a strong indicator of a youth’s likelihood to make safe, healthy choices during the adolescent and teenage years.

The Search Institute has completed research correlating the number of developmental assets listed by youth surveyed and the percentage of the same youth reporting involvement in sexual activity, alcohol and drug use, and violence during the teen years. These results are based on surveys of almost 100,000 6<sup>th</sup> to 12<sup>th</sup> grade youth in 213 towns and cities in the US during the 1996-97 school year. Extensive research has demonstrated that the increased presence of these developmental assets has a significant impact on choices that youth make with regard to sexual activity, school involvement, drugs and alcohol use, and other issues. The more assets youth possess, the stronger the likelihood is that they will avoid drug abuse, school drop-out, teenage pregnancy, and other risky behaviors and situations.

<b>Figure 7: CORRELATION BETWEEN DEVELOPMENTAL ASSETS AND HIGH RISK BEHAVIOR</b>				
<b>Number of Assets Reported</b>	<b>0-10 Assets</b>	<b>11-20 Assets</b>	<b>21-30 Assets</b>	<b>31-40 Assets</b>
% of youth surveyed reporting involvement with <i>sexual activity</i>	33%	21%	10%	3%
% of youth surveyed reporting involvement with <i>alcohol use</i>	53%	30%	11%	3%
% of youth surveyed reporting involvement with <i>illicit drug use</i>	42%	19%	6%	1%
% of youth surveyed reporting involvement in <i>violent behavior</i>	61%	35%	16%	6%

The proposed approach is consistent with the information supplied through the work of the Search Institute, and provides an opportunity to support the positive development of youth through the promotion of 19 developmental assets.



**Figure 8: CORRELATION OF SEARCH INSTITUTE DEVELOPMENTAL ASSETS TO *IT'S YOUR GAME* AND *REDUCING THE RISK* PROGRAM COMPONENTS**

Developmental Asset	Program Component
<b>Support</b> <ul style="list-style-type: none"> <li>Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parent(s).</li> <li>Young person receives support from 3 or more non-parent adults.</li> </ul>	Parent Involvement Activities  Role of the Prevention Specialists
<b>Empowerment</b> <ul style="list-style-type: none"> <li>Young person perceives that adults in the community value youth.</li> <li>Young people are given useful roles in the community.</li> <li>Young person serves in the community one hour or more per week.</li> </ul>	Volunteer projects- (Alternative Activities)
<b>Boundaries and Expectations</b> <ul style="list-style-type: none"> <li>Parent(s) and other adults model positive, responsible behavior</li> <li>Young person's best friends model responsible behavior.</li> </ul>	Parent Involvement (Alternative) Activities  Youth Groups (Education)
<b>Constructive Use of Time</b> <ul style="list-style-type: none"> <li>Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in community organizations.</li> </ul>	Youth Groups (Education)
<b>Positive Values</b> <ul style="list-style-type: none"> <li>Young person places high value on helping other people.</li> <li>Young person acts on convictions and stands up for beliefs.</li> <li>Young person "tells the truth even when it is not easy."</li> <li>Young person accepts and takes personal responsibility.</li> <li>Young person believes it is important not to be sexually active or to use alcohol or other drugs.</li> </ul>	All components of program
<b>Social Competence</b> <ul style="list-style-type: none"> <li>Young person knows how to plan ahead and make choices.</li> <li>Young person has empathy, sensitivity, and friendship skills.</li> <li>Young person can resist negative peer pressure and dangerous situations.</li> </ul>	All components of program
<b>Positive Identity</b> <ul style="list-style-type: none"> <li>Young person feels he has control over "things that happen to me."</li> <li>Young person reports having a high self-esteem.</li> <li>Young person reports that "my life has a purpose."</li> <li>Young person is optimistic about her or his personal future.</li> </ul>	All components of program

LifeWorks will pilot the *It's Your Game (IYG)* in the first planning year, following approval by OAH and receipt of training by the curriculum developers. At this time, no adaptations or modifications to the curriculum are requested. Following the guidelines set forth



by the *IYG* curriculum developers, Prevention Specialists will keep copies of lesson guides and any teacher aide/script on hand while teaching and will complete curriculum logs provided by *IYG* developers to describe all classroom/group lessons and computer lessons for each group. The curriculum log includes attendance, allows for notes to be written regarding problems with implementation, and is kept as part of a larger group file. The Program Coordinator will observe group sessions using an Implementation Fidelity Checklist specific to each group session, and collect the logs throughout the semester. Staff and Program Coordinator will meet regularly to discuss curriculum implementation and the progress of group sessions and group participants.

LifeWorks staff will create, renew, and strengthen relationships with key school personnel and other school-based youth serving agencies. Staff will meet with these entities to educate them about the program and request referrals, which will be accepted from a variety of sources, including school counselors, teachers, youth, and parents. LifeWorks staff will meet with school contacts to discuss the appropriateness of the referral. The student's risk factors, maturity level, and intensity of need will be determined. Once selected, students will participate in an informational session during which they will learn about the program and receive a letter for their parent or guardian, explaining the program, as well as a consent form. Parents or guardians must sign and return the consent form for students to participate in the program.

LifeWorks' Prevention Specialists will offer school-based groups to facilitate open communication about relationships, peer pressure, and making choices. During the school year, each single-sex group will meet once a week for a semester in 7<sup>th</sup> grade and for another semester in 8<sup>th</sup> grade, with a consistent group composition and group facilitator each semester. Both semesters of curriculum implementation will provide 18-20 hours of intervention, providing a significant amount of time during which LifeWorks' staff will build meaningful relationships

with youth while providing a safe place for them to share the struggles of adolescence. Each semester will have approximately 20 groups, with each group consisting of 12 sessions at local middle schools. Each session topic has developmentally matched, interactive, experiential activities for 7<sup>th</sup> and 8<sup>th</sup> grade age groupings designed to explore, explain and reinforce the topic and message for that session. Group sessions will occur either during the school day or after school, depending on school schedules and preferences. The groups will meet for 45-60 minutes.

*It's Your Game* includes three major components: Classroom-based, Parent-Child Homework Activities, and Computer-based components. The Classroom component is a 24-lesson curriculum using role modeling, individual journaling, and group discussion. LifeWorks will deliver this component in a group setting, as the local school district has indicated this as a preference. Students learn about setting personal limits regarding risk behaviors, being aware of situations that might challenge limits, and using refusal skills and other tactics to protect these limits. Parent-Child Homework consists of six homework activities to complete with their parent/guardian designed to facilitate parent-teen dialogue on topics such as friendship qualities, dating, and sexual behavior. Middle school is a time when communication between parents and teens begins to be more difficult, so LifeWorks values the opportunity to begin or maintain dialogue at home regarding these sensitive topics. The curriculum incorporates a computer-based component with embedded interactive activities, a 3-D virtual world "mall," and peer role model and expert videos which teens access using classroom computers, headphones, and a wireless network. The computer component offers fact sheets and evaluates student progress with quizzes.<sup>9</sup> LifeWorks staff understand the advantages of using technology with youth to engage their attention and find that this is an especially strong component of this curriculum.

---

<sup>9</sup> Summary of Evidence obtained via Office of Adolescent Health Website:  
[www.hhs.gov/ophs/oah/prevention/research/programs/its\\_your\\_game\\_keep\\_it\\_real.html](http://www.hhs.gov/ophs/oah/prevention/research/programs/its_your_game_keep_it_real.html)

*It's Your Game* is available free for download as a web-based application, and LifeWorks' *REAL Talk* staff have reviewed the curriculum for content and compatibility with current pregnancy prevention programming. Training for *It's Your Game* is available for a two to four day period, depending on the experience and size of the group. Information obtained from the curriculum developers describe the *It's Your Game* training as an interactive experience that includes: 1) an overview of curriculum content including: adolescent sexual health and well-being, life skills, puberty, healthy relationships, HIV, STDs, and teen pregnancy; 2) lesson demonstration and modeling; 3) interactive lesson practice and instant feedback; 4) strategies for dealing with sensitive issues and handling classroom controversy; 5) guidelines for adapting curriculum to ease implementation; 6) strategies for addressing implementation challenges; and 7) action planning for effective implementation. Pending OAH approval regarding the medical accuracy of the curriculum, LifeWorks will plan to train its staff by January 2011.

Planned Parenthood of the Texas Capital Region will implement *Reducing the Risk: Building Skills to Prevent Pregnancy, HIV and STD (RTR)* for 9<sup>th</sup> and 10<sup>th</sup> graders as part of *REAL (Risk-reduction Education for Adolescent Life) Talk*. *RTR* focuses on developing attitudes and skills that help teens prevent pregnancy and transmission of STD, including HIV. This proven approach addresses skills such as risk assessment, communication, decision making, planning, refusal strategies, and delaying tactics. *RTR* was developed specifically to influence adolescent sexual and drug behaviors and is particularly appropriate in communities, such as Travis County, with high rates of teen pregnancy and STDs.

*RTR* provides information and skills-building activities. Accurate information about the consequences of unprotected sex may strengthen a youth's resolve not to have sex or not to have it without protection. Knowing that many of their peers, and most young people their age, do not



have sex also helps youth understand they have the option to abstain. For information to influence decisions, students must personalize the information. In *RTR*, students complete activities that show how becoming a teenage parent or becoming infected with HIV would affect their daily lives. Students also describe their own reasons for abstaining from sex or using protection. They discuss these reasons with parents or guardians and they practice stating their opinion during role plays, class activities and discussions, and assignments.

The emphasis of *RTR* is to teach students social skills they can use to abstain or protect themselves. *RTR* presents abstinence as the best, safest, and most common choice for high school students, but recognizes that some students are sexually active and presents clear guidelines and rationales for using protection during sex. Youth do not find these messages contradictory, and lessons reviewing protection do not increase the likelihood that students will become sexually active. Students learn to consult their parents and consider their own values to make decisions. *RTR* provides ideas, skills, and practice to effectively practice the following:

**Refusals:** Responses that clearly say no in a manner that does not jeopardize a good relationship, but which leave no ambiguity about the decision not to have sex or to refuse unprotected sex.

**Delaying tactics and alternative actions:** Ways students can avoid a situation or delay taking action until they have time to decide what to do or say or until they are more prepared to make a decision. Such strategies are incompatible with impulsive and unprotected sex. *Reducing the Risk* contains many characteristics of effective programs, including:<sup>10</sup>

1. Focus on reducing sexual risk-taking behaviors that may lead to HIV/STDs or unintended pregnancy. *RTR* focuses on delaying the onset of intercourse and using protection if intercourse occurs.

---

<sup>10</sup> Kirby D. 2001. *Emerging answers: Research findings on programs to reduce sexual risk-taking and teen pregnancy*. Washington, DC: National Campaign to Prevent Teen Pregnancy.

2. Basis in theoretical approaches demonstrated to be effective in influencing other health risk behaviors. *RTR* strives to improve knowledge, norms about sex, and self-efficacy to refrain from sex or to use protection.
3. Delivery and consistent reinforcement of clear messages about condom and contraception use and/or abstaining from sex. *RTR* is clear that youth should avoid unprotected sex, abstinence is the best and safest approach, and protection should always be used if they have sex.
4. Basic information that students need to assess risks and avoid unprotected sex. *RTR* emphasizes the basic facts needed to make behaviorally relevant decisions.
5. Activities that address social pressures on sexual behaviors. *RTR* discusses situations that might lead to sex and provides role-playing to help teens respond to pressure “lines” and avoid potentially risky situations.
6. Modeling/practice of communication and negotiation skills. *RTR* includes information about these skills, modeling their effective use, and rehearsal and practice.
7. Varied teaching methods to involve youth and have them personalize information. *RTR* uses active learning and involves teens in experiential activities: small group discussions; games or simulations; brainstorming; role playing with written rehearsal, practice, verbal feedback, and coaching; locating contraception in local drugstores; visiting or telephoning family planning clinics; and interviewing parents.
8. Behavioral goals, teaching methods, and materials appropriate to the age, sexual experience, and culture of the students. *RTR* is appropriate for young high-school age youth.
9. Duration of time in one of two categories—14 or more hours and fewer hours implemented in small group settings. *RTR* lasts 16 hours, and Planned Parenthood will engage students in both classroom and small group lessons depending on the needs of the particular school.

10. Training for the educators implementing the program to give teachers information on the program and practice using the teaching strategies included in the curriculum (e.g., conducting role plays and leading group discussions).<sup>11</sup>

Staff will conduct group sessions either during the school day or after school for 9th and/or 10<sup>th</sup> graders, depending on school schedules and preferences. Planned Parenthood's Director of Health Education will oversee the project, and the agency's trained and experienced Community Health Educators will implement it. The Director of Health Education will monitor fidelity regularly using a checklist for that purpose. Formal training on implementing the program model with fidelity will occur in year one with health education staff from ETR Associates or the Healthy Teen Network, which can also provide technical assistance as needed.

Implementing *RTR* complements Planned Parenthood's education and outreach initiatives including informational workshops, presentations, and awareness programs that deliver accurate, age-appropriate, unbiased sexual health information and encourage responsible sexual behavior in targeted audiences. Health educators teach these hour long sessions at schools, community-based organizations, and social service agencies and target teens and adults of diverse ethnic and economic backgrounds. Sessions address abstinence, birth control, STD prevention, and communication skills. Because youth who talk to their parents about sexuality are more likely to delay sex and make healthier decisions about sexual behavior, Planned Parenthood provides workshops for parents on how to effectively have these health and life saving discussions with their children. The agency delivers education to over 2,900 teens and parents per year, 100 of which participate in a semester-long sexuality education curriculum led by Planned Parenthood educators. Health educators are invited to and seek out special events and health fairs which give them the opportunity to provide youth and those who serve them with medically accurate, age-

---

<sup>11</sup> Ibid.



appropriate sexuality information and/or referrals to other social service agencies or health care providers that will enable them to avoid unintended pregnancy and STDs.

The collaborative *REAL Talk* project is intended to be evaluated as part of a federal evaluation effort. *REAL Talk* programming for middle and high school students will be implemented in up to 15 middle and high schools serving multiple groups of students at risk for teen pregnancy in the Greater Austin-area. To support and reinforce the curricula, *REAL Talk*, includes other best practices. The Center for Substance Abuse Prevention (CSAP) recommends that prevention strategies should “promote opportunities and skills that build connection between youth and positive environments” and that reach beyond school and family.<sup>12</sup> CSAP has identified six essential components for prevention programs to implement to maximize the impact of services delivered. These strategies are easily transferrable to the realm of pregnancy prevention, and will be incorporated into *REAL Talk* by both partners. The six strategies are described in the context of how they will be applied to this program:<sup>13</sup>

**Information dissemination:** Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two and provides knowledge and awareness of available prevention programs and services. This strategy will be implemented to provide awareness and knowledge of the nature and extent of teen pregnancy, HIV and STD prevention and their effects on individuals, families, and communities.

**Prevention Education:** This strategy involves two-way communication and is distinguished from information dissemination by the interaction between the educator/facilitator and the participants being the basis of its activities. Activities under this strategy seek to affect critical

---

<sup>12</sup> Substance Abuse and Mental Health Services Administration. *The National Cross-Site Evaluation of High-Risk Youth Programs*. Center for Substance Abuse Prevention: Points of Prevention Monograph Series #3, p. 31.

<sup>13</sup>These definitions are taken from the Federal Register, Volume 58, Number 60, March 31, 1993.  
<http://wch.uhs.wisc.edu/13-Eval/Tools/Resources/CSAP%20Six%20Prevention%20Strategies.pdf>

life and social skills, including decision-making, refusal skills, critical analysis (e.g., of media messages), and systematic judgment abilities. This strategy will be implemented through the curriculum-based groups, using *It's Your Game* or *Reducing the Risk*.

**Alternative Activities:** This strategy involves the target populations in activities that exclude risky behaviors and encompass cultural, recreational, or social activities that can have a meaningful impact on youth. The assumption is that constructive and healthy activities can offset the attraction to—or otherwise meet the needs usually filled by—high risk behaviors. This strategy will be implemented through engaging youth in leadership development, mentoring, service learning, and opportunities to participate in cultural, recreational events.

**Problem identification and referral:** This strategy aims at identification of youth who have indulged in high risk behaviors to assess if the behavior can be reduced or reversed through education or referral to other services. Program staff will be familiar with a wide range of community resources available to provide additional support to youth and their families, and will make such referrals as needed or requested by participants.

**Community-based process:** This strategy aims to enhance the community's ability to provide prevention education. Activities include organizing, planning, enhancing service implementation, interagency collaboration, and coalition building. To implement this strategy, staff will participate in a variety of community meetings (AISD School Health Advisory Committee, Ready By 21, Austin Healthy Adolescent Initiative), focused on efforts to improve adolescent health services in Central Texas. This will include coordination of the annual "iChoose Conference," to educate youth about issues related to sexual health.

**Environmental:** This strategy focuses on establishing or changing community standards, codes, and attitudes and influencing incidence and prevalence of high risk activity. This strategy is

divided into two subcategories to permit distinction between activities centering on legal and regulatory initiatives and those relating to service and action-oriented initiatives. Staff will implement this strategy by participating in coalitions and work groups striving to increase awareness about problems associated with teen pregnancy and rates of STDs among adolescents and advocating for greater access to comprehensive sexual health education for youth.

Volunteer projects will be a regular part of the prevention group experience with school-based projects and/or field trips occurring once during a school semester. Youth will be encouraged to examine issues that are important to them and ones on which they can have a direct impact. Community service is often cited as an important component to include when designing a multi-faceted approach to pregnancy prevention.<sup>14</sup> Volunteering can increase youth's sense of self-worth and connection to their community, while positive experiences with volunteerism can increase youth's motivation to avoid risky behaviors.

All services will be confidential and designed to provide a sense of safety and security for youth. To provide an adequate comfort level for discussion of sensitive issues such as puberty and dating, facilitators with training, experience, and skills in the delivery of health education and the selected curriculum will lead program activities. Youth will be encouraged during group meetings to talk about sexual abstinence and its benefits. A group setting will encourage peer feedback, to reinforce the positive attitudes and behaviors discussed throughout the curriculum.

#### Rationale for the Approach:

LifeWorks selected *It's Your Game* because it is designed to establish a social norm of

---

<sup>14</sup> Sawhill, I.V. & Hutchins, J. (2000). *Ready Resources: Investing Welfare Funds in Teen Pregnancy Prevention*. The National Campaign to Prevent Teen Pregnancy. Washington, DC. And *A Call to Action: What Schools Can Do to Prevent Teen Pregnancy and Promote Student Achievement*. Proceedings from a National Forum for Representatives of State and Local Boards of Education. Washington, DC. December 1998.



delaying sexual involvement and has age-appropriate materials for young teens. The curriculum was developed and evaluated by the University of Texas School of Public Health at Houston; therefore, the materials and content were developed in a setting that shares similar characteristics to Austin. The curriculum was tested to delay the onset of sexual activity and have an impact on specific sexual behaviors and proved to be effective among low-income, urban, African American and Hispanic male and female students.<sup>15</sup> The curriculum directly correlates with the Texas Essential Knowledge Standards (TEKS) statewide assessment health education standards required by the Texas Education Agency and was recommended by Dr. David Wiley, Chair of Board of Directors for Texas Campaign to Prevent Teen Pregnancy, Professor of Health Education at Texas State University, and President of the American School Health Association.

In each grade, the program integrates a variety of activities including role plays, group discussion, small group activities with personalized journaling, and individual tailored activities that are computer-based. This variety of teaching methods, including experiential processes, parent-homework materials, and media has been shown to be more effective with youth than other teaching styles.<sup>16</sup> Research shows that using information about risk factors in the development of recruitment strategies enables programs to target youth most in need.<sup>17</sup>

*Reducing the Risk (RTR)*, was chosen for high school students because it works well in multi-ethnic populations; in both urban and rural settings; and was demonstrated to positively impact parent-child communication, delay initiation of sexual intercourse, and reduce incidence of unprotected sex. Nearly every activity supports the goals of encouraging youth to avoid

---

<sup>15</sup> Tortolero S.R. et al. It's Your Game: Keep It Real: Delaying Sexual Behavior with an Effective Middle School Program. *Journal of Adolescent Health*. (2009) 1-11.

<sup>16</sup> Substance Abuse and Mental Health Services Administration. *The National Cross-Site Evaluation of High-Risk Youth Programs*. Center for Substance Abuse Prevention: Points of Prevention Monograph Series #3.

<sup>17</sup> Kirby, Ph.D., D. Emerging Answers: Research Findings on Programs to Reduce Teen Pregnancy National Campaign to Prevent Teen Pregnancy (2001).p. 26

unprotected sex by practicing abstinence or using contraception, assisting teens to personalize information on the risks of unprotected sex, and teaching them how to avoid unprotected sex. As such, *RTR* addresses sexual risk-taking related to both pregnancy and HIV/STD prevention. Through experiential activities, participants learn to recognize and resist peer pressure, make decisions, and negotiate safer sex behaviors. *RTR* also encourages students to talk to their parents about abstinence and birth control. *RTR* was thoroughly tested and evaluated in three studies and shown to delay the initiation of sex and/or increased condom use for up to 18 months.

- In a California study, *RTR* delayed the onset of intercourse among sexually inexperienced students by as much as 24% and reduced the rate of unprotected intercourse by 40%.
- In an Arkansas study, *RTR* both delayed the initiation of sex among youth who had not had sex at pretest and increased condom use among those youth who did initiate sex.
- In a Kentucky study, *RTR* significantly delayed the initiation of sex.

Although Planned Parenthood has a strong history of partnering with AISD, charter schools, vocational schools, colleges, and universities, the agency is working towards a more coordinated effort to deliver education services over a period of time to have a greater effect on positive behavioral change and to follow best practices.<sup>18</sup> Implementing *RTR*, an evidence-based, age-appropriate curriculum that lasts a sufficient amount of time, for teens most at risk in the community is an important step towards a healthy youth population in Austin and Travis County.

*RTR* has been shown to be particularly effective in 9<sup>th</sup> and 10<sup>th</sup> grades. Because the percentage of sexually active teens in Texas doubles between the ninth (34.7 %) and 12<sup>th</sup> (68.7%) grades,<sup>19</sup> Planned Parenthood chose this program model for intervention with 14-16

---

<sup>18</sup> Ibid.

<sup>19</sup> Texas Department of State Health Services, Texas Youth Risk Behavior Surveillance System (YRBSS), 2009.



year-olds in early high school. *RTR* corresponds to the required TEKS Standards for health education, and was recommended by David Wiley, Ph.D.

*Fidelity to the Approaches:*

In addition to implementing pregnancy prevention programs, during the past 12 years, LifeWorks has also implemented evidence based programs, with strict adherence to monitoring and maintaining program fidelity, through its substance abuse prevention services. Both interventions targeted for *REAL Talk* will be delivered with fidelity. Minor adaptations need to be made to the birth control method section of *RTR* to bring it up-to-date. For example, Lunelle is no longer available and should not be included in the lesson. The process of implementing minimal adaptations that fit the definition given in the FOA during the phased-in implementation period will be done with training or technical assistance from OAH; Education, Training, and Research Associates (ETR); and/or the Healthy Teen Network.

Objectives will be met with fidelity to the program model by working cooperatively with school principals, teachers, counselors, nurses, and representatives from Austin's Communities in Schools program. All 16 lessons from *Reducing the Risk* will be taught to 9<sup>th</sup> or 10<sup>th</sup> grade students as part of a regularly scheduled elective or advisory period. If no scheduled class can be utilized in a school, students who are identified as high-risk by school faculty will be part of a rotating group during school hours or taught the curriculum as an afterschool program. Students will be given incentives for full participation. *Reducing the Risk* will be reproduced with fidelity by Planned Parenthood health education staff.

Throughout the course of the intervention, program staff will communicate with school counselors or other persons designated by the school administrator regarding individual teens and any concerns that may develop while participating in *REAL Talk*. Since the program will

discuss topics of a sensitive nature, there is a risk that some youth may ask questions, disclose possible signs of abuse, or be in need of further social services. Staff are trained to collaborate with school staff to link the teen, and family if applicable, to appropriate in-house resources, such as LifeWorks' Youth and Adult Counseling program or additional services. For health services, Planned Parenthood offers a Teen Clinic at its downtown location or program staff will identify the most appropriate referrals for each situation.

#### **V. Target Population:**

*REAL Talk* will target middle and high school students in the Austin Independent School District (AISD), with LifeWorks presenting *It's Your Game (IYG): Keep It Real* with youth in grades 7 and 8 and Planned Parenthood of the Texas Capital Region presenting *Reducing the Risk: Building Skills to Prevent Pregnancy, HIV and STD*, to 9<sup>th</sup> and 10<sup>th</sup> graders. The project will be implemented in up to 15 middle and high schools in AISD, with the final selection of specific schools to be determined in the planning process during the first year of the grant. LifeWorks and Planned Parenthood chose these age groups in AISD because of high teen pregnancy rates, not only across the district, but in specific schools.

In 2009, the Ready by 21 Coalition compiled a community assessment report including a priority outcome for children and youth in Travis County as "avoiding risky behaviors;" a primary indicator for which was teen birth rates. LifeWorks and Planned Parenthood prioritized AISD based on the number of teen pregnancies reported by the district for the 2008-2009 school year. With AISD reporting 130 pregnancies in one year on that campus, Akins High School accounts for over 35% of all AISD high school pregnancies. Most of the schools serve students that live in zip codes identified by Austin/Travis County Health and Human Services Department

as areas in which residents are at high risk for unintended pregnancy, have a higher concentration of adverse health risks, and have a greater likelihood of dropping out of school. The project will target services in communities that fit three criteria: 1) being in zip codes with consistently high rates of teen pregnancy, 2) having traditionally struggled economically and have been hit hard by the recent economic slowdown, and 3) being under-served by other organizations or efforts.

Approximately 75% will be minority youth and almost all will be below poverty level. The program will target youth facing barriers to self-sufficiency, health, and well-being due to their age, availability of services, ability to get to the service locations, and the daily pressures, which surround them to participate in high risk behaviors. Youth who are at highest risk of teen pregnancy have one or more of the following influences: 1) a mother, older sibling, or a close friend who has become a teen parent, 2) low academic performance, 3) a history of other at-risk behavior, and 4) family income near or below the 200% poverty level. The partners anticipate a 60% completion rate for youth entering both interventions. A total of 800 middle school students will enroll in *It's Your Game*, with 480 completing the two-year program in 8<sup>th</sup> grade.

Approximately 2,500 students in 9<sup>th</sup> or 10<sup>th</sup> grade will enroll in *Reducing the Risk*, with 1,540 completing. Attrition of students can be ascribed to families moving to another school in the district or moving out of the area altogether.

<b>Figure 9: NUMBER OF YOUTH COMPLETING <i>REAL TALK</i> BY GRADE PER 12-MONTH PERIOD</b>			
	<b>7<sup>th</sup> grade (IYG)*</b>	<b>8<sup>th</sup> grade (IYG)**</b>	<b>9<sup>th</sup> and/or 10<sup>th</sup> grade (RTR)***</b>
<b>Year One</b>	160	0	100
<b>Year Two</b>	160	120	360
<b>Year Three</b>	160	120	360
<b>Year Four</b>	160	120	360
<b>Year Five</b>	160	120	360
<b>Total</b>	<b>800</b>	<b>480</b>	<b>1,540</b>
<b>Total Youth Completing <i>REAL Talk</i></b>		<b>2,340</b>	

*\*New participants; \*\*Duplicated from 7<sup>th</sup> grade, completing IYG in 8<sup>th</sup> grade; \*\*\*Unduplicated*



## **VI. Program Goals(s), Objectives, and Activities:**

Based on a review of literature and the results of previous programming, LifeWorks is submitting this collaborative application to OAH to support evidenced-based curricula that will:

- Explore the impact on youth intentions to delay onset of sexual activity, as related to the duration of the intervention with which youth are involved;
- Incorporate and focus on youth development;
- Capitalize on the experience and expertise the partners have in establishing innovative, effective programming to address adolescent pregnancy prevention;
- Build upon lessons learned and feedback gathered from youth; and
- Help youth be successful in
  - Evaluating the risks and consequences of becoming an adolescent parent or becoming infected with HIV or another STD;
  - Recognizing that abstaining from sexual activity or using contraception are the only ways to avoid pregnancy, HIV infection and other STDs;
  - Concluding that factual information about conception and protection is essential for avoiding teenage pregnancy, HIV infection and other STDs; and
  - Demonstrating effective communication skills for remaining abstinent and for avoiding unprotected sexual intercourse.

The goal of the program is to build an environment that supports youth in avoiding risky behaviors, promotes teen health and well-being, and reduces the risk of unplanned pregnancies or STDs among teens. By providing youth with accurate information and tools to support each other in making healthy choices, youth will develop the skills and knowledge necessary to avoid risky behaviors which may lead to too early sexual involvement and teen pregnancy.

**Figure 10: Program Goal, Objectives and Activities:**

LifeWorks and Planned Parenthood plan to utilize *It's Your Game* and *Reducing The Risk* to positively impact program participant's knowledge, attitude, intentions, and behavior about sexual health as well as their communication with trusted adults about sexual health topics. Through the impact of these services, LifeWorks and Planned Parenthood envision a healthier community of adolescents with reduced rates of teenage pregnancy and behavioral risks underlying teenage pregnancy.

<b>OUTCOME OBJECTIVE 1</b>	25% of program participants will report a <b>maintained or decreased level of sexual activity</b> from baseline to follow-up, as indicated on follow-up surveys.
Process Objectives	<ul style="list-style-type: none"><li>• Participants will have the opportunity to learn and practice limit setting, refusal and negotiation skills, and delaying tactics in weekly groups through the <i>It's Your Game</i> or <i>Reducing The Risk</i> curriculum.</li><li>• Program staff will utilize the approved curricula to discuss the risks of unprotected sexual activity, as well as the value and benefits of sexual abstinence and risk reduction strategies.</li></ul>
<b>OUTCOME OBJECTIVE 2</b>	25% of sexually active program participants who indicate a high risk for unplanned pregnancy will demonstrate <b>increased contraceptive use</b> , as indicated on baseline and follow-up surveys.
Process Objectives	<ul style="list-style-type: none"><li>• Participants will have the opportunity to learn about contraceptive use, and practice negotiation skills in weekly groups through the <i>It's Your Game</i> or <i>Reducing The Risk</i> curriculum.</li></ul>
<b>OUTCOME OBJECTIVE 3</b>	75% of program participants will demonstrate <b>increased knowledge about sexual health topics including:</b> abstinence, contraceptives, pregnancy risk and STD prevention, as indicated on baseline and follow-up surveys.
Process Objectives	<ul style="list-style-type: none"><li>• Weekly sessions utilizing the approved curricula will provide program participants the opportunity to learn through, group discussion, role plays, journaling, parent/child homework assignments, and, in <i>It's Your Game</i>, individually tailored computer based activities.</li></ul>



<b>OUTCOME OBJECTIVE 4</b>	75% of program participants will demonstrate <b>increased positive beliefs (attitudes) about abstinence and risk reduction strategies</b> , as indicated on baseline and follow-up surveys.
Process Objectives	<ul style="list-style-type: none"> <li>• In weekly group sessions, program participants will learn about the benefits of abstinence and risk reduction strategies through group discussions, videos, role plays, and journaling.</li> <li>• By providing consistent weekly session with a closed group of participants, the program staff will work to create a group norm that promotes the value of abstinence and risk reduction strategies.</li> </ul>
<b>OUTCOME OBJECTIVE 5</b>	25% of program participants will <b>maintain or increase positive behaviors and protective factors</b> , as indicated on baseline and follow-up surveys.
Process Objectives	<ul style="list-style-type: none"> <li>• Weekly group sessions will utilize curricula materials that are geared toward promoting positive behaviors in youth.</li> <li>• Program participants will positively affect one another to make healthy choices in their lives through group discussions and activities provided in a peer support and education environment.</li> </ul>
<b>OUTCOME OBJECTIVE 6</b>	50% of program participants will demonstrate <b>increased parent/child communication</b> about sexual health topics, as indicated on baseline and follow-up surveys, and as documented by tracking the return of parent/child homework papers.
Process Objectives	<ul style="list-style-type: none"> <li>• As indicated in the approved curricula, program participants will have the opportunity to take home several parent/child assignments that encourage communication about sexual health topics.</li> <li>• Program staff will track homework assignment response and will encourage participation with incentives.</li> <li>• Program staff will guide program participants in processing the experience of communicating with parents about sexual health topics.</li> </ul>

## VII. Work Plan and Timetables:

Figure 11: Work Plan – Year 1		
Project Goal: LifeWorks and Planned Parenthood of the Texas Capital Region, in cooperation with the Austin Independent School District (AISD) and Health Advocates, seek to promote the health and well-being of teens and to reduce the risk of teen pregnancies by implementing the <i>REAL Talk</i> Program in Austin-area schools.		
Strategies & Activities	Implementation Plan / Responsible Party	Timeline/ Completion Dates
<ul style="list-style-type: none"> <li>Planning</li> </ul>	<ul style="list-style-type: none"> <li>Refine and finalize goals, objectives and logic model in collaboration with OAH.</li> <li>LifeWorks (LW), as lead agency with corresponding subcontract(s), establishes appropriate internal fiscal management for OAH project</li> <li>LW's <i>REAL Talk</i> Program Director will collaborate with Planned Parenthood (PP) in recruitment and hiring of Health Educators and Prevention Specialists.</li> <li>Program Management will conduct initial training, and bi-monthly meetings to discuss planning &amp; implementation process and expectations of funding requirements.</li> <li>LW staff organize training with <i>It's Your Game (IYG)</i> developers for implementation of curriculum, surveys and methodologies.</li> <li>PP Staff organize training with ETR or Healthy Teen Network for implementation of <i>Reducing the Risk (RTR)</i> curriculum training, surveys and methodologies.</li> </ul>	<ul style="list-style-type: none"> <li>Oct-Dec. 2010</li> <li>On going</li> <li>Oct-Dec. 2010</li> </ul>
<ul style="list-style-type: none"> <li>Coordination with OAH</li> </ul>	<ul style="list-style-type: none"> <li>Program materials submitted to OAH for medical accuracy review and approval prior to use.</li> <li>Address areas within curricula that OAH indicates need to be changed, updated or corrected.</li> </ul>	<ul style="list-style-type: none"> <li>Oct-Dec. 2010</li> </ul>
<ul style="list-style-type: none"> <li>Coordination with AISD</li> </ul>	<ul style="list-style-type: none"> <li>LW and PP program staff work with AISD Health Coordinator to coordinate implementation plan for curricula-based groups or classroom instruction in Spring 2011 at targeted schools.</li> </ul>	<ul style="list-style-type: none"> <li>Oct. 2010 – Jan. 2011</li> </ul>
<ul style="list-style-type: none"> <li>Recruit program participants</li> </ul>	<ul style="list-style-type: none"> <li>LW and PP provide information about services and opportunities for involvement to key school staff at each location, obtain referrals from school counselors and teachers to identify specific youth to be targeted for informational sessions</li> <li>LW and PP provide information about services and opportunities for involvement to <u>parents</u> and parent organizations at each location; obtain referrals from school counselors and teachers to identify parents of teens to be targeted for informational sessions.</li> </ul>	<ul style="list-style-type: none"> <li>Jan-Feb. 2011, then on going</li> </ul>



Strategies & Activities	Implementation Plan / Responsible Party	Timeline/ Completion Dates
<ul style="list-style-type: none"> <li>Pilot delivery of curricula to youth groups</li> </ul>	<ul style="list-style-type: none"> <li>LW and PP program staff conduct school-based presentations to recruit for <i>youth groups</i> in identified schools; and/or conduct informational sessions with appropriate AISD faculty for classroom-based instruction</li> <li>LW and PP staff begin implementation of evidence-based programs (<i>JYG</i> or <i>RTR</i>).</li> <li>LW and PP work with AISD staff to promote and host informational sessions for parents on each pilot campus.</li> <li>LW and PP provide family engagement activities for youth involved in program services, so that parents are fully informed about services offered, have opportunities to engage with staff and participants to learn ways to enhance communication and knowledge about related topics, and to provide opportunities for enhancing positive family interactions and support.</li> </ul>	<ul style="list-style-type: none"> <li>Begin Jan/Feb 2011</li> <li>(Contingent upon OAH approval)</li> </ul>
<ul style="list-style-type: none"> <li>Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>LW and PP staff receive training on OAH data requirements on specific performance measures</li> <li>LW and PP coordinate with respective database managers &amp; Project Evaluator to reconcile internal data collection and reporting systems for OAH Performance Measures requirements</li> <li>LW and PP collaborate with Project Evaluator for administration of survey instruments</li> <li>LW and PP Program Managers collaborate with Project Evaluator to observe group sessions to evaluate fidelity to curriculum using Fidelity Implementation Checklist</li> <li>LW and PP coordinate with Project Evaluator to assess appropriateness of curricula for targeted pilot population, based on pilot implementation evaluation data.</li> <li>Finalize program implementation and evaluation plans, including procedures to maintain program fidelity.</li> <li>Conduct process evaluation in collaboration with Project Evaluator so that quality improvements or significant implementation challenges can be identified and resolved.</li> </ul>	<ul style="list-style-type: none"> <li>Jan 2011</li> <li>Spring 2011</li> <li>No later than Sept 2011</li> <li>On going</li> </ul>
<ul style="list-style-type: none"> <li>Reports to OAH, collaboration partners</li> </ul>	<ul style="list-style-type: none"> <li>LW and PP submit yearly program report to project officer and financial expenditure report to grants specialist.</li> <li>LW maintains communication with OAH Project Officer, school district personnel, and collaboration partners regarding planning, pilot and readiness process</li> </ul>	<ul style="list-style-type: none"> <li>As determined by OAH</li> <li>On going</li> </ul>

Figure 12: Work Plan – Year 2-5

Project Goal: LifeWorks and Planned Parenthood of the Texas Capital Region, in cooperation with the Austin Independent School District (AISD) and Health Advocates, seek to promote the health and well-being of teens and to reduce the risk of teen pregnancies by implementing the <i>Real Talk</i> Program in Austin-area schools		
Strategies & Activities	Implementation Plan / Responsible Party	Timeline/ Completion Dates
<ul style="list-style-type: none"> <li>Coordination</li> </ul>	<ul style="list-style-type: none"> <li>LifeWorks' Program Director of REAL Talk will provide administrative oversight, reporting and budgeting functions for the grant funded services to OAH.</li> <li>Each program will maintain consistent schedules of monthly management meetings</li> <li>All program staff will participate in quarterly collaboration meetings to review implementation</li> <li>LifeWorks staff will obtain signed contracts with Planned Parenthood and Program Evaluator, and will conduct annual reviews pertaining to each subcontract.</li> </ul>	<ul style="list-style-type: none"> <li>On going</li> <li>Monthly</li> <li>Quarterly</li> <li>Annually</li> </ul>
<ul style="list-style-type: none"> <li>Program Implementation</li> </ul>	<ul style="list-style-type: none"> <li>LW and PP staff will continue participant recruitment, curricula-based groups, parent engagement and family-focused activities.</li> <li>Annual implementation: <i>It's Your Game (delivered by LifeWorks)</i> <ul style="list-style-type: none"> <li>Approximately 20 groups per semester (2 semesters per year), 8 youth per group, with an anticipated completion rate of 6 youth during second year (8<sup>th</sup> grade) due to attrition (from moving, changing schools, etc.)</li> <li>Approximately 20 groups dedicated to new 7th graders each year= 160, and 20 groups dedicated to 8th graders each year=120 (repeat participants)</li> </ul> </li> <li><b><i>Reducing the Risk (delivered by Planned Parenthood)</i></b> <ul style="list-style-type: none"> <li>Approximately 12 high schools with 3 groups of 10 per school beginning in Year Two (Year 1= Conduct pilot of 100 students grade 9, pending OAH approval)</li> </ul> </li> <li>By the end of Year Five, the following number of participants will have engaged in <i>It's Your Game</i> Curriculum or <i>Reducing The Risk</i> Curriculum:               <ul style="list-style-type: none"> <li>480 middle school teens (<i>number participating in 2 years each of services</i>)</li> <li>1,440 high school teens</li> <li>150 parents/guardians of adolescents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>On going</li> <li>On going</li> <li>Sept 30, 2013</li> </ul>



Strategies & Activities	Implementation Plan / Responsible Party	Timeline/ Completion Dates
<ul style="list-style-type: none"> <li>Monitoring &amp; reporting</li> </ul>	<ul style="list-style-type: none"> <li>LW staff will implement monitoring and reporting systems for internal data collection around OAH metrics (uniform performance measures and data collection instrument developed and distributed by OAH by end of first year) to assess program implementation.</li> <li>Project Evaluator will monitor and report on program outcomes through performance and outcome measures.</li> <li>Project Evaluator will work with LW and PP staff and school personnel to plan &amp; implement follow-up evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>In place no later than Year 2 of project</li> <li>Annually</li> <li>Years 2-5</li> </ul>
<ul style="list-style-type: none"> <li>Assessment &amp; Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Project Evaluator will provide periodic reports in accordance with the written evaluation plan regarding program outcomes, and will make recommendations to program activities.</li> <li>Project Evaluator will obtain IRB approval in order to collect data from participants.</li> <li>Project Evaluator will collect qualitative program feedback from participants, parents, and school personnel.</li> <li>Project Evaluator will collect, compile &amp; analyze qualitative and quantitative data throughout program implementation.</li> <li>Project Evaluator in consultation with LW will assess <u>Outcome Objectives</u> and provide feedback to the direct service providers on a regular and periodic basis.</li> <li>Project Evaluator in consultation with LW will assess <u>Process Objectives</u> and provide feedback to the direct service providers on a regular and periodic basis.</li> <li>LW and PP staff will use findings from annual evaluations to implement program improvements in subsequent years.</li> <li>LW and PP Program/Education Director will attend OAH conferences. In addition, at least 3 staff will be sent to in person conferences coordinated by OAH each year for training.</li> <li>Project Evaluator will establish a plan to disseminate and publish findings for youth serving professionals working in Teen Pregnancy Prevention and youth development.</li> </ul>	<ul style="list-style-type: none"> <li>As needed for program &amp; reporting requirements</li> <li>Annually</li> </ul>
<ul style="list-style-type: none"> <li>Communication with OAH</li> </ul>	<ul style="list-style-type: none"> <li>LW Program Director will communicate regularly with Project Officer regarding full-scale implementation process, cooperative agreement expectations, and for evaluation of performance in relation to project plan.</li> <li>LW staff will submit annual program reports on progress to OAH Project Officer and financial expenditure report to OAH Grant Specialist.</li> </ul>	<ul style="list-style-type: none"> <li>On going</li> <li>Annually</li> </ul>

Strategies & Activities	Implementation Plan / Responsible Party	Timeline/ Completion Dates
<ul style="list-style-type: none"> <li>Community engagement activities</li> </ul>	<ul style="list-style-type: none"> <li>LW and PP program staff will participate in monthly meetings of local coalitions with a specific focus on increasing the effectiveness of services for adolescents. These include the Teen Parenting and Prevention Network; annual "Choose: Real Talk on Sexual Health" teen Summit; Ready by 21 Coalition; and Austin Healthy Adolescent Initiative.</li> <li>LW and PP program staff will distribute culturally relevant and developmentally appropriate materials regarding ways that parents/family/and community members can support teens utilizing information about Developmental Assets and other approved materials.</li> <li>LW and PP staff will share information with other youth serving organizations about "lessons learned", and ideas for incorporating sexual health education into existing programs.</li> </ul>	<ul style="list-style-type: none"> <li>On going</li> <li>On going, with prior approval of all materials by OAH.</li> </ul>
<ul style="list-style-type: none"> <li>Research opportunities for sustainability</li> </ul>	<ul style="list-style-type: none"> <li>LW and PP staff will actively explore funding opportunities to secure additional resources through local, state, federal funding sources, private foundations, and fund raising activities to increase the availability of prevention services to teens.</li> <li>LW and PP staff will explore opportunities to replicate successful programming.</li> </ul>	<ul style="list-style-type: none"> <li>On going</li> <li>On going</li> </ul>

#### **VIII. Collaboration with Key Participating Organizations and Agencies:**

Planned Parenthood of the Texas Capital Region has a long history in addressing the reproductive health needs of Central Texans and a mission to help people make informed, private decisions in matters of sexuality, reproduction, and parenthood and its purpose is to provide affordable, high-quality reproductive health care and preventive health care services and education to women and men regardless of income, race, religion, gender, sexual orientation, disability, or marital status. Planned Parenthood of the Texas Capital Region was founded in 1938 and provides reproductive health care and educational services to more than 33,000 in a ten-county Central Texas service area. In 2009, Planned Parenthood:



- Provided 26,731 clients with the birth control method of their choice;
- Administered 7,677 units of emergency contraception (EC), which drastically reduces the need for abortion (EC became available over-the-counter in 2006);
- Provided testing and treatment for 16,148 clients for an STD.
- Provided 6,578 HIV tests (1,845 of which were Rapid HIV tests);
- Performed 5,944 breast cancer screenings;
- Administered 5,557 pap tests to screen for cervical cancer; and
- Provided 2,703 teens and 289 parents with medically accurate sexuality education.

Planned Parenthood serves women and men who want to maintain their health, plan their families, and avoid STDs. Most clients are women ages 19-34 who are un- or underinsured, employed or in school, with a reported income just above the poverty level who look to the agency as their primary health care provider. In 2009, 42% of clients were White Non-Hispanic, 32% Hispanic, 9% Black, 2% Asian, and 15% other, with some clients claiming more than one ethnic group. In 2008, the Integrated Care Collaboration, a coalition of health care providers who serve uninsured and underinsured individuals in Central Texas, reported that Planned Parenthood provided care to 20% of indigent clients seeking reproductive health care in the area.

This partnership allows an expansion of Planned Parenthood's current education and outreach initiatives which include informational workshops, presentations, and awareness programs. Planned Parenthood health educators have a presence at schools, community-based organizations, and social service agencies in the Austin-area and involve teens and adults of diverse ethnic and economic backgrounds. Educators discuss abstinence, birth control methods, identification and prevention of STDs, and communication skills. Planned Parenthood provides education to over 2,900 teens and parents each year.

The Austin Independent School District (AISD) has 120 campuses staffed by more than 5,800 teachers who provide instruction to over 82,000 students each school year. The District has 78 elementary schools, 17 middle schools, and 13 high schools, as well as 12 special campuses. AISD's student body is diverse, with the majority of students (58%) being Hispanic. Caucasian youth represent 26.4% of students, African Americans 12.1%, Asian 3.3%, and Native American .2%. About 61% of students are low-income, and 17.8% have limited English proficiency. AISD is committed to *REAL TALK* and has a long history of partnering with area local health and human service agencies. Both LifeWorks and Planned Parenthood have experience in managing strong relationships with the District that have resulted in positive outcomes for students.

#### **IX. Performance Measurement:**

Client demographic and outcome data will be collected and analyzed throughout the year to evaluate service needs and effectiveness. LifeWorks will utilize the ETO – Efforts To Outcomes data management system, as developed by Social Solutions for managing client information. LifeWorks, in consultation with OAH, the Project Evaluator, Planned Parenthood, and local schools, will develop systems to track and record all information necessary to adequately measure program impact and progress toward identified goals.

Data and tools used to evaluate effectiveness: LifeWorks' Program Coordinator/Director will measure key monthly performance and curriculum outcome quarterly through the ETO database. Staff will enter prevention education attendance and session notes on a weekly basis into this same database. Satisfaction surveys will be administered to the students participating in groups. Pre- and post-surveys will be administered to all group participants.



Evaluation procedures: LifeWorks consistently evaluates the effectiveness of program activities and obtains client feedback to ensure the delivery of quality programming. The *REAL Talk* team will enter client information and track services in a confidential agency database. Staff will collect outcome tracking data at the beginning and end of service provision. Parent consent forms, including demographic, geographic, and economic information, will be kept in hard copy files along with weekly attendance records, session plans, and debriefing notes for each session. LifeWorks' Program Coordinator will review files monthly, as well as evaluation activities at all levels of service provision. Prevention Specialists and Health Educators will communicate with school counselors to solicit feedback on service provision. Staff will use an Implementation Fidelity Checklist specific to each group session to evaluate the fidelity of curriculum delivery.

#### **X. Evaluation:**

Dr. David Wiley and Dr. Kelly Wilson with Health Advocates will rigorously evaluate the program. Information developed in this project regarding the impact of intensity of interventions on knowledge, behavior, and intentions will make a substantial contribution to the knowledge base regarding best practices for teen pregnancy prevention—especially interventions targeted to minority youth who live in economically disadvantaged neighborhoods with high levels of teen pregnancy and parenting. The project will have direct benefits in the targeted neighborhoods, and will provide worthy contributions to our understanding of ways to strengthen the capacity of families and communities to deal with risky teen behaviors; increase positive connections and healthy behaviors; and reduce the problems associated with teen pregnancy and parenting.

To ensure all delivery and assessment components of the evaluation are appropriately addressed and documented, the RE-AIM Framework will be used to guide the evaluation

(<http://www.re-aim.org>): **Reach** the target population, **Efficacy** or effectiveness, **Adoption** by target settings or institutions, **Implementation** - consistency of delivery of intervention (fidelity), **Maintenance** of intervention effects in individuals and populations over time. The evaluation plan will be developed and implemented by Health Advocates.

The evaluation will address the following among the selected target population of students in AISD: 1) identify sexual behaviors (i.e., vaginal, oral, anal sex); 2) identify knowledge, attitudes, and perceptions pertaining to sexual risk-taking behaviors (including normative beliefs); 3) reduce sexual risk-taking behaviors (i.e. unprotected intercourse, multiple sexual partners, etc.); 4) reduce rates of teen pregnancy and births over time; and 5) identify parental/guardian perceptions of program components and sexual risk-taking among youth.

Evaluation objectives include, but are not limited to: 1) evaluate the curricular, evidence-based components of *It's Your Game* (7<sup>th</sup> and 8<sup>th</sup> grades) and *Reducing the Risk* (9<sup>th</sup> and 10<sup>th</sup> grades); 2) determine short and long-term outcomes on youth in the program; 3) determine the parameters of feasibility and fidelity; and 4) measure parental/caregiver attitudes and perceptions of the curricula as well as attitudes and perceptions regarding sexual risk-taking among youth.

The primary hypotheses include: 1) completion of *It's Your Game* will decrease the number of adolescents who become or cause someone to become pregnant by the 9<sup>th</sup> grade and 2) completion of *Reducing the Risk* will decrease the number of adolescents who become or cause someone to become pregnant by 12<sup>th</sup> grade. Based on baseline data to be collected during year one, measurable objectives with a time frame will be developed to include:

- Increased knowledge about sexual health topics including: abstinence, contraceptives, pregnancy risk, and STD prevention.
- Increased intention to delay onset of sexual initiation for program participants.

- Delayed (onset or) age of sexual initiation for program participants who report no lifetime sexual activity at baseline.
- Increased intention to use contraceptives once program participants are sexually active.
- Increased contraceptive use among sexually active program participants.
- Increased positive beliefs and attitudes about abstinence and risk reduction strategies.
- Decreased involvement in risk-behaviors by program participants.
- Increased parent/guardian and child communication about sexual health topics.

Process evaluation will be conducted to evaluate implementation, measurement of dosage, fidelity of program inputs and activities, and detailed records identifying and quantifying services. Process evaluation will include site visits and observations of program implementation. Qualitative components with community/school partners, parents, and youth will be conducted.

The evaluation plan will assess the program's impact on youth and will consider short-term (e.g., at six months) and longer-term (e.g., at least one year after the intervention services have ended) changes. A logic model in the appendix ties the intervention objectives and activities to expected outcomes, includes goals and short-term and long-term outcomes, and shows direct linkages between interventions and results. Baseline assessments will provide initial comparisons between groups (e.g., age, gender, sexual behaviors, etc.). Periodic assessments (i.e., six months, one year, and beyond) will provide evidence of intervention efficacy and sustainability. Administrative data will support the ability to account for program delivery-related sources of outcome variation (e.g., fidelity, dose/attendance, etc.). Evaluation instruments will include measures and items with an established pedigree of data collection pertaining to youth pregnancy prevention. Where available, evaluators will use previously validated instruments to ensure reliability and validity (e.g., validated instruments measuring efficacy of



*IYG* and *RTR*) via the literature or extensive psychometric property testing, evidence of reliability and validity of data collected with these measures/items will be provided.

The evaluation team will attempt to obtain a comparison group at the selected schools. Students will be followed utilizing an interrupted time series in a longitudinal fashion. If comparison groups are obtained, population demographics and Student Data Reports for these schools (i.e., based on Census-track data, disaggregation of PEIMS Student Data) will be used. The final recruitment and retention plan will be established with the partners, detailed plans will be established in order to account for attrition of program participants. Parental consent and participant assent will be obtained; IRB approval will be obtained to collect data from youth.

**Detailed data collection plan.**

- Data collection timelines and protocols will be developed (with associated instructions to sites pertaining to the chain of data custody, materials to be reported, confidentiality, consent/assent, bias reduction).
- Investigate the potential for forms that are able to be scanned.
- Data collection plan will be aligned with program activities and specific curricula.
- At least one research assistant will be budgeted as part of the evaluation team to handle data collection procedures.
- Data collection procedures and methods for the intervention and comparison group participants will be identical, *(pending final school district approval for implementation of comparison groups for this project)*.

Participant data will be kept confidential (names linked to data are kept private and secure) and detailed plans for maintaining confidentiality must be provided. All youth-related materials will be de-identified (i.e., participants and sites assigned a unique identifier). Sites will



send materials to evaluators who will perform data entry, analyses, and store instruments in a secure location (physically and electronically). Evaluations will include evaluation training activities for program staff and specific data collection procedures for the research assistant. Trainings will include, but are not limited to: on-site trainings, telephone-based workshops, process evaluation, fidelity monitoring, and data collection procedures will ensure bias reduction.

Staff will develop a quantitative and qualitative data analysis plan including a description of the statistical approaches proposed to assess program effects in consultation with a statistician. The statistical approaches will be matched to the characteristics of the evaluation design and the data being collected, including stratification and multivariate analysis appropriate for the evaluation design. The analysis plan will establish procedures for addressing participant attrition and missing data. Additional quantitative data analysis will include:

- Census-track comparisons with populations (including school enrollment and retention)
- Baseline comparisons to identify initial student differences based on intervention variables of interest (and demographics)
- Descriptives and bivariate correlations
- Data analyses will be driven by the type of data collected and will be developed after the intervention components, partners, aims, and design have been established.
- Adequate sampling will account for attrition.
- Missing data: possibility for imputation

The first six months of the project will include the following: planning, instrument development, and/or piloting the evaluation tools. Evaluations in the first year will focus on process evaluation, including determining that the intervention is in place, that it is adequately and appropriately staffed, and that it is reaching its intended population.

## Upload #4

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1246-Resumes-Job Descriptions LifeWorks.doc

# AMY E. PIERCE, MPH

b(6)

[amy.pierce@lifeworksaustin.org](mailto:amy.pierce@lifeworksaustin.org)

---

## PROFESSIONAL EXPERIENCE

### LifeWorks

Austin, Texas

#### Program Director, Teen Parent Services and Adolescent Pregnancy Prevention

*October 2004-Present*

- Direct school-based Adolescent Pregnancy Prevention program utilizing curriculum-based psycho-educational support group formats for middle school youth. Program provides health education, mentoring, volunteer projects, and family engagement activities. Managed funding as a research-based demonstration grant from OAPP and local/private funding through Sept 2007.
- Oversee case management and group services provided to pregnant and parenting teens through Teen Parent Services Program. Program promotes one on one relationships to empower teens to access resources needed to complete education and develop parenting skills. Manage funding and relationship with TANDEM collaboration as a research-based demonstration grant from the Office of Adolescent Pregnancy Programs (OAPP) and local/private funding.
- Responsible for providing leadership to program teams through hiring, training and supervising staff; facilitating team meetings, organizing staff trainings and fostering professional development.
- Managed school-based substance abuse and violence prevention program utilizing evidence-based model curricula in classroom and support groups formats for youth ages 4-12. Funded through a grant from the Texas Dept. of State Health Services (Oct. 2004-Jan. 2008)
- Initiated new after-school programming of weekly diverse enrichment activities at Housing Authority of City of Austin complexes for middle-school aged youth (2007)
- Coordinated community-based HIV and substance abuse prevention research program encompassing youth groups, parent/community education, street outreach (ages 10-23). Funded through a research-based demonstration grant from the Substance Abuse Mental Health Services Administration (SAMHSA) (Oct. 2004-Sept. 2005)

### U.S. Peace Corps

Honduras, Central America

#### Health-Degreed Specialist Volunteer

*January 2002-April 2004*

- Conducted health education on issues of reproductive health, infant/child and maternal nutrition with local health center
- Designed a national seminar for over 60 Honduran community leaders and Peace Corps volunteers to discuss cultural influences regarding HIV/AIDS prevention and education
- Coordinated with community members to create an original local program, "Integrate a mi mundo," to support families of children with disabilities
- Secured grant funding for creation of a project for early childhood stimulation and physical therapy at local health center
- Facilitated two local youth groups for HIV education and life skills training through weekly classes, radio programs, health fairs, and fundraising events
- Initiated youth development project of "Odyssey of the Mind," and trained 30 Hondurans and Peace Corps volunteers to expand project nationally

### Harvard School of Public Health, Maternal and Child Health Department

Boston, MA

#### Telephone Health Counselor (20 hours/week)

*December 2000-October 2001*

- Assisted with implementation of intervention plan for research study on health behavior change, "Reducing Chronic Disease Risk in Low-Income, Postpartum Women"
- Provided bilingual (Spanish/English) phone counseling using motivational interviewing techniques to 200 women to encourage improvement in nutritional and physical activity behaviors



# AMY E. PIERCE, MPH

---

## **Any Baby Can**

Austin, Texas

### Program Coordinator of Austin Respite Network (ARN)

*March 1999-August 2000*

- Directed ARN, a collaborative respite care program of four non-profit agencies serving families of children with chronic illnesses and disabilities throughout central Texas
- Managed ARN budget of [REDACTED] and performed related activities such as grant writing and reporting to maintain funding
- Coordinated monthly event offering a day of respite care to families, "Family Day Out"
- Supervised Family Day Out Coordinator and ARN Program Assistant
- Recruited and conducted interviews regularly for potential respite care providers to provide in-home care for families

### Bilingual Case Manager/Intake Coordinator

*February 1997-March 1999*

- Case managed 50-70 families of children with chronic illnesses and disabilities, offering medical, emotional and financial counseling, and crisis assistance
- Advocated and translated for Spanish-speaking families within organization and local community
- Collaborated with two Austin elementary schools to offer outreach for agency's services in underserved area
- Organized and facilitated group discussions in a sibling support group, "SIBSHOPS"
- Developed with colleagues an educational workshop on grief and loss for professionals, "Groovin' with Grief"

## **EDUCATION**

### **Boston University**

Boston, Massachusetts

#### Master of Public Health; International Health Concentration

*January 2002*

Concentration Paper: "Understanding the sexual culture in Honduras and its connections to HIV"

### **University of Texas at Austin**

Austin, Texas

#### Bachelor of Social Work, Bachelor of Arts in Spanish

*Fall 1991-Fall 1996*

### **La Universidad Católica de Valparaíso**

Valparaíso, Chile

Spanish Courses in Literature and Grammar

*Summer 1996*



jackie.platt@lifeworksaustin.org

---

**WORK EXPERIENCE****LifeWorks**

Austin, Texas

**Prevention Specialist***October 2006- Present, September 2003-August 2005*

- Provide direct client services on topics of STI & pregnancy prevention including curriculum-based school groups, individual mentoring, service learning projects, family nights, summer leadership camps, as well as guest presentations for other community agencies, programs, and conferences
- Assist with interviewing, staff selection and training; coordinated the start up of group services for new hire (*Spring 2008*)
- Supervise and co-facilitate with interns and volunteers; attended the University of Texas field instructor training
- Maintain group files, administer evaluations, and enter data on a regular basis
- Represent the program and agency in collaborative efforts and professional networking groups
- Work in an intra-agency collaboration to provide learning opportunities and resources for staff to openly discuss and enhance the understanding of the continuum of sexuality to better serve clients
- Provide leadership and serve on the iChoose: Teen Summit on Sexual Health Planning Committee- all day teen conference dedicated to sexual health
- Serve on the planning and implementation committee for the agency employee recognition program
- Assisted in design and implemented "REAL Talk on Teen Leadership" summer programming
- Learned program policies and procedures and collaborated with staff to provide services for four different LifeWorks programs during a time of funding uncertainty (*Summer 2007*)

**Lifeskills Trainer***February 2002-September 2003*

- Communicated with case workers and foster families to form life skills classes for teenagers in foster care
- Collaborated with agencies, businesses and community members to set up class locations, guest speakers and field trips
- Prepared material and facilitated classes
- Interacted with and supervised youth during life skills field trips
- Administered life skills assessments to youth in eight cities surrounding Austin
- Generated and compiled information for client files
- Recruited and supervised interns and volunteers

**Intern***Summer 2001*

- Assisted with many of the tasks listed above under Lifeskills Trainer and Prevention Specialist

**EDUCATION**

Bachelor of Arts, Southwestern University, Geo 02

Major: Psychology Minor: Spanish b(6)

*Oaxaca Studies Program, Oaxaca, Mexico Summer 2000**Service Learning Program, Lucea, Jamaica Summer 2001***SPECIAL SKILLS**

Moderate Spanish comprehension and minimal speaking ability

Knowledge of Microsoft Word, Work, Excel, Power Point, Adobe Acrobat, Access, Internet, Email, Fax

**LifeWorks  
Job Description**

<b>Job Title:</b>	Program Director I	<b>Workers Comp Code:</b>	50250
<b>Department:</b>	Varies	<b>Approval/Revision Date:</b>	01/01/09
<b>Reports To:</b>	Varies		

**SUMMARY**

Under limited supervision, provides leadership and oversight of programs, including the development, delivery, management, evaluation, and reporting of services and programming related to the program(s) covered. This is a management-level position involved in the establishment of criteria, formulation and assessment of programs and projects, and investigation or analysis of a variety of unusual conditions, problems, or questions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Oversees program operations and compiles and submits reports and other documentation and deliverables on service delivery.
- Supervises program staff, providing training, leadership, and evaluation of work.
- Monitors programs, and contracts and communicates with contract officers, program evaluators, and subcontractors, as appropriate.
- Assists in managing program budgets and monitoring grant and contract compliance.
- Participates in agency-wide and community meetings and projects.
- Responsible for developing and implementing new programs and initiatives.
- Functions as a liaison between the Agency, funding sources, the Community and governmental organizations; collaborates with other programs, divisions, and outside entities, as appropriate.
- Responsible for meeting all agency, contract, grant, accreditation and licensing standards.
- Other duties as assigned.

**QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Requires a Master's degree in Social Work, Counseling or related field with advanced licensure or certification and 1+ year of related experience; or
- Requires a Bachelor's degree in Social Work, Counseling or related field and 5+ years of related experience; or
- Equivalent combination of education and experience.

**CORE COMPETENCIES AND SKILLS**

- Ability to provide appropriate supervision and training of staff in accordance with Agency policy.
- Knowledge of program management methods and procedures.
- Skill in analyzing complex activities and information involving some original interpretation to arrive at logical conclusions.
- Skill in directing a department or function.
- Skill in maintaining positive relations with others, and obtaining cooperation; skill in maintaining professionalism and diplomacy when dealing with moderately difficult or sensitive issues.
- Ability to work independently, exercise initiative, and accomplish tasks without continuous supervision.
- Operates computers and general office software (including word-processing, spreadsheet, and database software).
- Maintains flexibility and works with frequent interruptions and multiple, changing priorities.
- Ability to determine results to be obtained to support overall Agency goals.
- Skill in studying, analyzing, and interpreting complex activities or information in order to refine and improve work outputs.
- Ability to communicate effectively, both verbally and in writing.
- Promotes and demonstrates appropriate respect for cultural and socio-economic characteristics of all work related contacts and service populations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess or be able to obtain a valid driver's license within 30 days.
- May require a license in a mental health profession.
- Standard First-Aid and CPR Certification as required by individual program.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

- Frequently required to sit or stand, use manual dexterity, speak, listen, hear, and write.
- Specific vision abilities required by this job include ability to adjust focus for work with computer and peripheral vision and depth.
- Works in an office or educational environment with little or occasional light physical effort.
- May be required lift and/or move up to 25 pounds.
- Travel required to and from various sites within the community for outreach programs, meetings, and training.

**APPROVALS**

\_\_\_\_\_  
SUPERVISOR (Print Name)

\_\_\_\_\_  
Sign

EMPLOYEE

(Print Name)

Sign



**LifeWorks  
Job Description**

<b>Job Title:</b>	Program Services Coordinator	<b>Workers Comp Code:</b>	50250
<b>Department:</b>	Education	<b>Approval/Revision Date:</b>	01/01/09
<b>Reports To:</b>	Program Director		

---

**SUMMARY**

Under general supervision, manages, coordinates, and provides prevention and intervention services, in compliance with policies and procedures. This is a manager-level position involved in treating a variety of conventional problems, questions, or situations in conformance with established criteria.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Coordinates and assists in the development, delivery, and management of program services.
- Carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws.
- Assists in compilation, analysis, and reporting of program outcomes.
- Responsible for meeting all agency, program, contract, grant, and licensing standards, and policy compliance.
- Completes required paperwork and reports; and responds to calls and inquiries from outside sources.
- Depending on program area, provides direct client services (may teach program-related classes, facilitate social skills groups, conduct presentations and client assessments, facilitate service activities, plan and coordinate class calendars and locations, and prepare lesson plans).
- Establishes and maintains community contacts in the provision of services.
- Other duties as assigned.

**QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Requires a Master's degree in Social Work, Counseling, or related field; or
- Requires a Bachelor's degree in Social Work, Counseling, or related field with and 2+ year's experience; or
- Equivalent combination of education and experience.

**CORE COMPETENCIES AND SKILLS**

- Ability to provide appropriate supervision and training of staff in accordance with Agency policy.
- Ability to work independently, exercise initiative, and accomplishes tasks without continuous supervision.
- Skill in analyzing complex activities and information involving some original interpretation to arrive at logical conclusions.
- Ability to accomplish multiple priorities and tasks simultaneously with skill in effectively organizing work to meet frequent and/or multiple deadlines, frequent interruptions, and conflicting priorities and demands.
- Operates computers and general office software (including word-processing, spreadsheet, and database software).
- Skill in maintaining positive relations with others, and obtaining cooperation; skill in maintaining professionalism and diplomacy when dealing with moderately difficult or sensitive issues.
- Ability to plan, organize, and conduct presentations and events.
- Ability to recognize moderately complex problems and take responsibility for resolving them.
- Ability to communicate effectively, both verbally and in writing.
- Ability to develop positive relationships with clients, and, where appropriate, their families.
- Promotes and demonstrates appropriate respect for cultural and socio-economic characteristics of all work related contacts and service populations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess or be able to obtain a valid driver's license within 30 days.
- Possess or acquire standard First-Aid and CPR Certification as required by individual program.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

- Frequently required to sit or stand, use manual dexterity, speak, listen, hear, and write.
- May be required lift and/or move up to 25 pounds.
- Works in an office or educational environment with little or occasional light physical effort, and low noise.
- Travel required to and from various sites within the community for outreach programs, meetings, and training.

**APPROVALS**

\_\_\_\_\_  
**SUPERVISOR (Print Name)**

\_\_\_\_\_  
**Sign**

\_\_\_\_\_  
**EMPLOYEE (Print Name)**

\_\_\_\_\_  
**Sign**



**LifeWorks  
Job Description**

<b>Job Title:</b>	Prevention Specialist	<b>Workers Comp Code:</b>	50400
<b>Department:</b>	Education	<b>Approval/Revision Date:</b>	01/01/09
<b>Reports To:</b>	Program Director		

**SUMMARY**

Under general supervision, provides prevention education services to youth and families via group facilitation, community and classroom presentations, community collaboration, and the provision of enrichment activities. May also provide one-on-one mentoring to clients. This is a staff-level position involved in treating a variety of conventional problems, questions, or situations in conformance with established criteria.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Recruits for and facilitates curriculum-based child and youth support groups in schools and community sites through the implementation of program curricula, experiential activities, presentations and discussions, field trips, and/or summer camps.
- Plans, develops, and provides youth- and/or family-related presentations on a variety of topics, such as tobacco use prevention, pregnancy prevention, child abuse prevention, child/adolescent development, family relationship-building and coping strategies.
- Develops and maintains positive working relationships with community contacts, such as referral sources, school staff, and other service providers.
- Meets with individual clients, as needed, to establish a safe, healthy relationship for learning, problem-solving, and participating in community activities; makes referrals and coordinates client services with community agencies, as appropriate.
- Prepares documentation of plans and activities to ensure compliance with contracts, and agency requirements.
- Responsible for the primary supervision of youth engaged in services.
- Prepares for and actively participates in supervision meetings and all other required meetings or trainings.
- Other duties as assigned.

**QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Requires a Bachelor's degree in Social Work, Psychology, or a related field and 1+ year of related experience; or
- Requires a high school diploma or equivalent and 5+ years of related experience; or
- Equivalent combination of education and experience.

**CORE COMPETENCIES AND SKILLS**

- Ability to work independently, exercise initiative, and accomplish tasks without continuous supervision.
- Knowledge of group facilitation and management methods and techniques.
- Skill in presenting educational information to both children and adults from diverse backgrounds and communities.
- Skill in maintaining positive relations with others, and obtaining cooperation; skill in maintaining a high degree of professionalism and diplomacy interactions with others.
- Ability to plan, organize, and conduct presentations and events.
- Maintains flexibility and works with frequent interruptions and multiple, changing priorities.
- Operates computers and general office software (including word-processing, spreadsheet, and database software).
- Ability to communicate effectively, both verbally and in writing.
- Ability to recognize moderately complex problems and take responsibility for resolving them.
- Skill in analyzing complex activities and information involving some original interpretation to arrive at logical conclusions.
- Promotes and demonstrates appropriate respect for cultural and socio-economic characteristics of all work related contacts and service populations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess or be able to obtain a valid driver's license within 30 days.
- Standard First-Aid and CPR Certification as required by individual program.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

- Frequently required to sit or stand, use manual dexterity, speak, listen, hear, and write.
- Works in an office or educational environment with little or occasional light physical effort.
- May be required lift and/or move up to 25 pounds.
- Travel is required to and from various sites within the community.

**APPROVALS**

\_\_\_\_\_  
**SUPERVISOR (Print Name)**

\_\_\_\_\_  
**Sign**

EMPLOYEE

(Print Name)

Sign

## Upload #5

Applicant: Youth and Family Alliance dba LifeWorks  
Application Number: TP12010000214  
Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Status: Awarded  
Document Title: BudgetNarrativeAttachments-Attachments-1235-1. OAH Budget justification.doc



**Office of Adolescent Health**

**Teen Pregnancy Prevention Project –Tier 1**

**Budget Narrative – REAL (Risk-reduction Education for Adolescent Life) Talk**

*A collaboration of LifeWorks and Planned Parenthood of the Texas Capital Region, in cooperation with the Austin Independent School District and Health Advocates, LLC.*

Funding category applied for: **Range A: \$400,000-\$600,000 per year**

Total Requested: **\$585,000**

The budget prepared for this proposed project supports the objectives of promoting the health and well-being of adolescents by implementing two evidence-based curricula to serve middle and high school age youth. Utilizing and enhancing the existing services of Youth and Family Alliance Inc. dba LifeWorks and Planned Parenthood of the Texas Capital Region to implement a comprehensive teen pregnancy prevention program in cooperation with the Austin Independent School District, this project will address a clearly demonstrated unmet need for additional services. The project will also cooperate with David Wiley, PhD and founder of Health Advocates, LLC, to conduct evaluation of this project in order to further our knowledge and understanding of adolescent sexual knowledge, attitudes, intentions and behaviors.

The requested funding through this proposal is **\$585,000** for the first 12-month period and each subsequent year. The following narrative justification addresses year 1 funding.

**OAH cooperative agreement**

**Salaries (LifeWorks staff): \$170,920**

The attached budget detail sheet shows the staff positions, each person's % of time on this project, and the OAH amount requested. [b(4)] of the Chief Program Officer [b(4)] [b(4)] is allocated to provide administrative oversight, coordination and strategic direction. [b(4)] of the Database Manager is allocated to provide oversight of agency database development. [b(4)] of the Director of Education Services is allocated for general oversight of programming. [b(4)] of the Grants and Contracts Manager [b(4)] [b(4)] is allocated for assisting with budget oversight, submission of reports, and insuring compliance with all contractual requirements. The Program Director for the REAL Talk program [b(4)] is the liaison with the funding agency, and is responsible for contract/budget management and planning, and supervision of the Program Coordinator [b(4)] [b(4)] and the Prevention Specialists [b(4)] [b(4)] the direct services to youth and families. [b(4)] of the Receptionist is allocated to reception of clients at the site, and other program support functions. [b(4)] of the Office Manager is allocated to provide administrative oversight and support for staff in order to support agency programs.



## Budget Narrative – REAL (Risk-reduction Education for Adolescent Life) Talk

Fringes:

b(4)

b(4)

**Travel: \$21,802**

Local Transportation: Staff travel will consist of travel to and from schools, between agency sites, to client homes, and to community locations in order to provide related program services. Travel is calculated at an estimated 300 miles per FTE per month reimbursed to the employees at a rate of \$.48 per mile. (300 miles x b(4) x b(4) x .48 per mile = \$8,802)

Conference travel: Estimates for costs are based on the assumption that conferences will be held in the Washington D.C. area, and will require 4 nights of lodging for each conference. In accordance with OAH requirements, the Program Director from LifeWorks and the Project Evaluator will attend one initial meeting and an annual grantee meeting during the first year. LifeWorks has also budgeted for the Director of Health Education for Planned Parenthood and a second evaluator (Dr. Kelly Wilson of Health Advocates) to attend these meetings as well. Therefore, it is anticipated that 4 staff will attend 2 annual conferences each. Additionally, 3 program staff are budgeted to attend three in person conferences for training.

Travel items are budgeted as follows:

Air fare is calculated at 13 airfares @ \$600 each for a total of \$7,800. (Two tickets each for 2 Program Directors, two tickets each for two Evaluators, 3 tickets each for 3 staff to attend conferences).

Lodging is calculated at \$80 per night for 5 conferences (initial conference, annual conference, and 3 in-person trainings for staff). 4 staff will attend 2 conferences, requiring 4 nights lodging for each person per conference (4 staff x 2 conferences x 4 days per conference x 80 per day = \$2,560). 3 staff will attend 3 in person trainings for 4 nights per training at \$80 per night (3 staff x 3 trainings \* 4 days per training x 80 per day = \$2,880). Total for lodging is \$5,440.

Per Diem is budgeted for \$30 per day per person for the initial and annual conferences (4 staff x 4 days \* 30 per day \* 2 conferences) for a total of \$960. Per diem is also budgeted at the same level for staff attending 3 in-person trainings (3 staff x 3 trainings \* 4 days per training x 30 per day = \$1,080). Transportation to and from the hotel is budgeted at \$25 per person per trip (4 staff x 2 conferences x 25 each, plus 3 staff x 3 conferences x 25 each = \$425) Total for all per diem costs is \$2,465.

**Equipment: \$0**

No equipment purchases are budgeted. Existing sites that will be used in this project are already equipped with copiers; fax machines, networked printers, and telephone systems.

**Budget Narrative – REAL (Risk-reduction Education for Adolescent Life) Talk**

**Office and Program Supplies: \$12,133**

Office supply costs are budgeted at b(4) per year (Total = \$1,783). Some of the supplies used include the following: writing pads, hanging file folders, ink pens.

Program supplies are budgeted @ \$450 per month (Total = \$5,400); and include items such as materials and snacks for meetings of curriculum-based groups occurring during after school hours, parent and family involvement activities, supplies for volunteer projects and community activities.

5 computers are budgeted at \$990 each (Total = \$4,950) to provide computers for program staff.

**Contractual: \$244,655**

LifeWorks will subcontract with Dr. David Wiley and Dr. Kelly Wilson of Health Advocates, LLC to provide oversight and consultation on the evaluation of this project. Health Advocates has agreed to provide these services, and to facilitate coordination with Texas State University IRB for oversight of human subjects protection. An MOU and Dr. Wiley's abbreviated curriculum vita are attached in the appendices of this proposal. Dr. David Wiley and Dr. Kelly Wilson Lewis are highly knowledgeable of evaluation standards, policies, and procedures, and have experience evaluating adolescent pregnancy prevention efforts in the state of Texas. The budget for design, execution, and documentation of this program evaluation is \$99,789 for the first year. Health Advocates has submitted a line-item budget to LifeWorks that details the expenses for this project. These costs have been determined by LifeWorks to be allowable and reasonable costs for the work to be performed. A summary of the proposed budget is attached to this narrative.

LifeWorks will also subcontract with Planned Parenthood of the Texas Capital Region for their participation in this collaborative proposal. Planned Parenthood will provide curriculum based groups to 9<sup>th</sup> and 10<sup>th</sup> graders, utilizing an approved evidence-based program. The cost for these activities is \$138,866. Planned Parenthood has submitted a line-item budget to LifeWorks that details the expenses for this project. These costs have been determined by LifeWorks to be allowable and reasonable costs for the work to be performed. A copy of the proposed budget is attached to this narrative.

Finally, LifeWorks has budgeted \$6,000 to pay for an Austin ISD Computer Lab Instructor to be present during times that students are utilizing AISD computers for lessons with the "It's Your Game" curriculum. Costs are estimated at \$25 per hour, 1.5 hours per session, for 4 sessions in each of 20 groups per semester, for 2 semesters (25 x 1.5 x 4 x 20 x 2).



## Budget Narrative – REAL (Risk-reduction Education for Adolescent Life) Talk

**Other: \$44,892**

Items included in “other” are listed on the Budget Detail and Justification sheet.

Other items included are:

- Occupancy (rent, utilities, maintenance, depreciation) costs for use of one LifeWorks program site (1,650q. ft. @ \$7.02/sq.ft. per year) = \$11,583;
- Equipment maintenance for copiers, computers, and printers estimated at (b)(4) per year = \$2,323;
- Vehicle Maintenance (including fuel) costs are estimated at \$183 per month = \$2,200;
- Insurance for (b)(4) professional, auto, fidelity, and building insurance products estimated at (b)(4) per year = \$3,438;
- Communications costs for telephones, cellular phones, beepers, faxes, e-mail and internet access estimated at (b)(4) per year = \$4,585;
- Direct Assistance will pay for incentives for participation in evaluation and focus group activities and is budgeted for a total of \$19,200 during the first year of the project. It is estimated that 360 high school students and 280 middle school students would participate in evaluation activities 3 times per year, and would be provided an incentive up to \$10 for each incident of participation. Direct assistance money could also be used to pay for expenses related to service learning projects and mentoring activities.
- Postage estimated at \$110 per year;
- Printing and Reproduction costs estimated at (b)(4) per year = \$509;
- Personnel Recruitment is budgeted at \$450 per year;
- Software support and licensing for database system is budgeted at (b)(4) per year = \$494;

### Indirect Cost: (b)(4)

An Indirect (b)(4) rate has been approved by the U.S. Department of Health and Human Services, at a rate of (b)(4) of direct salary costs. This rate has been used to calculate the above indirect cost amount.

**Match:** *There is no match indicated for this project. However, LifeWorks and Planned Parenthood are strongly committed to securing additional funding to insure the sustainability of this project. We believe that receipt of this award will enhance the likelihood of securing greater community awareness, and hence support, of the need for sexual health services to adolescents in our community. All match obtained will be tracked and reflected annually.*

## Budget Narrative – REAL (Risk-reduction Education for Adolescent Life) Talk

### Evaluation Budget Worksheet: LW PP AISD / Health Advocates

Personnel:		Monthly Salary	Benefits		%	
Wilson	\$	b(4)				\$ 18,287.50
GA	\$					\$ 23,952.00
Wiley	\$					\$ 26,799.50
<b>Personnel and Fringe Sub-Total</b>						\$ b(4)

Operating:		Studying	Reporting
Consulting:		\$ 2,000.00	
Student Workers		\$ 2,500.00	\$ 1,100.00
Equipment:		\$ 1,500.00	
Statistical Software/Licenses:		\$ 2,000.00	
Materials:		\$ 500.00	\$ 200.00
Training Resources:		\$ 2,500.00	
Instrument Development/Scannable Format		\$ 12,000.00	
Communication:		\$ 500.00	
Site Visits/Meetings		\$ 1,000.00	\$ 500.00
Travel - Professional & OAH		\$ 4,000.00	\$ 450.00
<b>Sub-Totals</b>		\$ 28,500.00	\$ 2,250.00
<b>Operating costs Sub-Total</b>		\$ 30,750.00	

Sub-Total (Contract): \$ 99,789.00

Administrative Costs @ 0% 0

Total Contract: \$ 99,789.00

Salary amounts are for Dr. David Wiley (Wiley), Dr. Kelly Wilson (Wilson), and a Graduate Assistant (GA). Percentage of time devoted to this contract reflect average amounts for the year, based on a detailed month-by-month projected allocation for each position.



## Budget Narrative – REAL (Risk-reduction Education for Adolescent Life) Talk

### Planned Parenthood - Proposed budget for REAL Talk project

Position Title	% of time	Year 1
		Amount
Director of Health Educator		24,500.00
Health Educator 1	b(4)	37,110.00
Health Educator 2		37,110.00
b(4)		
<b>PERSONNEL TOTAL</b>		b(4)
<b>TRAVEL TOTAL</b>		
Local Travel 300 miles/month @ .42 mi		3,024.00
Staff Training/Conference Registration, \$	b(4)	1,581.00
<b>OTHER: TOTAL</b>		
Office Supplies, b(4)		1,125.00
Program Supplies b(4)		2,250.00
Equipment including rental/maintenance \$	b(4)	2,125.00
Communications b(4)		2,400.00
<b>Total</b>		<b>138,866.00</b>



## Upload #6

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1249-MOU with Planned Parenthood.pdf

**Memorandum of Understanding between  
Youth and Family Alliance dba LifeWorks ("Lead/Fiscal agent")  
and Planned Parenthood of the Texas Capital Region ("Partner")**

This agreement is entered between Youth and Family Alliance dba LifeWorks ("Lead/Fiscal agent") and Planned Parenthood of the Texas Capital Region ("Partner"). LifeWorks of Austin will serve as the lead fiscal agent for the REAL Talk Teen Pregnancy Prevention Program, and will collaborate with Planned Parenthood in the implementation of this program. Upon successful award of a cooperative agreement by the Office of Adolescent Health, LifeWorks and Planned Parenthood will enter into a contractual agreement that includes the following:

**LEAD/FISCAL AGENT:**

Lead/ Fiscal agent agrees as follows:

- To be the primary executor of the grant and will convene meetings of the partners. Program Director will devote at least (b)(4) time to this project.
- To provide Program Staff for implementation of the REAL Talk project, consisting of Program Coordinator (b)(4) and Prevention Specialists (b)(4)
- To abide by all contract requirement reporting obligations to the funding agency (Office of Adolescent Health), and to provide timely notice to partner of any reporting obligations for which information is needed from partner.
- To coordinate with Planned Parenthood on dissemination of information for the REAL Talk program.
- To maintain records in accordance/compliance with generally accepted accounting principles, governmental accounting standards, OMB 133 and all funding source requirements.
- To provide any training needed in support of this agreement.
- To meet regularly with partner Director of Health Education to plan and review program implementation, and provide fiscal updates or policy/procedure changes.
- Submit to audits by an independent auditor and funding sources and to provide access to all reports issued as a result of those audits.
- To perform program and financial audits of records specific to implementation of the Real Talk program by the partner agency to verify record keeping and reimbursements at least once during each contract year.

**PARTNER:**

Partner agrees as follows:

- Agency will abide by all contract requirement reporting obligations to the funding agency (Office of Adolescent Health), and will provide timely submission to LifeWorks of any information needed to meet reporting obligations for to OAH.
- To provide Program Staff for implementation of the REAL Talk project, consisting of Director of Health Education (b)(4) and Health Educators (b)(4)
- To insure that program implementation of selected curriculum maintains strong fidelity to original program design.
- To cooperate with designated independent Project Evaluator on completion of all related evaluation activities.



- To submit all monthly reports, including programmatic and financial documentation, in a timely manner.
- To maintain general liability insurance of [REDACTED] b(4)
- To provide access to appropriate Partner agency records and facilities, and to provide cooperation of staff upon notification of a fiscal agent OAH audit or designated independent auditor.
- To maintain documentation of services provided and client information needed to support program activities.

Both LifeWorks and Planned Parenthood reserve the right to modify the terms of the agreement at any time to protect the contract funds and to ensure proper operation of the programs, however all modifications must be agreed upon in writing..

The designated contact person with responsibility for the coordination of the program will be:  
Amy Pierce, Program Director.

Signed: Kenneth S. Lambrecht Date May 27, 2010  
 Name: Kenneth S. Lambrecht  
 President & CEO  
 Planned Parenthood of the Capital Region

Signed: [Signature] Date 5/28/2010  
 Susan McDowell  
 Executive Director  
 LifeWorks

## Upload #7

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1252-Letter of Support - Austin ISD.pdf



## Austin Independent School District

Meria Joel Carstarphen, Ed.D.  
Superintendent

May 14, 2010

Ms. Evelyn Kappeler  
Acting Director,  
Office of Adolescent Health  
Office of Public Health and Science  
US Department of Health and Human Services  
1101 Wootton Parkway, Suite 700  
Rockville, MD 20852

Dear Ms. Kappeler:

As Superintendent of the Austin Independent School District (AISD), I am very excited to approve and endorse LifeWorks' application to the Office of Adolescent Health (OAH) for the Teen Pregnancy Prevention: Replication of Evidence-Based Programs funding opportunity. By working as a partner with LifeWorks and Planned Parenthood of the Texas Capital Region, AISD is committed to reducing teen pregnancies throughout targeted schools in the District.

Both LifeWorks and Planned Parenthood of the Texas Capital Region are experienced providers of services to youth and families in Austin. AISD is to be a partner in this important effort, which will be a scientific and meaningful response to reach teens at most risk of an untimely pregnancy and prevent that life-changing event from derailing their academic success during their teen years.

I am glad to pledge AISD's support this effort and encourage you to look favorably on this proposal.

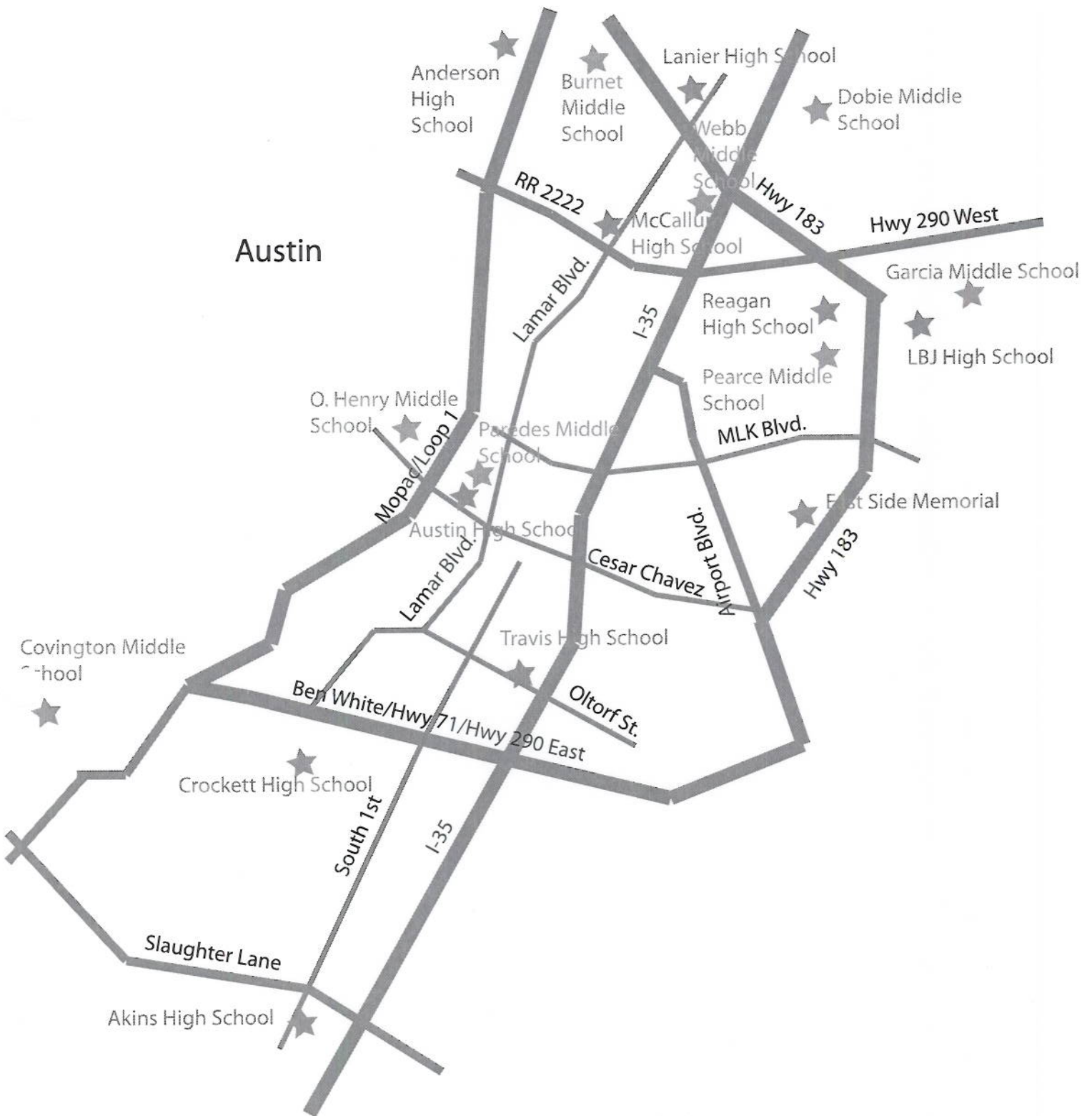
Sincerely,

Meria Joel Carstarphen  
Superintendent,  
Austin ISD

## Upload #8

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-1234-Map of Services.pdf

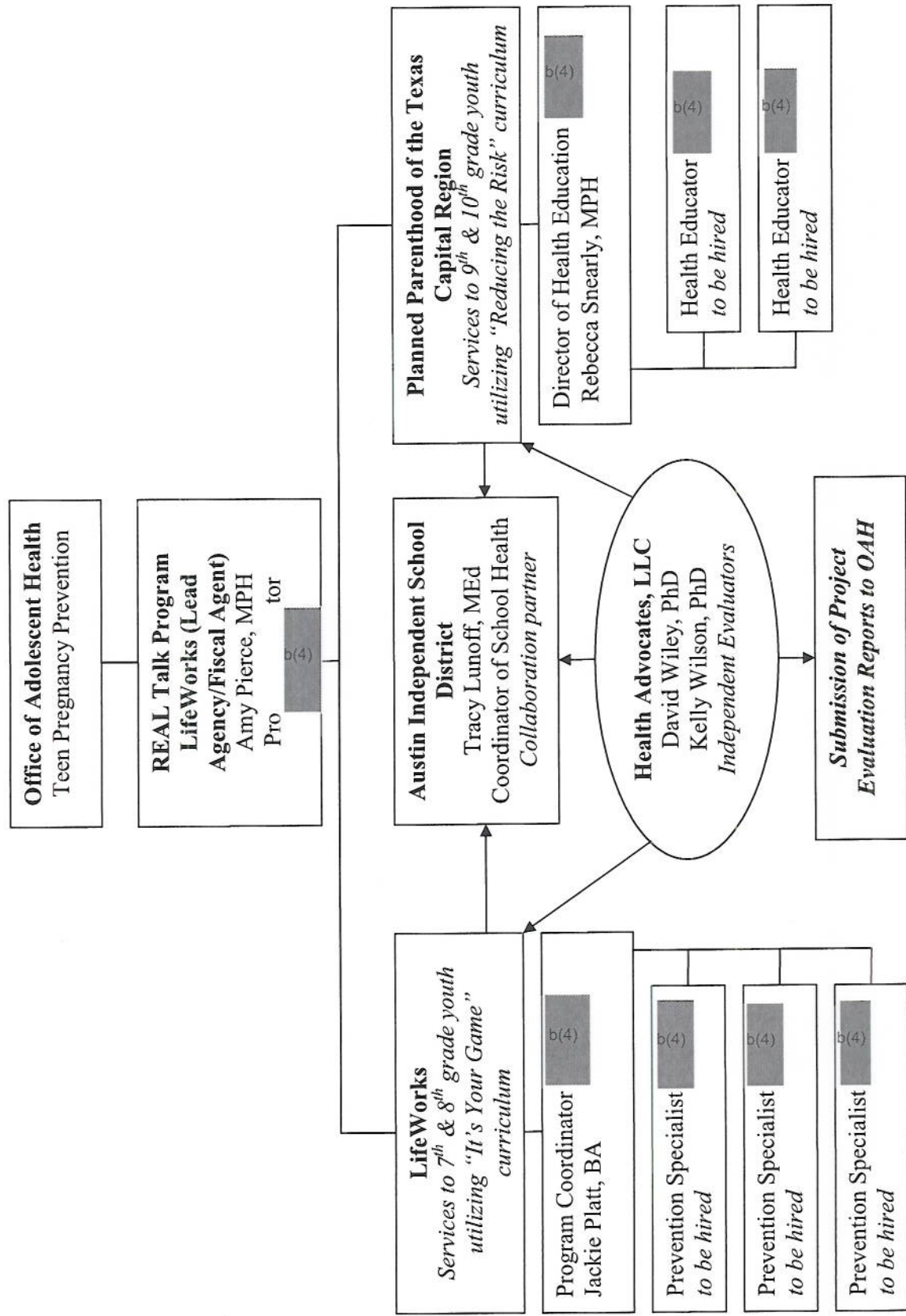




## Upload #9

Applicant: Youth and Family Alliance dba LifeWorks  
Application Number: TP12010000214  
Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Status: Awarded  
Document Title: SF424\_2\_1-AdditionalProjectTitle-1239-Organizational Chart - Real Talk Program.doc

# **LifeWorks/Planned Parenthood of the Texas Capital Region Proposed Program Organizational Chart – REAL Talk Program**



## Upload #10

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1242-Letter of Support - Representative Doggett.doc



**DRAFT**

May \_\_, 2010

Ms. Evelyn Kappeler  
Acting Director,  
Office of Adolescent Health  
Office of Public Health and Science  
US Department of Health and Human Services  
1101 Wootton Parkway, Suite 700  
Rockville, MD 20852

Dear Ms. Kappeler:

I am pleased to express my support for LifeWorks' application to the Office of Adolescent Health (OAH) for a Teen Pregnancy Prevention proposal titled REAL (Risk-reduction Education for Adolescent Life) Talk (OPHS/OAH-TPP1-2010 "*Teenage Pregnancy Prevention: "Risk-reduction Education for Adolescent Life Talk"*). This Replication of Evidence-Based Programs application is being submitted in partnership with Planned Parenthood of the Texas Capital Region, and the Austin Independent School District (AISD).

Because of their roles in the community, these three partners have a unique opportunity to reach teens at high risk for pregnancy. Their proposed evidence-based approach is a proven, successful response to preventing teen pregnancy. I have seen first hand the success of programs conducted by LifeWorks and Planned Parenthood of the Texas Capital Region, and AISD, and am confident that this partnership will have a tremendous, positive effect on protecting the future of teens in Travis County.

As the U.S. Representative for the 25<sup>th</sup> Congressional District, I am deeply concerned about the problem of teen pregnancy in Austin and Travis County and am confident that this partnership can help offer a solution.

Thank you for the opportunity to express my support for this proposal.

Sincerely,

U.S. Congressman Lloyd Doggett

## Upload #11

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1245-Tier 1 2010 SF-424 Signed Copy.pdf

<b>Opportunity Title:</b>	FY10 Teenage Pregnancy Prevention: Replication of Evid
<b>Offering Agency:</b>	Office of Public Health and Science
<b>CFDA Number:</b>	93.297
<b>CFDA Description:</b>	Teenage Pregnancy Prevention Program
<b>Opportunity Number:</b>	AH-TP1-10-002
<b>Competition ID:</b>	AH-TP1-10-002-011500
<b>Opportunity Open Date:</b>	04/02/2010
<b>Opportunity Close Date:</b>	06/01/2010
<b>Agency Contact:</b>	Allison Roper 240-453-2806 allison.ropers@hhs.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* **Application Filing Name:** Youth and Family Alliance dba LifeWorks

## Mandatory Documents

Project Narrative Attachment Form  
Budget Narrative Attachment Form  
Project Abstract Summary  
Budget Information for Non-Construction Program  
Disclosure of Lobbying Activities (SF-LLL)

Move Form to  
Complete

Move Form to  
Delete

## Mandatory Documents for Submission

Application for Federal Assistance (SF-424)  
Assurances for Non-Construction Programs (SF-42)  
HHS Certifications (08-2007)

## Optional Documents

Move Form to  
Submission List

Move Form to  
Delete

## Optional Documents for Submission

## Instructions

- 1 Enter a name for the application in the Application Filing Name field.**

  - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2 Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.**

  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
  - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
  - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3 Click the "Save & Submit" button to submit your application to Grants.gov.**

  - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
  - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
  - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
  - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.



**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

Completed by Grants.gov upon submission.

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** Youth and Family Alliance dba LifeWorks

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

74-2137189

**\* c. Organizational DUNS:**

1376142440000

**d. Address:**

**\* Street1:** 3700 South 1st Street

**Street2:**

**\* City:** Austin

**County/Parish:**

**\* State:**

TX: Texas

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:** 78704

**e. Organizational Unit:**

**Department Name:**

**Division Name:**

Education

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Ms.

**\* First Name:**

Peg

**Middle Name:**

**\* Last Name:**

Gavin

**Suffix:**

**Title:** Director of Education

**Organizational Affiliation:**

**\* Telephone Number:** 512-560-9730

**Fax Number:** 512-324-6871

**\* Email:** peg.gavin@lifeworksaustin.org



**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Office of Public Health and Science

**11. Catalog of Federal Domestic Assistance Number:**

93.297

CFDA Title:

Teenage Pregnancy Prevention Program

**\* 12. Funding Opportunity Number:**

AH-TPI-10-002

\* Title:

FY10 Teenage Pregnancy Prevention: Replication of Evidence-based Programs (Tier 1)

**13. Competition Identification Number:**

AH-TPI-10-002-011500

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Tier 1 Teenage Pregnancy Prevention Grant

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

25

b. Program/Project

25

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

10/01/2010

\* b. End Date:

09/30/2011

**18. Estimated Funding (\$):**

\* a. Federal

585,000.00

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

585,000.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

Ms.

\* First Name:

Susan

Middle Name:

\* Last Name:

McDowell

Suffix:

\* Title:

Executive Director

\* Telephone Number:

512-735-2453

Fax Number:

512-735-2452

\* Email:

susan.mcdowell@lifeworksaustin.org

\* Signature of Authorized Representative:

Completed by Grants.gov upon submission.

\* Date Signed:

Completed by Grants.gov upon submission.



### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

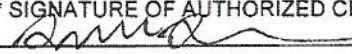
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p>  <p>Completed on submission to Grants.gov</p>	<p>* TITLE</p> <p>Executive Director</p>
<p>* APPLICANT ORGANIZATION</p> <p>Youth and Family Alliance dba LifeWorks</p>	<p>* DATE SUBMITTED</p> <p>5/28/10</p> <p>Completed on submission to Grants.gov</p>

Standard Form 424B (Rev. 7-97) Back



**CERTIFICATIONS**

OMB Approval No. 0990-0317

**1. CERTIFICATION REGARDING LOBBYING**

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93). By signing and submitting this application, the applicant is providing certification set out in Appendix A to 45 CFR Part 93.

**2. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)**

The authorized official signing for the applicant organization certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The official signing agrees that the applicant organization will comply with the HHS terms and conditions of award if a grant is awarded as a result of this application.

**3. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

The authorized official signing for the applicant organization certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The applicant organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

HHS strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the HHS mission to protect and advance the physical and mental health of the American people.

## Upload #12

Applicant: Youth and Family Alliance dba LifeWorks  
Application Number: TP12010000214  
Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Status: Awarded  
Document Title: SF424\_2\_1-AdditionalProjectTitle-1240-Letter of Support - City of Austin.pdf



AUSTIN/TRAVIS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT  
Division of the Medical Director  
15 Waller Street  
Austin, TX 78702



City of Austin

County of Travis

May 19, 2010

To Whom It May Concern:

I am writing in support of the grant application being submitted by LifeWorks with Planned Parenthood of the Texas Capital Region and Austin Independent School District for Teen Pregnancy Prevention Funding offered by the Office of Adolescent Health (*Teenage Pregnancy Prevention: "Risk-reduction Education for Adolescent Life Talk"* OPHS/OAH-TPP1-2010). Our community is in need of increased efforts to combat our growing teen pregnancy and sexually transmitted infection issues. These organizations have the capacity to help address these issues and the documented ability to positively impact our community.

Planned Parenthood and LifeWorks have both been major players in the community-wide effort to bring more attention to these issues and develop strategies to address them. Both organizations have been actively involved in coordinating efforts with the City of Austin Health and Human Services Department including serving on the leadership group of our newest project, the Austin Healthy Adolescent Initiative. Their work on previous City of Austin efforts such as the Title V Maternal and Child Health (MCH) Project has shown they are not only willing to participate in our projects, but are prepared to share leadership and work collaboratively to create sustainable changes in our community.

During the MCH Project, Planned Parenthood and LifeWorks both volunteered time and financial support to co-sponsor a teen sexual health summit, which they later agreed to take over leadership of when our project funding ended. They also stepped up to help take responsibility for our community coalition and merge it with another coalition to combine resources. Both organizations have also been influential in providing assistance on assessing and selecting sexual health curricula and have participated in a variety of training opportunities offered on these curricula. These organizations have demonstrated time and time again their ability and desire to work collaboratively and to focus on the needs of youth in our community.

We support the application for Teen Pregnancy Prevention Funding submitted by LifeWorks and Planned Parenthood of the Texas Capital Region working with the Austin Independent School District. Each organization has the capacity, experience, and partnerships to maximize resources on these projects and to guarantee a coordinated and effective delivery of services to the community. Should the Office of Adolescent Health approve funding for this project, we will work together to ensure their continued success in addressing teen pregnancy prevention.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip Huang".

Philip Huang, M.D., M.P.H.  
Medical Director  
Austin/Travis County HHSD

## Upload #13

Applicant: Youth and Family Alliance dba LifeWorks  
Application Number: TP12010000214  
Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Status: Awarded  
Document Title: SF424\_2\_1-AdditionalProjectTitle-1253-Letter of Support - Center for Social Work Research.pdf





SCHOOL OF SOCIAL WORK  
THE UNIVERSITY OF TEXAS AT AUSTIN

1 University Station D3500 • Austin, TX 78712-0358 • email: [utssw@lists.cc.utexas.edu](mailto:utssw@lists.cc.utexas.edu)

May 27, 2010

Office of Adolescent Health  
1101 Wootton Parkway, Suite 700  
Rockville, MD 20852

Dear Teenage Pregnancy Prevention Grants Review Committee,

I am writing in support of LifeWorks, Inc. proposal to implement **REAL (Risk-reduction Education for Adolescent Life) Talk Teen Pregnancy Prevention Project**. LifeWorks in collaboration with Planned Parenthood of the Texas Capital Region, and in cooperation with Austin ISD, is proposing to implement a youth development program, incorporating the "It's Your Game" curriculum, with 7<sup>th</sup> and 8<sup>th</sup> grade students at middle schools in AISD. Planned Parenthood will implement the curriculum "Reducing the Risk" with 9<sup>th</sup> and 10<sup>th</sup> grade students at high schools in AISD. The goals of the project will be to increase students' knowledge of sexual behaviors and related health topics, such as abstinence, STDs, contraception, and practices which promote healthy behaviors. Services will be offered in a small group format, with an emphasis on providing additional support services such as volunteer opportunities, mentoring, and family engagement activities. LifeWorks has provided curriculum based, school-linked pregnancy prevention services for over 12 years in the Central Texas region, and both LifeWorks and Planned Parenthood are recognized leaders in the community in the provision of services related to adolescent sexual health.

The University of Texas at Austin Center for Social Work Research has evaluated LifeWorks adolescent pregnancy prevention programs for the past five years. This includes a school-based primary prevention program, and an Adolescent Family Life Demonstration Project, which focuses on, among other things, secondary prevention among teen parents. Both projects received funding from the U.S. Office of Adolescent Pregnancy Programs, involved close-knit partnerships with multiple community agencies, and schools, and required intensive evaluation.

Serving as the primary investigator for these LifeWorks programs, I saw first-hand the capacity of this community-based organization to carry out program objectives, monitor performance measures, maintain fidelity and collaborate professionally. Perhaps most importantly, I witnessed its ability to successfully engage high-risk youth and their families from a variety of racial and ethnic backgrounds and age groups. Focus groups with parents of participants in its school-based pregnancy prevention program revealed a high level of satisfaction with its program among both English and Spanish-speaking parents. Notably, less acculturated Mexican-origin parents expressed gratitude that the LifeWorks program created avenues for healthy dialog with their children about human sexuality, a subject they were unsure about how to discuss with their children. This is especially important because in Travis county Hispanics are the fastest growing demographic with the highest teen birth rate. With its strengths-based, culturally sensitive approach, LifeWorks' capacity to reduce risky behavior among vulnerable adolescents will make a lasting contribution to our community.

Sincerely,

Carol M. Lewis, Ph.D.  
Associate Director, Center for Social Work Research

General  
Information  
(512) 471-5457  
Page 1 of 1  
Fax (512) 471-9600

Academic Programs  
and Student Services  
(512) 471-5457  
Fax (512) 471-9600

Administrative  
Office  
(512) 471-1937  
Fax (512) 471-9600

Center for Social  
Work Research  
(512) 471-0561  
Fax (512) 471-9514

## Upload #14

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1247-Resumes-Job Descriptions Planned Parenthood.doc

**Rebecca Snearly, M.P.H.**

b(6)

EDUCATION

2000-2002 MPH, Module: Health Promotion/Health Education, Emphasis on Sexual Health Education, University of Texas Health Science Center, School of Public Health, Houston, TX

1992-1996 BA, Psychology, New Mexico State University, Las Cruces, NM

EMPLOYMENT/RELEVANT EXPERIENCE

2009-Present: Director of Health Education, PPTCR, Austin, TX

Oversees all external, community health education programs; supervises community health education staff; responsible for closely tracking and monitoring education budget including private and government funds; identifies and seeks additional education funding opportunities; responsible for operation of grant-funded parent education program; educates the community through direct health education using a comprehensive knowledge of model sexual health education standards and curriculum, with a focus on parent and teen health education

2008-2009: Community Health Educator & Liaison, PPTCR, Austin, TX

Served as project leader in development, implementation, and evaluation of the TALK FIRST! parent education program; developed and implemented a comprehensive sexuality education program for students at the Ann Richards School for Young Women Leaders; maintained records and provided program data and reports on education activities to meet grant requirements and funder needs; represented PPTCR as a community leader in adolescent sexual health during collaborative meetings of Austin-area social service providers

2007-2008: Quality Assurance Specialist & Teen Clinic Educator, PPTCR, Austin, TX

Promoted quality achievement and performance improvement through staff training, coaching, and chart audits to ensure that staff is following relevant medical policies and procedures and that the quality of client education is consistent; responsible for coordination, implementation and supervision of educational services within the teen clinic in order to contribute to the overall goal of improving adolescent sexual health

2005-2007: Education & Public Affairs Coordinator, PPTCR, Austin, TX

Recruited, trained, and managed volunteers, interns, and activists; prepared renewal applications, outcome evaluation reports, and program-related documentation for audits and reviews of City/County grants; served as project leader in the development and implementation of the teen clinic education pilot program.

2004-2005: Development Assistant, PPTCR, Austin, TX



Provided support for all areas of development/fundraising including entry of all new donations and donor information, running reports using Raiser's Edge to sort and summarize donor information, tracking pledges and payments and working closely with other departments to reconcile pledge and payment balances, writing contribution acknowledgement letters, planning special events, and regularly interacting with donors.

2003: Community Organizer, Texas Campaign for the Environment, Austin, TX

Short-term environmental activism work involved fundraising and community education.

#### OTHER VOLUNTEER WORK

- Advocate for Rape Crisis/Sexual Trauma Center
- Research Assistant for New Mexico State University Psychology Department

#### SKILLS

- Skill in giving educational and informative presentations to diverse audiences, and developing materials for presentations and training sessions
- Skill in collecting, organizing, evaluating, and presenting quantitative and qualitative data for funders, stakeholders, and laypersons



## **Planned Parenthood of the Texas Capital Region, Inc.**

### **Director of Health Education**

#### **Essential Duties:**

- Develop, implement, and evaluate the vision, principles, and applications of model Planned Parenthood sex education in the Austin community.
- Implement and evaluate existing and new educational presentations, trainings, workshops, group meetings, and outreach activities in the community.
- Develop and strengthen partnerships with other community health agencies in order to increase the reach of our teen and parent education programs.
- Supervise community health education staff to ensure the quality of health education provided, and to ensure that grant commitments and goals are being met through health education programs.
- Track and meet all education grant requirements and reporting deadlines, including providing monthly and quarterly statistics, to meet grant requirements and funder needs.
- Develop and monitor annual education budget, including private and government funding, for distinct education programs.
- Work with accounting department to ensure accuracy in programming budget and financial records.

#### **Minimum Requirements:**

- Bachelor's degree in a related field or equivalent work experience.
- Comprehensive knowledge of model sexual health education standards and curriculum with a focus on pregnancy, STI and HIV prevention required.
- Proven program evaluation skills and experience in monitoring and tracking program outcomes.
- Proven experience in meeting deadlines and creating high-quality, detailed qualitative and quantitative government and private grant reports.
- Outstanding customer service and interpersonal skills, including the ability to work harmoniously and cooperatively with a variety of clients, staff, and volunteers of all ages, races, religions, sexual orientations, disabilities, and national origins.

#### **Preferred Requirements:**

- Master's degree in a related field
- Minimum of 2 years experience in grant reporting
- Certification as a Sexuality Educator or as a Certified Health Education Specialist
- Bilingual in Spanish/English

## **Planned Parenthood of the Texas Capital Region, Inc.**

### **Community Health Educator**

#### **Essential Duties:**

- Participate in developing, implementing, and evaluating the vision, principles, and applications of model Planned Parenthood sex education in the Austin community.
- Implement and evaluate existing and new educational presentations, trainings, workshops, group meetings, and outreach activities.
- Develop partnerships with other community health agencies in order to maximize our financial and human resources and increase the reach of our teen and parent education programs.
- Provide monthly and quarterly statistics, reports and records on education activities to meet grant requirements and funder needs.
- Assist with accounting for programming budget, including maintaining accurate financial records, and with plans for revenue building.

#### **Minimum Requirements:**

- Bachelor's degree in a related field
- Comprehensive knowledge of model sexual health education standards and curriculum with a focus on pregnancy, STI and HIV prevention required.
- Program evaluation skills and experience
- Outstanding customer service and interpersonal skills, including the ability to work harmoniously and cooperatively with a variety of clients, staff, and volunteers of all ages, races, religions, sexual orientations, disabilities, races and national origins
- Ability to demonstrate attention to detail, discretion, sound judgment, organizational ability, and initiative

#### **Preferred Requirements:**

- Master's degree in a related field
- Certification as a Sexuality Educator or as a Certified Health Education Specialist
- Bilingual in Spanish/English preferred

## Upload #15

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1250-MOU with Austin ISD.pdf



Memorandum of Understanding  
for participation in *Teenage Pregnancy Prevention: "Risk-reduction Education for  
Adolescent Life Talk"* grant proposal (OPHS/OAH-TPPJ-2010)

This Memorandum of Understanding is made on this 24<sup>th</sup> day of May, 2010, by and between LifeWorks and Austin Independent School District ("AISD"). It is contingent upon receipt of the funding award from the Office of Adolescent Health. If these funds are awarded, it is anticipated that the program shall continue until August 31, 2015 and this MOU will be updated, reviewed and signed annually by both parties.

1. LifeWorks agrees to:

- Provide project management, including completion of all required reports to funder, coordination of evaluation activities, training of program staff, communication with AISD school personnel and collaboration partners (Planned Parenthood), and oversight of activities to insure program fidelity with regard to curriculum implementation.
- Contract with an independent evaluator
- Ensure that written parental consent will be obtained for all youth participating in curriculum-based groups as well as those participating in evaluation activities, and that parents/guardians are informed (in writing) of program content.
- Provide electronic copies and files of all necessary curriculum related to "It's Your Game: Keep It Real" and "Reducing the Risk"
- Provide access to training for teachers from schools involved with the implementation and evaluation of "It's Your Game: Keep It Real" and "Reducing the Risk", and provide technical assistance as needed

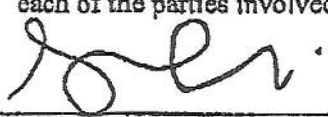
2. AISD agrees to:

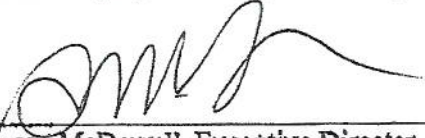
- Support LifeWorks and Planned Parenthood staff in the implementation of "It's Your Game: Keep It Real" and "Reducing the Risk" curricula with fidelity in selected schools within AISD. Activities will be conducted through small group meetings with youth whose parents/legal guardians have provided written parental consent for participation.
- Serve as liaison to participating schools to assist independent evaluator in obtaining parental consent and data collection for process and outcome components of evaluation
- Maintain educator staffing necessary to assist with implementation of "It's Your Game: Keep It Real" and "Reducing the Risk" with fidelity in schools

3. AISD agrees to execute a contract with LifeWorks to provide the services described above upon receipt of funding

4. In the event of a dispute over the interpretation or implementation of this Agreement, the matter will be submitted to the chief executive of each party for joint resolution

5. This Memorandum of Understanding may be amended only by written agreement signed by each of the parties involved

  
Meria Joel Carstarphen, Ph.D  
Austin Independent School District  
Date Signed: 5/24/10

  
Susan McDowell, Executive Director  
LifeWorks  
Date Signed: 5/24/10



## Upload #16

Applicant: Youth and Family Alliance dba LifeWorks  
Application Number: TP12010000214  
Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Status: Awarded  
Document Title: SF424\_2\_1-AdditionalProjectTitle-1248-Curriculum Vita - Dr. Wiley.doc

**DAVID C. WILEY**

**Professor of Health Education  
Department of Health and Human Performance, Jowers Center  
Texas State University  
San Marcos, Texas 78666  
President, Health Advocates LLC**

**98 Peer Reviewed Professional Presentations: Examples since 2008 include:**

Howard-Barr, Elissa, Wiley, David C., & Lang, Darrel (2008, April 14). "Discovering Common Ground Among Diverse Sexuality Education Programs. Annual Convention of the American Alliance for Health, Physical Education, Recreation, and Dance (AAHPERD). Texas: Ft. Worth.

Howard-Barr, Elissa, Wiley, David C., & Lang, Darrel. (2008, November 14). "Crowded Bed (Teaching Technique)". Annual Convention of the American School Health Association. Florida: Tampa.

Wilson, Kelly & Wiley, David C. (2008, November 15). "An Exploration of Sexuality Education in Texas." Annual Convention of the American School Health Association. Florida: Tampa.

Wilson, Kelly & Wiley, David C. (2009, June 10). "The Status of Sexuality Education in Texas Public Schools." Kansas Department of Education Annual HIV/STD Meeting. Missouri: Kansas City.

Wilson, Kelly & Wiley, David C. (2009, October 29). "Just Say Don't kNOw: The Status of Sexuality Education in Texas Secondary Public Schools." Annual Convention of the American School Health Association. Colorado: Denver.

Wiley, David C. & Wooley, Susan (2009, October 30). "The State of the Association." Annual Convention of the American School Health Association. Colorado: Denver.

**30 Peer-Reviewed Professional Publications: Examples since 2005 include:**

Wiley, David C. (2002) "Elementary School Teachers' Perspectives on Health Instruction: A Commentary". American Journal of Health Education, 33(2), 83-85.

Wiley, David C. (2002) "The Ethics of Abstinence-Only and Abstinence-Plus Sexuality Education". Journal of School Health, 72(4), 164-167.

Wiley, David C. & Howard-Barr, Elissa (2005) "Advocacy to Action: Addressing Coordinated School Health Issues with School Boards." Journal of School Health, 75 (1), 6-9.

Wiley, David C. & Howard-Barr, Elissa (2007) "Health Education Textbook Adoption in Texas: A Lesson in Politics and Morality", American Journal of Health Education 38 (5), 295-300.

Wilson, Kelly & Wiley, David C. (2009) "Influence of Materials on Teacher Adoption of Abstinence-Only-Until-Marriage Programs", Journal of School Health, 79(12), 565-574.

b(4)

## Monographs:

*Health Education Advisory Councils: A Checklist for Success* (1996). Edited by Pruitt, B.E., Wiley, David C., and Jonas, Judy R. Texas Association for Health, Physical Education, Recreation, and Dance. Texas: Austin.

*HIV, STD, and Pregnancy Prevention Policies*. (2008). In the National Association of State Boards of Education's Fit, Healthy, and Ready to Learn. (Currently in CDC Review).

*Just Say Don't kNow: The Status of Sexuality Education in Texas Public Schools* (2009) with co-authors Wilson, Kelly & Valentine, Ryan. Texas Freedom Network publication. Texas: Austin.

## Grants

"Elementary Educator Health Education Survey", Principal Investigator, Funding Source: Texas Comprehensive School Health Initiative, August, 1990, (500.00).

"AIDS Consortium of Texas", Co-Author and Project Co-Director, Funding Source: Centers for Disease Control, September, 1990 (359, 925.00).

"The Impact of an Employee Wellness Program on Teacher Morale, Stress, and Burnout: A  
Author and Principal Investigator, Funding Source: December, 1990 (2000.00).

"The Impact of an Employee Wellness Program on Teacher Morale, Stress, and Burnout: A Public  
School/University Based Initiative (Year 2), Co-Author and Principal Investigator, Funding Source: June, 1991 (2000.00).

"AIDS Consortium of Texas", Co-Author and Project Co-Director, Funding Source: Centers for Disease Control, ,  
1991-1994 (1, 400,000.00)

"Development of Health Awareness Program", Principal Investigator, Funding Source: April, 1995 (1750.00).

"Health Educator Training Program", Co-Author w/ Dr. Kelly Wilson. Funding Source: January 2005 (15,800).

"Evaluation of an Abstinence-Plus Sexuality Education Program", Co-Author w/ Dr. Kelly Wilson. Funding Source: January 2009 (5405.30).

"Sexuality ABCs (Abstinence, Birth Control and Condoms)", Co-Author with Dr. Kelly Wilson. Funding Source: November 2009 (5000.00)

## Upload #17

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1238-Organizational Chart - LifeWorks.docx



Executive Director  
Susan McDowell



## Upload #18

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1243-LifeWorks 501c3 IRS letter 2000.pdf

**Internal Revenue Service**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date: July 22, 2000**

**Youth and Family Alliance  
2525 Wallingwood Dr. Suite 600  
Austin, TX 78746**

**Person to Contact:**  
John H. Shafer ID 31-02720  
Revenue Agent

**Toll Free Telephone Number:**  
8:00 a.m. to 9:30 p.m. EST  
877-829-5500

**Fax Number:**  
513-263-3756

**Federal Identification Number:**  
74-2137189

**Dear Sir or Madam:**

This letter is in response to your request to change the status of merged organizations and subsequent name change of Pathways Community Counseling, the surviving organization. We have verified that our records indicate that Teenage Parent Council of Austin, Inc., The Child and Family Service, Inc. and Youth Options, Inc. have a status of termination merger. Our records have been corrected to show Pathways Community Counseling has changed its name to Youth and Family Alliance.

Our records indicate that a determination letter issued in December 1980 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.



Youth and Family Alliance  
74-2137189

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

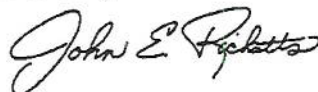
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services



## Upload #19

Applicant: Youth and Family Alliance dba LifeWorks  
Application Number: TP12010000214  
Project Title: Tier 1 Teenage Pregnancy Prevention Grant  
Status: Awarded  
Document Title: SF424\_2\_1-AdditionalProjectTitle-1251-MOU with Health Advocates, LLC.pdf

## MEMORANDUM OF UNDERSTANDING

### BETWEEN LifeWorks & Health Advocates, LLC

---

#### Service Provider Information

**Provider:** Health Advocates, LLC  
Dr. David Wiley—Principal Evaluator

**Address:** 319 Cedar Drive, Suite 101  
Mountain City, TX 78610

**Telephone:** (512) 426-6693      **Email:** healthadvocatesllc@live.com

---

#### Fiscal Agent Information

**Fiscal Agent:** Youth and Family Alliance, dba LifeWorks

**Location:** 3700 S. 1<sup>st</sup> St., Austin TX 78704

**Contact 1:** Amy Pierce, Program Director

**Telephone:** (512) 735-2110      **Email:** amy.pierce@LifeWorkswb.org

---

**Contract Amount:** \$99,789.00 or not to exceed 20% of awarded budget, annually for five years

**Service Duration:** September 1, 2010 – August 31, 2014 (Contingent upon continued funding by HHS/OAH)

**Service Delivery:** Comprehensive Program Evaluation Services

**Funding Source:** Office of Adolescent Health/ U.S. Department of Health and Human Services

**Contract Type:** Fixed Price Contract

**Purpose:** To provide medically accurate and age appropriate programs that reduce teenage pregnancy, utilizing evidence-based program models that have been proven through rigorous evaluation to be effective.

In consideration of the premises and the mutual promises contained in this document both parties agree to the following:

1. **HHS/OAH Teen Pregnancy Prevention Program:** The program has the expressed purpose of reducing teen pregnancy rates with the target population. LifeWorks is designated by the HHS/OAH as the Fiscal Agent (with the responsibility as the

primary subcontractor), and as such, is fully accountable to HHS/OAH and has legal responsibility for the overall delivery of the HHS/OAH San Antonio Project.

**2. Individual Partner Status & Provisions:**

- a. Relationship: This Memorandum of Understanding constitutes a legal agreement for services with Health Advocates, LLC. No relationship of employee and employer will be created as a result of the execution of the agreement.
- b. Checks and Balances: The relationship between LifeWorks and Health Advocates, LLC. does allow for adequate checks and balances to ensure services are provided as defined within this agreement.
- c. Acceptance of Terms and Conditions: Acceptance of the provisions of this agreement requires Health Advocates, LLC to accept and abide by all terms and conditions in the primary Contract between LifeWorks and HHS/OAH.
- d. Budget: Regardless of dollar amount, the agreement will be executed with a fixed-price contract.
- e. Reviews: Health Advocates, LLC. and shall cooperate fully and participate in any fiscal and programmatic monitoring and audits conducted by HHS/OAH following the audit requirements outlined in OMB Circular A-133.

**3. Health Advocates, LLC. Agreement Responsibilities:**

- a. Provide guidance and support during the Phased-In Implementation Period to include:
  - i. Assistance with the assessment of needs and resources of the target population
  - ii. Create and modify program goals, objectives and logic model with the planning and implementation team.
  - iii. Ensure program fit with target population
  - iv. Secure IRB Approval for program implementation
- b. Meet regularly with evaluation team and project staff to provide training, guidance on independent evaluation processes to include but not be limited to the following topics: program fidelity, outcomes, instruments, dosages, confidentiality.
- c. Agree to participate in a separate federal level evaluation if chosen by HHS/OAH.
- d. Submit regular reports as needed and as required by LifeWorks and HHS/OAH.
- e. Submit the Annual End of Year Progress Report to LifeWorks 14 working days prior to the HHS/OAH deadline.
- f. Participate in and travel to HHS Required Annual Grantee Conference and other trainings required by HHS/OAH.
- g. Disseminate and publish findings about the project.
- h. Submit invoices for fixed-price cost reimbursement of evaluative services provided. Invoices should include time spent on the project and deliverables produced during the month.

**4. LifeWorks Responsibilities:**

- a. Selects, reviews and monitors partners associated with this project.
- b. Recruits and hires key personnel required to accomplish the goals and responsibilities outlined in the HHS/OAH grant to provide program implementation in the program and grant management and support to all partners.
- c. Collaborate in the development of an independent evaluation plan that will ensure that evaluation processes including form completion, data collecting, analysis and reporting are conducted according and as prescribed by Lead Evaluator, Health Advocates, LLC. and HHS/OAH requirements.

- d. Agrees to meet regularly with independent evaluator to discuss progress, challenges and success and ensure HHS/OAH requirements are being met.
- e. Send out quarterly reports to partners outlining progress and updates.
- f. Provide payment to partners in a timely manner.

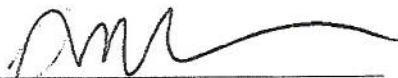
---

The terms of this agreement are contingent upon HHS/OAH Funding and become effective on the date award notification is received and will remain in effect until withdrawn by either party, with sixty days' prior written notice to the other party.



Health Advocates, LLC.

5/26/10  
Date



Susan McDowell, Executive Director  
LifeWorks

5/26/10  
Date



## Upload #20

Applicant:	Youth and Family Alliance dba LifeWorks
Application Number:	TP12010000214
Project Title	Tier 1 Teenage Pregnancy Prevention Grant
Status:	Awarded
Document Title:	SF424_2_1-AdditionalProjectTitle-1241-Letter of Support - Mayor Leffingwell.pdf



# City of Austin

Mayor Lee Leffingwell  
P.O. Box 1088, Austin, Texas 78767  
(512) 974-2250, Fax (512) 974-2337  
Lee.Leffingwell@ci.austin.tx.us

May 24, 2010

Ms. Evelyn Kappeler  
Acting Director,  
Office of Adolescent Health  
Office of Public Health and Science  
US Department of Health and Human Services  
1101 Wootton Parkway, Suite 700  
Rockville, MD 20852

Dear Ms. Kappeler:

As the Mayor of the City of Austin, I am proud to support LifeWorks' application to the Office of Adolescent Health (OAH) for the Teen Pregnancy Prevention grant proposal (OPHS/OAH-TPP1-2010 "Teenage Pregnancy Prevention: "Risk-reduction Education for Adolescent Life Talk"). Submitted in partnership with Planned Parenthood of the Texas Capital Region and the Austin Independent School District (AISD), this application presents an effective model to address teen pregnancy prevention in Austin, Texas.

LifeWorks and Planned Parenthood of the Texas Capital Region have a long history of excellence in Austin, serving youth and families in need of a variety of health and human services. Their partnership with AISD will ensure that both agencies can reach teens at most risk of an unplanned pregnancy.

Austin's teen pregnancy rate, in particular among our city's growing Hispanic population, is at an unacceptable level. I am glad to support this effort, which will no doubt make an impact on preventing teen pregnancy and keep Austin teens' futures open and limitless.

Thank you for the opportunity to express my support for this proposal.

Sincerely,

Lee Leffingwell  
Mayor, City of Austin