

The Blues Program

Eligible Program Activities and Expenses

✓ **Training Costs**

Training is provided by one of the program developers: Drs. Paul Rohde, Eric Stice, and Heather Shaw. There are two options for a Blues Program, in-person training. Web-based training is not currently an eligible expense. Those two, in-person training options for PCCD applicants are:

1. One full day of training (8 hours in length): \$2,000 for this training plus travel costs for the trainer
2. Two half days of training (4 hours each day, 2 back-to-back days): \$2,000 for this training plus travel costs for the trainer

If possible and when appropriate, Penn State EPIS will coordinate The Blues Program Training to include multiple providers across the state to save on provider costs.

✓ **Costs Associated with Program Delivery**

All costs included in proposals should be justified in the narrative on why the item(s) is/are necessary for program delivery. Specific examples are:

- A whiteboard, flipchart or chalkboard (along with needed markers, chalk, etc)
- Incentives, such as:
 - Small rewards/tokens for youth engagement and participation (example: candy, pens, and stickers).
 - Drinks
 - Depending on what time of day the group sessions are held, food and snacks can be provided (example: pizza, sandwiches, snacks).
- Printed Materials, such as: handouts, student workbooks, data collection resources, facilitator manuals.
- Audio recorder

*Please note, on page 6 of The Blues Program Group Facilitator Manual, it lists how students can be paid to attend group sessions. This is listed in the script for when research studies are being conducted, therefore, this is NOT an eligible expense for PCCD grantees as it is not required of the model.

✓ **Program Staff**

Staff time should be determined by responsibilities associated with project implementation. Examples of project staff are:

- Project Administrator/Coordinator Salary/Benefits
- Program Facilitator(s) Salary/Benefits
- Data Entry Staff Salary/Benefits (part-time)

- ✓ **Fidelity Verification Process** – *conducted in Quarter 1, Year 2 of the grant. Cost determined by Developer*

- ✓ **Costs Associated with Travel to/from State College 3 times a year**
 - 2 in-person Statewide Networking Meetings
 - 1 in-person Annual PCCD Grantee MeetingAll three are typically held in State College, so all travel arrangements can be budgeted to include: hotel (if necessary), mileage, and subsistence (budget should not exceed \$1,200 per year). All items will need to be broken out in both the budget detail and narrative.

✓ **TOT Certification**

Program Facilitators have the ability to pursue certification in becoming a TOT for the Blues Program. A TOT, or Trainer of Trainers, is a great way to sustain programming. It allows for program facilitators to become certified as a TOT in order to be able to train NEW program facilitators and save on costs associated with program developer training. This also allows for the development of facilitator expertise in the model with ongoing quality assurance of the program across the organization/school.

The TOT certification process is completed in the following steps:

1. The facilitator audio records each of the six sessions over two cohorts (totaling 12 audio recordings). These are submitted to the program developer for the review, feedback and consultation of the certification process. Each review costs \$150.00 (12 audio recordings multiplied by \$150 equals \$1800).
2. For each of the 12 sessions delivered, the facilitator completes two fidelity measurement tools: Protocol Adherence and the Group Leader Competence Assessment. These are submitted to the program developer along with the audio recordings.
3. While reviewing the 12 audio recordings, the program developer will also complete those two fidelity measurement tools, allowing for consultation/feedback with the group facilitator. There are minimum scoring requirements in order to be certified as a TOT. If the tapes do not meet minimum levels of adherence and competence, additional session recordings will need to be submitted for certification.
4. Once steps 1 through 3 are completed, the program developer will prepare and observe the Blues Program facilitator in delivering an actual Blues Program Training to a new group of program facilitators. This can be done in-person or through a video recording. This provides additional consultation with the program developer in building upon skills, knowledge and facilitation of key program concepts. In delivering a program training to become certified as a TOT, the training will need to be paid in full just as a normal training does (\$2,000).