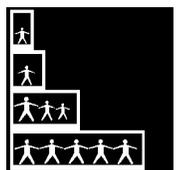


Tier Two Worksheets

Tier Two:**Program Participants Worksheet**

Discuss who your program actually serves.

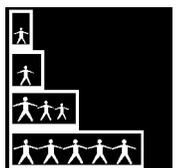
1. Who is the program actually serving? What are their characteristics?
 - a. Are these the people you identified in Tier One as the intended recipients?
 - b. If they are not, why is this?
2. How have participants been selected and how does the selection process work?
3. Do participants differ systematically from non-participants?
4. How many participants have been served by the program?



Tier Two:**Program Activities Worksheet**

Discuss the services/activities that are being provided.

1. Describe the services/activities that are actually being provided.
2. Which staff members are providing which services?
3. How much of program time is spent doing proposed activities? How much is spent doing other activities?
4. How many program sessions are offered?
 - a. How many people attend a typical session?
 - b. Do the same number of participants attend each session?
 - c. Do you have participants that attend sporadically throughout?
 - d. Do you have others that drop out of the program before completion?
5. On average, how frequently do participants have contact with the program during the course of its delivery? How long does this contact last?



Tier Two:**Program Delivery Worksheet**

Discuss the process of program delivery.

1. Describe how the program operates (e.g., how services are offered and who uses them).
2. What techniques are used to monitor or modify the program operations on a day-to-day basis?
3. What obstacles have you encountered in the process of participant recruitment?
4. What factors facilitated the process of participant recruitment?
5. What factors contribute to continued participation?
6. What factors interfere with participants continuing to seek services with the program?
7. Describe the different attitudes of participants throughout the program.
8. Describe various participant reactions to the materials or curriculum.
9. What additional services are requested from participants?
10. What is the program cost, if any, to participants?

