**Program/**

**Project name**

Inside Cover Copy/Headline

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under [insert grant number and name]. The project is part of an award totaling [insert award amount] with [insert amount] percentage of funds financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit HRSA.gov.

TABLE OF CONTENTS

[INTRODUCTION 1](#_Toc109746224)

[BACKGROUND AND INTERVENTION OVERVIEW 2](#_Toc109746225)

[PRE-IMPLEMENTATION ACTIVITIES 3](#_Toc109746226)

[Intervention Implementation 4](#_Toc109746227)

[Evaluation Plan 5](#_Toc109746228)

[Intervention Outputs & Outcomes 6](#_Toc109746229)

[Lessons Learned 7](#_Toc109746230)

[Dissemination Activities 8](#_Toc109746231)

[Attachments 9](#_Toc109746232)

INTRODUCTION

Purpose of the implementation manual

Audience

Overview of the SPNS initiative

.

BACKGROUND AND
INTERVENTION OVERVIEW

Description of the demonstration site or ETAP site

Organization type and setting

Description of need addressed

Description of the intervention

Goals and objectives

Priority population(s)

Demographics/eligibility requirements (as applicable)

*Age/age group*

*Race/ethnicity*

*Sex/gender*

*Sexual orientation*

*Health status*

Theoretical or evidence frameworks

PRE-IMPLEMENTATION ACTIVITIES

Gaining buy-in

Potential stakeholders/funders to leverage

Hiring staff

Staffing requirements and recommendations (paid and volunteer)

*Required experience and education (i.e., qualifications)*

*Roles and responsibilities, LOE*

*Training and continuing education*

*Cultural competency requirements (e.g., demographic makeup of staff, lived experience, language skills)*

Partner organizations

Roles and responsibilities

Promoting the intervention

Marketing and communications plan

Planning for sustainability

Planning costs

Intervention Implementation

Core components of the intervention

Core activities and intended exposure (i.e., dosage, duration)

Intervention flow chart

*(Insert intervention flow chart here)*

Adaptations made during implementation

Partner activities

Intervention implementation costs

Evaluation Plan

Process evaluation

Measures

Outcome evaluation

Measures

Logic model

*(Insert Logic Model here)*

Intervention Outputs & Outcomes

 (should align with logic model)

Outputs

*Number of trainings*

*Type of trainings*

*Number of staff trained*

*Number of intervention sessions (dosage)*

*Number of participants served and demographics (i.e., number recruited; number enrolled; number retained; demographics of enrolled clients)*

Outcomes

*Related to the intervention goals and objectives*

*Related to relevant HIV care continuum stage(s), including number of clients linked to care, retained in care, and virally suppressed*

*Related to policy/systems change*

*Related to sustainability planning*

*Level of integration of SPNS model into organization’s system of care*

Lessons Learned

Barriers and challenges

Facilitators of success

Dissemination Activities

Dissemination of intervention findings and resources

*Published resources about the intervention*

*Presentations about the intervention*

*Dissemination and publicity activities in the community and to other area Ryan White HIV/AIDS Program (RWHAP)-funded Parts about available intervention resources and outcomes*

*Outreach about the intervention to local and regional AIDS Education and Training Centers (AETCs)*

*Posted on TargetHIV and AETC NCRC websites for download and use*

Attachments

Intervention products/materials

*Job descriptions*

*Products/materials that support implementation of the intervention*

*Promotional content/products*

*Protocols and other job aids (e.g., intake form, acuity scale, need assessment tool, intervention evaluation tools, etc.)*