

CLEAR: Choosing Life: Empowerment, Action, Results!
A one-on-one intervention with youth and adults living with HIV/AIDS and high-risk negative individuals

Implementation Plan

Pre-implementation Tasks	Knowledge/Skills Needed
Hire a Program Manager	Knowledge of implementing effective behavioral interventions; knowledge of program management duties (i.e., establishing advisory groups, securing resources and budgets, conducting monitoring and evaluation tasks); ability to hire clinical supervisor and counselor(s); problem solve, and complete and submit reports.
Attend Program Manager web-assisted training	Knowledge of dates and times of the web-assisted training.
Develop a community advisory group	Knowledge of all variables (i.e., target population, community agencies that provide services to target population, etc.) needed to inform and assist with all aspects of the implementation process; ability to identify community leaders, stakeholders and/or individuals possessing key knowledge and resources for the implementation process.
Identify stakeholders	Knowledge of agency mission and prevention vision; knowledge of agency staff members and local organizations that can serve as stakeholders; knowledge of specific roles stakeholders will play in the intervention.
Secure buy-in: Promote CLEAR to stakeholders	Knowledge of agency mission and prevention vision; ability to assure the support of agency administration and allocation of agency resources for implementing the intervention; knowledge of the core elements, goals and uniqueness of CLEAR .
Identify a CLEAR champion.	Knowledge of agency decision-making dynamics; knowledge of the intervention, including its costs, core elements, and key characteristics; ability to assess the community to determine whether they will support the core elements and goals of CLEAR .
Develop an implementation budget and plan	Knowledge of the cost of implementing the intervention, staff, and costs associated with training; ability to develop program protocols that address recruitment, retention, client attendance policies, evaluation, quality assurance, clinical supervision, legal and ethical concerns, and reporting criteria,
Conduct a needs assessment	Knowledge of target population's needs; knowledge of similar programs and their outcomes; ability to access community leaders and/or key individuals to conduct needs assessment with.
Network with and market to other agencies and community organizations	Knowledge of intervention; marketing skills; knowledge of community and agencies that impact the implementation process; ability to answer questions.
Select/Hire Counselor(s)	Knowledge of HIV/AIDS and target population; past direct experience with target population; ability to deliver structured interventions; knowledge and experience working from a cognitive-behavioral theoretical orientation; previous clinical training.
Select/Hire Clinical Supervisor	Knowledge of cognitive behavior therapy; solid understanding of the content, goal, structure, and core elements of the intervention; previous experience conducting clinical supervision.

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Train Counselors	Knowledge of training, tasks and skills required to implement CLEAR
Determine client eligibility for participation in CLEAR .	Knowledge of CLEAR 's overall goals; knowledge of the content of core skill and menu sessions and the core elements of the intervention.
Determine attendance policy.	Knowledge of the structure of the intervention; ability to develop attendance policies that support the goals of CLEAR and clearly communicate these to clients and other stakeholders involved in the intervention.
Develop marketing plan: identify recruitment sites.	Knowledge of target population and places to recruit participants; ability to conceive a marketing plan.
Educate referral sources on who is appropriate for CLEAR .	Knowledge of client eligibility criteria; ability to communicate effectively who would most benefit from the program; ability to explain and market the program.
Develop guidelines which address client retention.	Knowledge of variables that increase clients' motivation to attend sessions; ability to maintain enthusiasm and sincerity when presenting CLEAR activities.
Obtain incentives.	Knowledge of local resources and target population preferences.
Secure intervention resources (space, transportation, child care, etc.).	Knowledge of the intervention and required materials; knowledge of local and agency resources that could support the implementation budget.
Recruit, screen and enroll clients.	Knowledge of the intervention, eligibility criteria, target population, and places/methods to recruit clients; ability to explain the program; ability to interact with strangers, assess clients, to create trust and elicit information.
Implementation Tasks	
Conduct five Core Skill Sessions following the Implementation Guide	Knowledge of the intervention's Core Skill Sessions, goals, and objectives; ability to develop a prevention plan, monitor clients progress, document session notes in client file, develop and up-date resource package, prepare all session materials, and participant workbook.
Conduct one to six Menu Domains, following the Implementation Guide, based on the client's prevention plan.	Knowledge of each Menu Domain's goals and objectives.
Conduct one wrap-up session with each client.	Knowledge of the wrap-up session.

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Maintenance Tasks	Knowledge/Skills Needed
Analyze evaluation data to improve program implementation	Knowledge of evaluation protocols and tools.
Conduct post-session/intervention debriefing with the clinical supervisor	Knowledge of quality assurance plan and tools;
Maintain buy in	Ability to communicate success and challenges of CLEAR implementation with key stakeholders and advisory board.
Submit reports to funding organization	Knowledge of monitoring and evaluation plan; analysis of evaluation tools; knowledge related to submitting data.