

## 3MV IMPLEMENTATION SUMMARY

### Inputs →

Are the resources needed to implement and conduct intervention activities.

- Agency capacity to conduct the intervention (e.g., time, funding, resources)
- Knowledge of skills and content related to the intervention, including group facilitation, program planning, prevention theory and science, sexually transmitted diseases (STDs), and the target population
- Two highly skillful, culturally competent, small-group facilitators who possess sufficient knowledge of the risk behaviors and social practices of black gay men; at least one facilitator should be a member of the intervention's target population
- A supervisor or program manager who is charged with administrating the intervention and overseeing the facilitators
- Organizational policies and procedures that govern human relations, employee conduct, finance, and administration
- Comfortable, accessible, and safe space to conduct the intervention, including all appropriate training equipment
- Training on the implementation of 3MV, including any Web-based or distance learning requirements to build background knowledge
- Materials to conduct, monitor, promote, and evaluate the intervention, including the 3MV Intervention Kit, the 3MV Evaluation Field Guide, and the Implementation Planning Tool
- Stakeholder support for implementation of the intervention
- Access to and positive relations with gay, bisexual, and other black MSM who constitute the target population
- Technical assistance related to planning, adaptation, or evaluation

### 3MV IMPLEMENTATION SUMMARY (CONTINUED)

<b>Activities →</b> Are the actions required to prepare for and conduct the intervention. There are two sets of activities—(1) those needed to get the intervention started and (2) those needed to implement, conduct, and sustain intervention activities. Monitoring and Evaluation (M&E) activities are a subset of the latter.	<b>Outputs</b> Are the deliverables or products that result from implementation activities. Outputs provide evidence of service delivery.
<b>Preimplementation</b>	<b>Preimplementation</b>
<ul style="list-style-type: none"> <li>• Closely review the intervention and training materials and understand the theory and science behind Many Men, Many Voices (3MV), as well as how the session activities are linked together</li> <li>• Assess agency capacity to conduct the intervention and solicit technical assistance for areas of need</li> <li>• Develop implementation plan with specific timelines, M&amp;E quality assurance plans, and agency policies and procedures specific to 3MV, including how clients will be recruited and retained</li> <li>• Identify and prioritize target population within the broader category of black men who have sex with men (MSM); develop and implement recruitment plan, including the identification of recruitment venues and strategies; develop a retention plan if 3MV is to be provided in 7 weekly sessions</li> <li>• Plan for and establish a Community Advisory Board or Community Review Panel</li> <li>• Market the intervention to key stakeholders; enlist community support and involvement from gatekeepers</li> <li>• Identify qualified, culturally competent, and interested staff to coordinate and facilitate the intervention and recruit for it</li> <li>• Identify experienced supervisor or manager to ensure plans are followed and to conduct M&amp;E activities</li> <li>• Train and build skills of agency staff, including attending a Centers for Disease Control and Prevention (CDC)-sponsored 3MV training of facilitators (TOF)</li> <li>• Identify logistics for implementation of the intervention (e.g., times, days, space)</li> <li>• Assess the need to adapt materials and activities from 3MV, ensuring that core elements are retained</li> <li>• Obtain or produce intervention materials</li> <li>• Have staff practice facilitating 3MV with mock clients</li> <li>• Recruit clients from identified target population</li> </ul>	<ul style="list-style-type: none"> <li>• Written policies, procedures, and implementation and M&amp;E plans tailored to your agency and target population</li> <li>• Community Advisory Board or Community Review Panel established for reviewing intervention materials and implementation activities</li> <li>• Intervention marketing and recruitment materials developed and produced</li> <li>• Trained staff who can effectively implement and facilitate the intervention sessions</li> <li>• Intervention materials produced or acquired</li> <li>• Intervention participants recruited</li> </ul>

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<p><b>Implementation and Maintenance</b></p> <ul style="list-style-type: none"> <li>• Continue recruitment of participants</li> <li>• Conduct intervention sessions, using either a weekly format or a 3-day weekend retreat</li> <li>• Use a sign-in sheet to identify clients and update contact information at each session</li> <li>• Call clients after each weekly session to process reactions and promote retention; assist with problem solving of barriers to attending all sessions</li> <li>• Continue to provide access to trainings for facilitators to update knowledge of STD and HIV prevention and black MSM behavioral risk</li> <li>• Train other agency staff as 3MV facilitators to ensure agency capacity even with staff turnover</li> <li>• Revise and refine implementation of 3MV based on analysis of program monitoring and process evaluation</li> </ul>	<p><b>Implementation and Maintenance</b></p> <ul style="list-style-type: none"> <li>• Implementation of planned number of 3MV cycles</li> <li>• Staff received ongoing training</li> <li>• Intervention activities adapted as needed</li> </ul>
<p><b>Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Develop system for collecting, storing, and analyzing intervention and participant data</li> <li>• Develop a tracking tool to assess retention</li> <li>• Revise or develop data collection instruments</li> <li>• Collect and analyze data on implementation of 3MV, including participant satisfaction and immediate outcomes as well as intervention delivery</li> <li>• Report findings to staff and relevant stakeholders</li> <li>• Report required data to funder</li> <li>• Use results from evaluation to improve program delivery</li> </ul>	<p><b>Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Monitoring data collected and summary reports developed</li> <li>• Quality assurance activities conducted</li> <li>• Quality improvement plans developed related to facilitator skills, recruitment, and retention for future 3MV interventions</li> <li>• Intervention findings reported to staff and stakeholder</li> <li>• Required data reported to funder</li> </ul>