

Welcome to the Facilitator Documentation Checklist

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My Life My Choice

- Prior to the first session, fill out the [My Life My Choice Group Pre-Assessment](#).
- Access group data documentation through the [MLMC Online Community](#). Log on using your email address you used to sign up for the training. Download the “Data Collection Forms” including:
 - Attendance Log
 - Youth Pre-Questionnaire
 - Youth Post-Questionnaire

MY LIFE MY CHOICE
EMPOWERING YOUTH. CHANGING EXPECTATIONS.

Forums Members Downloads Tools Activity Store Clubs About this Community

All Forums My Life My Choice Prevention Curriculum General CSEC Topics and Resources Using our Community

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EXPLOITATION PREVENTION ONLINE COMMUNITY
Building a network of facilitators and tapping into the power of the My Life My Choice community

Manage your Group Data Collection

1. As you prepare to start a new My Life My Choice Prevention Group, request a Group ID by emailing mlmcpvention@jri.org
2. Download the most up-to-date data collection forms by visiting <https://community.fightingexploitacion.org/files/category/4-group-data-collection-forms/>
3. To submit data after a group cycle is complete, either scan all forms using a flatbed scanner or download CamScanner or Scanbot apps to take photos of the forms.

- Request a Group ID from mlmcpvention@jri.org. This group ID is requested on all the data forms for this cohort.
- Track attendance for each session using the Attendance Log.

- Before the first session, have each participant fill out a Youth Pre-Questionnaire
- At the end of the last session, have each participant fill out the Youth Post-Questionnaire
- At the conclusion of the group, fill out the [My Life My Choice Group Post-Assessment](#) online.
- Scan and email the following required documentation, with your Group ID # on them, to My Life My Choice at [*mlmcpvention@jri.org*](mailto:mlmcpvention@jri.org), CC'ing [*vspera@preventchildabusej.org*](mailto:vspera@preventchildabusej.org):
 - Attendance Log
 - Youth Pre-Questionnaire
 - Youth Post-Questionnaire
- At the end of each quarter, sites should complete a [Group Curricula Quarterly Check-In](#) here are the tentative due dates:
 - October 4th: Q1 for July-September
 - January 3rd: Q2 for October-December
 - April 3rd: Q3 for January-March
 - June 24th: Q4 for April-June

Empowering Young Men to End Sexual Exploitation

- Prior to the first session, fill out the [Empowering Young Men Group Pre-Assessment](#).
- At the beginning of each session, use the [EYM Attendance Log](#).
- During the first session, have each participant fill out the [EYM Pre-Questionnaire](#).
- At the end of the last session, have each participant fill out the [EYM Post-Questionnaire](#).
- At the conclusion of the group, fill out the [Empowering Young Men Group Post-Assessment](#). You can scan and upload the following to the Post-Assessment:
 - EYM Attendance Log
 - Youth Pre Survey/Questionnaire
 - Youth Post Survey/Questionnaire
- Send documentation using one of the below methods:
 1. **RECOMMENDED** to scan and upload to the [Empowering Young Men Group Post-Assessment](#).
 2. Mail to:
Attn: Victoria Spera
Prevent Child Abuse - New Jersey
103 Church St.
Suite 210
New Brunswick, NJ 08901
 3. Email to: **Victoria Spera** at vspera@preventchildabusejnj.org
- At the end of each quarter, sites should complete a [Group Curricula Quarterly Check-In](#) here are the tentative due dates:
 - October 4th: Q1 for July-September
 - January 3rd: Q2 for October-December
 - April 3rd: Q3 for January-March
 - June 24th: Q4 for April-June

CSEC Prevention for LGBTQ+ Youth

- Prior to implementing the module, fill out the [LGBT CSEC Prevention Group Pre-Assessment](#).
- Use the [Sign-In Sheet](#).
- At the end of the module, have each participant fill out the [Post-Survey](#).
- At the conclusion of the module, fill out the [LGBT CSEC Prevention Group Post-Assessment](#). You can scan and upload the following to the Post-Assessment:
 - Sign-In Sheet
 - Youth Post Survey
- Send documentation using one of the below methods:
 1. **RECOMMENDED** to scan and upload to the [LGBT CSEC Prevention Group Post-Assessment](#).
 2. Mail to:

Attn: Victoria Spera
Prevent Child Abuse - New Jersey
103 Church St.
Suite 210
New Brunswick, NJ 08901
 3. Email to: **Victoria Spera** at vspera@preventchildabuseenj.org
- At the end of each quarter, sites should complete a [Group Curricula Quarterly Check-In](#) here are the tentative due dates:
 - October 4th: Q1 for July-September
 - January 3rd: Q2 for October-December
 - April 3rd: Q3 for January-March
 - June 24th: Q4 for April-June

I AM 1:1 Clinical Toolkit for Healthy Male and Healthy Female Identities

- Prior to the first session, fill out the [I AM Facilitator Pre-Assessment](#).
- At the beginning of the session, use the [I AM Participant Sign-In Sheet](#).
- During the first session, have the client fill out the [I AM Pre-Survey](#).
- At the end of the last session, have the client fill out the [I AM Post-Survey](#).
- At the conclusion of the curriculum, fill out the [I AM Facilitator Post-Assessment](#). You can scan and upload the following to the Post-Assessment:
 - Sign-In Sheet
 - Youth Pre Survey
 - Youth Post Survey
- Send documentation using one of the below methods:
 1. **RECOMMENDED** to scan and upload to the [I AM Facilitator Post-Assessment](#).
 2. Mail to:
Attn: Victoria Spera
Prevent Child Abuse - New Jersey
103 Church St.
Suite 210
New Brunswick, NJ 08901
 3. Email to: **Victoria Spera** at vspera@preventchildabusejnj.org
- At the end of each quarter, each I AM Facilitator is to fill out the [I AM Quarterly Check-In](#). The Quarterly Check-In is to be filled out even if you were unable to implement the curriculum within the given quarter here are the tentative due dates:
 - October 4th: Q1 for July-September
 - January 3rd: Q2 for October-December
 - April 3rd: Q3 for January-March
 - June 24th: Q4 for April-June