

I AM 1:1 Clinical Toolkit for Healthy Male & Female Identities (I AM)

NJ Facilitator Documentation Checklist

Updated for FY 2020-2021

All facilitators of I AM Clinical Toolkit trained through Prevent Child Abuse – New Jersey must submit the following required documentation each time they facilitate the program. The data collected from I AM and other prevention programs are vital to the continued implementation and enhancement of PCA-NJ's Human Trafficking Prevention Programs as well as the I AM Clinical Toolkit, developed by the I AM Training and Consultation Group, LLC.

Use the following checklist to support you as you facilitate the I AM 1:1 Clinical Toolkit:

Prepare for facilitation

- As soon as your start date is scheduled, fill out the [I AM Facilitator Pre-Assessment](#) to inform PCA-NJ that you plan to facilitate the program.
- Contact Program Coordinator, Victoria Spera, at VSpera@preventchildabusej.org for any questions you have about starting the program.
- Print out one [I AM Participant Sign-In Sheet](#), one [I AM Pre-Survey](#), and one [I AM Post-Survey](#).
- Print out the activity worksheets provided to you by PCA-NJ. If you need us to re-send them to you, contact Program Coordinator, Victoria Spera, at VSpera@preventchildabusej.org.
- Review the I AM Clinical Toolkit and accompanying outlines provided by PCA-NJ. If you need us to re-send the outlines to you, contact Program Coordinator, Victoria Spera, at VSpera@preventchildabusej.org.
- Prepare the materials needed for each session.

First session

- At the start of the first session, have the participant fill out the [I AM Pre-Survey](#).

Every session

- At the start of each session, have the participant sign or initial next to the respective sessions on the [I AM Participant Sign-In Sheet](#).
- Use the activity worksheet(s) and other materials that correspond with each session, if applicable.

Last session

- At the end of the last session, have the participant fill out the [I AM Post-Survey](#).

After your group

- As soon as possible after the conclusion of the program, fill out the [I AM Facilitator Post-Assessment](#).
- Scan and upload the following documents to the Post-Assessment:
 - I AM Participant Sign-In Sheet
 - Youth Pre-Survey
 - Youth Post-Survey
- ALTERNATIVE:** If you were unable to upload the Sign-In Sheet, Pre-Survey, and Post-Survey to the Post-Assessment, you can send them using one of the below methods:
 1. Scan and email documents to Program Coordinator, Victoria Spera, at vspera@preventchildabuse.nj.org
 2. Mail documents via postal service to:
Attn: Victoria Spera
Prevent Child Abuse - New Jersey
103 Church St., Suite 210
New Brunswick, NJ 08901

Every quarter

At the end of each quarter, please complete an [I AM Quarterly Check-In](#). The tentative due dates are as follow:

- Q1 (Jul, Aug, Sep): Friday, October 2nd
- Q2 (Oct, Nov, Dec): Wednesday, January 6th
- Q3 (Jan, Feb, Mar): Friday, April 2nd
- Q4 (Apr, May, Jun): Friday, July 2nd