

## LGBT CSEC Prevention Module

### *NJ Group Documentation Checklist for Facilitators*

**Updated for FY 2020-2021**

All facilitators of the LGBT CSEC Prevention Module trained through Prevent Child Abuse – New Jersey must submit the following required documentation for each group. The data collected from these groups and other prevention programs are vital to the continued implementation and enhancement of PCA-NJ's Human Trafficking Prevention Program as well as this curriculum.

Use the following checklist to support you as you facilitate your group:

#### **Prepare for your group**

- As soon as your group's start date is scheduled, fill out the [LGBT CSEC Prevention Group Pre-Assessment](#) to inform PCA-NJ that you plan to run a group.
- Contact Program Coordinator, Victoria Spera, at [VSpera@preventchildabusej.org](mailto:VSpera@preventchildabusej.org) for any questions you have about starting your group.
- Print out one [Sign-In Sheet](#) and enough [Post-Surveys](#) to distribute **one per participant**.
- Review the LGBT CSEC Prevention Module with your co-facilitator.
- Prepare the materials needed for the session.

#### **During the session**

- At the start of the session, have each participant fill in the [Sign-In Sheet](#).
- At the end of the session, have each participant fill out the [Post-Survey](#).

#### **After your group**

- As soon as possible after the conclusion of the group session, fill out the [LGBT CSEC Prevention Group Post-Assessment](#).
- Scan and upload the following documents to the Post-Assessment:
  - Sign-In Sheet
  - Youth Post-Surveys (please compile and send in one PDF document)

ALTERNATIVE: If you were unable to upload the Sign-In Sheet and Post-Surveys 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@preventchildabusenj.org](mailto:vspera@preventchildabusenj.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 a [Group Curricula Quarterly Check-In](#). The tentative due dates are as follow:

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