

DOCUMENT REVIEW FORM

I. Document Information	
Name of organization	
Document name/date	
Date reviewed	
Reviewer's initials	
II. History/Background of the YBCS Intervention	
III. Description of DP11-1111 Activities	
Program Readiness, Oversight and Management	
▪ Communication Plan	<i>Description of any details provided regarding communication plan</i>
▪ Management Plan	<i>Description of any details provided regarding management plan</i>
▪ Participation in meetings/trainings	<i>Description of any details provided regarding participation in meetings/ training</i>
Conduct needs and resource assessment	
▪ Identified gaps	<i>Description of any gaps identified through needs assessment</i>
▪ Proposed actions to fill gaps	<i>Description of actions organization will take to address gaps identified through needs assessment</i>
Set priorities based on the needs assessment	
▪ Identification of 3-5 priorities	<i>Description of priorities for the intervention</i>
▪ Reach calculation	<i>Description of how reach is calculated</i>
Establish new or expand existing partnerships	<i>Description of activities and partner involvement if appropriate</i>
▪ Partner names	<i>Description of the partners engaged</i>
▪ Type of partnership (networking, coordination, collaboration)	<i>Description of the types of partnerships formed</i>
Develop a program plan	
▪ Target audience	<i>Description of the YBCS target population in terms of age, race/ethnicity, and geographic location</i>
▪ Goals	<i>Description of goals and objectives, and activities over the 3 year cooperative agreement to achieve desired outcomes</i>
▪ Recruitment plan	<i>Description of mechanisms to reach its target population</i>
▪ Potential impact	<i>Description of the potential impact of activities in addressing the gaps identified in the needs assessment</i>
▪ Collaborative opportunities with other	<i>Description of opportunities to engage organizations to enhance the implementation</i>

organizations	
▪ <i>Methods for data collection</i>	<i>Description of methods for collecting baseline data (baseline data should be collected within 120 days post award) and subsequent time intervals for collecting follow-up data (follow-up data collection will be collected no later than the end of the project period).</i>
Implement Develop a program plan	<i>Description of activities and partner involvement, if appropriate</i>
▪ Quality of interventions/strategies	<i>Extent to which interventions are practical and achievable</i>
▪ Linkages	<i>Description of how intervention activities link to program goals</i>
▪ Reach	<i>Extent to which interventions are reaching target audience(s)</i>
Evaluate and monitor progress	
▪ Short term outcomes	<i>Description of short term outcomes</i>
▪ Long term outcomes	<i>Description of long term outcomes</i>
▪ Data collection and analysis methods	<i>Description of data collection and analysis methods used for evaluation</i>
▪ Program improvement strategies	<i>Description of how program monitoring data will be used to improve program delivery</i>
Develop a Sustainability Plan	
▪ Plans for sustainability of intervention	<i>Description of how program plans to sustain the intervention(s) beyond the funded period</i>
▪ Funding	<i>Description of strategies to leverage additional funding</i>
▪ Partners	<i>Description of how partners will be leveraged to sustain intervention beyond funded period</i>
III. Description of Current Intervention Strategies	
a. Intervention Strategies	
▪ Educational Resources	<i>Description of activities (and partner involvement if appropriate) related to the development of educational resources for YBCS</i>
▪ Support Services	<i>Description of activities (and partner involvement if appropriate) related to the development or promotion of support service for YBCS</i>
b. Communication Channels	
▪ Mass Media	<i>Description of how mass media is used to conduct and/or promote intervention(s)</i>
▪ Small Media	<i>Description of how small media is used to conduct and/or promote intervention(s)</i>
▪ Social Media	<i>Description of how social media is used to conduct and/or promote intervention(s)</i>
▪ Interpersonal Communication	<i>Description of how interpersonal communication is used to conduct and/or promote intervention(s)</i>
d. Target Population	
▪ YBCS	<i>Description of activities tailored for young breast cancer survivors</i>
▪ Families and/or Caregivers	<i>Description of activities tailored for families/caregivers</i>
▪ Healthcare Providers	<i>Description of activities tailored for healthcare providers</i>
IV. Additional Notes	

