IMPLEMENTATION GUIDE

Chinese Women's Health Project

Using a Research-tested Intervention Program (RTIP) to develop
a process model for program delivery in the practice setting

<u>Note:</u> **Refer to "Using What Works: Adapting Evidence-based Programs to Fit Your Needs". Review the appropriate Modules and the handouts provided in each, in order to modify and evaluate this program to meet the needs of your organization and audience.**

"Using What Works" is available online at:
http://cancercontrol.cancer.gov/use_what_works/start.htm.

I. Program Administration (Type of Staffing and Functions Needed)

Program Manager
- Provides day-to-day operation
- Recruits, trains and supervises staff
- Controls budgets, deadlines, supplies
- Conducts quality control/process evaluation

Program Coordinator/Outreach Worker
- Fluent in Chinese (Cantonese and/or Mandarin)
- Recruits program participants
- Schedules and conducts home visit(s)
- Answers health questions
- Implements educational program
- Provides logistical assistance (referrals, appointment scheduling, interpretation, etc.)

Data Analyst / Epidemiologist
- Tracks recruitment and participation
- Conducts data collection and performs analysis

II. Program Delivery

For additional information on modifying program materials, refer to the appropriate Module(s) for program adaptation from "Using What Works".

A. Program Materials *(All listed materials can be viewed and/or downloaded from the Products Page)***:**

- **Implementation Guide**

- **Outreach Worker Manual**: Provides information to assist the Program outreach workers.

- **Prevention of Cervical Cancer-the Pap Test**: A brochure explaining the Pap Test. In Chinese and English languages.

- **Pap Testing: A New Step on the Path to Women's Health**: A brochure explaining the Pap Test. In English and Chinese languages.

- **A New Pathway to Women's Health Video**: A video approximately 10 minutes long to introduce the project and provide information on individual health risks. In Cantonese and Mandarin with subtitles.

B. Program Implementation:

The program is suitable for implementation in the home.

The steps used to implement this program are as follows:

Step 1: Recruit program participants. Suggested recruitment method is to send an introductory letter (in English and Chinese) then, in one-two weeks, make a home visit for in-person contact. Information and forms for tracking recruitment and participation are available in the **Outreach Worker Manual**.

Step 2: Schedule a home visit to implement educational program.

Step 3: At home visit, review educational materials
- Show **A New Pathway to Women's Health** video.
- Review information presented in video and answer questions.
- Distribute and review **Prevention of Cervical Cancer-the Pap Test** and **Pap Testing: A New Step on the Path to Women's Health** brochures.

Step 4: At home visit, ask participants about their cervical cancer screening habits
- Give positive reinforcement to women who get regular Pap tests.
- Address the reasons why women do not get regular Pap tests.
  - o Refer women to a local clinic if they do not have a regular physician.
  - o Schedule Pap testing appointments for women who do not speak English.
  - o Provide interpretation at clinic visits for Pap tests.
  - o Provide taxicab transportation fares or bus passes to and from Pap testing clinic visits.

Step 5: At the end of the home visit, offer to leave the video and a return envelope.

Step 6: Schedule follow-up call one month after visit for women who do not get regular Pap tests to check that an appointment has been made. If not, repeat Step 4.

Step 7: Inquire about the status of the video if it has not been returned.

Step 8: Maintain contact with each woman by sending periodic reminders, answering questions and making house visits if needed.

III. Program Evaluation

For additional information on planning and adapting an evaluation, review the appropriate Modules for program implementation and evaluation from "Using What Works".
http://cancercontrol.cancer.gov/use_what_works/start.htm

For further assistance in designing and conducting an evaluation, consider communicating with members from NCI's Research to Reality (R2R) community of practice who may be able to help you with your research efforts. Following is a link to start an online discussion with the R2R community of practice, after completing registration on the R2R site: https://researchtoreality.cancer.gov/discussions.