

**Instructions for Using the SPNS Implementation Manual Template**

Please refer to the companion template in Word to populate information on your intervention. This document contains textboxes throughout with guidance on how to tailor your manual according to your intervention and funding sources.

**PROGRAM/  
PROJECT NAME**

**Logo**

If your organization is not funded by SPNS, replace with appropriate logo.



# Inside Cover Copy/Headline

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**Funding Statement**

If your organization is not funded by HRSA or SPNS, replace the funding statement below.

*This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under [insert grant number and name]. The project is part of an award totaling [insert award amount] with [insert amount] percentage of funds financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit [HRSA.gov](http://HRSA.gov).*

# TABLE OF CONTENTS

Table of Contents  
Update the Table of Contents upon finalizing your manual.

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INTRODUCTION.....	1
BACKGROUND AND INTERVENTION OVERVIEW.....	2
PRE-IMPLEMENTATION ACTIVITIES.....	3
INTERVENTION IMPLEMENTATION.....	4
EVALUATION PLAN.....	5
INTERVENTION OUTPUTS & OUTCOMES.....	6
LESSONS LEARNED.....	7
DISSEMINATION ACTIVITIES.....	8
ATTACHMENTS.....	9

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# INTRODUCTION

Purpose of the implementation manual

Audience

Overview of the initiative

# BACKGROUND AND INTERVENTION OVERVIEW

Style: H1

## Formatting Font Styles

It is recommended that authors insert text in the template by keying in information to each section as the formatting will automatically update using this method. However, please keep in mind that if you cut and paste information, you will need to use the Styles section under Home in the ribbon above to ensure correct formatting. To do this, select text, then use the Styles drop-down menu to select the correct Style (e.g., H1). We have indicated each Style name on this page.

Description of the demonstration site or ETAP site

Style: H2

*Organization type and setting*

Style: H4

Description of need addressed

Description of the intervention

*Goals and objectives*

Priority population(s)

*Demographics/eligibility requirements (as applicable)*

*Age/age group*

Style: H5

*Race/ethnicity*

*Sex/gender*

*Sexual orientation*

*Health status*

Theoretical or evidence frameworks

# PRE-IMPLEMENTATION ACTIVITIES

## Gaining buy-in

*Potential stakeholders/funders to leverage*

## Hiring staff

*Staffing requirements and recommendations (paid and volunteer)*

*Required experience and education (i.e., qualifications)*

*Roles and responsibilities, LOE*

*Training and continuing education*

*Cultural competency requirements (e.g., demographic makeup of staff, lived experience, language skills)*

## Partner organizations

*Roles and responsibilities*

## Promoting the intervention

*Marketing and communications plan*

## Planning for sustainability

## Planning costs

# Intervention Implementation

Core components of the intervention

*Core activities and intended exposure (i.e., dosage, duration)*

Intervention flow chart

*(Insert intervention flow chart here)*

Adaptations made during implementation

Partner activities

Intervention implementation costs

# Evaluation Plan

Process evaluation

*Measures*

Outcome evaluation

*Measures*

Logic model

*(Insert Logic Model here)*



# Intervention Outputs & Outcomes

*(should align with logic model)*

## Outputs

*Number of trainings*

*Type of trainings*

*Number of staff trained*

*Number of intervention sessions (dosage)*

*Number of participants served and demographics (i.e., number recruited; number enrolled; number retained; demographics of enrolled clients)*

## Outcomes

*Related to the intervention goals and objectives*

*Related to relevant HIV care continuum stage(s), including number of clients linked to care, retained in care, and virally suppressed*

*Related to policy/systems change*

*Related to sustainability planning*

*Level of integration of SPNS model into organization's system of care*

### **Outcomes**

If your intervention is not funded through HRSA or SPNS, update relevant outcomes as applicable.

## **Lessons Learned**

Barriers and challenges

Facilitators of success

## Dissemination Activities

### Dissemination of intervention findings and resources

*Published resources about the intervention*

*Presentations about the intervention*

*Dissemination and publicity activities in the community and to other area Ryan White HIV/AIDS Program (RWHAP)-funded Parts about available intervention resources and outcomes*

*Outreach about the intervention to local and regional AIDS Education and Training Centers (AETCs)*

*Posted on TargetHIV and AETC NCRC websites for download and use*

**Dissemination**

If your intervention is not funded through HRSA or SPNS, update the dissemination information as applicable.

# Attachments

## Intervention products/materials

*Job descriptions*

*Products/materials that support implementation of the intervention*

*Promotional content/products*

*Protocols and other job aids (e.g., intake form, acuity scale, need assessment tool, intervention evaluation tools, etc.)*