



## Wisconsin Family Planning Project Technical Assistance Services

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Technical Assistance is either participation in a conference or an on-site intervention. The on-site interventions are generally site-specific, tailored to a specific problem, and usually involve modifying or improving systems or procedures.

Preference will be given to TA requests which show a link to WI DPH Family Planning Project priorities and/or a need identified through program evaluation.

### **Procedure for a Technical Assistance (TA) Activity**

Once a technical assistance need is defined a TA Request is generated and sent to Carrie Baranowski, HCET Wisconsin Services Project Manager, or the appropriate WI DPH Family Planning Program Consultant, Mike Vaughn or Millie Jones.

HCET reviews requests with DPH Family Planning Program staff for determination and negotiation of cost sharing. Denied requests are returned to the requester.

1. For conference participation, the deadline for submitting a TA Request is two months before the beginning date of the conference.
2. For conference participation, a limited number of TA Requests will be approved for each conference; early submission is suggested.
3. Approved TA requests are assigned a unique identification number by HCET.
4. HCET Wisconsin Services Project Manager communicates with requesting entity and/or selected consultant to clarify purpose/details of the activity.
  - a. For conference participation, the agency and/or individual staff member attending the conference will coordinate registration and travel arrangements, then invoice HCET (using the HCET Invoice for TA Services) for the approved TA amount.
5. Consultant performs TA services by dates specified or renegotiates.
6. Consultant submits a TA evaluation of provided services, consultant voucher, and expense reports (if any) to HCET.
7. Recipient agency completes and sends a TA Evaluation form to HCET.
8. HCET processes consultant voucher or HCET Invoice for TA Services for payment and reimbursement of expenses.

Please Note: Reimbursement will not be made until the evaluation component is completed.



### **Evaluation of a Technical Assistance (TA) Activity**

All TA activities are evaluated using the following forms (see attached forms):

1. **TA Recipient Evaluation (Process Evaluation)**. This is completed by the recipient site at the end of each activity. The evaluation must include the following:
  - a) Description of assistance provided or conference attended.
  - b) Consultant preparation.
  - c) Consultant/conference effectiveness.
  - d) Appropriateness of intervention strategies.
  - e) Perceived successes (resolution of problem) and brief description of the accomplishment(s) or changes.
2. **TA Provider Evaluation (Process Evaluation)**. The consultant(s) will complete this form for their work in each activity.