

### Protocol template

<b>Evaluation activities</b>	<b>Who is responsible?</b>	<b>What do they need to do?</b>	<b>Due date</b>
<i>Recruitment</i>	<i>Case manager</i>	<i>Provide program brochure to clients who meet selection criteria. No follow-up required.</i>	
<i>Baseline survey mail out</i>	<i>Administrator for the program</i>	<i>Mail out survey with other intake information. Follow-up 2-weeks before the program.</i>	