

For Start Up Activities including purchasing curriculum or holding an orientation prior to service delivery with confirmed participants, follow this Guidance:

Step 1: Add New Program in the Planning Module for the program and submit to DBHR for review.

Step 2: Implementation

1. Once approved, create an Activity Log for this program and title it **Program Start Up**.
2. In Question 16, indicate **Aggregate data entry**.

Step 3:

1. For curriculum purchases, add a Session to the Program Start Up Activity Log and name it **Curriculum Purchases**. Report on the curriculum purchase via this session.
2. For orientations, add a Session to the Program Start Up Activity Log and name it **Orientations**. Report on the Orientation via this session.

Note: Create an Activity Log(s) to report on the service delivery itself and add Sessions within that Activity Log(s) following your Strategic and Action Plan to report on the Program, as applicable.