

Appendix D

Partner Organization Key Staff Check-In Protocol

CEY II

Longitudinal Site Visits

Lead Organization Mid-Year Check-In Protocol

Introduction:

We last spoke about your CEY partnership when we visited in [month/year.] As you know, we are interested in learning how your project is progressing and about changes in your plan or partnership that have occurred since our last visit.

1. Have there been any staffing changes at your organization in the leadership or key staff who work on CEY?
2. Have there been any changes in your partners? Do you have any new partners? Have any partners dropped out? Have your partners had any major staffing changes of staff who play a key role on the CEY partnership?
 - a) If there are new partners, please tell me the name and a little background about the organization.
 - b) What is the name(s) of the partners that left the CEY partnership? Do you know the reason?
 - c) Have any organizations stopped participating – but have not technically left the CEY partnership? Explain.
3. Are you considering adding any (other) new partners? Which ones? What reasons are motivating you to consider adding partners (*probe: generally want larger partnership; a single organization brings specific attributes that would be good for the partnership?*)
4. Have the CEY capacity building activities been implemented according to plan and on schedule? What, if any, changes to the schedule have there been?
5. Describe the capacity building activities that have taken place since our last visit. What have been the main benefits or changes as a result?
6. What activities are coming up in the next 3-6 months?
7. What challenges have you encountered or are you currently dealing with in implementing CEY or in developing the partnership? How are you handling these difficulties?

We want to schedule another site visit in about [#] months from now. If possible, we'd like to observe a partnership meeting and/or CEY training or TA activities. Are there particular dates when these activities will be taking place? Are there particular dates that will work best for you?