

SITE VISIT SCHEDULE INSTRUCTIONS AND TEMPLATE

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Instructions for Scheduling Site Visit Interviews

Thank you for providing us with your list of suggested interviewees. We are now ready to schedule the actual interview times. The following instructions and attached scheduling template are to help you set up those interview appointments. A sample completed schedule is included at the end of this document.

A two-person team will conduct a 2½- day site visit. During the first 2 days of the site visit, the team will conduct approximately 9 to 12 1-hour interviews. During the last day of the site visit, the lead administrator will be asked to assemble a group of program or policy stakeholders to review and refine the initial draft of the initiative's logic model and to engage the group in a dialogue about the assessment of the initiative.

Interview Schedule

The purpose of the interview schedule is to organize and schedule the selected people who will be interviewed by the site visit team. The initiative's lead administrator interview should be scheduled as the first interview of the visit and will be conducted by both site visitors. Both site visitors will conduct each interview unless two interviews need to be scheduled to take place at the same time.

- Using the sample site visit schedule as a guide, please complete the site visit interview schedule template according to the availability of the interviewees.
- **Individual interviews are preferred.** Group interviews are permissible if needed for time constraints. However, we must conduct interviews separately in instances where a supervisor and subordinate are involved.
- Begin the first day of the interview schedule with the project director or lead administrator interview.
- Leave 10 to 15 minutes between interviews to allow for set-up time for each new interview.
- Visitors are available to travel to various locations.

- If travel is involved, include adequate travel time on the agenda.
- Interviews should not take place as part of meal times.
- Schedule interviews to take place in a private setting (such as an office or room) that will provide privacy.
- For the last day of the visit, the site visitors will lead a group of key stakeholders of your choosing in a session to review and refine your initiative's logic model and identify ways it can be used to guide future programmatic and evaluation efforts.

Please return your completed Site Visit Interview Schedule to the ICF Macro coordinating center by [Insert Date] Send to [Insert ICF Macro Coordinator Name]. E-mail: [Insert ICF Macro Coordinator Email Address].

Sample Site Visit Schedule

Day 1 of Visit

TIME	INTERVIEWEE				ATTENDANCE?	
	NAME	TITLE OR FUNCTION	LOCATION	CONTACT INFORMATION	SITE VISITOR 1: LC	SITE VISITOR 2: SPB
8:30 - 10:30	John Snow	Lead policy administrator	Address	Telephone email address	X	X
10:30 - 10:45	Break					
10:45 - 11:00	Travel time to next interview (approximately 15 minutes)					
11:00 - 12:00	Sara Baker	Advisory committee member	Address	Telephone email address	X	X
12:00 - 1:00	LUNCH					
1:00 - 1:30	Travel time to next interview (approximately 30 minutes)					
1:30 - 2:30	Jonas Salk	Partner	Address	Telephone email address	X	
1:30 - 2:30	Albert Sabin	Staff member	Address	Telephone email address		X
2:30 - 3:30	Tour of middle school #1 with Albert Sabin				X	X
3:30 - 4:30	Louis Pasteur	Evaluator	Address	Telephone email address	X	X

[Insert Initiative's Name] Site Visit Schedule

Day 3 of Visit: [Insert Date]

On the last day of the site visit, the lead administrator is asked to assemble a group of stakeholders to review and refine the initiative's logic model developed before the site visit and to engage the group in a dialogue about the initiative. To ensure that stakeholders understand what a logic model is and how it can be used to strengthen initiative's activities and guide evaluation, the lead site visitor will begin the session with a brief discussion on the basics of logic modeling. We recommend that you allow about **2½ to 3 hours for this discussion.**

MEETING WITH POLICY STAKEHOLDERS		
TIME	DISCUSSION TOPIC	LOCATION
	Wrap-up session with key stakeholders(review and refine preliminary logic model, discuss evaluation ideas)	