**Attachment 10**

**Observational Assessment Guide**

**Observational Assessment Guide**

**Site Name ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Visitor Initials \_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_**

**CRCCP Case Studies: Site Visit Field Notes/Observation Form**

**Purpose:**

* To note any changes in the standard site visit process or methods which could influence the quality or quantity of the data that the site visitors sought to collect.
* To document the use of any emergency or fall back plans that may have been used to deal with these unexpected changes to the site visit process or methods.
* To note any anomalous findings that seemed unusual or out of the ordinary.
* To describe overall impressions of the site visit including how site visitors were received by the on-site contact and how, in general, the site visit progressed.
* To describe nuances, innovations, etc. not captured in the interview guide.

**Check all that apply below. For those boxes checked, number and explain the circumstances and your responses/actions on the following page (attach extra pages as needed).**

* 1. Changes in scheduled respondents (i.e. substitutions were made for a position or perspective)
* 2. Certain respondents were inappropriate.
* 3. Certain respondents were unavailable.
* 4. Certain findings seemed odd or anomalous (e.g. certain respondents “had an axe to grind” or had a specific agenda to get across in their interviews, etc.)
* 5. Any miscommunications or misunderstandings (e.g. between the on-site contact and the respondents/interviews, between Macro and the on-site contact, etc.)
* 6. Other issues important to note.

**For boxes checked on the first page, number and explain circumstances and your responses/actions taken.**

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**Describe your overall impressions of the site visit and how, in general, this site visit progressed.**

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**Describe any nuances or innovations that cannot be captured via the interview guide.**

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