

ATTACHMENT 10

OBSERVATIONAL ASSESSMENT GUIDE

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Site Name _____

Site Visitor Initials _____

Date _____

CRCCP Case Studies: Site Visit Field Notes/Observation Form

Purpose:

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) methods.
- 2. Certain respondents were inappropriate.
 - 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.
- 3. Certain respondents were unavailable.
 - To describe nuances, innovations, etc. not captured in the interview guide.

- 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.

