

ATTACHMENT 6B
SITE VISIT INSTRUCTION TEMPLATE

INSTRUCTIONS FOR SCHEDULING SITE VISIT INTERVIEWS

Public reporting burden of this collection of information is estimated to average five hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-XXXX)

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 two-person team will conduct a 2½-day site visit. During the first 2 days of the site visit, the team will conduct 12–15 interviews, which will be approximately 1 hour each. During the last day of the site visit, the program director will be asked to assemble a group of program stakeholders to review and refine the draft program logic model and to engage the group in a discussion about the assessment of the program.

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 interview with the program director 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 at the same time.

- Please complete the site visit interview scheduling 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 cases where a supervisor and subordinate are involved.
- Begin the first day of the interview schedule with the program director interview.
- Leave 10–15 minutes between interviews to allow for setup time for each new interview.
- Site 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).
- For the last day of the visit, the site visitors will lead a group of key program staff and stakeholders of your choosing in a session to review and refine your

program 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 ICF Macro by [Insert Date].

Send to [Insert ICF Macro Name] by e-mail at [Insert ICF Macro E-mail Address].

