OBSERVATION FORM

Date _____

Name of Organization: _____ Site Visitor Initials: _____

Site Visit Field Notes/Observation Form

Purpose:

- To note any changes in the standard site visit process or methods that could influence the quality or quantity of data site visitors sought to collect.
- To document the use of any emergency or fall back plans that may have been used to deal with 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 a specific agenda to get across in their interviews)
- 5. Any miscommunications or misunderstandings (e.g., between the on-site contact and respondents/interviews; between ICF International and the on-site contact)
- 6. Other issues important to note

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

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

Describe any outstanding issues requiring follow up.

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