

ATTACHMENT C4: TRIAL ADMINISTRATION OF ACTIVITY LOGS

Post-Focus Group Trial Administration of Weekly Case Work and Supervision Activity Logs

During the post-meeting phase, focus group participants will conduct a limited trial of the weekly case worker and supervision activity logs. Within 3 weeks of the focus group meeting, participants will receive an email prompt to complete the weekly log for their position (case work or supervision). After completing the log and filling out the table below, each individual will participate in a debriefing call conducted by the focus group facilitators. See Attachments C5-C7 for draft log forms.

Type of log: <input type="checkbox"/> Case work log → Please indicate client ID: _____ <input type="checkbox"/> Supervisor log → Please indicate supervised case worker: _____
Email notification When you received the email notification, was it readily apparent – from the sender’s name and the message subject heading – that this was the email you were told to expect regarding completion of the weekly log? If not, please explain.
Did you receive the email notification directly into your inbox, or did your email server filter it out? (i.e. did you have to look in your “junk” folder to find the email?)
Web link to log Did the link to the Web-based log work for you? Were there any problems with it?
In what browser did you open the log? (e.g. Internet Explorer, Firefox, Chrome)
Did the link work in one browser, but not another? (i.e. did you have to try using a different browser in order to access the log?)

Burden Statement: Public reporting burden for this collection of information is estimated to average 90 minutes. This estimate includes the time for reviewing instructions and completing 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. The OMB control number for this collection is 0970-0408 and it expires XX/XX/XXXX.

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Instructions for completing the log
Were the instructions for completing the log clear?
Did you find that the instructions for completing the log were accurate? (i.e. were they incorrect in any way?)
Log items
Were any of the questions in the log unclear or poorly worded? If so, please describe.
How could the unclear question(s) be improved or re-worded?
While completing the log, did you think of any new questions that would be helpful to add?
Did completion of the log take longer than the estimated amount of time?
Technical and formatting issues
Did the log form give you enough space to answer questions, in places where you were asked to enter text?
Did any of the response checkboxes not work as intended? If so, which one(s)?
At any time, did the Web-based log “freeze” and require you to restart your work? If so, did you lose your work?