Appendix E: SIRF Site Visit Agenda

**Strengthening the Implementation of Responsible Fatherhood Programs (SIRF)**

**Agenda for Site Visit with [insert program name]**

[insert location]

[insert date/time]

**Participants:** [insert names of all those attending]

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| **1. Introductions and Review Goals of the Site visit**  | **30 minutes** |
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| **2. Interviews with Program Staff (in small groups when possible)**Meeting Topics:1. About the staff
2. About program participants
3. Recruitment of participants to services (including challenges, previously tried approaches, and ideas for improving)
4. Service Delivery (including challenges previously tried approaches, and ideas for improving)
5. Retention and Engagement in services (including challenges previously tried approaches, and ideas for improving)
6. Other challenges or innovative ideas
7. Approaches that have not worked previously
8. Capacity for participating in learning cycles
 | **120 minutes** |
| **3. Interviews with Program Participants (in small groups when possible)**Meeting Topics:1. About the participants(s)
2. Recruitment into the program (including challenges, previously tried approaches, and suggestions for improvement)
3. Program Services (including challenges, previously tried approaches, and suggestions for improvement)
4. Engagement and Retention in the program (including challenges, previously tried approaches, and suggestions for improvement)
5. Other challenges and innovative ideas
 | **90 minutes** |
| **4. Observation of Program Activities** | **60 minutes** |
| **5. Brainstorming Session with Program Staff and Program Participants**Meeting Topics:1. Summarize implementation challenges discussed throughout visit
2. Brainstorm as a group how to solve challenges
3. Vote on best ideas, and group discussion
 | **90 minutes** |
| **6. Wrap up with Program Leadership** | **30 minutes** |
| **Adjourn** |  |

NOTE: The Paperwork Reduction Act Statement: The associated collections of information is voluntary and will be used to gather preliminary information about the fatherhood field and explore with fatherhood programs the research questions that are of interest and the design options that are feasible. 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 Katie Pahigiannis; Katie.Pahigiannis@acf.hhs.gov, and Kriti Jain; Kriti.Jain@acf.hhs.gov; Attn: OMB-PRA (0970-0356).