Virtual Site Visit Planning Template

Human Services Programs in Rural Contexts Study

To: [*Project director or designee*]

From: [*The study team*]

Subject: Site Visit Planning for the ACF Human Services Programs in Rural Contexts Study

This email provides a framework that we will use to plan the virtual site visit (phone interviews) with you, your leadership, your staff, and staff from nonprofit or partner organizations. We are hoping to speak with the individuals who you believe can provide us the most insight about the challenges and unique opportunities of administering human services programs in rural contexts. These individuals include those who are actively involved in human services work in your community, such those who administer the following programs or grants: Healthy Marriage and Responsible Fatherhood (HMRF); Temporary Assistance for Needy Families (TANF); Health Profession Opportunity Grants (HPOG); and Maternal, Infant, and Early Childhood Home Visiting (MIECHV). We would also be interested in talking to individuals who work with early childhood development programs, family development programs, employment programs, and higher education and technical training programs being funded in your community. Finally, we would like to speak with staff from nonprofit and partner organizations who provide support to individuals who use human services in your community.

Below, we have listed the types of individuals we would like to speak with from your team or community, with the time of each interview in parentheses, in the following roles:

- You, Project Director (120 minutes).
- Leadership from your organization or project directors (PDs)/leaders from other human services organizations in your community (e.g., HMRF, TANF, HPOG, MIECHV, as well early childhood development programs, family development programs, employment programs, and higher education and technical training programs being funded in the community) (up to four individuals) (120 minutes).
- Staff from your organization or other human services organizations in your community (e.g., HMRF, TANF, HPOG, MIECHV, as well early childhood development programs, family development programs, employment programs, and higher education and technical training programs being funded in the community) (up to nine individuals) (90 minutes).
- Staff from nonprofit or partner organizations that provide support to individuals who use human services in your community (up to six individuals) (60 minutes).

We hope you will be able to invite each of them to participate in a one-on-one interview with us (using the attached email template). You may also suggest different individuals to replace those we have proposed. We will be scheduling a planning call to discuss any questions and logistics for this visit. Once this list of interviewees is finalized, we would appreciate your help to collect interviewees' contact information so that we can get in touch with them to schedule interviews. We will conduct these interviews virtually using WebEx (if the respondents have access to internet capabilities) or by telephone (if respondents do not have access to internet capabilities). We will obtain consent from the interviewee prior to each interview, including permission to audio record the interviews. At any time,

interviewees can decline to participate, decline to answer any questions, can request to stop the interview, and can decline to allow us to record the interview.

Below, is a list of people we have identified as good candidates for the five respondents' roles identified above. Please help us determine what changes should be made to this list.

	Name	Organization	Role in Organization
You, Project Director			
1	[PD name]	[human service organization]	PD
Leadership from your organization or project directors (PDs)/leaders from other human services organizations in your community (HMRF, TANF, HPOG, MIECHV, as well early childhood development programs, family development programs, employment programs, and higher education and technical training programs being funded in the community) (up to four individuals)			
1	[PD or Leadership from your organization or other human services organization]	[human service organization]	
2	[PD or Leadership from your organization or other human services organization]	[human service organization]	
3	[PD or Leadership from your organization or other human services organization]	[human service organization]	
4	[PD or Leadership from your organization or other human services organization]	[human service organization]	
Staff from your organization or other human services organizations in your community (HMRF, TANF, HPOG, MIECHV, as well early childhood development programs, family development programs, employment programs, and higher education and technical training programs being funded in the community) (up to nine individuals)			
1	[Staff from your organization or other human services organization]	[human service organization]	
2	[Staff from your organization or other human services organization]	[human service organization]	
3	[Staff from your organization or other human services organization]	[human service organization]	
4	[Staff from your organization or other human services organization]	[human service organization]	
5	[Staff from your organization or other human services organization]	[human service organization]	
6	[Staff from your organization or other human services organization]	[human service organization]	
7	[Staff from your organization or other	[human service	

	Name	Organization	Role in Organization
	human services organization]	organization]	
8	[Staff from your organization or other human services organization]	[human service organization]	
9	[Staff from your organization or other human services organization]	[human service organization]	
Staff from nonprofit or partner organizations that provide support to individuals who use human services in your community (up to six individuals)			
1	[Staff from a nonprofit or partner organizations that provide support to individuals who use human services in your community]	[partner organization]	
2	[Staff from a nonprofit or partner organizations that provide support to individuals who use human services in your community]	[partner organization]	
3	[Staff from a nonprofit or partner organizations that provide support to individuals who use human services in your community]	[partner organization]	
4	[Staff from a nonprofit or partner organizations that provide support to individuals who use human services in your community]	[partner organization]	
5	[Staff from a nonprofit or partner organizations that provide support to individuals who use human services in your community]	[partner organization]	
6	[Staff from a nonprofit or partner organization that provides support to individuals who use human services in your community]	[partner organization]	

Thank you for your help in deciding who would be best in helping us understand the work of your community!

Sincerely,

[Site Visit Team member name & contact/signature, from email]

economic and social wellbeing of individuals, families, and communities in rural contexts. Public reporting burden for this collection of information is estimated to average 2 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0XXX and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact the Project Director, Dr. Dallas Elgin, at delgin@2mresearch.com.