

DRAFT

**Appendix F:
Virtual Site Visit Planning Email**

Virtual Site Visit Planning Email Child Welfare Community Collaborations

This email provides a framework that we can use to plan the virtual site visits (phone interviews) with you and members of your CWCC grant project team. As you know, due to the restrictions on travel and social gathering related to the COVID-19 pandemic, we have decided to conduct the first round of site visits via phone interviews rather than on site, in person. In addition to using distancing measures, we are also planning to reduce the total number of people we interview in order to minimize the overall burden on you and your team members, and rather than having you or your designee schedule the interviews, our team will work with each individual to schedule a time that is convenient for them.

We still hope to talk with the individuals you believe can provide the most insight about your grant implementation. We think that individuals who are actively involved in the work and can speak to both implementation successes and challenges and who are at least somewhat familiar with the cross-site evaluation (possibly from attending grantee meetings, for example) would be best suited to provide this kind of insight. Below, we have listed the people we think we would like to talk with from your team. We hope that you would be able to invite each of them to participate in a one-on-one interview with us (using the attached email template). We will discuss this in our planning call. You may also propose different individuals to replace those we've proposed. We'd like to talk with people in the following seven roles:

1. You, the Project Director (90 minutes)
2. One key staff member from your organization who is responsible for day-to-day implementation of the grant activities: [name] (60 minutes)
3. A leader from a partner organization: [name] (90 minutes)
4. A key staff member from that organization: [name] (60 minutes)
5. A leader from a second partner organization: [name] (90 minutes)
6. A key staff member from that second organization: [name] (60 minutes)
7. Another key grant project team member, staff from any of the participating organizations (with the exception of the evaluating organization): [name] (60 minutes)

After we agree on the list of people, please help us collect interviewees' contact information (over the phone) so that we can get in touch to schedule interviews with them. The interviews will be conducted via WebEx teleconference with or without video at the discretion of the interviewee, and we will ask each person whether they agree to allow us to record the conversation. At any time, interviewees can decline to participate, decline to answer any question, can request to stop the interview, and can decline to allow us to record the interview.

Below is a list of people we've identified as good candidates for the 7 roles identified above. Please help us determine what changes should be made to this roster.

Name	Organization	Role on project
[PD name]	[grantee organization]	Project Director
[staff name]	[grantee organization]	
[leader name]	[partner organization]	

Name	Organization	Role on project
[staff name]	[partner organization]	
[leader name]	[partner organization]	
[staff name]	[partner organization]	
[staff name]	[organization]	

Thank you for your help in deciding who are the best people to help us understand the work of your project!

Sincerely,

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

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