Instrument 1: Quarterly Site Meeting Guide

Informed Consent

Thank you for talking with us today. My name is [name], and I am here with my colleague, [name]. [IF APPLICABLE: As you know,] We are from the Urban Institute, a nonprofit, nonpartisan social and economic policy research organization based in Washington DC.

The US Department of Health and Human Services has funded us to do a study to increase understanding among youth service providers, the government, and others about how programs like [LOCAL PDP PROGRAM] serve young people. We have invited you to join regular conversations like this one to provide updates on [LOCAL PDP PROGRAM] developments, focusing on the last three months. The discussion should take up to 60 minutes.

This conversation is voluntary. That means you don't have to participate if you don't want to. You may also end the conversation at any time. There are no consequences regardless of what you decide.

Now I will explain how the information from this discussion will be used. First, we will be taking notes during this conversation, and we consider the information you share with us to be private. Everyone on the research team has signed a pledge promising to never share your name with anyone outside of our team. We won't identify you in a quote or tell anyone what you said today. We will share our findings with our funder and will produce one or more publications. Information from all the people we speak with will be combined so that no one person can be identified.

That said, it's still possible someone could guess who provided a response. We will do everything we can to avoid this but want you to be aware of this small possibility.

We value your experience and expertise. In fact, your participation helps identify opportunities to improve homelessness prevention and services for youth at risk of or experiencing homelessness.

When we set up the call, we asked that you find a private space away from the earshot of others to have this conversation. We want you to be aware that we do everything possible on our end to ensure the privacy of the information you share (including having this conversation in private spaces), but due to the technical limitations of video platforms, we cannot ensure that it stays private from people who may overhear on your end. Additionally, while we have taken precautions such as enabling the waiting room setting, we cannot guarantee the security of this call. We just want you to be aware of that.

Are you okay with participating in this conversation?

RHY PDP Quarterly Site Meeting Guide

Quarterly Meeting Goals

1. Build relationships with project managers and other key grantee staff and provide a primary point of contact for information and coordination on the national evaluation.
2. Gather information on the site's ongoing work, including primary tasks, partners, milestones and challenges.
3. Explore site reports on implementation progress, challenges experienced, and how challenges are managed.

Questions	**1:1 Check-in Meetings** (things to ask and probe for)
What is the current **focus of the work**?	What is the current focus of the work? What tasks is the project taking on right now? What is your timeline on this work? Does the project have any target dates?
What **partners** are currently involved?	Who are the partners in the project right now? What are their roles? Have there been any changes to partners?
Has the project made any new decisions or met new **milestones**?	Were there any new successes or milestones in the last month?
What are the main **challenges** or topics of discussion among partners?	Are there any recent challenges the project is working to address?
What are the **strategies** for problem-solving and moving forward?	What are the plans for working through recent challenges? Who has a key role to play in solving current project challenges?
Key **takeaways** and observations?	Is there anything else you would like to share with our team?
Are there any **next steps** for the research team?	Are there any new documents or materials you could share with us? Do you need anything from our team?