
SDFSC TA Project

Site Visit Instructions

The purpose of the site visit is to learn more about each of the SDFSC programs, to identify common successes and challenges to program implementation, and ultimately to identify areas for further technical assistance and support to each of the SDFSC programs.

The site visit agenda should allow enough time to meet with each of the following individuals for the following amount of time:

<u>Group</u>	<u>Approximate Time</u>
1. Interview Project Director	1 hour
2. Interview County AOD Administrator (optional)	1 hour
3. Interview Service Providers	1 hour
4. Interview Evaluator	1 hour
5. Service Activity 1	1 hour
6. Service Activity 2	1 hour
7. Talk with youth/families (optional)	15-30 minutes

Please note the following guidelines:

1. Create an agenda for the site visit. Please try to have the agenda completed two weeks before the site visit so members of the team can make travel and lodging arrangements.
2. Please identify a central meeting point for the site visit team. Typically this is at the county office or a nearby restaurant/coffee shop.
3. If the site visitors will need to go to a school or program site alone, please make all necessary arrangements such as a contact person at the site, an appointment with the provider and be sure the participants are aware of the meeting time and place for the interview.
4. Provide maps and directions to all meeting locations. A list of nearby hotels would also be very helpful and greatly appreciated.
5. Interviews with youth and families are optional and informal. They will be conducted in groups to ensure that they feel comfortable. Ideally, groups should consist of between 5-7 youth or family members and will only last 15-30 minutes.
6. Individual interviews with the Project Director, service providers, and/or evaluator can be combined into a group interview (at the discretion of each program).
7. Please note that the interview with the County AOD Administrator is optional and can occur simulatenously with the Project Director interview.