

MEMO

To: SDFSC Grantees

From: Kerrilyn Scott, SDFSC TA Project Director

Date: March 2nd, 2004

Re: Upcoming Program Site Visits

Dear SDFSC Grantees,

It has been a pleasure learning about your programs through our initial assessment interviews. The SDFSC TA Project Team now looks forward to observing your prevention efforts through our annual site visits. These will provide us an opportunity to further familiarize ourselves with your program, identify common successes and challenges among grantees, and offer additional technical assistance support if needed. We plan on visiting each county grantee once in the months ahead, from March through November.

Specifically, we plan on conducting a significant portion of the site visits this spring, from March through June. However, we would like to accommodate your busy schedules and are open to scheduling site visits in the summer for those who offer summer services, as well as in the fall. The enclosed document, titled "Site Visit Scheduling Sheet", is designed to help you reflect on determining the best time for the visit. We are hoping to observe a representative sample of your program's services and would appreciate an agenda that covers a good portion of your service components.

A CARS consultant who has been assigned to the SDFSC TA Project will be visiting your program, with the goal of identifying additional technical assistance opportunities. In addition, the consultant will typically be joined by your ADP County Analyst.

We hope that the site visits will prove to be beneficial for you and your program team and will identify additional opportunities for the utilization of the technical assistance services.

Enclosed you will find the following:

- Site Visit Scheduling Sheet
- Site Visit Preparation Check List
- Site Visit Instructions

Please review and submit the Scheduling Sheet to me as soon as possible in order for us to expedite the scheduling process.

Please feel free to contact me with any questions at (916) 983-9806 or kerrilyn@emt.org. Thank you. We look forward to meeting with you and seeing your prevention efforts in action!

Sincerely,

Kerrilyn Scott
SDFSC TA Project Director