

## SDFSC TA Project SITE VISIT SCHEDULING SHEET

County: \_\_\_\_\_ Completed By: \_\_\_\_\_

**The SDFSC TA Project Team would like to observe a representative sample of your services. This form, along with your recommendation, will aid us in determining the best time to visit your program.**

1. Please identify each of the SDFSC service components in your county and the corresponding beginning and ending dates, and days and times of service. We recognize that your program may occur at multiple sites. If you feel it is appropriate for us to observe multiple sites, please make note of the different service locations. Thank you.

REPRESENTATIVE SERVICE SITE	Beginning Date for this Year	Ending Date for this Year	Day(s) of week (M,T,W,Th,F)	Times of day (Before, During, or After School, Evening)
<b>Service 1</b> Title: _____ _____				
<b>Service 2</b> Title: _____ _____ <input type="checkbox"/> Not Applicable				
<b>Service 3</b> Title: _____ _____ <input type="checkbox"/> Not Applicable				
<b>Service 4</b> Title: _____ _____ <input type="checkbox"/> Not Applicable				
<b>Service 5</b> Title: _____ _____ <input type="checkbox"/> Not Applicable				

2. We are interested in conducting the majority of site visits in the spring, with some roll over into the summer and fall. Please identify your preferred dates (from March through October) for the site visit to occur.

<b>Potential/Preferred Site Visit Dates</b>
1 <sup>st</sup> Choice:
2 <sup>nd</sup> Choice:
3 <sup>rd</sup> Choice:

3. Please identify dates, between March through October that would **NOT** be a good time for the site visit (e.g. Spring Break, Standardized Testing, Summer Break).

<b>Block Out/ Unavailable Dates</b>
1 <sup>st</sup> Time frame:
2 <sup>nd</sup> Time frame:
3 <sup>rd</sup> Time frame:

4. Please describe the geographic distance between service sites (e.g. are some sites closer/further away than others?) How much time will need to be allocated for travel between locations?

5. Which service components would be your 1<sup>st</sup> and 2<sup>nd</sup> choice for the site visit team to observe?

Why did you choose these services?

6. Do you have any other special notes/requests for scheduling the site visit?