

## Site Visit Overview

Erikson Institute has been contracted by the Governor's Office of Early Childhood Development to conduct quality assessments of MIECHV funded home visiting programs. The purpose of the site visit is to give feedback to programs on strengths of their program planning and implementation and ways in which they can improve the quality of their services. To that end, the assessment team will collect data using online surveys, interviews, and document review. The information collected is used to score the Home Visiting Program Quality Rating Tool (HVPQRT).

### Pre-Site Visit Activities

**Online Staff Surveys:** Prior to the site visit, two types of online surveys need to be completed:

- 1) All staff members who conduct home visits are asked to complete the home visitor online survey. The survey should take approximately 20 minutes to complete (for each staff member). Programs will receive a link to the online survey that staff can access to complete the survey. This survey asks staff about their educational and professional background, basic information about their caseload, their workplace environment, and their supervision. The home visitor survey must be completed in one session.
- 2) In addition, the program director is asked to fill out an online survey about different aspects of program management including staff training and supervision, policies and procedures, and program material. The person that has direct oversight of the program should complete the survey. If the program director cannot answer all of the questions, they should consult with other staff members in order to provide thorough and accurate information. The program director may save the survey and come back to complete it at a different time. Only one program director survey may be filled out per site. The program director survey should take approximately 40 minutes to complete.

**Documentation Preparation:** Programs are asked to provide some documentation for review prior to the site visit. See the documentation preparation guide on page 2.

***Specific information about accessing the online surveys and preparing for the site visit will be provided through email and phone by your assigned lead program assessor.***

### Site Visit Activities

**Home Visitor Interviews:** Up to four home visitors will be interviewed during the site visit (we will help you to select the home visitors). Each interview will take approximately 60 minutes to complete. Home visitors will be asked questions about their work with families and asked to respond to case vignettes.

**Program Director/Management Interviews:** Program management staff (managers/supervisors) identified by the program director as most suitable to answer questions will be interviewed about a variety of program operations, including: program service delivery, content, supervision, management, and evaluation. This interview will take approximately 3 hours and can be split up across the day of the site visit, if necessary.

## Documentation Preparation Guide

The assessment team will ask to review program documents and program data. To make this an efficient process, we ask that, to the extent possible, you prepare and email the various sources of documentation and data **in advance** of the site visit. If this is not possible, you will need to have this information readily available on the day of the site visit. Your lead program assessor will schedule a call with you before the visit to discuss this and answer any questions you have about documentation or the visit overall.

### Program Implementation Documentation

We will need to see documents related to program management and development including:

- Supervision Policies
- Evidence of model quality endorsement
- Professional development plans for staff and management

### Service Delivery Documentation

We will also need to see documentation of program service delivery in several key areas primarily related to recruitment and enrollment of families. Your program already tracks this information in the MIECHV management information system (MIS) Visit Tracker. For us to evaluate this information, please submit the MIECHV Monitoring Report from Visit Tracker. The lead program assessor will provide instructions on how to run this report).

If you have questions as you prepare for your site visit, please reach out to your lead program assessor or the principal investigator, Jon Korfmacher at (312) 893-7133 OR [jkorfmacher@erikson.edu](mailto:jkorfmacher@erikson.edu).

***We encourage you to send as much documentation as you have available electronically for us to review prior to the site visit. This will save time and help make the site visit more efficient.***

***Thank you!***

