

ATTACHMENT 2: NRC SITE VISIT ASSESSMENT

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0xxx. Public reporting burden for this collection of information is estimated to average 20 minutes per site visit assessment survey and 45 minutes per site visit assessment interview, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 5600 Fishers Lane, Room 15E57-B, Rockville, Maryland, 20857.

NOTE: Safe Schools/Healthy Students grantees and Project LAUNCH grantees that receive an annual site visit and will participate in a site visit assessment.

Site Visit Assessment Interviews: Approximately two weeks after the completion of a site visit, the resource specialist (RS) will forward an email from Community Science inviting the [project coordinator (SS/HS) or one of the following three—young child wellness coordinator (YCWC), state, tribe, or territory young child wellness expert (YCWE), or state, tribe, or territory young child wellness partner (YCWP; Project LAUNCH)—to participate in a 30- to 45-minute phone interview to discuss their site visit. The invitation email will include a Doodle poll providing potential dates and times for the interview for the project coordinator or YCWC, YCWE, or YCWP to complete. The email will also ask project coordinators or YCWC, YCWE, or YCWP to send an email to Community Science listing the names of the local education agency (LEA) representatives for SS/HS grantees and local community partners for Project LAUNCH grantees who were present during the site visit. Using the results of the poll information, Community Science staff will send a follow-up email to schedule a site visit interview with the Project Coordinator or YCWC, YCWE, or YCWP. A Community Science staff person will conduct a 30- to 45-minute phone interview with the Project Coordinator or YCWC, YCWE, or YCWP, accompanied by a notetaker and recorder. The interviewer will use the Site Assessment Interview Guides. The interviewer will provide assurances of confidentiality to the person being interviewed. The notetaker will write up and code the interview notes for analysis.

Site Visit Assessment Surveys: After receiving the names and contact information for the LEA representatives (SS/HS) and local community partners (Project LAUNCH) who were present during the site visit, Community Science staff will provide the contact information to the RSs, along with grantee-specific emails informing the LEA representatives (one per organization) and local community partners (one per organization) that they will receive an email from Community Science with a link to an electronic site visit assessment survey. Within a week of receipt of the invitation email, the LEA representatives and local community partners will receive an email with the survey link, which will ask them to complete the 15-minute online survey (and allowing up to 5 more minutes to access the survey and submit it, after completing it) within two weeks. Community Science staff will follow up with nonresponders until the survey reaches at least an 80 percent response rate.

INVITATION LANGUAGE

Interview Invitation Email Script (to be sent by resource specialist)

Dear *[enter grantee's name here]*:

We are Community Science, the assessment team for the National Resource Center for Mental Health Promotion and Youth Violence Prevention (NRC), which oversees the Project LAUNCH and Safe Schools/Healthy Students (SS/HS) programs. As part of our ongoing assessment of the NRC's provision of technical assistance via your resource specialist, we will be conducting site visit assessment phone interviews with the grantees who have recently had a site visit conducted by the NRC. Each interview is expected to take approximately 30-45 minutes to complete.

To schedule our interview, please click on the Doodle poll link below and select a couple of times that would be convenient for your interview. Please schedule your time by **XX/XX/XX**.

Attached is a copy of the interview guide. Please take some time to review and make note of your responses in preparation for our discussion.

In addition, we would like to have one member of the local education agency (SS/HS) or local community partners (Project LAUNCH) who participated in the site visit to complete an electronic survey. Can you please provide us the names and organizations of the [LEA representatives or local community partners] who were present during the site visit?

We thank you for taking time out of your schedule for the site visit assessment interview. Please email the names of these individuals to **TBD**. Also, please feel free to reach out to me if you have any further questions.

Thank you,

TBD

Interview Scheduling Follow-Up Email Script (to be sent by Community Science)

Dear **[enter grantee's name here]**:

We are Community Science, the assessment team for the National Resource Center for Mental Health Promotion and Youth Violence Prevention (NRC). You recently received an email from your resource specialist with our request inviting you to participate in an upcoming site visit assessment interview. As part of our ongoing assessment, we will be conducting a 30- to 45-minute phone interview about your recent site visit by your resource specialists and the NRC.

[If the Doodle poll has not been completed] *To schedule our interview, please click on the Doodle poll link below and select a couple of times that would be convenient for your interview. Please schedule your time by XX/XX/XX.*

OR

[If the Doodle poll has been completed] *We would like to confirm that your site visit assessment interview will take place on XX/XX/XX at XX am/pm EST. Please tell us the best number to reach you.*

Attached is a copy of the interview guide. Please take some time to review and make note of your responses in preparation for our discussion.

[If Community Science does not have one representative per LEA] In addition, we would like to have the [local education agency representatives or local community partners] who participated in the site visit complete an electronic survey. Can you please provide us with the names and organizations of those representatives present during the visit?

We thank you for taking time out of your schedule for the site visit interview. Please email the names of those individuals to **TBD**. Also, please feel free to reach out to me if you have any further questions.

Thank you,

TBD

Site Visit Assessment Survey Invitation Email Script (to be sent by resource specialist)

Dear **[enter grantee's name here]**:

We are Community Science, the assessment team for the National Resource Center for Mental Health Promotion and Youth Violence Prevention (NRC). As part of our ongoing assessment of the NRC's technical assistance, we will be conducting an electronic survey of your recent site visit by your resource specialist. We are contacting you because your [SS/HS project coordinator or Project LAUNCH young child wellness coordinator; state, tribe, or territory young child wellness expert; or state, tribe, territory young child wellness partner] indicated that you were present during the site visit and will be able to provide valuable information regarding the site visit. The objective of this questionnaire is to assess the outcomes of the visit. The questionnaire is expected to take approximately 5-10 minutes to complete.

You will receive an email from noreply@gemailserver.com with a link to the survey. If you do not receive this email by **9/4/17**, please check your spam or junk folder. You may also contact **TBD**, and we will send you another link. Your feedback is important for the improvement of services provided by the NRC.

Please feel free to reach out if you have any further questions.

Thank you,

TBD

Site Visit Assessment Survey Follow-Up Email Script (to be sent by Community Science)

Dear **[enter grantee name here]**:

We are Community Science, the assessment team for the National Resource Center for Mental Health Promotion and Youth Violence Prevention (NRC). You recently received an email from your resource specialist with our request inviting you to participate in an upcoming site visit assessment survey. As part of our ongoing assessment of the NRC's provision of technical assistance, we will be conducting an electronic survey of your recent site visit by your resource specialist. The objective of this questionnaire is to assess the outcomes of the visit. Each questionnaire is expected to take approximately 15 minutes to complete.

You should have received an email from xxxx@qualtrics.com with a link to the survey. If you have not received this email, please check your spam or junk folder. You may also contact **TBD**, and we will send you another link. Your feedback is important for the improvement of services provided by the NRC.

Please feel free to reach out to me if you have any further questions.

Thank you,

TBD

Site Visit Assessment Interview Guide

Hello, my name is _____. I am with Community Science, the assessment team for the National Resource Center for Mental Health Promotion and Youth Violence Prevention, or the NRC. As part of our ongoing assessment of the NRC's technical assistance, we are conducting interviews of the grantees' site visits conducted by the resource specialist from the NRC. This interview is expected to take approximately 30-45 minutes to complete. Today we have ____ on the line, who will be assisting me by taking notes on our discussion. The information that you provide to us will be kept confidential, and your name or specific grantee information will not be reported. We would like your permission to record our conversation. This recording will only be used to supplement the notes that we are taking. The interviewer and notetaker will be the only ones with access to the recording that will be destroyed after the completion of the project. If you would like to make any statements off the record, we will turn off the recording and resume when ready. Do we have your permission to proceed with the recording? You should have received a copy of the interview questions prior to our call. Do you have any questions before we get started?

I would like to start out by asking about your role on the grant (*e.g., title and how long they have been on the grant*).

1. How was the site visit?
 - What were the major goals and objectives for the site visit?
 - Were the goals and objectives for the site visit achieved? How?
2. What were the major benefits that resulted from the site visit?
 - In what ways was the site visit most useful?
 - Did the site visit have an effect on the relationship between the Department of Education and the Department of Mental Health? If so, how?
 - What impact did the site visit have on the relationship between **[insert grantee name here]** and the resource specialist and NRC?
3. How could the planning of the site visit be improved, including the communications, with your resource specialist?
 - What went well, and what could have made it more helpful?
 - Was the site visit team (*e.g., resource specialist, SS/HS alumni*) adequately prepared? If not, how could they have been better prepared?
4. How do you plan to apply the information learned from the site visit?

[SS/HS Local Education Agency (LEA) or Project LAUNCH Local Community Partner] Questionnaire

1. Which of the following best describes your role on the grant initiative?

- [School district representative or local community partner] Other (please specify): _____

1. As a result of the site visit, please indicate to what extent you agree with the following statement:

	Strongly Disagree	Disagree	Agree	Strongl y Agree	N/A
a) I am better prepared for the next phase of the grant initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. To what extent do you agree with the following statements for the site visit?

	Strongly Disagree	Disagre e	Agree	Strongl y Agree	N/A
a) Overall, the site visit agenda met my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Overall, my needs related to the site visit were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) I am satisfied with the amount of participation I had in the site visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) I was given adequate opportunity to get answers to my questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) I found participation by grant alums during the site visit to be helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. To what extent has the site visit improved your knowledge in the areas of prevention and/or mental health promotion?

- Not at all Slightly Moderately A great deal

4. Overall, how satisfied were you with the site visit?

- Very dissatisfied Dissatisfied Somewhat satisfied Very satisfied

5. What were the most useful lessons you learned or most important insights you gained from participating in the OVERALL site visit?

6. Do you plan to apply the information learned from the site visit?

Yes

No

Not sure

7. Did the site visit affect the relationship between your state agencies (mental health and education) and your local education agency or community partners? If so, how?
8. What did you like most about the site visit?
9. What would you change about how the site visit was implemented? Why?