

II. SUGGESTED DAILY SCHEDULES

Every onsite review is unique. Although suggested daily schedules may be helpful, the review will need to be scheduled around the size, scope, and nature of the grantee's programs and the needs and preferences of the review team members.

Two different approaches to scheduling are suggested on the following pages. The first is structured around the 20 review topics. The second is built around the kind of evidence being collected. Both can be tailored to specific grantee conditions and review team needs.

The schedule is also affected by the way the Runaway and Homeless Youth Specialist and the Peer Monitor divide up the work. For example, one could take the lead on all the sections related to direct services, and the other could take the lead on the project planning and administrative sections. Each person would be responsible for interviewing, taking notes, presenting his or her sections of the review during the exit meeting, and writing up his or her parts of the onsite report. However, if such a division of labor is decided upon, it would still be important for both individuals to confer on all aspects of the review, evidence, findings, and nonbinding recommendations. It is the responsibility of the Runaway and Homeless Youth Specialist to decide what will be discussed at the exit conference and what will be in the draft report.

**Suggested Schedule
Based on the 20 Sections of the Onsite Protocol**

Day 1

8:30 a.m. ENTRANCE MEETING

Review team meets with the Executive Director and other senior grantee staff. Runaway and Homeless Youth Specialist explains purpose, schedule, and method of review.

Executive Director makes presentation regarding general operations, including:

- History of the grantee's programs
- Types of services
- Portion of services provided under RHY grants
- Total and Federal funding
- Innovative practices or promising approaches

(NOTE: Allow 10 to 15 minutes for note-taking and preliminary discussion among review team members between sessions)

9:30 Outreach and Community Education

10:30 BREAK

10:45 Individual intake and case planning
Temporary shelter and food
Individual, family, group, and peer counseling

12:00 p.m. LUNCH

1:00 Skill-building services
Recreation/leisure activities

3:00 BREAK

3:15 Aftercare services
Case disposition

4:00 Case file review

5:00 ADJOURN

Evening Team adjourns to discuss preliminary findings from Day 1 and to review plan for next day.

Day 2

- 8:30 a.m.** Review team meets with Executive Director and senior grantee staff to go over schedule for the day.
- 9:00** Coordination and service linkages
Youth participation
- 10:30** **BREAK**
- 10:45** Staffing and staff development
Ongoing project planning
- 12:00** **LUNCH**
- 1:00 p.m.** Budget and finance
Board of Directors
- 3:00** **BREAK**
- 3:15** Reports and data collection
Client files
- 4:30** Review team meets to discuss major observations made during the review.
- 5:00** **EXIT MEETING**

Suggested Schedule
Based on the Type of Evidence Being Gathered

ENTRANCE MEETING

Review team meets with the Executive Director and other senior grantee staff. Runaway and Homeless Youth Specialist explains purpose, schedule, and method of review.

Executive Director makes presentation regarding general operations, including:

- History of the grantee's programs
- Types of services
- Portion of services provided under RHY grants
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INTERVIEWS

- Executive Director and senior staff
- Counseling and service staff
- Youth
- Members of the Board of Directors
- Administrative staff responsible for:
 - RHYMIS
 - program planning and evaluation
 - personnel and training
 - financial management

DOCUMENTS

- Case files
- Budget and accounting records
- Personnel records
- Letters of agreement

FACILITIES TO BE VISITED/INSPECTED

- Temporary shelter
- Maternity group home
- Host family homes
- Emergency shelter
- Apartments

TELEPHONE CONTACTS

- Subgrantees or contractors
- Service referral agencies

EXIT MEETING