

SITE VISITS AND THE ADMINISTRATIVE REVIEW PROCESS

First 5 Kern conducts various types of site visits for different purposes. Orientation, Informal, Administrative Review, Evaluation and Transition site visits are all important in monitoring and ensuring the quality and accountability of all First 5 Kern-funded programs.

A. ORIENTATION SITE VISIT

The first site visit a Program may encounter is an Orientation Site Visit. This type of visit allows First 5 Kern to introduce policies, procedures, reporting requirements, and any other pertinent information to new Programs. This type of site visit is meant to aid the Programs in understanding their partnership with First 5 Kern.

B. INFORMAL SITE VISIT

First 5 Kern may also conduct an Informal Site Visit. This type of site visit allows First 5 Kern staff and Program staff to become familiar with one other. Also, this type of visit allows us to observe the program in order to identify successes, best practices, potential obstacles, or concerns.

C. ADMINISTRATIVE REVIEW

Perhaps the most important type of site visit is the Administrative Review. The Administrative Review is an annual site visit that allows First 5 Kern to closely review each Program. Administrative Reviews give contractors an opportunity to discuss Program growth, sustainability, best practices, any areas of concern, and to explore opportunities for program improvement.

The Administrative Review has both program and fiscal components. Both of these tools have been provided for you in hopes that they will guide you in understanding and preparing for an Administrative Review.

Administrative Reviews are usually scheduled approximately one month ahead of time. Once a time is scheduled, First 5 Kern sends an e-mail confirming the date and time of the site visit. First 5 Kern will notify the Program of any necessary documents that must be provided. The program site visit tool is due one week prior to the site visit. After the meeting, First 5 Kern sends out a letter summarizing the Administrative Review.

See the Administrative Review Tools in the Appendix section of this Contractor User Guide.

D. EVALUATION SITE VISIT

Each Program is assigned a Research Analyst to conduct site visits throughout the funding year. The site visits are designed to assist Programs with their data collection and instrument design to appropriately measure outcomes. In particular, the Research Analyst may cover the following elements with the Program staff during the site visit:

- Review Scope of Work-Evaluation Plan;
- Assess the quality of data collection and management;
- Assist with instrument design and implementation, if needed;
- Monitor potential negative effects during the data collection; and
- Gather feedback for the annual report completed by the Evaluation Team.

E. TRANSITION SITE VISIT

A Transition Site Visit is necessary for Programs that are in the process of completing their Agreement with First 5 Kern. The purpose of this visit is to ensure that the Program and First 5 Kern have agreed on a clearly defined plan of action regarding the transition of services and resources. It also provides an opportunity to discuss final reporting and audit requirements to ensure all necessary documentation will be submitted in a timely manner.