



PROGRAM ADMINISTRATIVE TRANSITION SITE VISIT TOOL 2011/2012

Contractor/Program: Contract #: Contract Amount: \$ Funding Year: <input type="checkbox"/> 1 st Year <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 3 rd Year <input type="checkbox"/> 4 th Year Focus Area: <input type="checkbox"/> Focus Area 1: Health and Wellness <input type="checkbox"/> Focus Area 2: Parent Education & Support Services <input type="checkbox"/> Focus Area 3: Early Childcare and Education Special Initiatives: <input type="checkbox"/> School Readiness <input type="checkbox"/> Children's Health	Date of Site Visit:
	Program Officer:
	Site Visit Participants & Titles:
Primary Contact Person (Name & Title): Phone: E-mail:	

Please refer to your Contractor User Guide and the Administrative Site Visit Training handouts for assistance in completing this form.

V-7

Question	Response	Comments/Other
<p>1. For the term of the contract, were the required reports (QPR and any other reports requested by First 5 Kern, if applicable) completed by the required deadlines? Were the reports accurate?</p>		
<p>2. Describe the responsibilities for each staff member funded with First 5 Kern funds. Is there a clear line of separation of duties in accordance with the program requirements?</p>		
<p>3. How often does the program team meet to review the scope of work /evaluation plan (SOW/EP), budget, sustainability plan, milestones progress, GEMS reports, and other reports and activities to see how the program is progressing?</p>		
<p>4. Please describe the program's procedural and transition process for ending the term of the agreement with First 5 Kern. Please include completing the reporting requirements for the fourth quarter.</p>		
<p>5. How is the program progressing in achieving its objectives, milestones, and strategies as outlined in the SOW/EP? Will the program be able to achieve its target goals for this agreement term? Are the target goals true to program's achievements?</p>		

Question	Response	Comments/Other
<p>6. What changes has the program noticed in the children ages 0 to 5 and their families or other participants served?</p>		
<p>7. Please list the recommendations from the Evaluator's site visits, Administrative Site Visits, and the Annual Reports from the last two years. Provide a brief summary of the program's progress towards achieving the recommendations.</p>		
<p>8. Additional Comments: (For example, provide feedback and/or suggestions for improvement to the internal processes of First 5 Kern; any lessons learned throughout this process, etc.)</p>		

Summary, Follow-Up Actions, Recommendations

Program Officer/Reviewer Overall Summary/Observations:

Follow Up Actions Required: Yes/No

Recommendations: