

PEER REVIEW CHECKLIST: PEER REVIEWER



- 1. **Scheduling:** Work with the State Coordinator to schedule the 2-day site visit and peer reviewer training based on your availability. Site visits must occur on days with staffings and court sessions since these sessions are observed.
- 2. **Attend Peer Reviewer Training:** The State Coordinator will facilitate a training that will provide an overview of the peer review process and teach you how to best complete each component of the site visit.
- 3. **Sign and Return Confidentiality Form:** The State Coordinator or site being reviewed will send you a confidentiality form to sign that indicates that you will adhere to confidentiality regulations and will not disclose any personal information about the participants that you receive, see, or hear about on the site visit. Send the signed form to the State Coordinator and the primary contact at the site under review (or bring it with you to the site visit).
- 4. **Review Program Documents:** The site under review will send materials such as its Participant Handbook and Policy & Procedure Manual. Review the program documents and add information to your notes for follow-up questions during the site visit.
- 5. **Review Best Practice Assessment and Report:** You will receive a report of the best practices based on the site's responses to NPC's Best Practice Assessment to review prior to the site visit. In particular, note best practices that are met and are not met. Draft a preliminary list of questions or needed clarifications to add to the basic interview questions.
- 6. **Hold Peer Reviewer Meeting to Finalize Plans Prior to the Site Visit:** At least 1 week prior to the site visit, have a 1-hour meeting with the other Peer Reviewers and State Coordinator to review the site visit agenda and establish who will be leading each interview (one Peer Reviewer should be designated as the primary interviewer for each interview) and who will be taking notes; who will lead the participant focus group and who will take notes; and what questions will be asked during the interviews and focus group (in addition to the basic list) based on your review of the program documents and Best Practice Assessment and Report.
- 7. **Conduct Site Visit:** Drawing from the skills you learned during the peer reviewer training, observe staffing and court and conduct team member interviews, a focus group, and a debrief meeting with guidance from the State Coordinator.
- 8. **Draft and Share the Peer Review Report:** Using the template and sample recommendation language for the report, the Lead Reviewer will draft the initial peer review summary report. The Co-Reviewer will review the draft for edits and additions. The draft should then be shared with State Coordinator for their feedback and approval. Once approved, the State Coordinator will share it with the site under review prior to the follow-up meeting.
- 9. **Attend the Follow-Up Call:** Peer Reviewers and the State Coordinator will meet with the site you reviewed to discuss the report and findings in further detail and address any remaining questions and offer support as needed and available. Reference the follow-up call guidelines.