

# PEER REVIEW CHECKLIST: SITE RECEIVING A PEER REVIEW



- 1. **Complete and Send Site Visit Preparation Details Form:** The State Coordinator will send you a form that requests information on your team size and composition, the schedule of staffings and court, and other background information. Complete it and send it to the State Coordinator and Peer Reviewers.
- 2. **Scheduling:** Work with State Facilitators and Peer Reviewers to schedule the 2-day site visit. Site visits must occur on days with staffings and court sessions since these sessions are observed. Work with your team to schedule each team member for an interview (up to 50 minutes) using the Interview Sign-Up Sheet and invite them to attend the exit interview at the end of the site visit. As such, the time commitment of the site visit for each individual team member is less than 2 hours (other than you as the site liaison who helps with some coordination of the visit). No team member will be required to be available for the entirety of the site visit.
- 3. **If not already completed, complete the Best Practice Assessment:** If your program has not completed NPC's Best Practice Assessment within the last year, you will receive a link to the assessment at least 4 weeks prior to the site visit. Reach out to the State Coordinator if you have not received the link. Work with your team to complete and submit the assessment at least 2 weeks prior to the site visit. If your program has a completed assessment, review the responses and best practice report and share any updates with the State Coordinator and Peer Reviewers.
- 4. **Send Program Documents:** Send the State Coordinator and Peer Reviewers program materials, such as your Participant Handbook, Policy & Procedure Manual, MOUs, etc.
- 5. **Finalize Site Visit Schedule & Interview Sign-Up Sheet:** The State Coordinator will provide a draft of the Site Visit Schedule and Interview Sign-Up Sheet. Share this document with team members during a staffing or by email or shared drive so your team members can sign up for interview slots that work for their schedules. Once it is completed, send it to the State Coordinator and Peer Reviewers.
- 6. **Recruit Participants for the Focus Group:** Recruit 6 to 12 participants for the focus group. Reference the Recruiting Focus Group Participants document for tips. Update and share the Focus Group and Interview Confidentiality Guidelines with potential focus group participants.
- 7. **Participate in the Site Visit and Exit Interview:** At the exit interview, answer any remaining questions from the Peer Reviewers and ask any questions you have. Help schedule the follow-up call.
- 8. **Review Peer Review Report:** Your Peer Reviewers will draft a report that includes their findings, commendations, and recommendations. The State Coordinator will review the draft, and once it is approved, will send it to your team. Review this report prior to the follow-up call.
- 9. **Attend Follow-Up Call:** This is your opportunity to discuss the report, share feedback, ask questions, or suggest corrections if any are needed.