FTC PEER REVIEW CHECKLIST: STATE FACILITATOR

☐ 1. **Send the Site Visit Preparation Details Form to the Site Receiving a Review:** Ask the site receiving a peer review to complete this document that includes information on team size and composition, times of staffings and court, and other background information.

- ☐ The site under review has sent the completed Site Visit Preparation Details Form to you.
- ☐ Review the form and share it with the Peer Reviewers.

☐ 2. **Coordinate the Best Practice Assessment:** If the site being reviewed has completed NPC's Best Practice Assessment within the last year, obtain a copy of the assessment and Best Practice Report from NPC and ask the site if they have any updates. If the site has not completed a Best Practice Assessment within the past year, send a request to NPC to send the link to the assessment to the site at least 4 weeks prior to the site visit.

- ☐ NPC has sent you (and the site under review) the existing or new Best Practice Assessment and Report.
- ☐ Send the Best Practices Assessment and Report to the Peer Reviewers.

☐ 3. **Scheduling:** Work with the peers and the site to schedule the site visit based on everyone's availability and days of staffings and court. Send a calendar meeting invitation(s) once dates are set.

☐ 4. **Obtain Confidentiality Forms to Peer Reviewers:** Ask the site being reviewed if it has a Confidentiality Form it uses for visitors to the court. If not, use the sample one from the peer reviewer materials.

- ☐ Send the Confidentiality form to Peer Reviewers for their completion.
- ☐ All Peer Reviewers for this visit have completed a Confidentiality Form to you and send it to (or brought it in person to) the primary contact at the site receiving a peer review.

☐ 5. **Start the Site Visit Schedule & Interview Sign-Up Sheet. Send to the Site Receiving a Review to Complete**.

- ☐ Using the template, insert the day of the week and dates for each day of the site visit.
- ☐ Based on the size of the team and other considerations, determine if a 3rd day is needed. If not, delete the optional Day 3 schedule.
- ☐ Using the information from the Site Visit Preparation Details Form, block out the appropriate times in the schedule for the staffing and court.
- ☐ Working with the site being reviewed, determine the best time for the focus group (reference the Recruiting Focus Group Participants document for tips). Block out 1.5 hours in the schedule for the focus group (including preparation/set up and close out time).

☐ Block out times for the Site Visit Exit Interview and the prior time slot for State Coordinator and Peer Reviewers to plan this meeting, including highlights and key recommendations for the report.

☐ If necessary, update the remaining time slots in the schedule. ***Ensure there is a lunch break and at least 10 minutes between sessions***. Consider whether there is any travel for any session (such as if the peer reviewers will visit a treatment provider location) and add time accordingly.

☐ Send the Site Visit Schedule & Interview Sign-Up Sheet to the primary contact at the site being reviewed for completion. They will need to work with their team to fill the interview slots.

☐ The site being reviewed has sent the completed Site Visit Schedule & Interview Sign-Up Sheet to you.

☐ Finalize (as needed) the Site Visit Schedule & Interview Sign-Up Sheet and send it to the Peer Reviewers and the site being reviewed.

☐ 6. **Confirm Site Has Shared its Program Documents (such as Participation Agreement, Participant Handbook, Policy & Procedure Manual, MOU's, etc.):** Prior to the site visit, confirm these documents have been shared with you and the Peer Reviewers for review. If not, send reminders.

☐ 7. **Hold a 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 Peer Reviewers to review the final site visit schedule 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.

☐ 8. **Conduct the Site Visit:** Observe staffing and court and conduct team member interviews, a focus group, and an exit interview.

☐ 9. **Confirm the Date the Peer Reviewers will Send the Draft Report:** During the meeting with the Peer Reviewers at the end of the visit when you debrief and review highlights and key recommendations for the report, collaboratively set a deadline with the Peer Reviewers on when you will receive the draft report (ideally within 1 week of the site visit).

☐ 10. **Determine the Follow-Up Call Time:** During the exit interview with the site during the site visit (or earlier), find a time that works for everyone for the follow-up call (where you review the report with the team). Send a calendar meeting invitation.

☐ 11. **Review, Revise, and Approve the Peer Review Report:** Review and revise the report and assist the Peer Reviewers as needed, drawing from the sample recommendation language for the report.

☐ Once you approve the report, send it to the site receiving a peer review prior to the follow-up meeting.

☐ 12. **Attend the Follow-Up Call:** Referencing the follow-up call guidelines, meet with the Peer Reviewers and the team at the site under review to discuss the report and findings in further detail and address any remaining questions. If the site under review suggests corrections, make those revisions and send the updated final draft to the Peer Reviewers and site under review.