

Child/Family Services Site Visit Report

(Hot Sheet)
CF/O-23 Revised 11/09
(optional)

This form will be used electronically to document activities that have occurred during a site visit.

- Enter the date of the site visit.
- Enter the reviewer's name.
- Enter the agency that is being visited.
- Enter the program of the agency.(access through pull down menu)
 - Early Head Start
 - Regional Head Start
 - Migrant Head Start
- Enter the location of the site visit.
 - Name of the Center, FCCH, or Central Office
- Enter name of the person that the reviewer met with.
- Check **out of compliance box** if site visit **findings were out of compliance** with mandated regulations.
- Enter the content area that has been reviewed. (access through pull down menu)
- Sub headings are examples of topics to be covered under content areas.
 - **Early Childhood Development**
 - **Health**
 - Physicals
 - Nutrition
 - Dental
 - Health Safety Checklist
 - Transportation
 - **Family Community Partnerships**
 - Eligibility/Recruitment
 - Family Partnerships
 - Parent Involvement
 - Community Partnerships
 - **Disabilities**
 - **Social/Emotional Health**
 - **Program Design Management**
 - Program Governance
 - Planning/Self Assessment
 - Record Keeping/Communication
 - Delegate Monitoring
 - Human Resources
 - Facility/Equipment
 - **Fiscal**

- Check out of compliance issue box if the content area that was reviewed is **out of compliance** with mandated regulations.
- Summarize activities and/or findings that were observed during the site visit.
- Specify plan of action strategies for the agency that relates to the observed activities or findings. **Plan of action must be developed for all out of compliance issues.** A plan of action may be developed with an agency for items that are in compliance but are considered recommendations for continued improvement.
- Specify plan of action strategies for the grantee that will support the agency in the developed plan of action.
- Enter the anticipated date of the next site visit.
- List items that will be addressed at the next site visit.
- Review the site visit report with person the reviewer met with and obtain their signature.
- Upon follow up visit, enter the date out of compliance issues were resolved and note follow up comments.
- Follow up comments should indicate how compliance issues were resolved and/or how plan of actions were addressed.
- Only enter a completion date if **all out of compliance issues** on the site visit report were resolved.
- If all out of compliance issues have not been resolved note follow up comments as to the progress of completion.
- Sign the bottom portion of the form and obtain signatures from the person the reviewer met with.
- **Distribution and Filing**
 - Leave a copy of the Site Visit report with the person the reviewer met with and inform them that they need to keep a copy on site and send a copy into the central office.
 - All site visit reports should be completed electronically either on site or when the reviewer returns to the office.
 - Hard copies are to be on file in the appropriate binders on the community shelf at Celeste and H Street offices.
 - Follow current office procedures for accessing support staff to complete distribution.