



January 6, 2009

Janis Bane
6300 Chimney Rock
Houston, TX 77081

Dear Ms. Bane:

I am writing to confirm the site visit dates for the National Evaluation of the Comprehensive Community Mental Health Services (CMHS) for Children and their Families Program. The visit will take place **April 8–10, 2009**, and **Janice Johnston** and **Maria Elena Fernandez** will be the site visitors. One of these site visitors will contact you to discuss the final details and arrangements for the visit.

In preparation for the site visit, attached is a set of six data tables, a site informant list, and comprehensive instructions for completing them. A sample agenda is also included to assist in the development of your visit.

Tables 1–6

Please refer to the instructions to assist in the completion of the tables. The information to be provided in the tables will assist you in identifying potential respondents for the System of Care Assessment study, and for whom interviews could be scheduled. Please complete these preliminary tables as a first step in your planning process and return the tables with your site informant list by **March 11, 2009 or earlier**.

Site Informant List

The site informant list identifies 10 categories of respondents who offer a variety of perspectives about your community's system of care. We need to interview several persons from each category, as indicated on the form, and ask that you identify potential respondents by name and agency affiliation. We need to review your projected list of interviewees *prior* to the final scheduling of interviews to ensure that each category of respondents is represented adequately. Therefore, please return the preliminary list of potential respondents, along with the tables mentioned above, by **March 11, 2009 or earlier**.

Agenda

The site informant list indicates the number of persons we need to interview for each category and the time required for each interview. The length of time indicated covers only the actual interview and not travel and set-up time. Therefore, when developing the daily schedules, please allow extra time for travel to interview locations, as well as about 10–15 minutes between interviews to allow the site visitors time to prepare.

All interviews must be conducted with respondents on an individual basis. The site visitors are not able to conduct interviews in conjunction with meals; however, they are available for evening hours and for home- and/or community-based interviews with families and/or service providers. Concurrent interviews should be scheduled for the site visitors throughout each day, except for the project director's interview, which will be conducted by both site visitors. Please return the preliminary agenda by **March 11, 2009 or earlier**.

Case Record Review

In addition to the interviews, our site visitors will review a randomly selected sample of case records of children enrolled in your CMHS program. When developing the daily interview schedule, please allow each site visitor 2 hours for this activity. Please refer to the instructions for the case record selection process and timeframes.



National Evaluation

Comprehensive Community Mental Health Services for Children and Their Families Program

Child, Adolescent and Family Branch ■ Center for Mental Health Services

Substance Abuse and Mental Health Services Administration ■ U.S. Department of Health and Human Services



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Family Caregiver and Youth Stipends

The family caregivers listed on line #8 of the site informant list will receive \$25 cash stipends from the site visitors to help offset their expenses. Youth respondents listed on line #9 of the site informant list will receive \$15 cash stipends from the site visitors as well. Stipends will be provided to informants from these two categories only.

Debriefing

At the close of the 3-day visit, the site visitors will be available for a joint debriefing session with you, the program evaluator, the family organization representative, and anyone else you would like to invite. The purpose of the debriefing is to bring closure to the visit by providing preliminary feedback and discussing next steps. The site visitors will not be prepared to present findings during this session as the data analysis will not yet have occurred. However, within approximately 8 weeks of the site visit, we will send a draft report of the findings from our assessment for your review and comment.

Timeline

The timeline for these preparatory steps is as follows:

- Preliminary tables 1–6 completed and returned by **March 11, 2009 or earlier**;
- Preliminary site informant list completed and returned by **March 11, 2009 or earlier**;
- Preliminary agenda completed and returned by **March 11, 2009 or earlier**;
- We will respond to refine the data tables, site informant list, and agendas by **March 16, 2009**;
- Final site informant list, agendas, and data tables completed and returned by **March 25, 2009**.

Submission of Materials

Materials sent by e-mail are preferred. Please send all materials to Freda Brashears at Freda.L.Brashears@macrointernational.com or via mail or fax to

Freda Brashears
Macro International Inc.
3 Corporate Square, Ste. 370
Atlanta, GA 30329
(404) 592-2125 (phone)
(404) 321-3688 (fax)

Thank you for assisting us in completing this part of the national evaluation. We look forward to our visit to your community and thank you for your timely response in designating the date. Please do not hesitate to contact me if you have questions or concerns about this process.

Very truly yours,



Stacey Lee
System of Care Assessment Project Manager
The National Evaluation Team

Enclosures

cc: Pamela Bonsu
Raquel Wasielewski
Eileen Chappelle
Michele Herman
Rodolfo Matos
Freda Brashears
Katrina Bledsoe