

Guidelines for Virtual Site Visits

Pre-Visit

During Visit

Post Visit*

<p>EPP Responsibilities:</p> <ul style="list-style-type: none"> ➤ Determine capacity of conferencing platform ➤ Identify technical support ➤ Confirm participants willingness to join virtually ➤ Share time zone of the EPP with review team and note in schedule. ➤ Check ability to share evidence electronically as requested by the site team during the visit. ➤ Designate EPP personnel to moderate the process through proper platform and protocol. <p>1 Week Out:</p> <ul style="list-style-type: none"> ➤ Schedule agreed upon with Team Lead ➤ Log-in details and links shared with Team Lead ➤ Coordinating phone call with CAEP & Team Lead 	<p>EPP Responsibilities:</p> <ul style="list-style-type: none"> ➤ Technical liaison available at the beginning of each session. ➤ Share contact information for main contact during visit with the Site Team Lead. ➤ Upload additional on-site evidences by 5:00 pm on Day 2 of visit. ➤ Establish check in times with Team lead and EPP lead. These times are scheduled with links and log-in details in the overall schedule. 	<p>EPP Responsibilities:</p> <ul style="list-style-type: none"> ➤ Respond to the Site Visit Report with factual corrections and rejoinder. ➤ Provide any feedback to CAEP staff about the visit. 	
<p>Site Team Responsibilities:</p> <ul style="list-style-type: none"> ➤ Determine capacity to participate virtually and test platform <p>1 Week Out:</p> <ul style="list-style-type: none"> ➤ Schedule agreed upon with EPP and shared with team members and CAEP ➤ Include virtual links and log-in details for interviews/groups shared with team members 	<p>Site Team Responsibilities:</p> <ul style="list-style-type: none"> ➤ CAEP site visitor completes roll call and documentation for each interview ➤ Site Team establishes check in process with Team Lead about communicating requests for additional materials stemming from interviews 	<p>Site Team Responsibilities:</p> <ul style="list-style-type: none"> ➤ Submit draft of Site Visit Report within 7 days of site visit. ➤ Respond to factual corrections and rejoinder. ➤ Provide feedback to CAEP staff about the visit. 	
<p>Required:</p> <ul style="list-style-type: none"> ➤ Separate "rooms" for each virtual meetings/interview. ➤ CAEP creates team space for the duration of the visit. 	<p>Required:</p> <ul style="list-style-type: none"> ➤ Participants have quiet professional space to conduct interviews ➤ CAEP Site team members participate in all team meetings and deliberations ➤ CAEP Site Team deadline adherence. ➤ Interviews and sessions can not be recorded. 	<p>* Post visit guidelines are not unique to virtual visits. Submission deadlines and process are not altered for virtual visits.</p>	
<p>Best Practice:</p> <ul style="list-style-type: none"> • Provide 10 minutes between scheduled sessions to allow transition. • If site team is not familiar with EPP selected platform, host a test run in the week prior to the visit. • Mute yourself in interviews. • CAEP Staff may join interviews as a quality check. • Identify roles for CAEP Site Team Members (i.e., First person listed on schedule is "lead" to facilitate discussion and second person verifies the roster. • Restrict the number of participants in an interview (i.e., 40 is too many, approximately 7-10 maximum) 		<p>Dispositions:</p> <ul style="list-style-type: none"> • Site team member - Notify CAEP Staff immediately if unable to devote the time and space for this work and deadline adherence. • Participants (EPP and CAEP Site Team) should be in a space to focus on the work (i.e., not in a car, not walking dog, minimize background noise, etc.). • Site team members are cognizant of how their interactions/behaviors with participants may dissuade honest conversations. Site team members will not engage in micro- or macro-aggressions. • Participants (EPP and CAEP Site Team) devote uninterrupted time (i.e., not other scheduled meetings during visit) and adhere to all deadlines. • Appropriate dress during Virtual Calls (i.e., no clothing with words/images) 	