



ONSITE VISIT

Once you have completed the fact-finding portion of the system assessment, we will work with you to schedule a three-day, onsite visit by a System Assessment Team. This document provides a sample schedule to give you a sense of what would be included in those three days. The visit would include a focus group with frontline probation officers, as well as a facilitated conversation among all stakeholders in which the Assessment Team would help you map your system. (Please refer to the next document in the Toolkit – *System Assessment: A Guide to Mapping Your Juvenile Justice System* – for more information on system-mapping.) The rest of the visit would consist of a series of interviews with a diverse array of key stakeholders, enabling the Assessment Team to gather invaluable qualitative information about your jurisdiction.

Keep in mind:

1. Every jurisdiction is unique. Accordingly, the interviewees in each site will vary, and none will look exactly like the one below. This schedule is only meant to serve as a starting point for planning.
2. Expect the unexpected. Even the most meticulously planned schedule can be thrown off course by last minute hiccups that range from a power outage in the detention center to an interview that runs long. Our experience suggests that one hour interviews separated by fifteen-minute breaks are ideal in that they allow cushion for inevitable overflow, but all times are flexible.
3. Communication is important. The purpose of the assessment interviews is for us to learn about your system. In order to make the most of the one-hour time allotted for each interview, it is helpful for the interviewee to begin with a baseline understanding of the purpose of the conversation. While we are always eager to answer questions while onsite, coordinators may find it helpful to borrow from the language below when you reach out to stakeholders to ask their participation in interviews or other assessment activities:

The system assessment is one of the key processes in deep end reform as it lays the groundwork for reform planning and implementation. While the quantitative component is critical, the qualitative portion of the system assessment is equally valuable in painting a complete and accurate picture of how the system currently operates. The qualitative portion of the assessment relies on methods such as focus groups and interviews where key stakeholders will be guided by a series of open-ended questions with the goal of gaining a deeper understanding of attitudes, behaviors and experiences. In order to gather a wide range of information, it is essential that a diverse group of stakeholders are engaged in the process, including front line practice workers, youth that are affected by the system, court administrators, community members and other participants. By interviewing a diverse set of stakeholders about juvenile justice practice, policy, and programming, sites are able to gain valuable insights and perspectives that help illuminate both strengths to build on and opportunities for improvement.

**JDAI/Deep End System Assessment,
Day 1**

Site:	Coordinator:		
Date:	Contact Number:		
AECF Assessment Team: <ul style="list-style-type: none"> (1) <i>Deep End Team Leader</i> (2) <i>AECF Staff</i> (3) <i>AECF Staff</i> (4) <i>AECF Consultant</i> 			
Location:			
9:00-12:00	System-Mapping Discussion <i>All Stakeholders</i>		
1:00-2:00	Reform Coordinator	1:00-2:00	Chief Juvenile Probation Officer
2:15-3:15	Probation Supervisor 1	2:15-3:15	Probation Supervisor 2
3:30-4:30	Community-Based Service Provider	3:30-4:30	Probation Supervisor 3

**JDAI/Deep End System Assessment,
Day 2**

Site:		Coordinator:	
Date:		Contact Number:	
AECF Assessment Team: <ul style="list-style-type: none"> (1) Deep End Team Leader (2) AECF Staff (3) AECF Staff (4) AECF Consultant 			
Location:			
Interview Room # 1		Interview Room # 2	
Time	Name, Position, and Organization	Time	Name, Position, and Organization
8:30 – 9:30	Judge/Other Hearing Officer	8:30-9:30	Judge/Other Hearing Officer
9:45 – 10:45	Data Analyst(s)	9:45-10:45	Intake/Family Division Supervisor
11:00-12:00	Prosecution – Juvenile Division Chief or Deputy Chief	11:00-12:00	Court Administrator
1:00-2:00	County Commissioner, County Administrator, or other local elected official engaged in JDAI	1:00-2:00	School Representative
2:15-3:15	Defense – Juvenile Division Chief or Deputy Chief	2:15-3:15	Mental Health/Behavioral Health
3:30-4:30	Law Enforcement representative	3:30-4:30	Local Child Welfare Director or Deputy

**JDAI/Deep End System Assessment,
Day 3**

Site:				Coordinator:			
Date:				Contact Number:			
AECF Assessment Team: (1) Deep End Team Leader (2) AECF Staff (3) AECF Staff (4) AECF Consultant							
Location:							
<i>Interview Room # 1</i>				<i>Interview Room # 2</i>			
Time	Name, Position, and Organization			Time	Name, Position, and Organization		
8:30 – 9:30	Detention Superintendent			8:30- 9:30	Local Advocacy Organization		
10:00- 12:30	Probation Officer Focus Group			9:45- 10:45	Local Parent Organization		
				11:00- 12:00	Local Youth Organization		
1:00- 2:00	Tour of Local Placement Facility (if any)						