



## CTEP SITE VISIT REVIEW TOOL

Program Year:

Site Location:

Mid-Year Monitoring:

Name of Site Supervisor:

Year End Monitoring:

# of Years in CTEP Program:

*Directions: Site Supervisors, please print and complete prior to visit by CTEP staff.*

CTEP EXPECTATIONS	YES	NO	COMMENTS
The Site has an adequate space for the Member (phone with answering machine, access to computer that has internet and email, place to save files electronically on site, access to printer and copier, access to refrigerator and microwave, place to keep personal belongings, is accessible for people with disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	
Site is playing an active role in recruiting for their future Member, or did so for their current member	<input type="checkbox"/>	<input type="checkbox"/>	
Site is following up with potential candidates in a timely manner, or did so for their current member	<input type="checkbox"/>	<input type="checkbox"/>	
Member and Supervisor meet on at least a weekly basis at a regularly scheduled time	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisor is responsive to Member needs	<input type="checkbox"/>	<input type="checkbox"/>	
Member's service plan is appropriate to the talents of the Member and has the right mix of direct service and capacity building activities	<input type="checkbox"/>	<input type="checkbox"/>	
Member has an average of two hours a day when they are uninterrupted by clients to better concentrate on capacity building projects and direct service preparation	<input type="checkbox"/>	<input type="checkbox"/>	
Member is not involved in any general site fundraising or other activities as prohibited by AmeriCorps	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisor has let CTEP staff know if a Member has violated the terms of their contract in some way	<input type="checkbox"/>	<input type="checkbox"/>	
Member is not replacing the work of staff at the site	<input type="checkbox"/>	<input type="checkbox"/>	
Site is reimbursing Member for travel if traveling between service sites during the day, or the conditions of the service require new travel beyond what the Member had originally agreed upon at the beginning of his/her term	<input type="checkbox"/>	<input type="checkbox"/>	

Supervisor is the only staff Member who gives the Member service tasks, or CTEP has approved an alternate system	<input type="checkbox"/>	<input type="checkbox"/>	
Site is on track to complete CTEP impact goals (minimum 50 people who receive certifications, 18 jobs)	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisor approves Member timesheets by the Tuesday after each payroll due date	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisor responds to calls or emails from CTEP in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisor submits in-kind hours monthly by the first Wed of the following month	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisor is providing at least 15 hours a month to CTEP program	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisor attended CTEP Site Supervisor meetings	<input type="checkbox"/>	<input type="checkbox"/>	
Site submitted partner fee within 30 days of the start of the Member	<input type="checkbox"/>	<input type="checkbox"/>	
Member has received business cards from the site	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisor has reviewed data reporting and other required tasks to CTEP complete and on time	<input type="checkbox"/>	<input type="checkbox"/>	

SITE FEEDBACK FOR CTEP STAFF	YES	NO	COMMENTS
CTEP staff responds to site questions in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	
CTEP staff has clear and respectful communication style	<input type="checkbox"/>	<input type="checkbox"/>	
CTEP staff is helpful in resolving member conflicts, if any	<input type="checkbox"/>	<input type="checkbox"/>	
CTEP tools (Member Service Plan, Capacity Building Survey, Reporting) are clear and easy to understand	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER?			

Areas agreed for improvement by Host Site:

Areas agreed for improvement by CTEP:

Site Supervisor who Completed This:

Date Signed:

CTEP Staff Signature who Reviewed This:

Date Signed: