



## Northeast Institute for Quality Community Action

### Sample NIQCA – CAA Site Visit Meeting Schedule

#### Day #1. Meeting Schedule.\*

- ✓ 9:00 – 9:45am.....NIQCA Team Meeting with Agency Executive/CEO.
- ✓ 9:45 – 10:30.....NIQCA Team Meeting with Agency Assessment Team Members.
- ✓ 10:30am – 12:00pm.....2 Key Informant Section Interviews (e.g., Governance and Operational Management Sections).
- ✓ 12:00 – 12:45pm Lunch\*\*
- ✓ 12:45 – 2:15pm.....2 Key Informant Section Interviews (e.g., Planning and Finance).
- ✓ 2:30 – 4:00pm.....2 Section Interviews (e.g., Human Resources and IT).
- ✓ 4:00 – 4:15pm.....NIQCA Team Debriefing Meeting.
- ✓ 5:00 – 9:00pm.....Team Scoring Deliberations.

#### Day #2. Meeting Schedule.

- ✓ 9:30 -11:30am....NIQCA Scoring Feedback Meeting with Agency Assessment Team.
- ✓ Adjournment – Return of Agency Documentation.

**\*Note:** Each NIQCA Team Member is assigned 2 Sections to Review. Schedule of Section Interviews must be organized to avoid scheduling 2 Sections assigned to a single Reviewer in the same time block. Please review schedule with NIQCA Team leader prior to confirmation. **\*\*Please place order for NIQCA Team. Cost will be immediately reimbursed by NIQCA Team Leader.**