

Work Group consultation); a discussion of areas of the impact study for which the Contractor will seek input from the local researchers, i.e., site visit protocols; data collection instruments; data collection procedures; workplan; a discussion of the areas for which the national Contractor, the Technical Work Group and the local researchers will need to work closely together as partners, i.e., preventing attrition, integrating the national and local research efforts, publication issues, and data use. The Contractor is encouraged in preparing these discussions to review other consortium arrangements such as that utilized by LONGSCAN. The Contractor will be responsible for logistical expenses associated with the consortium, as well as for all of the expenses of the Technical Work Group. Local researchers will cover their own travel, lodging, registration and other expenses. The national Contractor shall also provide for honoraria and expenses of any speakers, if necessary, and subject to prior approval from the FPO.

TASK 10—PREPARE A SITE VISIT PROTOCOL

The *third month of Phase I*, the Contractor shall develop a draft site visit protocol which details procedures for site visits. The purposes of the site visits will be to review continuous program improvement evaluation procedures at all FY '95 (and FY '96 research sites). In impact evaluation sites, additional purposes will be to establish site profiles, to review staffing for Community Family Coordinators; to establish relationships with the local researchers and to understand the local research projects; to establish the procedures for random assignment, and to establish local procedures for data collection. The FPO and other ACYF representatives will review the draft protocol and return it within one week to the Contractor who shall present a final protocol to ACYF by the *fourth month of Phase I*. As part of the protocol development process by the *third month of Phase I* the Contractor shall provide the FPO with a draft letter of introduction for the ACYF Commissioner to send to Early Head Start sites that will participate in site visits. The letter shall identify the Contractor, describe the purpose of the project, and inform the Early Head Start programs about plans for the site visits and specify other contacts, including community and research representatives. A letter shall also be provided to the FPO for the researchers at the sites, identifying their roles in the site visit and describing the purpose of the visit. *Prior to conducting the site*

visits, the Contractor shall submit a memorandum to the FPO outlining a schedule for the visits and an outline of a standardized format for site visit reports that shall be submitted to the FPO within two weeks after each visit. Each proposed three-person site visit team shall be comprised of, but not limited to, representatives of the national Contractor; the Technical Work Group, and program or research staff from other sites. ACYF staff may be represented as well.

TASK 11—CONVENE THE CONSORTIUM

Upon selection of research sites, *within four months of Phase I and/or within one month of the selection of research sites*, the Contractor shall convene a meeting of the consortium in Washington, DC, including ACYF, the national Contractor, local researchers and the Technical Work Group. The Contractor shall carry out the logistical plan as proposed previously, dividing the consortium time into thirds for addressing needs of the cross-site impact evaluation, local research development and advise for both from the Technical Work Group. At the initial consortium meeting, the Contractor shall provide opportunities for identification of each of the local research sites' research purposes; discuss the logistical plan with the consortium; establish committees as identified by the logistical plan; establish a work plan; establish any subcommittees; discuss issues for immediate and future data collection; review process data to be collected by HSFIS and otherwise; review sample selection procedures; review the preliminary site visit protocol; and name site visit teams. The national Contractor shall communicate about this meeting with ACYF for a potential joint meeting with program staff. The national Contractor is responsible for all costs associated with consortium meetings, including hotel, break out rooms, expenses of Technical Work Group, except for the direct expenses of the local researchers and federal staff.

TASK 12—CONDUCT SITE VISITS TO ALL FY '95 EARLY HEAD START IMPACT EVALUATION SITES

From the *fifth through seventh month of Phase I and/or within two months of the selection of research sites*, the Contractor shall begin site visits as specified in the Site Visit Protocol. A draft report and sample site profiles shall be submitted to the FPO by the *sixth month of Phase I*. Site visit reports and profiles on every Early Head Start site evaluation site shall be submitted to

ACYF by the *seventh month of Phase I*. For planning purposes, the Contractor shall allow for site visits of 2 days in length for each site (with the actual length of the visits varying somewhat as a function of the size and complexity of the program, as well as the intended tasks to be accomplished.) All expenses from the site visits shall be handled through the national contract.

TASK 13—PREPARE A FINAL DESIGN

It is anticipated that information provided by the Early Head Start site visits, by the interactions with the local researchers and by the meetings with the consortium, Technical Work Group and the FPO will call for changes and clarifications in the evaluation design and implementation plan. Based on this information the Contractor shall prepare a draft revised technical evaluation design and analysis report by the *seventh month of Phase I* and final plan by the *eighth month of Phase I* which consists of the following components:

A. Statement of Evaluation Outcomes

A list of research and policy questions, both general and specific, that the study shall address. Each specific question shall be logically connected with the general question to which it relates, as well as being organized according to the overall conceptual model of the study.

For each specific question the theoretical hypothesis, required data elements and data source(s) shall be identified.

For each specific question, a discussion of any measurement issues for obtaining realistic and valid outcomes and the approach to resolving those measurement issues shall be included.

B. Revised Study Design (See TASK 6)

C. Revised Process Data Collection Plan (See TASK 7)

TASK 14—ESTABLISH A PROTOCOL FOR ALL DATA COLLECTION INSTRUMENTS

By the *ninth month* following the award of this contract, the Contractor shall submit to the FPO a complete draft protocol for data collection instruments for studies for Phase II of the evaluation and a proposed protocol for data collection instruments for Phases III–V of this study. It is expected that the Contractor will seek input from local researchers through the consortium but that final responsibility for this protocol rests with the Contractor. This protocol will have multiple sets of data collection instruments (or interview guides). The first set includes