

## Site Visit Agenda Ideas

Each site visit is unique to the state. Some site visits are made in conjunction with coalition meetings or workshops. Some times states visit training and/or course sites to observe sessions. The state project coordinator and their project officer can work together on finalizing an agenda. These are just ideas for you to consider as you make plans for your visit and are not to be considered concrete.

### I. Introduce to Attending Staff and Partners the Purpose of the Site Visit

To review with CDC progress made towards the goals of your Cooperative Agreement.

### II. Introduce State Staff, Partners, Project Officers and CDC Staff:

### III. Discussion Topics You May Want to Consider

#### *Staffing*

- Organizational Structure
- Priorities of Governor, Health Commissioner, Chronic Disease Director, etc.
- Any changes in program staff made recently?
- Shared staff with other programs?
- Any anticipated changes?
- Barriers to hiring?
- In-kind support?

#### *Overview of Surveillance Efforts*

- Burden reporting
- Results
- BRFSS data on web, in state plan, burden report
- State goals consistent with HP 2010?

#### *Partnerships*

- Internal partnering
- External partnering (including contractual relationships)
- Coalition/Advisory Boards (share copies of state plan/burden reports/other materials developed by coalitions)
- Expansion activities (efforts to identify new stakeholders and other opportunities)

*Overview of Interventions and Systems (Describe how you are embedding programs in systems to expand the reach of interventions. Provide recent reach numbers--number of master trainers/train the trainers/course instructors/participants registered/participants completed/training and course venues)*

- Arthritis Foundation Exercise Program

- Arthritis Foundation Aquatic Program
- EnhanceFitness
- Arthritis Foundation Self-Help Program
- Chronic Disease Self Management Program
- “Physical Activity. The Arthritis Pain Reliever” Campaign
- “Buenos Dias, Arthritis.” Campaign

#### **IV. Successes and Challenges:**

- What do you consider to be your most successful activities/intervention programs/partners?
- How are you ensuring that you are creating a sustainable program by embedding interventions in systems?
- What challenges are you facing that may be inhibiting the success of the program?
- What technical assistance would you like from CDC?
- What topics would you like to see presented at the next grantee meeting?
- What are your plans around sustainability of program delivery during this last year of funding?