

JDAI Model Site Visit Protocol

Through peer-to-peer discussion and on site observation, JDAI model sites are learning labs wherein visits are designed to focus on operationalizing the JDAI strategies by providing practical information to: stimulate and strengthen replication site efforts to safely reduce reliance on secure detention; improve and account for public safety indicators; reduce inefficient spending detaining non-violent youth; improve conditions of confinement for youth who pose a risk to public safety; and, reduce racial and ethnic disparities.

In order to efficiently accommodate model site visits and to maximize the learning experience, TA/TLs and site coordinators are requested to adhere to the following protocols to schedule a model site visit.

1. To initiate a model site visit, the site coordinator will contact the assigned TA/TL to discuss the site's readiness to visit a model site.
2. Prior to scheduling a model site visit the TA/TL shall assess a site's "readiness" to make a model site visit. The following threshold criteria should be considered:
 - a) Leadership within the site's collaborative;
 - b) Knowledge of, and familiarity amongst, each of the collaborative members; and,
 - c) An understanding of JDAI core competencies and fundamentals, including the role of the collaborative
3. The TA/TL of the visiting delegation will schedule site visits with model site personnel. Model site personnel will respond in writing (e.g., email) with available dates and request a date certain for response and confirmation from the TA/TL.
4. The TA/TL of the visiting delegation will provide name and contact information of the site coordinator to the model site representative in order to facilitate communications.
5. The Site Coordinator will confirm the dates for the visit in writing (e.g., email), including visit logistics, with the model site personnel and their respective TA/TL.
6. The TA/TL will provide in writing (e.g., email) the dates for the visit to the Sr. Consultant for Infrastructure Development.
7. The site coordinator for the visiting delegation, in consultation with the JDAI steering committee and leadership within the site, will facilitate completion of the Pre-Site Visit Questionnaire, review the results with

the TA/TL, and subsequently submit the final questionnaire to the model site no less than two weeks prior to the visit.

(The completed questionnaire will help model sites inform the development of agendas to respond to the areas of inquiry by the visiting site).

8. Once the agenda has been finalized, the site coordinator shall share the agenda with the site delegation.
9. The TA/TL is responsible for ensuring that the criteria for composition of the delegation includes:
 - a) Representatives with leadership and authority to implement change;
 - b) Delegates with knowledge of, and familiarity amongst each other;
 - c) Delegates with an understanding of JDAI, delegates have participated in JDAI immersion including viewing the JDAI video/DVD; and,
 - d) Delegates who are prepared to articulate, during the visit, their site's issues.
10. Optimal delegation sizes for the model sites are as follows, please keep this in mind when working on the composition of the visiting delegation:
 - a) Bernalillo: 12-15.
 - b) Cook: 12-15, but can be flexible and accommodate up to 20 for dual jurisdiction visits.
 - c) Multnomah: 12-15, but can be flexible and accommodate up to 20 for dual jurisdiction visits.
 - d) Santa Cruz: 12-15, but can be flexible and accommodate up to 20 for dual jurisdiction visits.
11. Prior to the model site visit the TA/TL shall participate in a conference call with the coordinator and the visiting site delegation to discuss the purpose of the model site visit. These discussions should include articulating the site's issues and to assign members of the delegation with the task of engaging the identified issues at the model site visit.
12. The visiting site TA/TL shall communicate directly with model site personnel to provide any qualitative information such as challenges, resistance or strengths that can guide model site personnel to influence the visiting delegation.
13. Within two weeks subsequent to the model site visit, the TA/TL will conduct a conference call with the site coordinator and delegates to debrief the visit including:
 - a) What was learned;

- b) How the learning will translate in the site; and,
- c) Faculty feedback.

14. Subsequent to the site visit the TA/TL will initiate contact with model site personnel and debrief the site visit.
15. Subsequent to the site visit the site coordinator for the visiting delegation shall facilitate the preparation of an evaluation of the model site visit, review the results with the TA/TL, and thereafter submit the final evaluation to the model site no less two weeks after the visit. The TA/TL will ensure timely submission of the evaluation.
16. Two weeks post the visit; model site personnel will prepare and provide an evaluation to the TA/TL of the visiting site.