* Appointment set via zoom on 3/19 at 4 p.m. The evaluation will be done via zoom
* Appointment time preferred after 2 p.m. Set for 4 p.m.
* The level of involvement will be limited to answering questions via zoom. No one is allowed in the office except workers due to COVID-19. I will need the stakeholders to be very truthful in the evaluation due to it being strictly their word and not my own observation.

Timeline

* I will speak with the owner of the agency for the evaluation on 3/19/21
* It will take a few hours maybe 1-2 to ask all the questions for my evaluation and allow him to elaborate and give truthful answers. This is only a day process
* Things I will be evaluating is greetings and welcomeness, concerns about population coming in, payment for services, policy for clients who go against it, discrimination laws, and good vs poor client behavior
* I will not be able to speak directly to children due to their age. My evaluation is at a time where the office does not have an appointment, so background observation is not possible. Everything is strictly zoom and through the owner. This is enough for me to properly do my evaluation as he will speak for the majority stakeholders truthfully.