**TASK 7 Timeline**

**Latabitha Davis**

**March 15, 2023**

I contacted my agency ForKids Inc., via email to schedule my evaluation on January 27, 2023. I was asked to forward my questions and survey to my evaluation over to Jessica so she could get the approval from the staff members. I sent an email with the requested information and time frame to complete the evaluation, a list of stakeholders, staff, crisis hotline team and possible clients and others to interview and survey during my visit. I provide a list of time requested to spend with each group. I also requested a date before March 30, 2023, so I can complete my findings before my project due date. I receive an email back on Feb 6, 2023, from another representative from Forkids Inc., regarding the visit I was requested. Confirming my intent for my visit as discuss with Jessica. I reached back out to Jessica via telephone on March 13, 2023, to get an update on some available dates and express to her about the due date I would like to complete my evaluation by she responded no problem they will get me in before my requested date. She asked could I resend my questions and surveys back over so; I email them back over to Jessica for their review. I inform Jessica, again it would only take me 2 to 3 hours or less to complete my interviews, survey, and questionnaires. However, I’m on their time so they could provide me with their availabilities, and I will work within their request. Upon my visit I will have my surveys in hand with ink pens available to completions. As well as my documentation listed and ready for each department just in case the timeline doesn’t go as plan, I’ll still be organized and ready and prepared with each section labeled and ready to go. I’m excited about my visit to Forkids Inc., I have heard so many good things about the agency now, I’ll be able to form my own opinion and references about the agency.

-Arrive at Forkids Inc.- 30 minutes prior to visit to avoid traffic or any delays

-First 15 minutes- Introduce myself to my escort and provide the reason for my visit

-Meet with one or two Directors/leadership team Sarah Johnson, Sharhonda Woods for 20 minutes each to discuss the purpose or agency and why they feel it works.

- Meet with Jessica Milloy Director of shelter & housing to interview her views on the shelter program

-Meet with Director of Crisis Shirley Brackett for 20 minutes to interview for the support of the crisis program how’s it working or not working for the clients. Type of self-care giving to employee in crisis hotline dept.

-Meet with the Director of Youth Shereka Steele for 20 minutes to speak about the after-school program

- Meet with any available Manger for 15 minutes to discuss process and support to staff

- Meet to interview with 1 or 2 staff members for 15 minutes for their opinion on working for the agency and its programs

- Meet to interview 1 or 2 crisis hotline workers to discuss the support process of a crisis call

- Survey 2 or 3 clients from Job Coaching, shelter program and youth after school program for about 10-15 minutes each or together if time permits. To get their opinion of how or if the program they came to agency is being received.