



On-Site & in the Know:

Monitoring Visit FAQs

This flyer answers common questions about your upcoming site monitoring visit. It's designed to help you understand the purpose, process, and how to prepare.

- 1 How often does a Program Monitoring Site Visit occur?**

Generally, once per contract cycle. The exact timing may vary depending on the length and scope of your contract.
- 2 What will happen before the visit?**

The ORJ team will contact your organization 6–8 weeks in advance to schedule the visit and set up a Pre-Site Visit Prep Meeting. During this time, we'll review your semi-annual report, SAFE data, logic model, and service plan to help guide the visit and ensure a smooth process.
- 3 What can I expect the day of?**

ORJ will travel to your site(s) to conduct the visit. This includes a tour of the facility, interviews with leadership, staff, and clients, and observations of program activities such as groups, workshops, or other services in action.
- 4 What happens afterward?**

Within 10–12 weeks, ORJ will provide a summary report highlighting program strengths and suggested areas for improvement. We'll also schedule a debrief meeting to review the findings together and discuss any needed action planning.
- 5 What else can the ORJ help me with?**

ORJ offers technical assistance, supports capacity building, and serves as a liaison to the Probation Department to help strengthen your program and partnerships.