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Part C Web Review Process

What is SNAPSHOT?

Project SNAPSHOT is a study funded by the Maternal and Child Health Bureau (MCHB) to review the state of Early Intervention (EI) services for children who are deaf and hard of hearing (D/HH) across the US and to develop a better understanding of the issues that affect the parents and service providers of these children.

This is a one-year study so we have a lot of work to do: One area that we want to know about is the accessibility, availability and quality of resources available to children who are D/HH and their families.

As a part of the SNAPSHOT Team, we will be asking you to help us with these questions by:

- Reviewing Part C websites
- Contacting Family Support Services to find out what services are available to parents of children who are D/HH

Part C Website Review Overview

- You will be assigned a list of States
- For each state, you will do a series of web searches using specific key phrases and review the state's Part C Website
 - Please *do not review* a state where you live or that you are otherwise familiar with
 - If you are assigned any state where you have lived or worked with the Part C system, please let us know so we can adjust the assignments
- Complete one state at a time before starting on another state
- You will enter all of your data for each state into a Qualtrics online form – the link to the form is:
<https://weblink>
 - You can use a digital copy of the [Web Review Document](#) (in Word) to gather all of the information first then enter it – or – you can input the information directly into the online form
 - Or a combination – so you can note the information that you find out of order...
- Once you start to enter a State's data in the online form, you **MUST** complete the information for that State by clicking the "**Submit**" button at the end of data entry form before moving onto the next entry.
 - If you do not see "*We thank you for your time spent taking this survey. Your response has been recorded.*" You have not finalized the survey and it will not let you start a new form – it will instead take you back to the unfinished survey.
- If the question asks for a description from the website, copy and paste the information directly from the website so we have their exact wording. For information on doing this, visit: [How to Copy and Paste](#). You can also use this method to copy the URL from the address bar at the top of the browser.

Getting Started

1. Look over the Web Review Document (in Word) to familiarize yourself with (or refresh your memory of) the information you will be looking for with the review
2. Choose a state to review from your assignment list
3. Use your preferred search engine (Google, Yahoo, Bing etc..) to complete the assigned key phrase searches
 - **You will want to log out of Google before you start your searches to avoid getting results specifically customized to you**
 - To log out, click on your profile picture in the top right hand corner of the google.com page and click the “Sign Out” button
 - Replace the name of the state you are working on with *state name* when you enter the key phrase
 - Do not use quotation marks when entering the key phrase
4. For each phrase, you will look through the first page of the returned search results (around 10 results) and check off whether the search finds each of the items listed below the key phrase
 - When checking for the Part C website – it should be the same one as the link on your assignment sheet (*it doesn't need to be the exact same landing page but it should be the same root domain*)
5. You will then review the Part C website using the link provided in your assignment sheet
6. Search for the information listed in the Web Review Document
7. You will be asked to look for specific information on each website
 - You should spend **NO MORE than 5 minutes** looking for any piece of information. If you cannot find it in that time:
 - **For Multiple Choice Questions:** Check “No/Couldn't Find” and move on
 - **For Text Entry Questions:** Enter “Not Found” into the text field and move on
8. Stay on the State Part C website – if the information we are looking for is linked off-site, check “No” then make a note of where (and what) is linked off-site in the “Additional Notes” text box at the end of each section.
 - A link that opens a PDF or other document form (doc, txt, ppt etc...) counts as staying on the site
9. Use the “Additional Notes” text entry box at the end of each section
 - To provide information or notes for that SNAPSHOT personnel may need to know about your responses
 - To note any information is provided off-site
10. You will be asked to share your impressions of the overall site
 - Look at each site from the perspective of a parent who is new to the system and is trying to find information for the first time
 - Try to keep your perspective fresh so that you review the first websites similarly to the later ones
 - Make a note of any problems, incorrect information, or ideas for improvement that come up while going through the site so you don't forget them when you get to the final section of the form where you will be asked for this information
11. Once the State's review is complete and you have entered all of the information and finalized the online form, you can start on your next assigned state.

Training Examples

We will be looking at some websites with you during the training so you so you will be able to see the process in action:

Practice/Validation Website

You will complete a review of this site before receiving your State Assignment list. This will help us to make sure that all reviewers are on the same page and that our training has given you the information you need to complete the process.

- **Louisiana** – Early Steps – <http://new.dhh.louisiana.gov/index.cfm/page/139/n/139>

Payment/Reporting Your Hours

In order to process your payment, you will need to submit a Consultation Invoice each month – you will complete the form and send it to Snapshot staff (*information for email and fax are on the form*).

We will also ask you to complete a weekly update of your activities (*Sunday-Saturday*) so we can keep track of where we are with data collection and the time it takes to complete an assignment. Visit

<https://weblink> to complete the form at the end of each week.

A direct deposit form is also available if you want to have your payments deposited directly into your bank account

Questions and Support

Please remember that you are not alone and the SNAPSHOT team is there to back you up.

If you have any questions, are not sure about something, or need some assistance let us know and we will do our best to answer your questions or get you the assistance you need.

Contact Information