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## MSAP Evaluator Key Informant Interview (Telephone)

Interviewer ID: \_\_\_ \_\_\_

Interview Date: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_

Interview Time: \_\_\_ \_\_\_: \_\_\_ \_\_\_ AM PM

Grantee Name: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Thank you for taking the time to participate in this interview. It will take 30 minutes. We are assessing the 2010 Magnet Schools Assistance Program (MSAP) grantees' current technical assistance needs, and these interviews are part of our initial data collection effort. There are no right or wrong answers. We are interested in identifying your client and your needs in program implementation and management in order to provide you with the most relevant and focused technical assistance.

Do you have any questions before we begin?

**1. Based on your observations and interactions with your MSAP grantee, how would you characterize their progress towards implementing their magnet program?**

- € Program installation
- € Initial implementation
- € Full operation

**2. How would you characterize your MSAP grantee’s knowledge and experience in the following MSAP activities, and how helpful would it be for (grantee name) to receive technical assistance in these areas?**

Knowledge

- 1= Limited
- 2= Some gaps
- 3= Strong

Technical Assistance

- 1= Not helpful
- 2= Somewhat helpful
- 3= Very helpful

	Knowledge			Technical Assistance		
	1	2	3	1	2	3
a. Hiring and retaining key staff for the MSAP project						
b. Providing professional development and support for the magnet school staff						
c. Developing performance measures for fidelity of implementation						
d. Using performance measures to ensure fidelity of implementation						
e. Assessing the development of magnet themed curriculum						
f. Assessing the integration of the magnet theme throughout the program						
g. Assessing the instructional delivery of magnet teachers						
h. Providing meaningful feedback to magnet staff						
i. Collecting data						
j. Reporting program-level data						
k. Reporting project-level data						
l. Using evaluation findings						

**3. Based on your observations and interactions with your MSAP grantee, what are their top three challenges to implementing their MSAP project?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**4. What technical assistance can the MSAP Center provide to your MSAP grantee?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**5. How would you characterize your knowledge and experience in the following MSAP activities, and how helpful would it be for you to receive technical assistance in these areas?**

Knowledge

- 1= Limited
- 2= Some gaps
- 3= Strong

Technical Assistance

- 1= Not helpful
- 2= Somewhat helpful
- 3= Very helpful

	Knowledge			Technical Assistance		
	1	2	3	1	2	3
a. Understanding program-level reporting						
b. Understanding project-level reporting						
c. Understanding what information needs to be collected each year of the MSAP grant						
d. Developing appropriate data collection plans						
e. Identifying the appropriate data collection processes						
f. Assessing data collection processes						
g. Providing the district with recommendations, insights, and strategies for improvement						
h. Assessing fidelity of implementation plans						
i. Developing performance measures for fidelity of implementation						
j. Conducting periodic reviews using performance measures						
k. Assessing magnet program's fidelity of implementation						

**6. What are the top three challenges to reporting (grantee name) project-level performance data?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**7. Please select your top three preferred methods for receiving technical assistance.**

- |                        |                   |
|------------------------|-------------------|
| € Conference workshops | € Toolkits        |
| € Email                | € Webinar         |
| € Fact sheet           | € Website         |
| € Newsletter           | € Other, specify: |
| € Telephone conference | € Other, specify: |



## **Glossary of terms**

**Full operation**- the program becomes integrated into practitioner, organizational, and community practices, policies, and procedures. At this point, the implemented program becomes fully operational with full staffing complements and all of the realities of “doing business” impinging on the newly implemented magnet program. Once fully operational, practitioners carry out the magnet program with proficiency and skill, administrators support and facilitate new practices, and the community has adapted to the presence of the magnet program.

**Initial implementation**- requires attempts to implement new practices effectively and make changes in the overall magnet environment. Changes in skill levels require education, practice, and time to mature. The program is struggling to begin and confidence in the decision to adopt the program is being tested during this stage of implementation.

**Program installation**- after a decision is made to begin implementing MSAP, there are tasks that need to be accomplished; these activities define the installation stage of implementation. Resources are being consumed in active preparation for actually doing things differently in keeping with the tenets of MSAP and structural supports necessary to initiate the program are put in place.

(Definitions adapted from The National Implementation Research Network at:  
[http://www.fpg.unc.edu/~nirn/implementation/06/06d\\_fullopera.cfm](http://www.fpg.unc.edu/~nirn/implementation/06/06d_fullopera.cfm))