

Discussion Guide for Staff from Service Delivery Partners

- Tell me about your organization.
 - History, founding principles, leadership characteristics, type of agency (social service, government, religious org), part of a larger organization, kinds of services and goals
 - Organizational target population, restrictions/eligibility requirements
 - Physical information - location in community, type of building, level or access/visibility
 - Community reputation - well known, new, steeped in Hispanic community
- Tell me about the services your organization provides for the healthy marriage program
 - Services provided
 - Determination of roles and responsibilities with HMI program
 - Number of staff involved
- Tell me how you got involved with the healthy marriage program.
 - Previous experience with healthy marriage services
 - Previous experience with the lead agency
 - How you were approached by the lead agency
 - Why you chose to participate - what problems you see healthy marriage addressing and what this programming will do for your organization and your clients
- Tell me about your involvement in the healthy marriage program.
 - What your roles and responsibilities are, how the relationship is formalized (MOU?), payment plan and conditions, how oversight and support are provided by lead agency
 - Various components of service delivery (marketing, recruitment, enrollment, screening, classroom teaching, mentoring, auxiliary services) *Note: please switch to the program director/facilitator/other staff guides for more in-depth probing of each activity*
 - Other activities (staff training, curriculum adaptation, evaluation activities)

- Tell me what you think a “successful” healthy marriage program looks like.
 - Success for your organization, the program and the program staff
 - Success for various service delivery aspects (grant writing, program creation, recruitment, retention, classroom, other services, evaluation, program refinement, sustainability)
 - Success for the federal HMI
- Anything else you’d like to tell me or think I should know

Wave 2 Questions

- Tell me what’s changed since our last conversation.
 - Community changes, agency/organization changes, program changes, staffing changes, grant/federal rule changes, changes that specifically affect Hispanics
 - Successes and failures of the program so far
 - To what extent has the program unfolded the way you envisioned, what changed, which changes were good, which were bad