

INTERVIEW WITH COUNCIL CHAIR/COUNCIL MEMBERS

[Interviewer]: Thank you for taking the time to talk with us today. My name is [interviewer's name] and this is [second interviewer's name]. We both work for _____, a private research company in _____.

The Administration on Developmental Disabilities (ADD) is conducting an independent evaluation of Developmental Disabilities Network programs and collaboration among them. The purpose of this evaluation is to examine the impact of the Developmental Disabilities (DD) Network programs on the lives of people with developmental disabilities and their families. This DD Council is one of ____ DD Councils in ____ states that have been randomly selected to participate in the evaluation.

As a DD Council member (Chair), you are an important source of information regarding this DD Council. We would like to learn about your experiences with the DD Council, how you learn about your roles and responsibilities, what DD Council staff does to help you meet your roles and responsibilities and your satisfaction with the amount of help that is given.

Before we begin, I would like to read this consent form to you or ask you to read it yourself.

READ CONSENT FORM OR ALLOW TIME FOR CLIENT TO READ THE CONSENT FORM. ANSWER ANY QUESTIONS THE CLIENT MAY HAVE. OBTAIN SIGNATURE ON CONSENT FORM.

Now that we're ready to begin, we would like to ask your permission to record the interview so that we do not miss any of your responses to our questions. The recording is for _____'s use only and will not be provided to ADD or anyone else.

Do you have any questions before we start?

Let's start first by talking about your background and how you became interested in the DD Council and what it does.

1. Please tell us how long you have been a member of the DD Council (Chair) and how you first became involved.

- a. How did you become interested in developmental disabilities? Please explain.

Probe:

- Is a person with a developmental disability
- Is a family member of a person with a developmental disability
- Has a friend or other acquaintance with a developmental disability (e.g., work colleague)
- Other _____

- b. How did you first learn about the DD Council?

- c. When did you become a DD Council member? Chair?

Composition of DD Council

We'd like to understand the composition of the DD Council and what each person contributes.

2. Please tell us a little bit about your own background and relevant experience and other aspects of your background or experience help you in your role as Chair (member) of the DD Council? Please explain.

Probe:

- Personal experience with developmental disabilities
- Education
- Training
- Job experience
- Volunteer experience
- Race/ethnicity
- Languages spoken
- Understanding of the needs and rights of people with developmental disabilities
- Understanding of State system that provides supports and services to people with developmental disabilities and their families
- Knowledge of availability of supports and services
- Research expertise
- Policy or legal expertise

- Financial or business expertise
- Other _____

In order to participate meaningfully in the roles and responsibilities of the DD Council, Council members must learn about legislation and the policies and procedures that influence Council activities. The next few questions are about how Council members gain the knowledge they need to fulfill their roles and responsibilities.

Council capacity to fulfill its role

3. How did you as a DD Council member (Chair) become familiar with the DD Act, the DD Council, and your roles and responsibilities?

a. Did you attend an orientation provided by the DD Council? Please describe.

Probe:

- Content
- Format
- Duration
- Timing

b. Did you or any other Council member attend a national technical assistance meeting in the past year? Please describe.

c. Did you or any other Council member observe or participate in any DD Council activities that helped you to understand the DD Act or the work of the DD Council? Please describe.

- Development of State Plan
- Self-advocacy and leadership activities
- Community capacity development activities
- Identification of promising and effective practices
- Selection of grantees to implement DD Council projects
- Attendance at a community meeting on behalf of the DD Council

- Other _____

4. Overall, how familiar do you consider yourself to be with regard to:

a. The DD Act? Please explain.

Very familiar Familiar Not very familiar

b. The DD Council mission? Please explain.

Very familiar Familiar Not very familiar

c. Goals and objectives in the State Plan? Please explain.

Very familiar Familiar Not very familiar

Supports provided to DD Council members (Chair)

5. What kinds of supports do you and other DD Council members receive so that you can meaningfully participate in meetings and fulfill your responsibilities?

Probe:

- Reimbursements for Council-related travel expenses
- Stipend
- Receipt of relevant meeting materials in advance
- Assistance from a support person to aid in preparation and understanding of materials before and during meetings
- Other _____

6. How satisfied are you with the supports you receive? Please explain.

Very satisfied Somewhat satisfied Not very satisfied

That ends all of our questions. Do you have any questions yourself?

Again, we would like to thank you for taking the time to meet with us today and answer our questions.