

**“Evaluate the Advancing Systems Improvements to
Support Targets for Healthy People 2010 (ASIST2010)
Program”**

**OMB Clearance Application
*Office on Women’s Health***

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Attachment G: Grantee Site Visit Protocol

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Modules for Grantee Leaders and Staff, Partner Organizations, and Consumers**

Interview Modules

The table below provides an overview of the modules and the type of interviewee that will receive these modules. The questions included in each module are provided next.

Table 1: Question Modules and Type of Interviewee

	Grantee directors/ staff	Partner organizations	Consumers
Introduction to interview	X	X	X
Collaborative partnerships	X	X	
Public Health Systems/ Collaborative Partnerships Approach	X	X	
Evidence-based approaches	X	X	
Sex-and gender-based approaches	X		
Healthy People 2010	X	X	
SMART objectives	X		
Sustainability plan	X		
Best practices, challenges, lessons learned	X	X	
Impact on consumers	X	X	X
Termination Script	X	X	X

A. Introduction to Interview

1. Could you please tell me about your role in the ASIST2010 project?
2. How did you get involved with this project?
3. How does your ASIST2010 project compare to other similar initiatives of your organization?
 - a. Did you have similar activities in place before ASIST2010?
4. What system is the target of your program/activities? Organization? Local government? Workplace?
 - a. What are the changes your ASIST2010 program is trying to make?
 - b. How are you progressing towards these goals?

B. Collaborative Partnerships

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5. Prior to the ASIST2010 grant, what was the nature of your partnership or collaborative with the grantee organization?
 - a. How is this similar to other partnerships with this organization? With other organizations?
 - b. How is it different from past partnerships with this organization? With other organizations?
6. How would you describe the nature of your ASIST2010 partnership/collaborative?
 - a. Are all organizations involved in planning? Decision-making?
 - b. What are the roles of your organizations? Of each organization?
7. How often do you communicate with your partners about ASIST2010? Daily? Weekly? Monthly?
8. Has your relationship with your ASIST2010 partners changed since the beginning of this grant?
 - a. If so, how?
9. Have there been any challenges in your partnership?
 - a. Can you describe these challenges?
 - b. Were they resolved? If so, how?
10. Have there been any unexpected benefits in your partnership?
 - a. Can you describe these benefits?
11. Do you think you will continue to work with your partners after the ASIST2010 funding expires?

C. Public Health Systems/ Collaborative Partnerships Approach

12. What does “public health systems/collaborative partnership approach” mean to you?
13. Excluding ASIST2010, do any of your other programs or activities incorporate a public health systems/ collaborative partnership approach?
 - a. Could you provide a description of the program and its outcomes?

D. Evidence-based Approaches

14. Did you use an evidence-based approach to design your program?
15. How did you identify appropriate evidence-based programs?
16. How, if at all, did you adapt the evidence-based programs you identified to meet your needs?
17. Did the program work in your community?

E. Sex- and Gender-Based Approaches

18. How does your organization define “sex and gender focus”?

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19. How did you design your program to have a sex or gender focus?
20. Was your organization involved with sex- or gender-focused activities prior to receiving the ASIST2010 grant?
21. How have sex- and gender-focused programs been received by consumers?
22. Do you think using a sex-and gender-based approach has improved program outcomes?

F. Healthy People 2010

23. Have you been involved in other projects addressing Healthy People 2010 objectives?
 - a. Please describe these projects and their outcomes.
24. Did your state focus on HP2010 goals?

G. SMART Objectives

25. How did you design your SMART objectives?
26. Are you measuring these SMART objectives?
27. Have you made progress on your SMART objectives?

H. Sustainability Plan

28. What steps have you taken towards sustaining your program?
29. How, if at all, has your sustainability plan changed?
30. How have you made progress on your sustainability plan?

I. Best Practices, Challenges, and Lessons Learned

31. What have been some unanticipated outcomes of your program/of the ASIST2010 grant?
 - a. On local/state policy?
 - b. On your organization/community?
32. Have you been able to identify best practices from your program?
33. What sort of response have you received from the individuals who are the target of your program?
34. What sort of response have you received from the community?
35. What challenges have you encountered?
 - a. With implementation?
 - b. Local evaluation?
 - c. Other?

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36. How have you addressed these challenges?
37. What do you feel has been the greatest success of your ASIST2010 program?

J: Impact on Consumers

38. How did you first learn about [name of program]?
39. What made you decide to [respond, attend, sign up]?
- a. That it was all women?
 - b. That is was convenient?
 - c. Had you been thinking about improving your health?
40. Have you ever done anything like this before?
41. [When applicable] How long have you been attending/ participating?
42. What do you like about [the program]? Dislike?
43. Have you told others or encouraged others to participate or join?
44. Have you seen changes since you started participating?
- a. In yourself [health, attitude, behavior]?
 - b. In your community?
45. Do you plan to continue to participate in this program?
- a. (If applicable) Do you plan to continue the behavior change after the program ends?
46. Do you feel that this program has affected your life? How so?

K. Termination

Is there any additional information about your experiences that you would like to share with us at this time? Thank you for taking the time out of your schedule to speak with us today. The information you provided, and your experiences, will help inform our assessment. We appreciate and value your contribution.