

Attachment H

State Systems of Care Interview Guide

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CAAI Evaluation
Semi-Structured Interview Guide for State Systems of Care grantees

This guide is divided into five domains, one for each CAAI goal associated with the State Implementation grants and a final reflections domain. The questions in each domain provide the general topics to cover and not all are applicable to all grantees. As a result, the following is a guide that will be adapted to the research for a particular grantee. Each discussion will also build on the information that has already been obtained during reviews of program documents.

1. Awareness Building

Based on all the documentation we have received from you, we understand your grant has worked on building awareness of ASD/DD and the services needed by families and children among [list of target populations]. To build this awareness you have [describe our understanding of their awareness building activities]. Is our understanding accurate?

- *Probe for:* Use of CDC Learn the Signs/Act Early materials or materials developed by others
- *Probe:* What have been the key objectives or goals of these activities?

Have you met these objectives or goals?

If yes, how do you know?

If not, why not?

What challenges have you faced implementing these activities?

How have your activities evolved during the last [look back period]?

If the following topics have not been covered during the conversation:

Have any of your awareness building activities focused on reducing disparities?

If yes, please explain.

How have families been involved? What, if anything, did you change as a result of family input?

Have other organizations been involved in building awareness for ASD/DD at the same time? How have you coordinated with them?

- *Probe for:* The nature of the collaboration (discuss and inform one another of activities; plan and coordinate the timing of activities or the populations targeted or the messages provided; or share resources including staff and/or funding)
- *Probe for:* Coordinating with Family-to-Family Health Information Centers

2. Reducing Barriers to Screening and Diagnosis

Our materials also indicate your grant is addressing service barriers and your efforts have focused on [describe our understanding of their efforts]? Is our understanding accurate?

- *Probe for:* Screening, Medical homes, local learning collaboratives, referrals and referral systems, improved insurance billing/increased billing opportunities, transition to adult services
- *Probe:* What have been the key objectives or goals of these efforts to reduce service barriers?

Have you met these objectives or goals?

If yes, how do you know?

If not, why not?

What challenges have you faced in your efforts to reduce service barriers?

If the following topics have not been covered during the conversation:

Have any of your efforts addressed disparities in access to screening and diagnosis?

If yes, please explain.

How have families been involved? What contributions did they make? What, if anything, did you change as a result of family input?

3. Training

We also understand your grant has focused on training initiatives for [list training target, e.g., providers, parents], and this training has [describe our understanding of their training initiatives]. Is our understanding accurate?

- *Probe for:* The grantee's contribution to the array of training already available
- *Probe for:* Use of training programs or materials developed by the grantee or others
- *Probe:* What have been the key objectives or goals of this training?

Has the training met these objectives or goals?

If yes, how do you know?

If not, why not?

What types of challenges have your training initiatives faced?

If the following topics have not been covered during the conversation:

Have any of your training initiatives focused on reducing disparities?

If yes, please explain.

Have other organizations offered [provider or family training] at the same time? How have you coordinated with them?

- *Probe:* [For provider training] Was the training linked to those offered by the state LEND and/or developmental pediatric programs?
- *Probe:* [For family training] Did you collaborate with other local or state initiatives to develop/deliver family trainings? Did you collaborate or coordinate training activities with any Family-to-Family Health Information Center?

4. Infrastructure/Systems Change

We also understand your grant has focused on infrastructure building such as [describe our understanding of their infrastructure changes, e.g., state policy/legislative changes, information sharing, partnerships/collaborative efforts, new or expanded services] to improve the overall system of care for families of children with ASD/DD. Is our understanding accurate?

- *Probe:* What have been the key objectives or goals of this infrastructure building?

Have the infrastructure changes met these objectives or goals?

If yes, how do you know?

If not, why not?

What types of challenges to infrastructure building have you faced during this process?

If the following topics have not been covered during the conversation:

Have other agencies or organizations contributed to infrastructure building efforts? How have you coordinated with them?

- *Probe for:* The partnerships the grantee described in the network analysis.

What roles have families of children with ASD/DD played? How has their participation affected your efforts?

Has your state implemented an ASD monitoring or surveillance system (such as the CDC Autism Development Disabilities Monitoring Network or a registry)? How did you coordinate your activities with this system?

Please describe any special efforts around the sharing of data.

- *Probe for:* Level of data sharing (sharing of aggregate reports; sharing records; linking data systems; electronic medical records; health information technology efforts)
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5. Overall Reflections

Finally, we would like to discuss your overall assessment of your program.

What has been your greatest achievement so far?

- *Probe:* Why?
- *Probe for:* Other achievements that we think important, but not mentioned.

What types of technical assistance have you received?

What's your overall assessment of the assistance?

What did you change as a result of the technical assistance provided by AMCHP?

- *Probe for:* How AMCHP helped to improve program activities.

What if you had not received the grant from MCHB?

- *Probe for:* Activities/Accomplishes that would not have occurred. Activities/Accomplishes that would have occurred, but on a smaller scale or longer time frame.
- *Probe for:* Activities/Accomplishes in building awareness; new services; enhancements to existing services; training initiatives; and infrastructure building initiatives.

Ask only during the last interview:

What will happen when the grant funding ends?

How will you sustain project activities?

- *Probe for:* Key project activities in building awareness; new services; enhancements to existing services; training initiatives; infrastructure building initiatives.