

CPPW Case Study Evaluation

Interview Planning Tool

This form is primarily for internal use at each CPPW site participating in the CPPW Case Study. This form may be used by the Program Director at each CPPW site to assist staff in identifying potential participants for intensive, semi-structured interviews. CDC and the data collection contractor, RTI, may also review the list of prospective respondents prior to finalizing the site visit agenda.

Interviews will be conducted with approximately 20 key informants at each site. The length of the interview is expected to vary, depending on the key informant's role. Where practicable, key informants at each site should include:

- 2 project management staff – 2 hours
- 4 project staff members – 1.5 hours
- 7 community partners, Leadership Team members, and implementers – 1 hour
- 7 policy makers/community decision makers – 30 minutes

Public reporting burden of this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: OMB 0920-XXXX

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Site: _____

Role	Name of Interview Candidate	Organization/Role	Private Sector? (FP or NFP)	Leadership Team Member? (Y/N)
Project Management	1	CPPW Program Director		
	2			
	3 (alternate)			
	4 (alternate)			
Project Staff	1			
	2			
	3			
	4			
	5 (alternate)			
	6 (alternate)			
Community Partners	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8 (alternate)			
	9 (alternate)			
Policy / Decision Makers	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8 (alternate)			
	9 (alternate)			