

ATTACHMENT M: REVIEW OF DRAFT MANUAL INTERVIEW GUIDE

Introduction: As you know, your clinic participated in the project that worked to engage adolescents in your community using an in-office component (the RAAPS survey) and an out-of-office components (the web site, Facebook sites, and Twitter). Using what we learned from this project, we have developed a manual that will be made available to other primary care practices who might want to use similar methods of outreach to youth. This is like a “best practices” guide to adopting web and health assessment technologies. After you have had chance to read this draft of the manual we will schedule a call to talk through your thoughts, reactions, and suggestions for improvements.

[Before interview, confirm if respondent has read entire document or not; if respondent has not read the entire document, skip to question 2]

1. Since you’ve read through the manual at least once, what are your initial reactions to this manual?

Now, we would like to go through each section and look at it more closely. We’ll give you a chance to review it if you need to, then comment.

[For each section, ask...]

2. What are your reactions to this section?
 - a. Does it generally make sense to you?
 - b. Does it sound practical for clinics?
 - c. Does it sound relevant to primary care?
3. What do you think could be made clearer?
4. Is there anything else you would change, add or delete in this section?

[After review of all sections...]

5. Now that you’ve been through the entire document (again), do you have any other reactions or suggestions?
PROBES: Length? Style? Content? Composition? Readability?
6. Finally, what ideas do you have for how we could best disseminate this manual to primary care clinicians and practices?
PROBES: Web? Email? Professional societies? Social media? Other audiences?

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