

Site Visit Protocol – Employers

INITIAL AND FOLLOW UP 1 & 2 INTERVIEW PROTOCOL Tribal HPOG Program Employers - Interview

The purpose of the interview is to obtain information from local employers about their involvement in the tribal HPOG program. The following topics are addressed:

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All background information relevant to these topics will be consulted prior to the interview in order to provide contextual information. The interviewer will also confirm the contact information for delivery of the respondent incentive.

Tribal HPOG program	<ul style="list-style-type: none"> • Blackfeet Community College • Cankdeska Cikana Community College • Cook Inlet Tribal Council • College of Menominee Nation • Turtle Mountain 	Study ID	
Interviewed by		Date & time	

This interview is being conducted for the Evaluation of the Tribal Health Professions Opportunity Grants. The Health Profession Opportunity Grants (HPOG) program is administered by the Administration for Children and Families (ACF), an agency within the U.S. Department of Health and Human Services. ACF funded 32 five-year demonstration projects to design and

implement innovative health workforce development training programs targeting Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals. Five of the 32 demonstration projects were awarded to Tribal Organizations and Tribal Colleges to develop culturally-informed training programs. The Tribal HPOG Evaluation is a comprehensive evaluation of the design, implementation, and outcomes of the five Tribal HPOG programs. The interview questions will focus on your perceptions of the Tribal HPOG program, including the program design and curriculum, recruitment, supportive services, family engagement, the quality of instruction, educational attainment and employment outcomes of participants, implementation barriers and facilitators, and overall satisfaction. Your participation is voluntary, but it is very important because your responses will help us to improve the program. As explained in the consent form you signed, we will keep information about you private and you will not be identified in any report or publication of this study or its results. You may decline to answer any question you wish. If you have any questions, please let me know.

Background [Only if not previously interviewed]

1. What is the name of your agency or organization?
2. How long has it been in existence? What is its history?
3. What are the range of services and programs provided?
4. What is the agency's or organization's service area?
5. What is your role in the organization/agency?
6. How did you hear about the Tribal HPOG program? Describe how you were invited to participate in the program [if applicable]?
7. Describe how your organization is involved with the program (e.g., partner, advisor, no formal role)?
 - a. Is your relationship to the tribal HPOG program a formal one (i.e., with MOU) or informal?
8. What are your roles and responsibilities for the Tribal HPOG project?

Planning [Only if not previously interviewed]

9. Were you involved in the planning for the program? YES NO
If no, skip to the next section.
If yes, continue with the questions below.
10. Who else was involved in the planning process? How were different viewpoints incorporated into program planning?
11. What issues were addressed? Were there challenges that required a compromise?

Tribal HPOG Program Structures

Have grantees incorporated structures necessary to enhance the health care workforce needs of the community?

Program Design and Curriculum

12. *[READ ALOUD TO RESPONDENTS BEFORE ASKING 12a-12d] We are now interested in learning more about the program curriculum, such as academic lectures and the use of field practicum training manuals, and in learning about ways in which the program was designed or modified for Tribal population.*
- a. Describe your understanding of the Tribal HPOG program components and curriculum.
 - b. **[Follow up 1&2 only]** Are you aware of any changes to the program since the last time we spoke [or beginning of the program]?
 - c. How does the career pathway focus of the program relate to your organization and its work?
 - d. Do you think the program design/content is appropriate for the target population? Is it culturally relevant?

Partnership

13. *[READ ALOUD TO RESPONDENTS BEFORE ASKING 13a-13d] We are now interested in discussing the partnerships, both new and existing, that have been formed to support the project and the strategies used to engage these partners in the project.*
- a. Describe your relationship with [insert lead organization].
 - b. Have you worked with this organization before?
 - c. How is the partnership functioning? Have you encountered any challenges? If yes, please describe.
 - d. On a scale of 1 to 5, where 1 'not likely at all' and 5 is 'very likely', how likely you to work with this organization again?

Skills and Competencies for Local Health Care Workforce

14. *[READ ALOUD TO RESPONDENTS BEFORE ASKING 14a-14c] We would like to learn about how the training program addresses skills and competencies needed by the local and/or regional health care industry.*
- a. What are the key health workforce objectives for your community?
 - b. What community characteristics shape participants' employment opportunities? *(To include general labor market conditions in the area, the extent and nature of job opportunities, and industry skill initiatives).*
 - c. How does the training program address skills and competencies needed for employment in your organization?

Contextual Factors

15. *[READ ALOUD TO RESPONDENTS BEFORE ASKING 15a] Now we would like to learn about how the social, economic, and political context of the community influence program design and implementation.*
- a. What community factors influence employment opportunities in the community (e.g. ongoing recession, organizational priorities, social tension)?

Program Processes

Have grantees implemented processes to prepare participants for employment in the tribal health care sector?

Supportive Services

16. *[READ ALOUD TO RESPONDENT BEFORE ASKING 16a-16b] Next we would like to ask you some questions about the support services that are offered as part of the program and how they are incorporated.*
- a. What is your knowledge of the types of services or incentives that are being provided to program participants?
 - Social services (e.g., food stamps, childcare)
 - Employability services (e.g., essential skills, life skills, job readiness)
 - Employment related services (e.g., job development and placement, job coaching)
 - Program retention services (e.g., financial)
 - Job retention services (e.g., mentoring, peer support groups)
 - b. **[If knowledgeable]**, do you think these services are effective at enabling student to participate in the program?

Participant Outcomes

Is there evidence that participants in the program achieved successful employment and work force capacity building outcomes?

Participant Employment and Employability Outcomes

17. *[READ ALOUD TO RESPONDENTS BEFORE ASKING 17a-17d] Now we would like to ask questions about the employment outcomes of participants.*
- a. Do you employ any program participants?
 - i. If no, why not?
 - a. Do you expect to employ any program participants in the future?
 - ii. If yes, how many?
 - a. What are your impressions of program graduates?
 - b. Does the employee(s) have the skill set needed for the job?
 - c. How much do these employee(s) earn?
 - d. Do you anticipate these employee(s) will advance in your organization? To other jobs in the health field with higher pay?

Role of tribal HPOG program in building tribal health workforce capacity

18. *[READ ALOUD TO RESPONDENTS BEFORE ASKING 18a-18c] Building on the last section, we would like to ask a few questions about whether the program has been able to help fill vacancies in the local or regional tribal health workforce.*
- a. Are other employers aware of the program?

- b. Do you anticipate that the program will help to fill vacancies in the Tribal health workforce?
- c. Do you anticipate that participants will encounter barriers in finding employment in a Tribal community? In their own community? If so, what would these barriers be?

Satisfaction with tribal HPOG program

19. *[READ ALOUD TO RESPONDENTS BEFORE ASKING 19a-19c] Now we would like to hear your perception of the satisfaction level of program stakeholders.*

- a. On a scale of 1 to 5, where 1 is ‘not at all satisfied’, and 5 is ‘very satisfied’, how satisfied are you as an employer, with the program?
- b. How does the [name of program] benefit your organization? *Examples are skilled workers, reduced turnover, productivity, less need for recruitment, career pathways, and diversity.*
- c. In your opinion, what have been some of the key benefits for participants from the tribal HPOG program?

Recommendations for Program Improvement

20. Is there anything that you would change about the program that could be helpful to future participants? Other employers?

Conclusion

21. Is there anything you would like to add before concluding the interview?

Thank you very much for your time. It has been a pleasure to speak with you.