



Trainer Interview Guide: Feedback on the Participant Exit Survey

Date of Interview: _____ Interviewee Name: _____
Interview Start Time: _____ Interview End Time: _____

INTRODUCTION (2 minutes)

A. Thank You

Thank you for taking time out of your day to do this interview.

B. Introduction and Affiliation

My name is _____ and I am an employee of Shattuck & Associates, an independent evaluation firm that is working with the Office on Women's Health on an evaluation of the BodyWorks program.

C. Purpose of Interview

The purpose of this interview is to learn about your experience with the new BodyWorks Participant Exit Survey. We are developing this survey to help trainers learn about their program successes and areas for program improvement. The information gathered from today's interview will be used to revise the survey so that it can be improved for use by future BodyWorks Trainers. The interview should take about 30 minutes.

D. Privacy, Note Taking & Consent

Please know that everything you say during the interview is private. Your interview will be combined with all of the other trainer interviews (approximately 10), and your name will not be used at all in any report. There is no way for other BodyWorks trainers or the employees of The Office on Women's Health to know who said what.

I will be taking notes on and audio recording today's interview so that I can accurately report the important information that you will be sharing. Again, this information will be kept private and will be deleted once the final report is created. **Is this OK with you?** (Note: If this is not acceptable, please end the interview here.)

E. Copy of BodyWorks Participant Exit Survey

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0990-xxxx. The time required to complete this information collection is estimated to average 60 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 537-H, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.

As you already know, we will be spending a lot of today's conversion on the BodyWorks Participant Exit Survey. It would be helpful to have a copy of this survey in front of you. **Is that something that you have for today's call?** (If not, reassure them that it is alright; the interview can also be done based on memory.)

IMPLEMENTATION OF THE SURVEY (8 minutes)

1. We have noted that you had (*fill in number here for each trainer*) parents and (*fill in number here for each trainer*) adolescents complete and turn in the BodyWorks Participant Exit Survey. Is that information correct?
 - If YES: Great, let's move on.
 - If NO: If not, how many parents and adolescents completed the survey?
2. How many of the participants asked to fill out the BodyWorks Participant Exit Survey actually turned in the completed survey? Some? Most? All?
3. Can you describe how you administered the BodyWorks Participant Exit Survey?
 - When did you distribute the survey?
 - About how many minutes do you remember the survey taking to administer completely from start to finish? This time should include handing out the survey, explaining directions for completing the survey, having participants fill out the survey, and collecting the survey.
 - Were there differences in how you administered the survey to parents and to adolescents (e.g. when it was distributed, how long it took to complete, the understanding of the questions)? If so, what were they?
4. In general, what feedback did you receive from participants about taking the survey?
 - How well do you think the participants understood the survey questions?
 - Were there common questions that participants had related to the survey? If so, what were they?
 - Were there common problems that came up when participants were completing the survey? If so, what were they?
5. As a trainer, what was the most difficult aspect of administering the survey?
6. What recommendations do you have to make it easier for trainers to administer the survey?

SATISFACTION WITH THE SURVEY (7 minutes)

7. In general, what do you think of the survey questions?
 - Do the questions make sense to you?
 - What questions on the survey were the most useful to you and your BodyWorks program?
 - What questions on the survey were the least useful to you and your BodyWorks program?
8. What questions were MISSING from the survey? What additional information would you have wanted the survey to include?
9. What questions could be DELETED from the survey? What unnecessary information could be removed?
10. On a scale from 1 (Poor) to 5 (Excellent), in general, please rate and describe your rating of:

- The BodyWorks Participant Exit Survey overall?
- The length of the survey?
- The survey's readability – or how easy it is for participants to read & understand?
- The survey's appropriateness – or how well the questions collected relevant information from the participants?

DATA ANALYSIS AND REPORTING (5 minutes)

We are now going to spend a few minutes talking about how you might have analyzed the Exit Survey data. By “analyzing the data”, we mean anything you might have done to understand the participant responses from the survey. This could include simply reading over the completed surveys, tallying survey results, creating averages, ranking items from best to worst, or writing a summary of results.

11. What, if anything, did you do with the completed surveys?
 - If trainer analyzed the results:
 - What steps did you take to use the survey responses / analyze the data? (e.g. Read over surveys? Tally results? Create a report of findings?)
 - How much time did this take?
 - How useful was the information that you learned from this process?
 - What changes, if any, did you make to your program as a result of analyzing the data from the BodyWorks Participant Exit Surveys?
 - Did you share information you learned from the surveys with anyone else? If so, to whom and why?
 - What recommendations do you have for making it easier for future trainers to learn from their survey responses?
 - If trainer DID NOT analyze the results:
 - If you did not use the completed surveys/analyze the data, why not?
 - If you were to do anything with the completed surveys in the future, what would it be? Why?
 - What recommendations do you have for making it easier for future trainers to learn from their survey responses?

RECOMMENDATIONS TO IMPROVE THE SURVEY (5 minutes)

12. What can we do to improve the survey?
13. Is there anything else we should consider when finalizing the survey?

CONCLUSION AND CLOSING (3 minutes)

14. Is there anything we haven't covered that you would like to discuss?

Thank you for participating in this interview! Your feedback has been very helpful.
Thank you again for your time.