## Interview Guide for CCCs

### CCC-TCP Partnerships Study
### CCC Leadership/ Program Staff Interview Guide

**Evaluation Questions**
- What is the level of integration between the CCC and TCP programs?
- What priority are cancer control/tobacco control activities given in the CCC and TCP programs?
- How do leadership, infrastructure, and program priorities affect collaboration between the CCC and TCP programs?
- In what ways do the CCC and TCP programs communicate and collaborate with each other?
- Do the CCC and TCP staff have awareness and understanding of each other's programs?
- Do the CCC and TCP programs pool resources or invest resources in each other's programs?
- In what ways do the CCCs and TCPs promote each other's activities?
- In what ways do the CCC and TCP programs promote state and local tobacco control policies?
- Do the CCC and TCP programs engage in and promote joint activities?

| Domain | Sub-Domain |
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| Infrastructure | Integration of CCC and TCP |
| | State and Federal Funding |
| Leadership | Encourage Collaboration |
| | Shared Leadership |
| Programs and Priorities | Cancer Control/Tobacco Control Priorities |
| | Overlap in Priorities and Programs |
| Communication and Collaborative Efforts | CCC/TCP Communication |
| | Collaboration and Participation |
| Collaborative Synergy | Member Engagement |
| | Pooled Resources |
| Cross-Promotion of Programs | Promotion of TCP or CCC Activities |
| | Promotion of Joint Activities |
| Promotion of State and Local Policies | Promotion of Tobacco Control Policies |
| | Promotion of Other Policies |

| Domain | Sub-Domain | Questions | Probes |
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| **Infrastructure** | **Integration of CCC and TCP** | 1. Do the CCC or TCP programs sit within the same division of the Health Department? | • Do they serve as separate units within the health department? |
| | | 2. Do the program directors of the CCC and TCP programs report to the same manager? | • What is that manager's position within the Health Department? |
| | | 3. Do the CCC and TCP programs work with any of the same Health Department support services? | • Do they work with the same administrative support staff? HR staff? Communications staff? Do they share any of the same resources, physical/ organizational infrastructure and leadership, management or staff personnel? |
| | **State and Federal Funding and Resources** | 4. What is the level of funding for the CCC program (state vs. federal) | • What would you do with more funding?<br>• What would you do if you had less funding? |
| | | 5. Do the CCC and TCP have any common sources of state or Federal funding? | • Does this common funding require the programs to coordinate efforts in any way? |
| | | 6. Do the CCC and TCP programs work together to secure joint funding (e.g. from a grant)? Give specific examples | • Is this typically pursued at the state or Federal level? |
| | | 7. Are there any CCC staff that also work on TCP projects? | • Do they work primarily in the CCC program or the TCP program? |
| | | 8. Are there any joint CCC/TCP staff positions? | • Are there staff who "bridge" between the two programs (i.e. resource sharing)?<br>• What are their responsibilities? |
| **Leadership** | **Encourage Collaboration** | 9. Does the Health Department leadership support or encourage programs to find ways to collaborate with each other? Is this a requirement? | • If so, how? Please provide specific examples?<br>• Is this a major health department priority? |
| | | 10. Are there ways in which the Health Department leadership requires programs to work together? | • What are those ways?<br>• Are programs required to work together on any annual planning or reporting processes? What are those processes? |
| | **Shared Leadership** | 11. Does the Health Department leadership seek input from both the CCC and TCP programs on decisions related to tobacco control and cancer control? | • How do they seek input?<br>• Do they seek input from both programs at the same time?<br>• Who within each program is typically solicited for input?<br>• How is this input used? |

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| **Priorities and Programs** | **Cancer Control/ Tobacco Control Priorities** | 12. You have the plan in front of you (show plan)- is there anything you want to add that is not listed? | • Is tobacco control a major priority for the CCC program? <br> • Are there additional tobacco control objectives of the CCC program not outlined in the state Comprehensive Cancer Plan? |
| | **Overlap in Priorities and Programs** | 13. How do these priorities overlap with the work of the CCC program? | • What resources or activities could CCC and TCP work on jointly to avoid duplication? <br> • Do you find that your work sometimes relates to work being done by TCP staff? How often? <br> • Do any of the activities of the CCC program complement TCP activities? |
| **Communication and Collaborative Efforts** | **CCC/TCP Communication** | 14. How often do the CCC and TCP programs communicate with each other? Note specific communication channels | • Is this communication a regular occurrence (e.g. weekly or monthly)? |
| | | 15. Are there any barriers that impact your ability to communicate with the CCC staff? | • Does the CCC budget limit your opportunities to communicate with TCP staff? <br> • Do they have an advisory group? <br> • Does the location of your office limit your opportunities to communicate with TCP staff? <br> • Do you have enough available time to communicate with TCP staff? <br> • When you would like to communicate with TCP staff, are they available to meet? |
| | **Collaboration and Participation** | 16. Does the CCC staff participate in any of the TCP planning meetings or coalition meetings? | • Why and how do they participate? <br> • Do they serve in an advisory role? <br> • Does the TCP staff participate in CCC planning? |
| | | 17. Do the CCC and TCP programs have any regular meetings with each other? | • How frequently do the programs meet? <br> • What is discussed in these meetings? |
| | | 18. Do the CCC staff and TCP staff serve on any of the same state or external working groups, commissions, or task forces? | • What types of working groups, commissions, or task forces are they? |
| | | 19. Are there key groups that advance the cancer or tobacco agenda? | • |
| **Collaborative Synergy** | **Member Engagement** | 20. Can you describe any activities of the CCC program that are related to tobacco control and the priorities of the TCP? | • How do these activities relate to the priorities of the TCP? |

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| | | 21. How important is collaborating with TCP staff to the work of the CCC program? | • Name some activities or opportunities when CCC and TCP programs can work jointly on plan priorities?<br>• What are the advantages of working with TCP staff?<br>• What are the disadvantages of working with TCP staff?<br>• Is TCP input necessary for CCC program planning? |
| | **Pooled Resources** | 22. Does the TCP promote CCC's cancer education / awareness / cessation programs (e.g. in a local hospital, or at the health department)? | • What are those activities? |
| | | 23. Does the CCC program provide any fiscal support to the Quitline? | |
| **Cross-promotion of Programs** | **Promotion of TCP or CCC Activities** | 24. Does this current CDC CER initiative foster cross-promotion that had not existed before? | • How so?<br>• Have you received the TCP's promotional toolkit? If so, how have you used it as a resource when conducting your own activities? |
| | | 25. Are CCCs provided with information related to Quitline/ TCP resources? | • Are there any barriers and/or facilitators that impact the ability of the CCC program to promote the TCP program's activities? |
| | **Joint Activities** | 26. How are joint activities promoted by the CCC and TCP programs? | • Do both programs invest resources to promote joint activities? |
| | | 27. Has cross-promotion of programs led to joint activities? | • What are those activities? |
| **Promotion of State and Local Policies** | **Tobacco Control Policies** | 28. Is the promotion of state and local tobacco control policies a priority for both the CCC and TCP programs? | • In what ways do the programs promote policies? |

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| | | 29. To what extent does the CCC work with the TCP program to promote state and local tobacco control policies? | • Can you please describe the specific types of tobacco control policy that you are most likely to cross-promote with the TCP program? (e.g. smoking bans in public places, tobacco excise tax increases)<br>• How would you describe the level of success you have had in promoting state and local tobacco control policies in collaboration with the TCP program?<br>• Can you give an example of a time when you worked with a TCP to cross-promote a state or local tobacco control policy? Was the policy passed?<br>• What types of resources does each program provide for this type of effort?<br>• What are the plans to continue this type of cross promotion? |
| | | 30. Are there any barriers or facilitators that affect the cross-promotion of tobacco control policies by the CCC and TCP programs? | • Please describe these barriers and/or facilitators. |
| | **Other Policies** | 31. To what extent does the CCC work with the TCP program to promote other cancer control/prevention policies? | • What are those policies? |
| | | 32. Are there any barriers or facilitators that affect the cross-promotion of cancer control/prevention policies by the CCC and TCP  programs? | • Please describe these barriers and/or facilitators. |