

Interview Guide for Health Department Leadership

CCC-TCP Partnership Study DRAFT Health Department Leadership Interview Guide

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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
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
Infrastructure	Integration of CCC and TCP	1. Do the CCC or TCP programs sit within the same division of the Health Department?	<ul style="list-style-type: none"> Do they serve as separate units within the health department?
		2. Are the offices of the CCC program and the TCP program located near each other?	<ul style="list-style-type: none"> Are the programs in the same building? Floor?
		3. Do the TCP and CCC programs work with any of the same Health Department support services?	<ul style="list-style-type: none"> Do they work with the same administrative support staff? HR staff? Communications staff?
Leadership	Encourage Collaboration	4. Are the TCP and CCC programs encouraged to find ways to collaborate with each other?	<ul style="list-style-type: none"> If so, how? Please provide specific examples? Is this a major health department priority?
		5. Are there ways in which the TCP and CCC programs are required to work together?	<ul style="list-style-type: none"> What are those ways? Are programs required to work together on any annual planning or reporting processes? What are those processes?
		6. Are there meetings or retreats for program directors or staff? Are TCP and CCC program staff involved?	<ul style="list-style-type: none"> When are these meetings or retreats held? What is discussed at these meetings or retreats?
		Shared Leadership	7. Do you seek input from both the TCP and CCC programs on decisions related to tobacco control and cancer control?
		8. Do the program directors of the TCP and CCC programs report to the same manager?	<ul style="list-style-type: none"> What is that manager's position within the Health Department?
Priorities and Programs	Cancer Control/ Tobacco Control Priorities	9. Is tobacco control a major priority for the CCC program?	<ul style="list-style-type: none"> If so, how much of a priority is it? If not, why not?
		10. Is cancer control and prevention a major priority for the TCP?	<ul style="list-style-type: none"> If so, how much of a priority is it? If not, why not?
		Overlap in Priorities and Programs	11. How do the priorities of the TCP and CCC programs overlap and/or complement each other?
Communication and Collaborative Efforts	CCC/TCP Communication	12. Do the TCP and CCC programs have regular communication with each other?	<ul style="list-style-type: none"> Do staff discuss each other's programs and priorities? Do staff provide guidance or lend expertise on different issues?

Domain	Sub-Domain	Questions	Probes
		13. How often do the TCP and CCC programs communicate with each other?	<ul style="list-style-type: none"> Is this communication a regular occurrence (e.g. weekly or monthly)?
		14. What are the main reasons the TCP and CCC programs would have for communicating with each other?	<ul style="list-style-type: none"> Are there reasons why they would not communicate with each other?
		15. Are there any barriers and/or facilitators that might impact the ability of the TCP and CCC programs to communicate with each other?	<ul style="list-style-type: none"> What are those barriers? Does the location of their offices limit their opportunities to communicate? Do they have enough available time to communicate? Do their roles or responsibilities within the health department limit their opportunities to communicate?
	Collaboration and Participation	16. Do CCC staff participate in any of the TCP planning meetings?	<ul style="list-style-type: none"> How do they participate? Do they serve an advisory role? Do TCP staff participate in CCC planning?
		17. Do the TCP and CCC programs have any regular meetings with each other?	<ul style="list-style-type: none"> How frequently do the programs meet? What is discussed in these meetings?
		18. Do TCP staff and CCC staff serve on any of the same state or external working groups, commissions, or task forces?	<ul style="list-style-type: none"> What types of working groups, commissions, or task forces are they?
		19. Have TCP staff and CCC staff developed or implemented any shared data systems?	<ul style="list-style-type: none"> What types of data systems are these? What were the reasons for collaborating on these projects? If not, are they planning to?
		20. Are there any barriers or facilitators that impact the ability of the TCP and CCC programs to be involved with planning and/or implementing each other's activities?	<ul style="list-style-type: none"> What are those barriers? Does the location of their offices limit their opportunities to being involved? Do they have enough available time to be involved? Do their roles or responsibilities within the health department limit their ability to be involved?
Collaborative Synergy	Member Engagement	21. How important is collaborating with CCC staff to the work of the TCP program? How important is collaborating with the TCP staff to the work of the CCC program?	<ul style="list-style-type: none"> What are the advantages of collaboration? What are the disadvantages of collaboration?
		22. Do TCP and CCC staff work together to plan joint activities?	<ul style="list-style-type: none"> Who is typically involved in these types of projects?
	Pooled Resources	23. Are there any programs / projects / mini-grants that are jointly funded by the TCP and CCC programs?	<ul style="list-style-type: none"> Do both programs contribute staff and other resources to joint activities? Do the programs jointly administer these projects?

Domain	Sub-Domain	Questions	Probes
		24. Does the CCC program provide any fiscal support to the TCP to promote tobacco control?	<ul style="list-style-type: none"> What are those activities?
		25. Does the TCP provide any fiscal support to the CCC to promote cancer education / awareness / cessation programs (e.g. in a local hospital, or at the health department)?	<ul style="list-style-type: none"> What are those activities?
		26. Are there any TCP staff that also work on CCC projects? Are there any CCC staff that also work on TCP projects?	<ul style="list-style-type: none"> Do they work primarily in the TCP program or the CCC program?
		27. Are there any joint CCC/TCP staff positions?	<ul style="list-style-type: none"> Are there staff who “bridge” between the two programs (i.e. resource sharing)? What are their responsibilities?
Cross-promotion of Programs	Promotion of TCP or CCC Activities	28. Does this current CDC CER initiative foster cross-promotion that had not existed before?	<ul style="list-style-type: none"> How so?
		29. In what ways does each program promote the activities of the other program?	<ul style="list-style-type: none"> Are Quitline clients provided with information related to cancer screening / resources? To what extent is the Quitline promoted to the CCC target audience?
		30. Are there any barriers and/or facilitators that impact the ability of each program to promote the activities of the other program?	<ul style="list-style-type: none"> Please describe these barriers and/or facilitators.
	Joint Activities	31. How are joint activities promoted by the CCC and TCP programs?	<ul style="list-style-type: none"> Do both programs invest resources to promote joint activities?
		32. Has cross-promotion of programs led to joint activities?	<ul style="list-style-type: none"> What are those activities?
Promotion of State and Local Policies	Tobacco Control Policies	33. Is the promotion of state and local tobacco control policies a priority for both the TCP and CCC programs?	<ul style="list-style-type: none"> In what ways do the programs promote policies?
	Other Cancer Control Policies	34. To what extent does the TCP and CCC programs work together to promote state and local tobacco control, cancer control, and/or cancer prevention policies?	<ul style="list-style-type: none"> What are these policies? What types of resources does each program provide for this type of effort?
		35. Are there any barriers or facilitators that affect the cross-promotion of tobacco control policies by the TCP and CCC programs?	<ul style="list-style-type: none"> Please describe these barriers and/or facilitators.