

Interview Guide for TCPs

CCC-TCP Partnership Study TCP/ QL Leadership/Program Staff 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. 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?
		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? 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 TCP program (state vs. federal)	<ul style="list-style-type: none"> What would you do with more funding? What would you do if you had less funding?
		5. Do the TCP and CCC have any common sources of state or Federal funding?	<ul style="list-style-type: none"> Does this common funding require the programs to coordinate efforts in any way?
		6. Do the TCP and CCC programs work together to secure joint funding (e.g. from a grant)? Give specific examples	<ul style="list-style-type: none"> Is this typically pursued at the state or Federal level?
		7. Are there any TCP staff that also work on CCC projects?	<ul style="list-style-type: none"> Do they work primarily in the TCP program or the CCC program?
		8. 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?
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?	<ul style="list-style-type: none"> If so, how? Please provide specific examples? Is this a major health department priority?
		10. Are there ways in which the Health Department leadership requires programs 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?
	Shared Leadership	11. Does the Health Department leadership seek input from both the TCP and CCC programs on decisions related to tobacco control and cancer control?	<ul style="list-style-type: none"> How do they seek input? Do they seek input from both programs at the same time? Who within each program is typically solicited for input? 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?	<ul style="list-style-type: none"> • Is tobacco-related cancer surveillance a major priority for the TCP program? Cancer screening? Tobacco-related cancer survivorship? • Do the CCC program and the TCP collaborate on the development and implementation of their State TCP or CCC plan priorities? • Do the tobacco control objectives outlined in the state Comprehensive Cancer Plan represent all of the major priorities of the TCP program? • If not, what differs between the plan and the TCP priorities?
	Overlap in Priorities and Programs	13. How do these priorities overlap with the work of the CCC program?	<ul style="list-style-type: none"> • What resources or activities could CCC and TCP work on jointly to avoid duplication? • Do you find that your work sometimes relates to work being done by CCC staff? How often? • Do any of the activities of the CCC program complement TCP activities?
Communication and Collaborative Efforts	CCC/TCP Communication	14. How often do the TCP and CCC programs communicate with each other? Note specific communication channels	<ul style="list-style-type: none"> • 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?	<ul style="list-style-type: none"> • Does the TCP or CCC budget limit your opportunities to communicate with CCC staff? • Does the location of your office limit your opportunities to communicate with CCC staff? • Do you have enough available time to communicate with CCC staff? • When you would like to communicate with CCC 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?	<ul style="list-style-type: none"> • Why and how do they participate? • Do they serve in an advisory role? • Does the 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?

Domain	Sub-Domain	Questions	Probes
		18. Do the 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. Are there key groups that advance the cancer or tobacco agenda?	<ul style="list-style-type: none"> • Does the TCP have an advisory group?
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?	<ul style="list-style-type: none"> • How do these activities relate to the priorities of the TCP?
		21. How important is collaborating with CCC staff to the work of the TCP program?	<ul style="list-style-type: none"> • Name some activities or opportunities when TCP and CCC programs can work jointly on plan priorities? • What are the advantages of working with CCC staff? • What are the disadvantages of working with CCC staff? • Is CCC input necessary for TCP 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)?	<ul style="list-style-type: none"> • What are those activities?
Cross-promotion of Programs	Promotion of TCP or CCC Activities	23. Does this current CDC CER initiative foster cross-promotion that had not existed before?	<ul style="list-style-type: none"> • How so? • Have you received the CCC's promotional toolkit? If so, how have you used it as a resource when conducting your own activities?
		24. Are Quitline clients provided with information related to cancer screening / resources?	<ul style="list-style-type: none"> • Are there any barriers and/or facilitators that impact the ability of the TCP program to promote the CCC program's activities?
	Joint Activities	25. 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?
		26. 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	27. 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?

Domain	Sub-Domain	Questions	Probes
		28. To what extent does the TCP work with the CCC program to promote state and local tobacco control policies?	<ul style="list-style-type: none"> • Can you please describe the specific types of tobacco control policy that you are most likely to cross-promote with the CCC program? (e.g. smoking bans in public places, tobacco excise tax increases) • How would you describe the level of success you have had in promoting state and local tobacco control policies in collaboration with the CCC program? • Can you give an example of a time when you worked with a CCC to cross-promote a state or local tobacco control policy? Was the policy passed? • What types of resources does each program provide for this type of effort? • What are the plans to continue this type of cross promotion?
		29. 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.
	Other Policies	30. To what extent does the TCP work with the CCC program to promote other cancer control/prevention policies?	<ul style="list-style-type: none"> • What are those policies?
		31. Are there any barriers or facilitators that affect the cross-promotion of cancer control/prevention policies by the TCP and CCC programs?	<ul style="list-style-type: none"> • Please describe these barriers and/or facilitators.