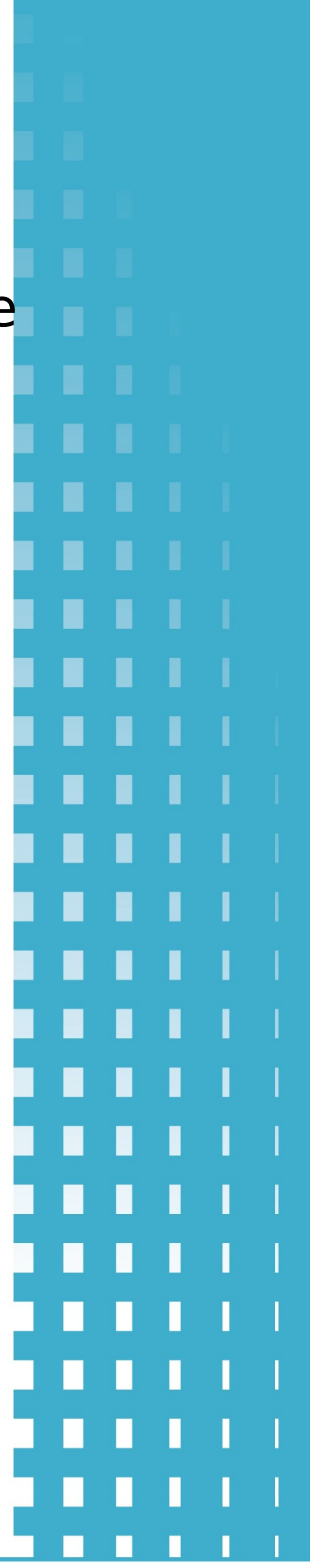


Appendix F1

Round 1 Massachusetts Executive Interview Guide



Massachusetts Executive Interview Guide

Round 1: Implementation

The purpose of Round 1 interviews with Massachusetts Executives is to document HIP implementation activities. The interviews will take place approximately six to eight weeks before HIP operational start up. Interview subjects may include, but are not limited to the following Department of Transitional Assistance (DTA) and other Massachusetts executives:

- Commissioner
- Deputy Commissioner for Policies, Programs, and Field Operations
- Deputy Commissioner for Operations Management
- General Counsel
- Chief of Staff
- Assistant Commissioner for Field Operations
- Assistant Commissioner for Administration and Finance
- Assistant Commissioner for Program Integrity
- Chief Information Officer
- Statewide Director for Training and Business Process Redesign

Round 1 interviews include the following questions. Questions may be modified or supplemented during the interviews to clarify or expand on responses. If more than one person is present at an interview session, we will capture each person's level of involvement and encourage each person to respond to questions.

Public reporting burden for this collection of information is estimated to average 85 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Research and Analysis, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

GENERAL INFORMATION

1. Date and Time of Interview
2. Location of Interview
3. Name(s) and Title(s) of Respondent(s)
4. Provide a description of your responsibilities related to HIP and who you interact with.

HIP INFORMATION

5. Please describe the decision making process and the primary considerations that led DTA to apply for the HIP grant.
6. Did you participate in preparing the HIP grant application? If so, please describe your role.
 - 6.a. What were the biggest challenges in preparing the HIP grant application and how were they addressed?
7. Did you participate in the concept development for HIP? If so, please describe your role.
 - 7.a. What were the biggest challenges in developing the HIP concept?
8. Have you participated in recruiting retailers for HIP participation? If so, please describe your role.
 - 8.a. What were the biggest challenges in recruiting retailers for HIP and how were they addressed?
9. Have you participated in coordinating activities with community based organizations (CBOs)?
 - 9.a. What were the biggest challenges in coordinating activities with CBOs and how were they addressed?
10. Describe any other stakeholders that you have interacted with and the nature of your interaction.

ISSUES/LESSONS LEARNED

11. Other than previously discussed, have any other issues been encountered during HIP implementation?
 - 11.a. How were these issues resolved?
 - 11.b. What impact have they had on HIP implementation?
12. What key lessons have you learned from your experiences to date?