

**MINORITY SERVING INSTITUTIONS (MSI)
HIV/AIDS PREVENTION SUSTAINABILITY DEMONSTRATION INITIATIVE
MSI Staff Interview Guide**

Name of School: _____
Name of Interviewer: _____
Name of Interviewee: _____
Interviewee's Role in Project: _____
Date of Interview: ____/____/____

Introduction

Now that you have been working on implementing your program for about a year, we would like to ask you a number of questions related to the progress that you have made and the challenges that you have encountered. We would also like to get information from you about the technical assistance and the learning community activities that were available to you. We think that this information can be helpful in strengthening your program, and the information will also be helpful to other schools and organizations interested in implementing similar initiatives.

Do you have any questions before we begin?

Overall Progress

We are going to ask you some specific questions about your program planning and needs assessment, program implementation, resources and evaluation, but we first want to ask you about your general assessment of the progress made by your program over the past year.

1. Please describe your overall assessment of your progress in the past year (Probes: activities started, evaluation set up, students reached, changes in policies knowledge, attitudes and behaviors, etc.)

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2. What general factors have affected the planning and implementation of your program (Probes: institutional or community conditions, including attitudes toward HIV/AIDS, etc.)

Program Planning and Needs Assessment

Now we will be asking you some more specific questions about any program planning or needs assessment activities that you conducted over the past year.

3. What program planning or needs assessment activities did you conduct over the past year (Probes: focus groups, surveys, analyses of existing data)?

4. Who was involved in the planning and needs assessment activities described above? We would like to know both the program staff as well as faculty and student participants.

5. What did you learn in your planning and needs assessment activities, and how did you use the information that you learned?

6. In conducting your planning/needs assessment or implementation activities, did you provide any incentives to students who participated? ☐ Yes ☐ No

If yes, please describe the incentives provided and the particular activities for which you provided the incentives.

7. Do you plan on conducting any additional planning and needs assessment activities?

☐ Yes ☐ No ☐ Don't know

If yes, please explain.

Program Implementation

We would now like to talk to you about the implementation of your program, including the program components, progress and challenges you have encountered.

8. Which of the following activities/components are part of your program?

☐ Social marketing/media/outreach activities (posters/brochures/rallies/podcasts/Twitter/Facebook/PSAs/other)

☐ Peer education/leadership program

☐ Other health education and training programs.

☐ Counseling and testing services

☐ Partnership development

☐ Other: Describe: _____

9. **Social Marketing/Media/Outreach Activities**– Skip questions a-e below if these activities are not part of the school's program.

a. What specific social marketing/media/outreach activities (posters/brochures/rallies/podcasts/Twitter/Facebook/PSAs/other) did you conduct over the past year?

b. Who were your target audiences? (Probes: all students, females, males, particular classes)

c. Did you reach your target audiences? How do you know (for example, are you collecting information about posters distributed?)?

d. What challenges did you encounter in implementing these activities?

e. What are your next steps regarding social marketing/media/outreach activities?

10. **Peer Education/Leadership Program** – Skip questions a-h below if a peer leadership is are not part of the school's program.

a. What activities related to your peer education/leadership program did you conduct over the past year? (Probes: recruitment, development/selection of training curriculum, training of peer leaders, session lead by peer leaders).

b. How many peer leaders did you recruit? _____

c. How many peer leaders have been trained? _____

d. What training curriculum(a) did you use?

e. How many peer leader session were held? _____

f. What were the specific topics covered by the peer leader session?

g. What challenges did you encounter in implementing the peer leadership activities?

h. What are your next steps related to peer leadership?

11. **Other Health Education and Training Activities** - Skip questions a-e below if these are not part of the school's program.

a. What other health education and training activities (in addition to the peer leadership activities) did you conduct over the past year? (Probes: student courses and other non-peer leader led session)?

b. How many of these session did you hold? _____

c. What topics did you cover in these session?

d. What curriculum(a) did you use? (Probes: SISTA, others)

e. What challenges did you encounter in implementing these training session?

f. What are your next steps in conducting these other health education activities?

12. **Counseling and Testing Services** – Skip questions a-c below if these services are not part of the school's program.

a. Please describe any activities related to counseling and testing services that you conducted over the past year? (Probes: setting up sites or partnerships with existing sites, purchasing testing kits, training counselors and/or testers, establishing policy and procedures, securing CLIA waivers)

b. What challenges did you encounter in implementing the counseling and testing services?

- c. What are your next steps regarding counseling and testing services?

13. **Partnerships:** Include partnerships on the college campus and off-campus.

- a. Please describe any other work related to partnerships -- in addition to those that you have already mentioned, that you did over the past year? (Probes: specific partners, roles of the partners, agreements/MOUs).

- b. What challenges did you encounter in establishing and maintaining partnerships?

- c. What are your next steps related to partnerships?

14. **Sustainability**

- a. Please describe any work that you have done over the past year to sustain your program after the funding ends. (Probes: development of sustainability plan, meetings with school officials, etc.)

b. What challenges did you encounter in working on sustainability for your program?

c. What are your next steps related to sustainability?

15. Incentives

a. In conducting your program implementation activities, did you provide any incentives to students who participated? ___Yes ___No

b. If yes, please describe the incentives provided and the particular activities for which you provided the incentives.

Program Evaluation

16. What evaluation activities did you conduct over the past year? (Probes: plan developed, revised or finalized; IRB submitted and approval; specific evaluation tools developed; data collection; analysis)

17. Who leads your evaluation? (name and position at the school)

18. What challenges have you encountered in your program evaluation activities?

19. What are your next steps in your program evaluation?

Resources

20. In addition to the funds that you received through this grant, did you receive other resources at your school or from other sources over the past year? ___ Yes ___ No

If yes, please describe the other resources you received (Probes: Staff/ consultants, administrative and computer support, etc.)

21. Were the resources that you had during the past year to plan and implement your program adequate? ___ Yes ___ No

If no, please explain. (Probes: Did the available resources limit what you did, or delay implementation of your activities? What other resources did you need?)

Technical Assistance and Other Project Support Activities

22. Did your program receive any technical assistance (TA) from Abt, NMAC, NNAAPC or others – such as faculty or staff at your school, for your program planning/needs assessment, implementation or evaluation during the past year? ☐ Yes ☐ No

If yes, please describe the specific TA you received and who provided the TA:

23. Were you satisfied with the TA you received? ☐ Yes ☐ No

Please explain:

24. Do you have any suggestions about how to improve the TA you receive?

25. Did you access the project website over the past year? ☐ Yes ☐ No

If yes, please describe how often you used the website, and for what reasons you accessed it.

26. Did others from your school access the project website over the past year? ___Yes ___No

If yes, please describe, who used the website, and for what reasons they accessed it (Probe: Did you or others from your school download information? What information was viewed on-line and what was downloaded?)

27. How satisfied were you with the website?
___Very Satisfied ___Satisfied ___Somewhat Satisfied ___Not Satisfied

Do you have any suggestions about how the website might be improved?

28. How many times did you participate in the on-line learning community meetings during the past year? ____

29. What topics were covered in the learning community meetings you attended?

30. How many others at your school participated in the on-line learning community meetings during the past year? ____

Describe the members of your school community who participated in the meeting, the frequency with which they attended them and the topics covered.

31. How satisfied are you with the learning community meetings?
___Very Satisfied ___Satisfied ___Somewhat Satisfied ___Not Satisfied

32. Do you have any suggestions about how these on-line meetings might be improved? (Probes: topics, frequency, participants, etc.)

33. Do you have any only thoughts or ideas about this project that you would like to share with us?

**Thank you very much for participating in this interview
and providing us with this valuable information.**