PHASE 1 COMMUNITY TEAM INTERVIEWS
TEAM COORDINATOR PROTOCOL

Introduction

Thank you very much for joining us here today. I'm _____ and I have been hired by the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) to conduct an evaluation of the Healthy Weight Collaborative. As you know, HRSA created Collaborate for Healthy Weight to identify model approaches linking clinical services, public health functions, and other community services, using childhood and family obesity as a primary focus. You are one of the Phase 1 community-based teams that volunteered to continue participating in Phase 2 of the Healthy Weight Collaborative (HWC). The National Initiative for Children's Healthcare Quality (NICHQ) is implementing the HWC.

We are conducting interviews with a subset of Phase 1 community teams to learn what your experience is, and has been, while participating in Phase 2 of the HWC. Your participation is very important and will help us to learn more about the functioning of the HWC in order to improve service. Your participation is also voluntary, and your decision to participate will have no impact on your HWC funding. To get a well-rounded picture of the HWC, we will also interview NICHQ personnel. After we have completed our discussions with NICHQ leadership, faculty, staff, and community-based teams, we will summarize the results in a final report that will provide feedback to HRSA about staff and team experiences and project activities and include information to improve the functioning of the HWC. Please note that no individuals will be quoted by name in any report. With your permission, I would like to tape record this interview to help me remember our discussion when I write up my notes. Do you have any objections? We've scheduled up to 90 minutes for this discussion, although we may not use the entire time. Do you have any questions before we start?

[Note: Before leading the interview, interviewers should become familiar with the community team application and other available documentation to guide the discussion. Several questions in this protocol require an understanding of descriptive components of community team activities and players.]

A. Community Team Phase 2 Membership

1. Please provide your name and job title.

2. When did you become part of this team and part of this HWC project?

3. How much time have you spent on this project per month, on average?

4. How many members are there currently on this team? (*Interviewer will provide a copy of the team roster for confirmation*).

5. Have any team members' roles changed since July 2012? If so, how and why did they change?

6. Have any team members left the project or reduced their involvement on the team since July 2012? If so, when and why did they leave or reduce their involvement?

7. Have any new members joined the team since July 2012? If so, when and why did they join the team? What are their roles?

8. What steps, if any, have been taken to maintain team members' buy-in and shared commitment to the project and its goals? If so, how successful have these approaches been?

B. Community Team Structure and Process

1. Which organization or organizations have taken the lead in terms of keeping up the momentum of the community team? Has this changed since July 2012? If so, when and why did this change?

2. How is work structured on the team, in terms of team meetings, committees or ad hoc groups? How often do such groups meet? Has this structure changed since July 2012? If so, when and why did this change?

3. How is communication maintained among team members, between team members and their own organizations, and with other organizations? Has this changed since July 2012? If so, when and why did this change?

4. What is the team doing to collect and report the Phase 2 HWC performance measures and to conduct quality improvement studies. Do you plan to continue after the project ends? Why or why not?

5. Are Body Mass Index (BMI) or other healthy weight measurements, tools, or plans shared among team members and used by their organizations? Are performance data reported collectively? How are these data reports used by team members? By others?

6. How well resourced is the team to carry out its plans, in terms of the time and funding available and other resources? How have team members shared their resources and expertise on the project? Has this changed since July 2012? If so, when and why did this change?

C. Participation in Phase 2 HWC Events and Activities

[Note: For this section, interviewers should already be familiar with team goals and objectives, elements of the project model, and PDSA measures from project documentation if available.]

1. How and why did the team decide to remain involved in Phase 2?

2. What were the team's goals and expectations for participating in Phase 2?

3. What has been the team's overall experience participating in Phase 2?

4. For each component of Phase 2 of the HWC project, please describe: a) the community team's involvement in the activity, b) how successful was the experience, and c) whether any challenges were encountered and how (whether) they were resolved:

    a. Attending Phase 2 virtual learning series webinars

    b. Participating in group coaching calls and mentoring Phase 1 teams

c. Collecting and reporting Phase 2 performance measures in the iLab

d. Using other iLab functions in Phase 2

e. Other involvement with HWC leaders, faculty, program managers, or community team members

5. Based on your experiences thus far, how well have the team's goals and expectations for Phase 2 have been met?

6. What have been the primary benefits of the team's involvement in Phase 2? For your team, for the Phase 1 teams?

7. What aspects of the HWC project could be improved and why?

D. Implementation of HWC Strategies in Phase 2

1. Please briefly describe the team's Phase 2 sustainability/implementation plan, which was developed at the end of Phase 1.

2. Have the team's plans or strategies changed since July 2012? If so, how and why have their plans or strategies changed?

3. Please briefly describe what the team has been doing in Phase 2 to implement HWC strategies.

   a. What healthy weight messages is the team using, for what target populations?

   b. What BMI and healthy weight plans are being implemented, in what settings?

   c. How is the team building staff capacity to do this work, in what settings?

   d. What nutrition- and physical activity-related environmental policies have been developed thus far?

4. Which Phase 2 activities have been implemented most successfully?

   a. What factors contributed to these successes?

5. Which Phase 2 activities have been more challenging to implement? Why?

   a. How did you address these challenges? How successful was this?

E Team Accomplishments in Phase 2

1. Please describe the team's most important accomplishments.

2. Do you think these accomplishments will endure over time? Why or why not?

3. Have any new partnerships between team members' organizations been created or strengthened through the project? If so, please explain.

4. Have new linkages between the community's public health, primary care, and other community sectors developed through the project? If so, please explain.

5. How likely are these partnerships to be sustained over time? Why or why not?

F. Wrap-up

6. How has the team benefited, overall, from participating in the HWC project?

    a. Which aspects of the project have been most useful? Least helpful?

7. Has the project provided value or accelerated change beyond traditional obesity prevention efforts? If so, how?

8. What advice would you have for teams just starting out in this type of work?

Thank you so much for taking the time to talk with me today. Is there anything else you would like to add before we end the discussion?

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B. Participation in Phase 2 HWC Events and Activities

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1. What has been the team's overall experience participating in Phase 2?

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   e. Other involvement with HWC leaders, faculty, program managers, or community team members

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C. Team Accomplishments in Phase 2

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21. Have any new partnerships between team members' organizations been created or strengthened through the project? If so, please explain.

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23. How likely are these partnerships to be sustained over time? Why or why not?

24. Are Body Mass Index (BMI) or other healthy weight measurements, tools, or plans shared among team members and used by their organizations? Are performance data reported collectively? How are these data reports used by team members? By others?

25. Do you think that your team will continue to collect the HWC performance measures or to conduct quality improvement studies after the project ends? Why or why not?

D. Wrap-up

26. How has the team benefited, overall, from participating in the HWC project?

    a. Which aspects of the project have been most useful? Least helpful?

27. Has the project provided value or accelerated change beyond traditional obesity prevention efforts? If so, how?

28. What advice would you have for teams just starting out in this type of work?

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