HEALTHY WEIGHT COLLABORATIVE
PHASE 2 COMMUNITY TEAM COORDINATOR INTERVIEW

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 were one of 40 community-based teams selected to participate in Phase 2 of the Healthy Weight Collaborative (HWC) and use a national "change package" of evidence-based program and policy interventions to prevent obesity. The National Initiative for Children's Healthcare Quality (NICHQ) is implementing the HWC.

We are conducting interviews with a subset of Phase 2 community teams, to learn what your experience is, and has been, while participating in 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 Background

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 on this team? (*Interviewer will provide a copy of the team roster for confirmation*).

5. Have any team members left the project? If so, when and why did they leave or reduce their involvement?

6. Have any team members left the project or reduced their involvement on the team? If so, when and why did they join the team? What are their roles?

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?

2. How is work structured on the team, in terms of team meetings, committees or ad hoc groups? How often do such groups meet?

3. How is communication maintained among team members, between team members and their own organizations, and with other organizations?

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. 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?

C. Participation in 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 become involved in the Collaborative?

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

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

4. For each component 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 virtual learning series webinars

    b. Participating in action calls, coaching calls, and receiving other technical assistance from NICHQ and others, including Phase 1 teams

    c. Collecting and reporting performance measures in the iLab

    d. Using other iLab functions

    e. Conducting PDSA quality improvement studies

    f. Obtaining and using a NICHQ team grant

    g. Interacting with other community teams

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

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

D. Implementation of the HWC Change Package

1. Now I'd like to talk about the Healthy Weight Collaborative's "change package" and how your team is using it in your community.

2. What guidance did NICHQ give the team about selecting strategies from the HWC change package? Was the team expected to implement every change package strategy in your community?

3. Please briefly describe what the team has been doing for each of the 6 HWC selected strategy. [Interviewer will provide a summary table of team strategies and activities for respondents to review.]

4. Has the team modified, adapted, or customized any elements of the change package for your particular community or target population?

   a. If so, how and why did you make those changes?

5. Which change package strategies have been implemented most successfully?

   a. What factors contributed to these successes?

6. Which change package strategies have been more challenging to implement? Why?

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

7. How well resourced is your team to carry out the selected strategies, in terms of time and funding available and other resources?

8. What elements of the change package could be improved and why?

E. Results of Team Participation in HWC

1. For each of the six HWC strategies, please describe the team's most important accomplishments.

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

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

3. Have new linkages between the community's public health, primary care, and other community sectors (such as education) developed as a result of your team's participation in the HWC? If so, how and why were they created?

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

5. 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?

F. Wrap-up

1. How has the team benefited thus far from participating in the HWC project?

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

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

2. 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?

HEALTHY WEIGHT COLLABORATIVE
PHASE 2 COMMUNITY TEAM MEMBERS

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 were one of 40 community-based teams selected to participate in Phase 2 of the Healthy Weight Collaborative (HWC) and use a national "change package" of evidence-based program and policy interventions to prevent obesity. The National Initiative for Children's Healthcare Quality (NICHQ) is implementing the HWC.

We are conducting interviews with a subset of Phase 2 community teams, to learn what your experience is, and has been, while participating in 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 Background

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?

B. Participation in 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. What has been the team's overall experience participating in the Collaborative?

2. For each component 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 virtual learning series webinars:

   b. Participating in action calls, coaching calls, and receiving other technical assistance from NICHQ and others, including Phase 1 teams

   c. Collecting and reporting performance measures in the iLab

   d. Using other iLab functions

   e. Conducting PDSA quality improvement studies

   f. Obtaining and using a NICHQ team grant

   g. Interacting with other community teams

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

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

C. Implementation of the HWC Change Package

1. Now I'd like to talk about the Healthy Weight Collaborative's "change package" and how your team is using it in your community.

2. What guidance did NICHQ give the team about selecting strategies from the HWC change package? Was the team expected to implement every change package strategy in your community?

3. How well integrated are these strategies with other team activities? Did these HWC strategies complement, supplement, or displace other work being done by the team?

4. Please briefly describe what the team has been doing for each selected strategy. [Interviewer will provide a summary table of team strategies and activities for respondents to review.]

5. Has the team modified, adapted, or customized any elements of the change package for your particular community or target population?

   a. If so, how and why did you make those changes?

6. What change package strategies have been implemented most successfully?

   a. What factors contributed to these successes?

7. What change package strategies have been more challenging to implement? Why?

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

8. How well resourced is your team to carry out the selected strategies, in terms of time and funding available and other resources?

9. What elements of the change package could be improved and why?

D. Results of Team Participation in HWC

1. For each of the six HWC strategies, 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 (such as education) developed as a result of your team's participation in the HWC? If so, how and why were they created?

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

6. 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?

E. Wrap-up

1. How has the team benefited thus far from participating in the HWC project?

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

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

3. 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?

HEALTHY WEIGHT COLLABORATIVE
PHASE 2 COMMUNITY TEAM DATA MANAGER

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 were one of 40 community-based teams selected to participate in Phase 2 of the Healthy Weight Collaborative (HWC) and use a national "change package" of evidence-based program and policy interventions to prevent obesity. The National Initiative for Children's Healthcare Quality (NICHQ) is implementing the HWC.

We are conducting interviews with a subset of Phase 2 community teams, to learn what your experience is, and has been, while participating in 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 30 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 Background

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?

B. Participation in 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. What has been the team's overall experience participating in the Collaborative?

2. For each component 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. Participating in action calls, coaching calls, and receiving other technical assistance from NICHQ and others, including Phase 1 teams, especially about collecting and reporting performance measurement data

   b. Collecting and reporting performance measures in the iLab

   c. Using other iLab functions

   d. Conducting PDSA quality improvement studies

   e. Obtaining and using a NICHQ team grant

   f. Interacting with other community teams

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

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

C. Results of Team Participation in HWC

1. For each of the six HWC strategies, 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 (such as education) developed as a result of your team's participation in the HWC? If so, how and why were they created?

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

6. 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?

7. 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

1. How has the team benefited thus far from participating in the HWC project?

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

2. 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?