

**HEALTHY WEIGHT COLLABORATIVE  
INTERVIEW PROTOCOL  
PHASE 2 NICHQ LEADERSHIP**

**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 part of the leadership working in the Healthy Weight Collaborative (HWC), which is part of the larger initiative.

We are conducting interviews with NICHQ leadership, faculty, and community teams to learn more about your involvement in the HWC. Your participation is very important and will help us to learn more about the functioning of the HWC. Your participation is also voluntary, and your decision to participate will have no impact on your HWC funding. 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. Would this be okay? We've scheduled up to 60 minutes for our talk today, although we may not use the entire time. Thank you for being here today. Do you have any questions before we start?

**A. Respondent Background and Role**

1. Please provide your name and job title.
2. What has been your involvement in Phase 2 of the HWC project?
  - a. What percent of your time is dedicated to the project each month, on average?
3. Were you involved in Phase 1 of the HWC? Has your role changed since then? If so, how and why?

**B. HWC Project Activities**

*[Note: For this section, interviewers should already be familiar with documentation of the HWC activities listed below.]*

1. Please briefly describe the project's overall goals and objectives for Phase 2, and whether they were different than the goals set for Phase 1.
2. Please describe your involvement, if any, in the following HWC activities:
  - a. Strategic planning for Phase 2
  - b. Providing NICHQ grants to teams

- c. Planning and implementing virtual learning series webinars
  - d. Planning and conducting HWC action calls, coaching calls, and providing other technical assistance to Phase 2 teams
  - e. Helping teams develop, collect and report performance measures in the iLab
  - f. Developing, maintaining, or updating other iLab functions
  - g. Helping teams plan and conduct PDSA quality improvement studies
  - h. Other activities
3. For each activity, please describe: a) how well the activity was implemented, c) whether any challenges were encountered, and c) how (whether) they were resolved.
  4. How has the use of all virtual sessions instead of in-person learning sessions affected the planning and implementation of Phase 2?
    - a. How have the Phase 2 teams responded to the virtual sessions?
  5. How has the use of group coaching calls instead of individual team coaching calls affected the planning and implementation of Phase 2?
    - a. How have the Phase 2 teams responded to the group coaching sessions?
  6. What role have the Phase 1 teams played in Phase 2? As role models, coaches, or mentors? In other ways?
    - a. How has the involvement of Phase 1 teams affected the planning and implementation of Phase 2?
    - b. How have the Phase 2 teams responded to the Phase 1 teams?
  7. Based on your experiences thus far, how well have these activities met the project's goals and timeline?
  8. Which aspects of the project can still be improved? How?

### **C. HWC Change Package Strategies**

1. Now I'd like to talk about the Healthy Weight Collaborative's "change package" and how the Phase 2 teams are using it in their communities.
  - a. Which HWC change package strategies are the teams required to implement in their communities?
  - b. How well were these strategies integrated with the teams' other activities? Did the HWC strategies complement, supplement, or displace other work being done by the teams?
2. Did any teams modify, adapt, or customize elements of the change package to fit their communities or target populations?
  - a. If so, which elements were changed? How and why did the teams make those changes? Did they have to get approval from you to make the changes?
3. Which change package strategies have the teams implemented most successfully?

- a. Have some teams had more success than others implementing particular strategies? If so, which teams have had the most success?
- b. What factors contributed to their successes?
4. Which change package strategies have been more challenging for the teams to implement?
  - a. What have the teams done, if anything, to address those challenges?
  - b. What role did you play in helping teams address those challenges? How successful was this?
5. How well resourced have the teams been to carry out these strategies, in terms of their time and funding available? What funding or other resources has NICHQ provided them?

#### **D. Results of Team Participation in HWC**

1. Of the six HWC strategies, what have been the greatest accomplishments of the Phase 2 teams?
2. What is being done with the HWC performance measurement data reported by the Phase 2 teams?
3. What is being done with the PDSA data collected and reported by the Phase 2 teams?
4. How is the HWC project tracking the teams' development of linkages across public health, clinical care, and community partners?
  - a. What evidence is there that teams are building new linkages or strengthening existing linkages through the program?

#### **E. Wrap-up**

1. How have the teams benefited from participating in the HWC project?
    - a. Which aspects of the project have been most useful? Least helpful?
  2. In your view, has the project provided value or accelerated change beyond traditional obesity prevention efforts? If so, how?
  3. If you had to an opportunity to re-do this project, what would you have done differently?
- Is there anything else you would like to add before we end the discussion? Thank you.

**HEALTHY WEIGHT COLLABORATIVE  
GROUP INTERVIEW PROTOCOL  
PHASE 2 NICHQ FACULTY**

**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 part of the faculty working in the Healthy Weight Collaborative (HWC), which is part of the larger initiative.

We are conducting interviews with NICHQ leadership, faculty, and community teams to learn more about your involvement in the HWC. Your participation is very important and will help us to learn more about the functioning of the HWC. Your participation is also voluntary, and your decision to participate will have no impact on your HWC funding. 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 group interview to help me remember our discussion when I write up my notes. Would this be okay? We've scheduled up to 90 minutes for our chat today, although we may not use the entire time. Thank you for being here today. Do you have any questions before we start?

**A. Respondent Background and Role**

1. Let's go around the room and say your names and job titles.
2. What has been your involvement in Phase 2 of the HWC project?
  - a. What percent of your time is dedicated to the project each month, on average?
3. Were you involved in Phase 1 of the project? If so, has your role changed since then? If so, how and why?

**B. HWC Project Activities**

*[Note: For this section, interviewers should already be familiar with documentation of the HWC activities listed below.]*

1. What has been your overall experience working on Phase 2 of the HWC project as faculty members?
2. Please describe your involvement, if any, in the following HWC activities:
  - a. Strategic planning for Phase 2

- b. Planning and implementing virtual learning series webinars
  - c. Planning and conducting HWC action calls, group coaching calls, and providing other technical assistance to Phase 2 teams?
  - d. Helping teams develop, collect and report performance measures in the iLab
  - e. Helping teams conduct PDSA quality improvement studies
  - f. Other activities
3. For each activity, please describe: a) how well the activity was implemented, c) whether any challenges were encountered, and c) how (whether) they were resolved.
  4. How has the use of all virtual sessions instead of in-person learning sessions affected the planning and implementation of Phase 2?
    - a. How have the Phase 2 teams responded to the virtual sessions?
  5. How has the use of group coaching calls instead of individual team coaching calls affected the planning and implementation of Phase 2?
    - a. How have the Phase 2 teams responded to the group coaching sessions?
  6. What role have the Phase 1 teams played in Phase 2? As role models, coaches, or mentors? In other ways?
    - a. How has the involvement of Phase 1 teams affected the planning and implementation of Phase 2?
    - b. How have the Phase 2 teams responded to the Phase 1 teams?
  7. Based on your experiences thus far, how well have these activities met the project's goals and timeline?
  8. Which aspects of the project can still be improved? How?

### **C. HWC Change Package Strategies**

1. Now I'd like to talk about the Healthy Weight Collaborative's "change package" and how the Phase 2 teams are using it in their communities.
  - a. Which HWC change package strategies are the teams required to implement in their communities?
  - b. How well were these strategies integrated with the teams' other activities? Did the HWC strategies complement, supplement, or displace other work being done by the teams?
2. Did any teams modify, adapt, or customize elements of the change package to fit their communities or target populations?
  - a. If so, which elements were changed? How and why did the teams make those changes? Did they have to get approval from you to make the changes?
3. Which change package strategies have the teams implemented most successfully?

- a. Have some teams had more success than others implementing particular strategies? If so, which teams have had the most success?
- b. What factors contributed to their success?
4. Which change package strategies have been more challenging for the Phase 2 teams to implement?
  - a. What have the teams done, if anything, to address those challenges?
  - b. What role did you play in helping teams address those challenges? How successful was this?
5. How well resourced have the teams been to carry out these strategies, in terms of their time and funding available? What funding or other resources has NICHQ provided them?

#### **D. Results of Team Participation in HWC**

1. Of the six HWC strategies, what have been the greatest accomplishments of the Phase 2 teams?
2. How has the HWC project tracked the teams' development of linkages across public health, clinical care, and community partners?
  - a. What evidence is there that teams are building new linkages or strengthening existing linkages through the program?

#### **E. Wrap-up**

1. How have the Phase 2 teams benefited from participating in the HWC project?
  - a. Which aspects of the project have been most useful? Least helpful?
2. In your view, has the project provided value or accelerated change beyond traditional obesity prevention efforts? If so, how?

Is there anything else you would like to add before we end the discussion? Thank you.

**HEALTHY WEIGHT COLLABORATIVE  
INTERVIEW PROTOCOL  
PHASE 2 NICHQ PROJECT 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 are one of the project managers working in the Healthy Weight Collaborative (HWC), which is part of the larger initiative.

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2. What has been your involvement in Phase 2 of the HWC project?
  - a. What percent of your time is dedicated to the project each month, on average?
3. Were you involved in Phase 1 of the HWC? Has your role changed since then? If so, how and why?

**B. HWC Project Activities**

*[Note: For this section, interviewers should already be familiar with documentation of the HWCL activities listed below.]*

1. What has been your overall experience working on Phase 2 as a project manager?
2. Please describe your involvement, if any, in the following HWC activities:
  - a. Strategic planning for Phase 2
  - b. Planning and implementing virtual learning series webinars

- c. Planning and conducting action calls, group coaching calls, and providing other technical assistance to Phase 2 teams
  - d. Helping teams develop, collect and report performance measures in the iLab
  - e. Developing, maintaining, or updating other iLab functions
  - f. Helping teams conduct PDSA quality improvement studies
  - g. Other activities
3. For each activity, please describe: a) how well the activity was implemented, c) whether any challenges were encountered, and c) how (whether) they were resolved.
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  6. What role have the Phase 1 teams played in Phase 2? As role models, coaches, or mentors? In other ways?
    - a. How has the involvement of Phase 1 teams affected the planning and implementation of Phase 2?
    - b. How have the Phase 2 teams responded to the Phase 1 teams?
  7. Based on your experiences thus far, how well have these activities met the project's goals and timeline?
  8. Which aspects of the project could still be improved? How?

### **C. HWC Change Package Strategies**

1. Now I'd like to talk about the Healthy Weight Collaborative's "change package" and how the Phase 2 teams are using it in their communities.
  - a. Which HWC change package strategies were the teams required to implement in their communities?
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2. Did any teams modify, adapt, or customize elements of the change package to fit their communities or target populations?
  - a. If so, which elements were changed? How and why did the teams make those changes? Did they have to get approval from you to make the changes?
3. Which change package strategies have the teams implemented most successfully?



- a. Have some teams had more success than others implementing particular strategies? If so, which teams have had the most success?
- b. What factors contributed to their successes?
4. Which change package strategies have been more challenging for the teams to implement?
  - a. What have teams done, if anything, to address those challenges?
  - b. What role did you play in helping teams address those challenges? How successful was this?
5. How well resourced have the teams been to carry out these strategies, in terms of their time and funding available? What funding or other resources has NICHQ provided them?

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#### **E. Wrap-up**

1. How have the teams benefited from participating in the HWC project?
  - a. Which aspects of the project have been most useful? Least helpful?
2. In your view, has the project provided value or accelerated change beyond traditional obesity prevention efforts? If so, how?

Is there anything else you would like to add before we end the discussion? Thank you.