

ATTACHMENT L:

RESPONSIBILITIES OF FIELD INTERVIEWERS

Attachment L: Onsite responsibilities of Field Interviewers

- Make an initial site visit to meet with the ITO/ Tribal leaders and FDPIR staff to kick-off the data collection and implement procedures for contacting participants and conducting interviews onsite at Tribal offices (note that these procedures will have been previously discussed with the ITO during outreach);
- Train and coach program staff so that they feel comfortable describing the study, answering general questions about it, and facilitating cooperation with potential respondents, such as posting informational materials about the study that include a toll-free number to reach the Field Interviewer or NORC's IRB;
- With Tribal approval, confirm arrangements for to have access to informational flyers with study contact information, a telephone with which to call the toll-free number to reach the Field Interviewer, and a private area in which to complete the 40-minute interview (alternative methods may be devised for different distribution venues, i.e., monthly pickups at the FDPIR warehouse, tailgates, etc.);
- Observe the food distribution process on a distribution day at least once per month during the data collection period to become a familiar face in the community and build rapport with potential respondents that are hard-to-reach;
- Maintain weekly phone or in-person communication with the FDPIR staff to address any questions or concerns that arise.