



Key Informant Screening Protocol Overview

This document provides an overview of the protocol for screening potential key informants.

Community key informants knowledgeable of programs and policies related to healthy nutrition, physical activity, and healthy weight of children and youth in their communities will be asked to provide information to document the evolution of these programs and policies. Approximately 40 potential key informants will be screened in each community to identify 10 to 14 key informants representing a variety of community interests that consent to take part in the study.

Potential key informants will be contacted directly via an information letter (**Attachment 10**), a study brochure (**Attachment 11**), and/or telephone by a Battelle research staff team member who will then use a screening script (provided below) to guide the first exploratory conversation with prospective key informants. The objectives of the screening script are to introduce the prospective participant to the study and determine their suitability as a key informant for the study. If the potential key informant is determined to be knowledgeable of relevant programs and policies in their community, the call will continue using the Recruitment Script (located in **SSA Attachment 13**). This screening is estimated to take 5 minutes.

HEALTHY COMMUNITIES STUDY COMMUNITY KEY INFORMANT SCREENING SCRIPT

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0649). Do not return the completed form to this address.

SECTION 1 – INITIAL CONTACT SCRIPT

Hello my name is _____, and I am calling from the Healthy Communities Study funded by the National Institutes of Health. You may have heard that [*insert community name here*] was selected as one of the communities to participate in this study. Part of our focus is to assemble and understand characteristics of programs, policies, and changes to the environment in each selected community that promote engagement in physical activity, healthy eating, and healthy weight among children. I am calling you because of your role as a [*insert role*] with [*insert program/organization name here if known*]. In many communities, we find that people who share your role are well-positioned to provide information about the programs, policies, and changes to the environment that are in place in each selected community to promote child/ youth wellness, engagement in physical activity, healthy eating, and healthy weight.

Would this be a good time to explore if you would be interested in participating in an interview about these topics?

If yes, proceed to Main Script.

If no, Is there a different time to call that would work better?

If yes, update Calendar with call back date/time. Thank them for their time, and conclude the call. .

If no, Is there someone in your organization that might be interested in participating?

If yes, prompt them to provide contact information; thank them for their time, and conclude the call.

If no, thank them for their time, and conclude the call.

SECTION 2 – FOLLOW-UP CONTACT SCRIPT

Hi, this is [*insert name*]. Thank you again for agreeing to answer a few questions to see if you might be eligible to participate in the *Healthy Communities Study*. *Proceed to Main Script.*

MAIN SCRIPT

I'd like to begin by talking briefly about your knowledge of community programs and policies to promote physical activity, healthy eating, and healthy weight among children and youth. To what extent are you aware of the youth health promotion programs/policies that have been implemented or sponsored by your organization, the [*insert organization name here*]?

If person indicates medium to high awareness, proceed.

If person indicates low awareness, Is there someone in your organization that would be better positioned to provide information about community programs/ policies?

If yes, prompt them to provide contact information; thank them for their time, and conclude the call.

If no, thank them for their time, and conclude the call.

Have you held your position with your organization for more than 6 months?

If yes, the person has held their position for more than 6 months, proceed.

If no, the person has held their current position with their organization for less than 6 months, Is there someone in your organization who might be interviewed at the same time to provide information about the study period before your time in the community or with your organization?

If there is someone who can be co-interviewed, proceed.

If there is not someone who can be co-interviewed, Is there someone in your organization that would be better positioned to provide information about community programs/ policies to promote physical activity and healthy eating among children and youth?

If yes, prompt them to provide contact information; thank them for their time, and conclude the call.

If no, thank them for their time, and conclude the call.

It sounds as though you [and your co-worker if applicable] would provide very useful information about the programs and policies implemented in your community to promote physical activity, healthy eating, and healthy weight. Would it be possible to conduct an in-person interview with you [and your co-worker]?

If yes, schedule the interview, confirming both the appointment and mailing address, if different. Then proceed with Recruitment Script.

If they are unavailable for an in-person interview, Would you be willing to schedule a telephone interview at a date and time more convenient for you?

If yes, schedule the interview, confirming the telephone number they want used for the call. Then proceed with Recruitment Script.

If they say no to either an in-person or telephone interview, Is there someone in your organization that might be interested in participating?

If yes, prompt them to provide contact information; thank them for their time, and conclude the call.

If no, thank them for their time, and conclude the call.