

# **Attachment J**

## Attachment J: SQI Telephone Interviews

### Core VIPP RNL Expanded Component Evaluation: Interview Notes & Facilitator Worksheet

January 2014 (DRAFT 11-8-13)

State: _____	Interviewer Name: _____
Interviewee Name and Position: _____	Note-Taker Name: _____
Other Interviewees: _____	Interview Date: _____
_____	Start Time: _____
_____	End Time: _____

**CONFERENCE CALL #:**  
**CONFERENCE ID#:**  
*(The note taker should call in as a participant and press “#”)*  
**PIN #:**

**PRESS \*42 TO ENSURE ALL ATTENDEES ARE HEARD ON THE RECORDING**

#### Introduction

Hello [insert name of interviewee],

Thank you for participating in today’s interview. My name is [insert your name], and I am part of the Safe States/SAVIR team working on the Core VIPP evaluation. The goal of today’s discussion is to hear about your experiences with the Core VIPP Surveillance Quality Improvement (SQI) Expanded Component during years one and two of the program. This is an opportunity for you to provide greater detail about the activities you’ve already reported on in project reporting like your Annual Progress Reports for program years one and two. The information from this interview will be used to develop a SQI evaluation report for program years one and two, as well as for future process improvement activities.

Today’s interview will last about one hour. I hope you feel comfortable sharing your thoughts and experiences with me, but if at any time you don’t want to answer a question, that is fine. I want to make you aware that we have a limited amount of time to talk, and a lot of topics to cover. So when I perceive that you’ve answered a question fully, I’ll move us to the next question. Please note that this interview is being recorded and our conversation will be transcribed after the call. Safe States, SAVIR, and CDC will have access to the information in this interview for the purposes of the evaluation only. Just as a reminder, the evaluation information acquired will not be used by CDC for future funding decisions.

You should have received an email with the questions I would like to ask you today. Did you receive that email? Do you have any questions before we begin?

## Surveillance Activities

1. Let's start by talking a little about your state-based surveillance project.
  - a. Can you give us a brief overview of your state project?
  - b. What do you think were the major accomplishments for this project in years 1 and 2?

2. One of the goals of SQI is to enhance injury surveillance activities in your state.
  - a. In general, what surveillance activities are taking place or planned?
  - b. How do you think your participation in SQI has enhanced or contributed to your surveillance activities?

3. In general, how is your SQI work different than your normal surveillance work?

## Injury Case Definitions

4. Another goal of SQI is to advance uniform case definitions both in your state and across states. Do you think your participation in SQI is helping to achieve this? If so, how? If not, why not?

## Enhanced Standardized Procedures

5. Do you use standardized surveillance procedures for specific causes of injury in your state? If so, can you provide an example? If not, why?

6. Do you think your state-based SQI work is helping you to enhance these standardized procedures? If so, how? If not, why not?

## State-based Projects Barriers/Facilitators

7. Still thinking about your state-based project:

- a. What factors have been helpful in implementing your surveillance projects in years 1 and 2?

- b. Did you encounter any barriers related to implementing your surveillance projects in years 1 and 2? If so, what were they?

**Advance Consensus Process**

*We'd now like to talk about your participation in group consensus processes. In year 1, you participated in the SQI consensus process to develop the Infant and Early Childhood Special Emphasis Report guidance document and tools. In year 2, you participated in the SQI poisoning and prescription drug overdose consensus process.*

8. Tell us about your participation in these group consensus processes in years 1 and 2. How did you contribute to the overall process?

9. What do you feel have been major accomplishments of these consensus processes thus far?

10. Still thinking about the group consensus processes in years 1 and 2:

a. How do you think these processes contributed to making case definitions more uniform?

b. How do you think these processes contributed to enhancing standardized surveillance procedures for specific causes of injury?

11. Did you participate in any other surveillance-based group consensus processes in program years 1 and 2? If so, please describe the nature of your participation in these projects.

**Group Consensus Process Barriers/Facilitators**

12. Still thinking about the group consensus processes...

a. What do think has went well with these processes in years 1 and 2?

b. What do you think has been challenging with these processes?

13. Where there any factors in place that supported or was helpful to your participation in these processes? If so, what were they?

14. Did you encounter any barriers while participating in the group consensus processes in years 1 and 2? If so, what were they?

**Closing**

15. Is there anything else you'd like to tell me about your SQI experience in years 1 and 2?

*Thank you for participating in this SQI Interview. Your feedback is extremely valuable to us. Transcripts documenting our conversation will be sent to you once they are available. If you have any questions or additional feedback you'd like to share with us in the interim, please let us know.*