Attachment G

Attachment G: RNL 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:	
		Interview Date:	
Other Interviewees:		**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 Regional Network Leader (RNL) 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 RNL Action Plan and Annual Progress Reports for program years 1 and 2. The information from this interview will be used to develop an RNL evaluation report for program years 1 and 2, 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?

Network Communication & Information Sharing

I'd like to start by asking you about the specific methods you're using to engage members of your Regional Network.

1. What approaches have you used to enhance communication with and between your network members?

2. What specific methods have you used to facilitate information sharing to and between network members?

3. What kinds of information have you shared with network members? Can you provide an example(s)?

Regional Network Technical Assistance Support and Collaboration

4. Have you been able to respond to or facilitate technical assistance for network members? If so, can you give us two (2) distinct examples?

Example 1	Example 2

5. **Have you worked with other organizations to provide trainings or technical assistance for network members? If so, please describe. Are these partner organizations members of the network?**

Name of Organization	Training/Technical Assistance Provided	Network Member Y/N?

6. **In what ways have you supported collaboration between members of your Regional Network?**

7. **What resources, tools, or types of technologies have you used to support collaboration in the network?**

Implementation of action plans to address network needs

We'd now like to ask about your Action Plan and how it guided your network activities in program year 2.

8. **Did you use any data from the 2011 Needs Assessment survey or the 2012 Network Satisfaction Survey to inform your Action Plan or guide your network activities? If so, how?**

9. **Did you use any additional data sources to inform your activities Action Plan? (If "yes"): What data sources did you use and how did you use them?**

Data Source	Example of Use

10. Thinking about program years one and two, what are your top three priorities for your Regional Network? How have you worked to address these needs?

a. Thinking about those identified top priorities and your action plan, how did you help network members address these needs?

Top Three Network Priorities	How Priorities Were Addressed

11. What elements have been helpful to you as you've worked to implement your Action Plan?

12. Were there any challenges to implementing your Action Plan? If so, what were they?
What do you think could help you address these challenges?

Challenges	*Opportunities to Address Challenge*

Network Activities & Organizational Capacity

13. In the BIC evaluation, the concept of "organizational capacity" is defined using five major areas: infrastructure (such as staffing or funding); surveillance; evaluation; collaboration, and strategies.

Do you think Regional Network activities have helped network members to build, sustain, or enhance their own organization's capacity? If so, how?

Facilitators, Barriers, and Training/TA Preferences

14. **What factors do you think have helped or supported your work as a Regional Network Leader?**

15. **What barriers or challenges have hindered your work as a Regional Network Leader?**

16. **Over the next year, what training or technical assistance would be helpful to you as a Regional Network Leader? What resources or skill-building opportunities would be helpful to your work?**

Closing

17. **Is there anything else you'd like to tell me about your experience with Core VIPP RNL Expanded Component so far?**

Thank you for participating in this RNL 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.