**Case Study Framework**

| Research Subquestions | Indicators | Data Sources | Methodology | Analysis |
| --- | --- | --- | --- | --- |
| Primary Research Question 1: What are the core components of the DP11-1111 cooperative agreement? |
| 1A: What does grantees’ implementation of DP11-1111 programmatic activities look like?  | Core components of the cooperative agreement* Program readiness
* Needs assessment
* Priorities based on needs assessment
* Partnerships
* Development of program plan
* Implementation of program plan
* Evaluation and monitor progress
* Sustainability plan

Resources* Expenditures
* Staffing/personnel
* Amount of time
* Data management tools/information technology (IT)
* Partnerships

Reporting* Performance measures

Community/YBCS input | Interim progress reportsPerformance monitoring dataAnnual reportsGrantee staff involved with cooperative agreement Budget narrative | Document reviewSecondary data analysisIn-depth interviews conducted via case study | Thematic analysisDescriptive statistics |
| 1B: What does CDC’s implementation of DP11-1111 programmatic activities look like?  | Staffing/personnelAmount of timeProtocols for offering TA/trainingOrganization of support offeredEngagement of staff in providing TA to granteesData management tools/IT created for granteesUse of existing partnerships | Grantee staff involved with cooperative agreement implementation  | In-depth interviews | Thematic analysis |
| 1C: To what extent are grantees implementing DP11-1111 programmatic activities as intended? | Core components of the cooperative agreement* Program readiness
* Needs assessment
* Priorities based on needs assessment
* Partnerships
* Development of program plan
* Implementation of program plan
* Evaluation and monitor progress
* Sustainability plan
 | Performance monitoring dataGrantee staff involved with cooperative agreement implementation | Secondary data analysisIn-depth interviews conducted via case study | Thematic analysisDescriptive statistics |
| Primary Research Question 2: What are the factors that affect the implementation of DP11-1111 programmatic activities? |
| 2A: What are the facilitators to grantees’ implementation of programmatic activities related to the cooperative agreement?  | Contextual factors* Costs/funding
* Staffing/personnel
* Amount of time
* Program maturity/infrastructure
* Staff capacity
* Access to those with subject matter expertise
* Partnerships

Organizational factors* History
* Mission
* Leadership

Qualities inherent to the cooperative agreement* TA received
* Tools/resources made available
* Access to new partners

Community/YBCS inputPhase in intervention design and implementation * New intervention
* Expansion of pre-existing intervention
 | Grantee staff involved with cooperative agreement implementationInterim progress reportsAnnual reports  | In-depth interviews conducted via case studyDocument review | Thematic analysis |
| 2B: What are the barriers to grantees’ implementation of programmatic activities related to the cooperative agreement? | Contextual factors* Costs/funding
* Overall fiscal management
* Ability to allocate resources and liquidate resources appropriately
* Time
* Staffing/personnel
* Partnerships

Organizational factors* Program maturity/infrastructure
* Staff capacity
* Leadership

Qualities inherent to the cooperative agreement* TA received
* Tools/resources made available
* Access to new partners

Community/YBCS input | Grantee staff involved with cooperative agreement implementation Interim progress reportsAnnual reports | In-depth interviews conducted via case studyDocument review | Thematic analysis |
| 2C: How have grantees used strategies to mitigate barriers associated with implementation of programmatic activities related to the cooperative agreement? | Strategic partnershipsHire new staff/build capacity of existing staffOffer internal training and TAEngage leadershipSeek additional fundingDevelopment of new partnershipsExpansion of existing partnershipsSeek CDC TA assistance | Grantee staff involved with cooperative agreement implementation Interim progress reportsAnnual reports | In-depth interviews conducted via case studyDocument review | Thematic analysis |
| Primary Research Question 3: What support services and educational resources have organizations developed and/or implemented as a part of their intervention targeting YBCS? |
| 3A: How have grantees developed or implemented the use of educational resources within their interventions? | Comprehensive description of interventions delivered related to educational resources:* Background of intervention
* Goals/intended program outcomes
* Description of activities (i.e., types)
* Theoretical framework (if applicable)
* Description of target audience
* Methods of delivery/staff roles
* Promotion strategies
* Intensity of activities conducted (dose delivered and received)
* Duration of activities conducted
* Program delivered as intended
* Evaluation capacity/measurement of program
* Use of performance monitoring to inform program delivery
* Partner involvement
 | Interim progress reportsPerformance monitoring dataAnnual reportsGrantee staff involved with cooperative agreement implementation Program documents provided by siteProgram activities conducted | Systematic document reviewIn-depth interviews conducted via case studySite visits to observe program activities via case study | Thematic analysis |
| 3B: How have grantees developed or implemented the use of support services within their interventions? | Comprehensive description of interventions delivered related to support services:* Background of intervention
* Goals/intended program outcomes
* Description of activities (i.e., types)
* Theoretical framework (if applicable)
* Description of target audience
* Methods of delivery/staff roles
* Promotion strategies
* Intensity of activities conducted (dose delivered and received)
* Duration of activities conducted
* Program delivered as intended
* Evaluation capacity/measurement of program

Use of performance monitoring to inform program delivery * Partner involvement
 | Interim progress reportsPerformance monitoring dataAnnual reportsGrantee staff involved with cooperative agreement implementationProgram documents provided by siteProgram activities conducted | Systematic document reviewIn-depth interviews conducted via case studySite visits to observe program activities via case study | Thematic analysis |
| 3C: What support services and educational resources do grantees perceive to be most effective in supporting YBCS? | Grantees’ definition of effectiveness Perceived effectiveness of intervention:* Reach
* YBCS satisfaction with program
* Increase in availability, awareness, and use of services
 | Grantee staff involved with cooperative agreement implementation  | In-depth interviews conducted via case study | Thematic analysis |
| 3D: How have nonfunded organizations developed or implemented the use educational resources within their intervention? | Comprehensive description of interventions delivered related to educational resources:* Background of intervention
* Goals/intended program outcomes
* Description of activities (i.e., types)
* Theoretical framework (if applicable)
* Description of target audience
* Methods of delivery/staff roles
* Promotion strategies
* Intensity of activities conducted (dose delivered and received)
* Duration of activities conducted
* Program delivered as intended
* Evaluation capacity/measurement of program
* Use of performance monitoring to inform program delivery
* Partner involvement
 | Staff involved with program implementation Program documents provided by siteProgram activities conducted | Systematic document reviewIn-depth interviews conducted via case studySite visits to observe program activities via case study | Thematic analysis |
| 3E: How have nonfunded organizations developed or implemented the use support services within their interventions? | Comprehensive description of interventions delivered related to support services:* Background of intervention
* Goals/intended program outcomes
* Description of activities (i.e., types)
* Theoretical framework (if applicable)
* Description of target audience
* Methods of delivery/staff roles
* Promotion strategies
* Intensity of activities conducted (dose delivered and received)
* Duration of activities conducted
* Program delivered as intended
* Evaluation capacity/measurement of program
* Use of performance monitoring to inform program delivery
* Partner involvement
 | Staff involved with program implementation Program documents provided by siteProgram activities conducted | Systematic document reviewIn-depth interviews conducted via case studySite visits to observe program activities via case study | Thematic analysis |
| 3F: What support services and educational resources do nonfunded organizations perceive to be most effective in supporting YBCS? | Non definition of effectiveness Perceived effectiveness of intervention:* Reach
* YBCS satisfaction with program
* Increase in availability, awareness, and utilization of services
 | Staff involved with program implementation  | In-depth interviews conducted via case study | Thematic analysis |
| Primary Research Question 4: What are the factors that affect the implementation of support services and educational resources? |
| 4A: What organizational elements among grantees affect implementation of support services and educational resource interventions? | Organizational factors* Organizational culture
* Organizational structure
* Leadership
* Systems/work processes

Staff and personnelResources CommunicationPartnerships/strategic relationshipsAccess to subject matter expertiseCapacity* Implementation
* Evaluation
 | Grantee staff involved with cooperative agreement implementation  | In-depth interviews conducted via case study | Thematic analysis |
| 4B: What are the facilitators to grantees’ implementation of support services and educational resource interventions? | Costs/fundingStaffing/personnelAmount of timeProgram maturity/infrastructureStaff capacityTraining/TALeadershipOrganizational factorsCommunity contextSustainabilityExpertise in implementation/evaluationRelationships and support from strategic partnershipsRelationships with advocates and/or population served | Grantee staff involved with cooperative agreement implementation Interim progress reportsAnnual reports | In-depth interviews conducted via case study | Thematic analysis |
| 4C: What are the barriers to grantees’ implementation of support services and educational resource interventions? | Costs/fundingStaffing/personnelAmount of timeProgram maturity/infrastructureLimited staff capacityLack of training/TALeadershipLack of evaluation capacityInability to conduct program monitoringOrganizational factorsIdentification of target population/recruitmentLack of expertise | Grantee staff involved with cooperative agreement implementation Interim progress reportsAnnual reports | In-depth interviews conducted via case study | Thematic analysis |
| 4D: How have grantees used strategies to mitigate barriers related to the implementation of support services and educational resource interventions? | Development of strategic partnershipsAdditional funding opportunitiesTraining/staff capacity buildingHiring new staffCreation of standardized protocols/guidelines | Grantee staff involved with cooperative agreement implementation Interim progress reportsAnnual reports | In-depth interviews conducted via case study | Thematic analysis |
| 4E: What organizational elements among nonfunded organizations affect implementation of support services and educational resource interventions? | Organizational factors* Organizational culture
* Organizational structure
* Leadership
* Systems/work processes

Staff and personnelResources CommunicationPartnerships/strategic relationshipsAccess to subject matter expertiseCapacity* Implementation
* Evaluation
 | Staff involved with program implementation  | In-depth interviews conducted via case study | Thematic analysis |
| 4F: What are the facilitators to nonfunded organizations’ implementation of support services and educational resource interventions? | Costs/fundingStaffing/personnelAmount of timeProgram maturity/infrastructureStaff capacityTraining/TALeadershipOrganizational factorsCommunity contextSustainabilityExpertise in implementation/evaluationRelationships and support from strategic partnershipsRelationships with advocates and/or population served | Staff involved with program implementation  | In-depth interviews conducted via case study | Thematic analysis |
| 4G: What are the barriers to nonfunded organizations’ implementation of support services and educational resource interventions? | Costs/fundingStaffing/personnelAmount of timeProgram maturity/infrastructureLimited staff capacityLack of training/TALeadershipLack of evaluation capacityInability to conduct program monitoringOrganizational factorsIdentification of target population/ recruitmentLack of expertise | Staff involved with program implementation  | In-depth interviews conducted via case study | Thematic analysis |
| 4H: How have nonfunded organizations used strategies to mitigate barriers related to the implementation of support services and educational resource interventions? | Development of strategic partnershipsAdditional funding opportunitiesTraining/staff capacity buildingHiring of new staffCreation of standardized protocols/guidelines | Staff involved with program implementation | In-depth interviews conducted via case study | Thematic analysis |
| Primary Research Question 5: How have CDC’s TA and support activities contributed to grantees’ capacity and sustainability efforts? |
| 5A: How have CDC’s TA and support activities increased grantee capacity? | Staff perceptions about how the CA has contributed to organizational capacity:* Financial resources
* Human resources
* Management
* Program delivery
* Leadership
* Partnerships/strategic relationships
* Cooperative agreement management and administration
* Evaluation and program monitoring
* Measuring outcomes
 | Grantee staff involved with cooperative agreement implementation  | In-depth interviews conducted via case study | Thematic analysis |
| 5B: How has CDC’s TA and support activities increased sustainability of grantees’ support services and educational resource interventions targeting YBCS? | Staff perceptions about how the Cooperative agreement has contributed to sustainability of services delivered:* Level of integration into existing programs/services
* Level of integration into networks/partnerships
* Ability to continue implementing interventions using support services and educational resources in the absence of funding
* Ability to achieve goals/outcomes over time in the absence of continued funding
 | Grantee staff involved with cooperative agreement implementation  | In-depth interviews conducted via case study | Thematic analysis |
| Primary Resesach Question 6: How have organizations’ interventions affected awareness for and access to support services and educational resources among YBCS, health care providers, and caregivers? |
| 6A: How have DP11-1111 grantees worked toward increasing awareness for the availability of support services and educational resources? | Staff perceptions about their YBCS interventions’ impact on increasing awareness for the availability of support services and/or educational resources. Other potential indicators:Communication channels used: * Mass media
* Social media
* Print media
* Interpersonal

Communication-related activities implemented:* Facebook and Twitter accounts
* Program Web page/partner Web page
* Training conducted
* Brochures produced/disseminated
 | Grantee staff involved with cooperative agreement implementation Interim progress reportsAnnual reports | In-depth interviews conducted via case studyDocument review | Thematic analysis |
| 6B: How have DP11-1111 grantees worked toward increasing access to support services and educational resources? | Staff perceptions about their YBCS interventions’ impact on increasing access to support services and/or educational resources. Other potential indicators:Educational resources created and/or promoted:* Workshops/trainings
* Conferences
* Educational materials
* Online resources
* E-mails/electronic mailing lists

Support services used and/or promoted:* Patient navigation
* Patient coaching
* Support groups
 | Grantee staff involved with cooperative agreement implementation Interim progress reportsAnnual reports | In-depth interviews conducted via case studyDocument review | Thematic analysis |
| 6C: How have DP11-1111 grantees worked toward increasing the utilization of support services and educational resources? | Staff perceptions about their YBCS interventions’ impact on increasing utilization of support services and/or educational resources. Other potential indicators:Attendance at eventsUse of services (e.g., patient navigation)Web traffic/hits on Web sitesWeb behavior (e.g., items downloaded from site) | Grantee staff involved with cooperative agreement implementationInterim progress reportsAnnual reports | In-depth interviews conducted via case studyDocument review | Thematic analysis |
| 6D: How have nonfunded organizations worked toward increasing awareness for the availability of support services and educational resources? | Staff perceptions about their YBCS interventions’ impact on increasing awareness for the availability of support services and/or educational resources. Other potential indicators:Communication channels used: * Mass media
* Social media
* Print media
* Interpersonal

Communication-related activities implemented:* Facebook and Twitter accounts
* Program Web page/partner Web page
* Training conducted
* Brochures produced/disseminated
 | Staff involved with program implementation  | In-depth interviews conducted via case study | Thematic analysis |
| 6E: How have nonfunded organizations worked toward increasing access to support services and educational resources? | Staff perceptions about their YBCS interventions’ impact on increasing access to support services and/or educational resources. Other potential indicators:Educational resources created and/or promoted:* Workshops/trainings
* Conferences
* Educational materials
* Online resources
* E-mails/electronic mailing lists

Support services used and/or promoted:* Patient navigation
* Patient coaching
* Support groups
 | Staff involved with program implementation  | In-depth interviews conducted via case study | Thematic analysis |
| 6F: How have nonfunded organizations worked toward increasing the utilization of support services and educational resources? | Staff perceptions about their YBCS interventions’ impact on increasing utilization of support services and/or educational resources. Other potential indicators:Attendance at eventsUse of services (e.g., patient navigation)Web traffic/hits on Web sitesWeb behavior (e.g., items downloaded from site) | Staff involved with program implementation | In-depth interviews conducted via case study | Thematic analysis |
| Primary Research Question 7: How have organizations’ interventions affected knowledge, attitudes and behaviors among YBCS, health care providers, and caregivers related to the risks of breast cancer in young women? |
| 7A: How have DP11-1111 grantees’ interventions worked toward increasing knowledge among YBCS, health care providers, and caregivers? | Staff perceptions about their YBCS interventions’ impact on knowledge among YBCS, health care providers, and caregivers  | Staff involved with program implementation  | In-depth interviews conducted via case study  | Thematic analysis |
| 7B: How have DP11-1111 grantees’ interventions worked toward improving attitudes among YBCS, health care providers, and caregivers? | Staff perceptions about their YBCS interventions’ impact on attitudes among YBCS, health care providers, and caregivers | Staff involved with program implementation  | In-depth interviews conducted via case study  | Thematic analysis |
| 7C: How have DP11-1111 grantees’ interventions worked toward improving behaviors among YBCS, health care providers, and caregivers? | Staff perceptions about their YBCS interventions’ impact on behaviors among YBCS, health care providers, and caregivers | Staff involved with program implementation  | In-depth interviews conducted via case study  | Thematic analysis |
| 7D: How have nonfunded organizations’ interventions worked toward improving knowledge among YBCS, health care providers, and caregivers? | Staff perceptions about their YBCS interventions’ impact on knowledge among YBCS, health care providers, and caregivers | Staff involved with program implementation  | In-depth interviews conducted via case study  | Thematic analysis |
| 7E: How have nonfunded organizations’ interventions worked toward improving attitudes among YBCS, providers, and caregivers? | Staff perceptions about their YBCS interventions’ impact on attitudes among YBCS, health care providers, and caregivers | Staff involved with program implementation  | In-depth interviews conducted via case study  | Thematic analysis |
| 7F: How have nonfunded organizations’ interventions worked toward improving behaviors among YBCS, providers, and caregivers? | Staff perceptions about their YBCS interventions’ impact on behaviors among YBCS, health care providers, and caregivers | Staff involved with program implementation  | In-depth interviews conducted via case study  | Thematic analysis |