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<<STATE NAME>>

## TBI SMALL GROUP DISCUSSION PROTOCOL

**CONFERENCE CALL #:**  
**CONFERENCE ID#:**  
**PIN #:**

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

### **Introduction:**

Hello [insert name of state contact],

Thank you for participating in today's discussion. My name is [insert your name], and I am part of a joint Safe States and CDC team working to understand how state injury and violence prevention programs are addressing traumatic brain injury through their ongoing prevention activities. The goal of today's discussion is to hear about your experiences related to TBI prevention and to hear your ideas on how CDC can better support state injury and violence programs in implementing and evaluating TBI primary prevention efforts. The information from this discussion will be used to assist our state partners in improving, expanding, and/or streamlining their TBI primary prevention activities. By primary prevention, we mean preventing the injury from initially occurring.

Today's discussion 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. Please note that this discussion is being recorded and our conversation will be transcribed after the call. We will send you a copy of the transcript as well. Also, please note that Safe States and CDC will have access to the information in this discussion solely for the purpose of informing TBI-related prevention efforts. The information you provide 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?

Core Component Area	Proposed Discussion Questions
My first questions for you are related to your infrastructure and staffing related to TBI prevention activities:	
<b>Build and Sustain a Solid, Stable Infrastructure</b>	<ol style="list-style-type: none"> <li>1. Do you have any staff members within your injury and violence prevention program who have time dedicated to working on traumatic brain injury or intersections between TBI and your work in other injury areas (e.g., motor vehicle injury, falls, etc.)?               <ol style="list-style-type: none"> <li>a. If YES: What are these staff members' roles in addressing TBI (e.g., surveillance, evaluation, communications, program implementation, etc.)?                   <ol style="list-style-type: none"> <li>i. Thinking about each of your staff members' roles, approximately how much time would you estimate that each staff member dedicates to working on TBI-related efforts?</li> </ol> </li> <li>b. If NO: What barriers have prevented you from having staff with time dedicated to working on TBI?</li> </ol> </li> <li>2. Thinking about your program's infrastructure, what resources would help you to enhance your TBI-related activities?</li> </ol>
I would now like to transition to a discussion related to your state's surveillance activities related to TBI:	
<b>Collect, Analyze, and Disseminate Injury and Violence Data</b>	<ol style="list-style-type: none"> <li>3. Are you currently conducting TBI surveillance or TBI-related surveillance in your state?               <ol style="list-style-type: none"> <li>a. If YES: How are you using surveillance data to support your primary prevention activities?</li> </ol> </li> <li>4. Have you experienced any challenges with <i>obtaining</i> the data sources you use for TBI surveillance?               <ol style="list-style-type: none"> <li>a. If YES: What would help you to overcome these challenges?</li> </ol> </li> </ol>
Next, I would like to ask you some questions regarding program and policy strategies related to TBI prevention:	

Core Component Area	Proposed Discussion Questions
<b>Select, Implement, and Evaluate Effective Policy and Program Strategies</b>	<ol style="list-style-type: none"> <li>5. Are you implementing any policy or program-related strategies related to TBI primary prevention?               <ol style="list-style-type: none"> <li>a. If YES:                   <ol style="list-style-type: none"> <li>I. What strategies are you implementing?</li> <li>II. What tools or resources are you using to inform these strategies?</li> <li>III. Have you evaluated any of your TBI prevention strategies?                       <ol style="list-style-type: none"> <li>i. If YES:                           <ol style="list-style-type: none"> <li>a. Which one(s) did you evaluate?</li> <li>b. What was one key evaluation finding?</li> </ol> </li> </ol> </li> </ol> </li> </ol> </li> <li>6. What <i>policy or program-specific</i> resources do you wish that you had to advance TBI prevention efforts in your state?</li> <li>7. TBIs are most commonly associated with injuries from motor vehicle collisions, falls, unintentional blunt trauma, and assault. Are you specifically addressing TBI through your program or policy strategies related to these injury or violence-related areas?               <ol style="list-style-type: none"> <li>a. If YES: How do you think your prevention work in these injury and violence prevention areas has contributed to the primary prevention of TBI?</li> <li>b. If NO: Why do you think your work in these injury and violence prevention areas has NOT contributed to the primary prevention of TBI?</li> </ol> </li> <li>8. What tools or resources would help you to better connect TBI primary prevention to your work in other injury and violence prevention areas?</li> </ol>
<p>I would now like to transition to a discussion of your collaboration activities and partnerships around TBI prevention:</p>	
<b>Engage Partners for Collaboration</b>	<ol style="list-style-type: none"> <li>9. With what local, state, or national organizations have you partnered to address the primary prevention of TBI?</li> <li>10. Please briefly describe your partnership activities related to TBI primary prevention. What distinct roles do you and your partners play?</li> <li>11. Is there an injury community planning group (ICPG) in your state?               <ol style="list-style-type: none"> <li>a. If YES: To what extent has the ICPG been involved in TBI primary prevention efforts?</li> </ol> </li> <li>12. Do you have a partner in your state that you would call a “TBI champion”?               <ol style="list-style-type: none"> <li>a. If YES: Why do you consider this partner a “TBI champion”?</li> <li>b. If NO: What barriers have prevented you from having a partner that you would consider a “TBI champion”?</li> </ol> </li> <li>13. In general, what supports would improve your collaboration activities around TBI primary prevention?</li> </ol>
<p>Next, I would like to discuss your communications activities related to TBI:</p>	

Core Component Area	Proposed Discussion Questions
<b>Effectively Communicate Information to Key Stakeholders</b>	<p>14. Do you actively communicate or disseminate information with your partners or the general public about TBI?</p> <p>a. If YES:</p> <ol style="list-style-type: none"> <li>I. What types of information do you communicate (e.g., surveillance data, evaluation findings, prevention strategies)?</li> <li>II. Who are your audiences?</li> <li>III. What communication methods do you use (e.g., data reports, fact sheets, etc.)?</li> <li>IV. How often do you disseminate this information?</li> </ol> <p>b. If NO: What has prevented you from communicating with your partners about TBI?</p>
My next questions for you are about training and technical assistance related to TBI:	
<b>Provide Training and Technical Assistance</b>	<p>15. Have you or your staff ever <i>received</i> any training or technical assistance related to the primary prevention of TBI? Examples could include training related to TBI-related surveillance, prevention strategies, or other areas.</p> <p>a. If YES:</p> <ol style="list-style-type: none"> <li>I. What types of training have you or your staff received?</li> <li>II. Who provided the training?</li> </ol> <p>16. Have any of the trainings that you have <i>provided</i> to your staff or partners addressed TBI primary prevention?</p> <p>a. If YES:</p> <ol style="list-style-type: none"> <li>I. What types of trainings have you provided?</li> <li>II. To whom did you provide the training?</li> </ol> <p>17. What trainings or skill-building opportunities do you wish were available to enhance the ability of your staff and partners to address TBI primary prevention?</p>
Finally, I'd like to get your thoughts on ways that CDC could enhance access to information related to TBI primary prevention strategies. CDC has considered developing an interactive web application that could be used to select evidence-based strategies for the primary prevention of TBI. The web application would allow users to select strategies based on their specific needs and populations of interest.	
<b>Web Application</b>	<p>18. If CDC were to create this online web application, would you and your partners find it to be useful? Why or why not?</p> <p>19. What are some key features of the web application that would encourage you to use it?</p>
We have just one final question before we complete our discussion today.	
<b>Other</b>	<p>20. Are there any other thoughts you have regarding how CDC can better support your work and the primary prevention of TBI in your state?</p>

Core Component Area	Proposed Discussion Questions
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I would like to thank you all for participating in today's discussion. The information you provided is extremely valuable to us. A transcript of our conversation will be sent to you once it is available. Once the interviews are analyzed, we will follow-up with you about plans to improve our services around the primary prevention of TBI. If you have any questions or additional feedback you'd like to share with us in the interim, please let us know.