

ATTACHMENT E2

**SITE VISIT DISCUSSION GUIDE- GROUP INTERVIEW WITH HEALTHY  
BEHAVIOR SUPPORT STAFF**

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OMB Control No: XXXXX  
Expiration Date: XXXXXX

**WISEWOMAN EVALUATION  
SITE VISIT DISCUSSION GUIDE  
GROUP INTERVIEW WITH HEALTHY BEHAVIOR SUPPORT STAFF**

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<p><b>Q.1. Introductions</b>  (5 minutes)</p>	<p>My name is [fill in]. Thank you for your time today. As we mentioned when we scheduled this interview, SRA International and Mathematica Policy Research are supporting the Centers for Disease Control and Prevention (CDC) in conducting an evaluation of the WISEWOMAN program. The purpose of the evaluation is to find best practices in program implementation and develop evidence on the program's effect on outcomes. This year, we are visiting six funded WISEWOMAN programs across the country to meet with administrative staff and clinical and healthy behavior support partners. [IF PROGRAM YEAR 3: We are also conducting focus groups with WISEWOMAN participants to learn more about their experiences.]</p> <p>This interview will take about 45 minutes. I would like to record the conversation as a back-up for our notes. We will keep the recording private and use it only for reference purposes for this program. We will not attribute any statements or quotes to you without permission. Is it OK for me to begin recording?</p>
	<p>First, let's go around and please tell us a bit about yourself and your job. What is your position?</p>
	<p>What are your roles and responsibilities?</p>
	<p>How long have you been in this position?</p>
<p><b>Q.2. Implementation/ Background</b>  (10 minutes)</p>	<p>How many clients does your organization serve?          How many clients do you work with on a regular basis?          How many of those clients are WISEWOMAN participants?</p>
	<p>On average, how long do you interact with clients during a single visit?          For how many weeks or months do you usually continue to see them?</p>
	<p>Describe the main types of programs and classes that you or your organization provide for women.</p> <ul style="list-style-type: none"> <li>- Which program(s) and/or class(es) do participants use most? And least?             <ul style="list-style-type: none"> <li>o What makes a class more popular? Less popular?</li> </ul> </li> <li>- Who else (other than WISEWOMAN participants) attends the class(es) and program(s)?</li> </ul>
	<p>What strategies do you use to promote attendance at appointments or classes?</p> <ul style="list-style-type: none"> <li>- Do you provide help with any of the following: transportation, child care, or some other incentive?</li> <li>- Do you hold classes during times that you know are most convenient for people?</li> <li>- Do you send reminders?</li> </ul> <p>Do you follow up with women who you expect to see for an appointment or at a class, but who do not attend?</p>

	<ul style="list-style-type: none"> <li>- If so, how do you follow up with them (telephone, email, or some other way)?</li> </ul>
<b>Q.3. Staffing and Training</b>  (10 minutes)	Next we we'd like to understand how WISEWOMAN addresses staffing and training.
	Do you feel that the number of clients assigned to you is too much? Just right? Or not enough? <ul style="list-style-type: none"> <li>- Please describe what makes you say this.</li> </ul>
	Let's talk about the types of trainings or meetings that you might have to attend as part of the WISEWOMAN program.  Have you attended trainings or meetings for the WISEWOMAN program? <ul style="list-style-type: none"> <li>- When have you attended these trainings or meetings?</li> <li>- Are they required trainings or meetings?</li> <li>- Who else/what other types of people attended the training?</li> <li>- Did all of them work with you or were they from different organizations?</li> </ul> What types of topics were covered during trainings or meetings? <ul style="list-style-type: none"> <li>- Were they related to data entry, ways to improve your facilitation skills in serving your clients, new resources and methods related to health promotion, or ways to manage your work load?</li> <li>- Can you give me some examples of the topics and venue for recent trainings or meetings?</li> </ul> How often do you have to go through each of the trainings you described?  To what extent do you find these trainings and meetings to be helpful and effective? <ul style="list-style-type: none"> <li>- Do you think the trainings and meetings help you perform your job better? How so?</li> </ul> What suggestions do you have to make the trainings better? <ul style="list-style-type: none"> <li>- What types of trainings would you like to see offered that are not offered now?</li> </ul>
<b>Q.4. Team-Based Care</b>  (5 minutes)	Now let's talk about your interaction with other health care providers and staff members who work with WISEWOMAN participants to improve their cardiovascular health.
	How often, if ever, do you talk to other health and service providers about WISEWOMAN participants?  IF THEY DO: What do you usually talk about with other health and service providers?
	How do you communicate with the other providers (by telephone, email, or some other way)?
	How easy or difficult is it to coordinate care with other WISEWOMAN providers?

<p><b>Q.5. Community</b> (5 minutes)</p>	<p>Let's talk about the community in which your program operates.</p>
	<p>Please describe the demographic, cultural, and linguistic characteristics of your community.</p> <ul style="list-style-type: none"> <li>- What languages are most common?</li> <li>- In addition to language, are there any special cultural considerations for any populations you serve?</li> </ul> <p>What different cultural approaches do you take for each population that your program serves?</p>
	<p>What are the biggest barriers to cardiovascular health in the community?</p>
	<p>Based on your interactions with WISEWOMAN participants, does it seem that they value WISEWOMAN services? Does it seem that women engage in healthier behaviors after they enroll in the WISEWOMAN program?</p>
<p><b>Q.6. Challenges/ Strengths</b> (10 minutes)</p>	<p>We are almost done. We will ask you a few more questions about your perceptions of the WISEWOMAN program's greatest strengths and weaknesses.</p>
<p><i>Strengths</i></p>	<p>From your perspective, what have been the greatest strengths of the WISEWOMAN program in your community?</p> <p>How much of an impact do you think the WISEWOMAN program makes on the community?</p> <p>Describe what you see as WISEWOMAN's key achievements toward improving the community.</p>
<p><i>Weaknesses</i></p>	<p>What have been the biggest weaknesses or roadblocks to the WISEWOMAN program's success?</p> <p>What resources would help the WISEWOMAN program become more successful?</p>
	<p>What else would you like to share about your experiences with the WISEWOMAN program in your community?</p>
<p><i>Wrap-Up</i></p>	<p>Is there anything else you would like to share with us about your experiences with the WISEWOMAN program?</p> <p>Thank you for taking the time to speak with us today. If you have any additional questions, please feel free to reach out to us.</p>