

Attachment B: Interview Guide

Form Approved
OMB No. 0920-0879
Expiration Date 03/31/2018

Welcome! As you know, CDC's Environmental Health Services Branch (EHSB) is collaborating with ChangeLab Solutions (CLS) to conduct an information collection assessing strategies leading to policy change in federally unregulated drinking water programs. The purpose of these interview is to 1) Understand the influence of water projects on policy, specifically, understand which water projects influenced which policies and how; 2) Identify challenges to influencing policy through water projects and strategies for overcoming challenges; 3) Understand the type of partnerships needed to facilitate policy development; 4) Identify the benefits gained to the local communities from the water project; and 5) Identify training and resource needs of STLT staff working on water projects.

Information collected from the interviews will assist CDC in the identification of gaps when STLT health departments develop safe drinking water policies, and help the CDC to develop and disseminate guidance to enhance the delivery essential environmental public health services for STLT drinking water programs.

Additionally, collecting this information will help EHSB assess what strategies were useful to address safe drinking water policies during the conduct of previous CDC-sponsored water projects. The guidance documents will include and reflect the best available science and practice, and complement the description of the work done by including lessons learned, best practices, activities, accomplishments, and recommendations. These guidance documents will integrate environmental health, epidemiology, and safe water data in user friendly way. The guidance tools may form the basis for the potential development of "How-to" guides for other agencies interested in replicating successful safe water interventions that include policy and regulation changes.

Please note that any identifiable information about the respondents (name, position, agency, phone, and email) will be removed when the results of this assessment are aggregated for analysis. Individually identifiable state responses will be kept secure and will not be shared with participants of this assessment or any other entity without your authorization.

This assessment will require no more than 75 minutes of your time to complete. No known risks or direct benefits to you exist from participating or choosing not to participate.

Should you have any questions or concerns following this interview, please contact Heather Lewis with CLS at hlewis@changelabsolutions.org or 510 302-3342.

Thank you for taking the time to answer these questions. Your responses are invaluable to our decision making and the conduct of the project descriptions.

CDC estimates the average public reporting burden for this collection of information as 75 minutes per response, including the time for reviewing instructions, searching existing data/information sources, gathering and maintaining the data/information needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0879).

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Interview Questions:

1. Please enter the following information about the primary respondent to this questionnaire:

Name:
Position:
Agency:
State/County:
Email Address:
Phone Number:

2. Was this water project designed to develop or amend policy? Why?

Objective: The objective of question #1 is to learn if you (the grantee) designed your project with the intent of developing or amending policy. Please be prepared to provide details on the original intent this project.

3. Please describe the policy this water project sought to develop or amend and why? And what type of new policy or amendments were anticipated or expected?

Objective: The objective of question #2 is to learn about the policy that you considered developing or amending, what was the basis for developing or amending the policy, and what you expect to achieve as a result. Please be prepared to provide details on why you targeted that policy and what you expected to achieve.

4. Please describe the process of successfully developing or amending policy through this project.

Objective: The objective of question #3 is to gain your insight about the process followed for achieving policy development or amendment. Please provide details on all of the steps followed to address the policy.

5. Based on your description above, please indicate what you believe were the key steps that you took towards successfully developing or amending policy? Why?

Objective: The objective of question #4 is to learn details on what were the key steps that contributed to successfully addressing policy. Please be prepared to pinpoint the crucial steps you think contributed to successfully address policy and succinctly explain why.

6. Please indicate who you partnered with in this project and briefly describe their roles.

Objective: The objective of question #5 is to learn details about who you partnered with in this project and about their contributions for successfully addressing policy. Thus please be prepared to provide those details.

7. What are the expected benefits for the community as a result of developing or amending policy?

Objective: The objective of question #6 is to get your insight about how the community benefits as a result of having addressed policy. Please be prepared to provide details on the benefits for the community as a result of this policy change.

8. What systems or mechanisms are in place to make sure the community will benefit from this policy development or amendment?

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Objective: The objective of question #7 is to learn if you or your health department have the means to make sure that the community benefits from this policy change. Please be prepared to provide details on what you are doing to ensure that the community benefits from a policy that was addressed.

9. Please describe how the policy is being implemented and enforced.

Objective: The objective of question #8 is to learn details on how the policy that you addressed is being implemented and enforced. Please be prepared to provide details on how the policy that was addressed will be implemented and enforced.

10. What are the challenges and barriers to the implementation and enforcement of the policy?

Objective: The objective of question #9 is to learn details about the challenges and barriers that were encountered when implementing the policy that was addressed during your project. Please be prepared to provide those details.

11. What have you done or plan to do in order to overcome the challenges and barriers identified in question #9?

Objective: The objective of question #10 is to learn details on what you have done or will do to overcome the identified challenges and barriers to the implementation and enforcement of the policy that was addressed. Please be prepared to provide those details.

12. What strategies would you recommend to follow when planning projects aimed at developing or amending safe water-related-policies?

Objective: The objective of question #11 is to learn details on the strategies that you would recommend when planning projects aimed at addressing safe water-related-policies. Please be prepared to provide those recommendations in detail.

13. What types of resources or trainings do you and your staff need in order to effectively promote the implementation and enforcement of water policies, including this one?

Objective: The objective of question #12 is to learn, in detail, about the types of resources or trainings that you and colleagues would need to become effective in implementing and enforcing water policies. Thus be prepared to provide those details based on your experience of leading or participating in this project.

14. Is there any additional information that you would like to share about your project and the role you played in addressing or having the potential to address policy?

Objective: The objective of question #13 is to learn what additional information you can share as a result of your project and the role you played in addressing policy. So be prepared to provide that additional information in a detailed manner.