

Attachment C- Instrument: State-level phone interview guide

Form approved
OMB No. 0920-0879
Expiration date: 03/18/2018

STATE-LEVEL PHONE INTERVIEW GUIDE

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Section 1. Participant Background

Tell us a little bit about yourself.

1. What is your official job title?
2. How long have you been in this position?
3. What are your main job responsibilities in this position?
4. Was your state previously funded by the Coordinated School Health program?

We are interested in learning about your thoughts and experiences with four of CDC's tools or resources:

- A. School Health Guidelines to Promote Healthy Eating and Physical Activity
- B. Health Education Curriculum Analysis Tool (HECAT)
- C. Comprehensive School Physical Activity Program Guide (CSPAP)
- D. Parents for Healthy Schools

Please note that we are not evaluating you or the quality of your work. We know states and districts are working with limited time and resources and may not be using all the tools and resources available. Our goal is to evaluate what is and is not working so that CDC can improve their offerings.

5. Which of these tools or resources, if any, is your state promoting? Promoting includes both disseminating information about the tool or resource, and providing training or technical assistance to increase school district and school-level awareness and use.
 - a. If you are not promoting any of the tools or resources, tell us about how that decision was made.

Section 2. Perceptions of Tools or Resources That ARE Being Promoted

For each tool or resource mentioned that you are promoting:

6. Who is promoting [tool or resource]?
 - a. How are they promoting [tool or resource]?
7. What are your thoughts about the [tool or resource] content?
 - a. What do you like about it?
 - b. What suggestions do you have for improving it?
8. What are your thoughts about how easy or difficult [tool or resource] is for districts and schools to use?
 - a. What are your thoughts about how feasible it is for districts and schools to implement what [tool or resource] recommends?

Section 3. Resources and Support (for each tool being used)

9. What are the main partnerships that you formed to promote and provide support for [tool or resource]?
10. If not you, who has actually provided the trainings on [tool or resource]?
 - a. How did you (or another person) receive training?
 - b. How long ago did you (or another person) receive training?
11. What have you done to raise district/school level awareness of [tool or resource]?
12. What training have you provided for [tool or resource]?
13. What technical assistance have you provided for [tool or resource]?
 - a. How did you follow up?
14. How do you monitor the extent to which districts or schools are implementing [tool or resource] recommendations?
 - a. Have you included [tool or resource] in accountability measures?
15. Think about some of the districts (or schools) that have been more successful in implementing the [tool or resource]. What do you think accounts for their success?
16. What supports have you received in getting the [tool or resource] out to districts?

Section 4. How are Tools or Resources Being Used (for each tool being used)

Now, we would like to get your thoughts on how the tools or resources are being used in school districts and schools within your state that you work with.

17. Based on your experience and the feedback received, to what extent are school district or school staffs using [tool or resource]? Please answer on a scale of 1-5 with 1 being not using at all and 5 being using all components fully.
18. To what extent do you believe [tool or resource] is assisting school district staff in achieving school and student level policy, practice, or program changes? Please answer on a scale of 1-5 with 1 being no assistance at all and 5 being very helpful in assisting school and district staff in achieving policy, practice, or program changes.

Section 5. Barriers (for each tool being used)

19. What issues or challenges, if any, do school districts (or schools) encounter when implementing [tool or resource] recommendations?
 - a. How have those challenges been addressed or overcome?
 - b. What changes, if any, should be made to make [tool or resource] easier to use?
 - c. What other tools or resources might assist districts (or schools) to implement the recommendations?
 - d. What advice would you give to your peers/counterparts in another state who may want to use [tool or resource]?
 - e. How have you attempted to overcome any challenges disseminating [tool or resource]?

Section 6. Perceptions of Tools or Resources for which there are BARRIERS in Promoting

Let's talk a little about the tools or resources that you are not currently promoting.

For the [Identify each specific tool mentioned]:

20. Did your state promote [tool or resource] in the past?
 - a. If yes, how [tool or resource] promoted in the past?
21. Tell us about your decision not to promote or use [tool or resource].
22. What other tools or resources are you using to [purpose of tool not using]?
23. Are there specific additional supports that would help or encourage you to use the [tool or resource]?

Conclusion

We have talked about many different aspects of CDC's tools or resources and resources.

24. Are there any additional thoughts or comments about the work you are doing in your state with the tools or resources and resources that you feel are important for us to know at this time?

Thank you for your helpful feedback.