

MIECHV Grantee Feedback on Data and Evaluation Technical Assistance

INTERVIEWER:

This interview will serve as a needs assessment that is focused on three major areas for potential technical assistance: (TA) Performance Measurement, Continuous Quality Improvement (CQI), and Evaluation. We're interested in learning about your current capacities and goals as well as your challenges and barriers in each of these topic areas. We would also like to hear about your preferred approaches to TA and how you believe DOHVE can most effectively help.

Please know:

- Information will be kept private
- Participation is voluntary

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. The OMB number for this information collection is 0970-0401 and the expiration date is 03/31/2018.

You'll be asked a series of questions over approximately 45 minutes. When asked about preferred TA formats, please consider the following options, as well as any other suggestions you may have:

- 1) *Individualized TA:*
 - a. *Phone calls and/or emails*
 - b. *Sharing of resources via email*
 - c. *Go-to meeting or other shared screen programs*
 - d. *In-person meetings*
 - e. *Trainings (via webinar or in-person)*
- 2) *Universal TA*
 - a. *Regional or all-grantee calls*
 - b. *Regional or all-grantee webinars*
 - c. *Written documentation (briefs, manuals, toolkits, etc.)*
 - d. *Trainings (via webinar or in-person)*
 - e. *Peer learning, circles of learning*

*First, we'll start with discussing TA needs around **Performance Measurement**.*

1. *How do your LIAs currently collect and report data to you?*
 - PROBE: What format is it collected in? Submitted to you in?
 - PROBE: What challenges, if any, do you encounter with LIA data reporting?
 - PROBE: How can DOHVE TA help you in overcoming these challenges?
 - PROBE: What approach to TA would you prefer in addressing these challenges?

2. *Do you currently train your LIAs on data collection processes?*
 - o PROBE: What does this training process look like?
 - o PROBE: Do your training needs to be improved? (If yes): What barriers/challenges do you feel prohibit you from effectively training your LIAs on data collection?
 - o PROBE: How can DOHVE help with this? What type of TA do you envision being useful?

3. *Do you have a structured process for monitoring data quality and for ensuring data are submitted on time?*
 - o PROBE: Can you briefly describe this process?
 - o PROBE: Is it effective? If not, how can DOHVE help?
 - o PROBE: Can you briefly describe the process for monitoring data quality and timely submission?
 - o PROBE: How do you provide ongoing support to your LIAs around data collection?
 - o PROBE: Are your monitoring processes effective? If not, how can DOHVE help?

4. *What database do you currently use to track program performance? Are you satisfied with it?*
 - o PROBE: If not, are you interested in developing a new one or modifying your current one?
 - o PROBE: Would you like DOHVE to assist with this process?
 - o PROBE: What approach to TA would you prefer in addressing this?

5. *Do you have an effective process in place for data cleaning, analysis, and data reporting?*
 - o PROBE: Do you think it can be improved/more efficient?
 - o PROBE: How would you like to see DOHVE help with these processes?

6. *How else can DOHVE TA be helpful as it pertains to performance measurement?*

Next we'll discuss your TA needs around **Continuous Quality Improvement**.

7. *How confident do you feel in your state's ability to effectively implement and monitor the CQI plan as it is intended?*
 - o PROBE: Do you feel you have a good understanding of CQI principles and methods?
 - o PROBE: What challenges or barriers have you encountered?
 - o PROBE: How would you like to see DOHVE help?

8. *How helpful do you think your CQI plan has been in improving program practices, policies, or procedures? Has it made an impact?*
 - o PROBE: If no, how can DOHVE assist you in making your CQI plan more useful?
 - o PROBE: What approach to TA would you prefer in addressing this?

9. *How else can DOHVE TA be helpful as it pertains to CQI?*

Finally, we'll discuss your TA needs around **Evaluations**. (note: this only applies to grantees who are currently funded to implement an evaluation with MIECHV funds)

10. *Is there any part of obtaining OPRE concurrence and HRSA approval of evaluation plans that you find particularly challenging?*
 - o PROBE (if yes): What can DOHVE do to help you with these challenges?
 - o PROBE: What approach to TA would you prefer in addressing this?

11. *Have you encountered challenges in carrying out evaluation activities as originally planned?*
 - o PROBE: What do you think is the cause of these challenges?
 - o PROBE: How can DOHVE TA be helpful to you in navigating these challenges as they arise?
 - o PROBE: Have you encountered challenges staying on track with your proposed timeline? If so, do you feel like the timeline was not feasible?

12. *Do you have TA needs specifically related to data analysis?*
 - o PROBE: What types of issues have you encountered and why?
 - o PROBE: Do you think DOHVE technical assistance would be helpful? How so?

13. *Would you like technical assistance around writing evaluation final reports?*
 - o PROBE: If yes, how would you prefer DOHVE help?

14. *Do you feel you could use DOHVE's assistance in disseminating your evaluation results?*
 - o PROBE: What approach to TA would you prefer in addressing this?

15. *If relevant, how helpful do you think your past evaluation(s) has been in informing the program?*
 - o PROBE: If no, how can DOHVE assist you in making your evaluations more useful to your programs?
 - o PROBE: What approach to TA would you prefer in addressing this?

16. *How else can DOHVE TA be helpful as it pertains to evaluations?*