

D1. State Agency Survey Debriefing Interview Guide

Debrief of STATE AGENCY INTERVIEW

State Agency Site: _____ Date: ___/___/2016

Interviewee Name: _____

Interviewer Name: _____

Note-taker Name: _____

Length of Debriefing Interview: _____ (minutes)

[NOTE TO INTERVIEWER: MAKE SURE TO HAVE THE STATE AGENCY SURVEY WITH YOU DURING THE DEBRIEFING INTERVIEW]

Thank you again for helping us to pretest these materials for this study. As part of the pretest process, we would like for you to provide us with feedback on the State Agency Survey you completed. We'd like to ask you a few questions about any survey questions you thought were unclear or that were difficult to answer. Specifically, we are looking for your thoughts on the understandability and flow of the questions, and your perception of the time it takes to complete the State Agency Survey. We would also like your opinion about the response choices provided, including whether we are missing response choices or have included some that are not appropriate or applicable.

State Agency Survey Debriefing Questions

1. How long did it take for you to complete the State Agency Survey? Total time _____. Thank you. Did you feel that the State Agency Survey was too long, too short, or too complicated? **[PROBE FOR: REASONS WHY AND SUGGESTIONS FOR IMPROVEMENT]**
2. What did you think of the overall flow of the questions? **[PROBE FOR: SPECIFICS ABOUT THE FLOW/ ORDER THAT QUESTIONS WERE ASKED, TOPIC ORDER, ETC.]** Do you have any suggestions to make the survey questions flow better?
3. What did you think about how the questions were worded? Were any questions phrased in a way that were difficult to follow? **[PROBE FOR: REASONS WHY AND SUGGESTIONS FOR IMPROVEMENT]**
4. On the State Agency Survey there were several questions that provided a list of responses for you to choose from **[NOTE TO INTERVIEWER: GIVE EXAMPLE IF NECESSARY]**: Were there any response choices you think should have been listed or that should not have been listed?
5. Were there any questions you had a hard time answering (either because you did not know the answer, or because you did not understand the question)? **[PROBE FOR: REASONS WHY AND SUGGESTIONS FOR IMPROVEMENT]**

6. Were there any questions that took a particularly long time to answer? Which question(s)? **[PROBE FOR: REASONS WHY AND SUGGESTIONS FOR IMPROVEMENT]**
7. Were there any terms that were used that you are unfamiliar with? **[PROBE FOR: DO YOU HAVE SUGGESTIONS OF OTHER WAYS TO PHRASE THESE TERMS, OR WOULD YOU SUGGEST THAT WE ADD A DEFINITION?]**
8. Were there any questions you felt were repetitive? **[PROBE FOR: REASONS WHY AND SUGGESTIONS FOR IMPROVEMENT]**
9. Was there any information that could have been provided in advance to help you better prepare to answer any of the questions asked? **[PROBE FOR: IF SO, WHAT SPECIFICALLY? FOR WHICH QUESTION(S) WOULD THIS HAVE BEEN HELPFUL?]**
10. Was there anything you wished the State Agency Survey had asked you about, but didn't? **[PROBE FOR: SPECIFIC TOPICS OR QUESTIONS]**
11. Do you think there is anything else we should know or should have asked as we finalize the State Agency Survey? Do you have any other suggestions for improving the survey? **[PROBE FOR: ANYTHING ELSE BEYOND WHAT THEY FIRST MENTION - ANYTHING ELSE?]**

Thank you for your feedback on the State Agency Survey! This has been really helpful. We really appreciate your time.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number for this information collection is 0584-0606. It will take you, on average, 20 minutes to complete this debriefing interview.
