

APPENDIX D

PRETEST DEBRIEFING INTERVIEW PROTOCOL QUESTIONS

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PRETEST DEBRIEFING INTERVIEW PROTOCOL QUESTIONS

Evaluation of Demonstrations of Direct Certification with Medicaid for Free and Reduced-Price Meals (DCM-F/RP)

Introduction

The purpose of this interview is to gather information about your experiences in providing data during the first year of the DCM-F/RP demonstration. Your responses will help us to improve the data collection processes and instruments to be used in future years of the demonstration.

A. Experiences with site visit data collection

- A1. During the site visits, did you feel you were able to accurately demonstrate your processes to the data collection team, through the interviews and on-site observations?
- A2. Are there any steps in your agency's portion of the direct certification process that we did not ask about during the site visit or follow-up interview?
- A3. Were there any staff members who were not included in the site visit who you feel should have been included?
- A4. Were there any staff who were included in the site visit who we did not need to interview or observe?
- A5. Are there any changes to the site visits or follow-up telephone interviews you would recommend?
- A6. *[For school district respondents:]* Is there anything else you would like to add about your experiences providing data during the first year of the DCM-F/RP demonstration?

[For school district respondents:] That concludes our interview. Thank you for your time.

B. Experiences with State cost data collection

- B1. Which staff were involved in completing the state cost data logs?
- B2. About how much time was spent completing these logs? Your best estimate is fine.
- B3. Were the instructions provided with the cost logs clear? [IF NO] Which instructions were unclear?
- B4. How difficult was it to collect the information needed to complete the cost logs? Did you estimate the costs, check with other staff members, or look up the information elsewhere?

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0606. The time required to complete this information collection is estimated to take up to 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

- B5. How easy or difficult was it to use the Excel data tool? Would you say very easy, easy, somewhat difficult, or very difficult?
- B6. Were there any tasks you conducted as part of your DCM-FR/P process that were not listed in the cost log Activity Descriptions tab or in the drop-down menu for the Activity column in the Time Log tab? [IF YES] What was/were the task(s)?
- B7. Are there any changes to the state cost data logs or instructions you would recommend?
- B8. *[For State Medicaid respondents:]* Is there anything else you would like to add about your experiences providing data during the first year of the DCM-F/RP demonstration?

[For State Medicaid respondents:] That concludes our interview. Thank you for your time.

C. Experiences with administrative records data collection

- C1. Which staff were involved in fulfilling the administrative records requests?
- C2. About how much time was spent fulfilling these requests? Your best estimate is fine.
- C3. Was the administrative records request clear? [IF NO] Which parts were unclear?
- C4. How easy or difficult was it to assemble the information needed to fulfill the administrative records requests? Were particular components or data elements more difficult than others?
- C5. Are there any changes to the administrative records requests you would recommend?
- C6. Is there anything else you would like to add about your experiences providing data during the first year of the DCM-F/RP demonstration?

That concludes our interview. Thank you for your time.