

NATIONAL PROGRAM TO ELIMINATE DIABETES RELATED DISPARITIES IN  
VULNERABLE POPULATIONS  
GRANTEE INTERVIEW GUIDE

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Hello, my name is \_\_\_\_\_. Thank you for giving us this opportunity to discuss [GRANTEE ORGANIZATION NAME]. This interview will take no more than 1.5 hours of your time. We will do our best to stay on track.

We are conducting an assessment of the CDC's *National Program to Eliminate Diabetes Related Disparities in Vulnerable Populations* to learn more about the planning, development, implementation, and evaluation of community-based interventions to reduce risk factors that influence health disparities associated with diabetes. The assessment is being conducted by ICF International on behalf of the Centers for Disease Control and Prevention (CDC). I along with the CDC staff hope to learn much during this time, and your participation is essential to our learning process. The assessment will involve interviews with key stakeholders in the program. Through the interviews we are hoping to learn more about your work with the selected vulnerable populations and opportunities to promote diabetes management and control among vulnerable communities.

To make sure that a comprehensive assessment of your project is conducted, over the next couple of days, we will be talking with different groups of individuals, such as grantee project staff, consultants, site coordinators, community mobilizers, community partners, and coalition members. We want to hear their perspectives on CDC activities, the types of activities your project has implemented, what worked and what didn't work and opportunities for improvement in the future. You are the expert on your experience, and your opinions and thoughts are invaluable.

There is no right or wrong answer. This discussion is not meant to evaluate you; rather it is meant to gather insights from your organization and its initiatives. Please be assured that your name will not be used in any reports, and we will not quote you directly without asking for your permission first. Your participation is completely voluntary, you may end the interview at any time, and if we ask a question that you would prefer not to answer, just tell us, and we'll skip over it.

Notes will be taken to accurately capture our discussion. Additionally, we will be recording the interview to be sure that we correctly and completely capture your responses. We consider issues of privacy to be very important, and all notes and tapes will be destroyed upon completion of this assessment. Is it OK that we audiotape our interview? \_\_\_Yes \_\_\_No

Do you have any questions before we get started? **[ADDRESS ANY QUESTIONS AND THEN BEGIN]**

## **A. BACKGROUND**

1. Tell me a little about [Grantee Organization Name].
2. What is your position and role with [Grantee Organization Name]?
3. How long have you worked for [Grantee Organization Name]?
  
4. To apply for the VP funding, you had to identify 3 communities with which you would collaborate on this project. **[ICF interviewer will provide a summary of the 3 communities selected and the target populations]**
  - a. **Probe:** Is there anything else you would like to add to the description of the 3 communities and their composition?
  - b. **Probe:** What were the major facilitators and barriers to working across and within the target populations?
  - c. **Probe:** If you had to do this project again, is there anything you would have changed about the selection process? Do you think you got the right communities on board?"
5. How were key partners identified across the 3 selected communities?
6. Please tell me about your relationships with existing partners or activities in the 3 communities selected for the VP initiative.
  - a. **Probe:** Did you work with any of these communities prior to the start of this program? If so, in what capacity?
  - b. **Probe:** Did this partnership help you strengthen those relationships? What are the facilitators and barriers to maintaining these relationships?

**Note: Questions 7-9 (ask only if the respondent is a consultant for a grantee)**

7. How long have you been a consultant for [Grantee Organization Name]?
  - a. What is your area of expertise?
  - b. What organization, if any, are you employed with full-time?
  - c. Why did you decide to take on this role?

8. Have you worked with [Grantee Organization Name] prior to the VP grant? If yes, in what capacity?

9. Please describe your experience in working with the 3 communities selected for funding through the VP grant?

## **B. PLANNING PROCESS**

10. The VP FOA is built on components of the Community Change process or approach, which suggests that community change, occurs through community commitment (i.e. coalition development), community assessment (i.e. gathering of local level data), planning (i.e. targeting action/identifying interventions), implementation, and evaluation (i.e. documentation of success).

- a. How have you used this approach to address diabetes in the 3 communities you work with?
- b. What were the major facilitators and barriers to using this process or approach?
- c. What would be your advice to others using this process or approach to address diabetes in vulnerable populations?

11. Could you tell me about how you worked with the 3 communities to assess the needs of each community?

- a. What worked, what didn't work? Were there differences by community?

12. What resources did you use to guide your approach to doing the needs assessment? CDC TA? Other resources? How useful were each of the resources?

13. How did you share the results or findings of the community assessments with the 3 communities? Were there any challenges in sharing the results?

14. In what ways were the needs different or similar across the 3 communities (e.g. rural vs urban, different racial and ethnic mixes)? Provide examples.

15. How did you work with the 3 communities to develop their strategic plans? Please briefly describe the process and any steps you took to customize the process?

16. When you think about developing the strategic plan, was there anything that made that process easier or harder?

**Probe:** What influence, if any, do you think the cultures of the selected communities had on the development and/ or execution of the community

needs assessment and strategic planning process? How were these issues addressed?

17. As you may recall, evidence-based interventions were selected for each of the communities as part of the strategic planning process. Please briefly describe how you worked with the 3 communities to identify the most appropriate evidence-based interventions. What worked, what didn't?

18. How do you think the cultures of the selected communities influenced the selection of the evidence-based interventions? Please give examples.

**Note: Questions 19-21 (ask only if the respondent is a consultant for a grantee)**

19. Please describe if at all how you were involved with, or helped to facilitate, the assessment of the 3 communities? What successes or challenges did you experience?

20. Please describe, if at all how were you involved with, or helped to facilitate, the development of strategic plans with the 3 communities? What successes or challenges did you experience?

21. Please describe, if at all how were you involved with or helped to facilitate the selection of the evidence-based interventions with the 3 communities? What successes or challenges did you experience?

### **C. INTERVENTIONS**

22. What types of interventions did you implement with the 3 communities to address diabetes management and control or associated factors? Which interventions have worked? Which interventions have not worked?

23. What types of support activities, if any, did you implement to ensure these evidence-based interventions were culturally appropriate for each of the three communities? Which activities were most helpful? Which activities were least helpful?

24. In ways do you think health disparities were addressed by the selected evidence-based interventions?

25. In what ways are the evidence-based interventions being evaluated?

#### **D. IMPACT**

26. In what ways, if any, did the cultures of the three communities influence the implementation and outcomes (success?) of the evidence-based interventions?

27. Please describe up to 3 ways in which this project has increased the 3 communities' capacities' to implement evidence-based, culturally-tailored diabetes-programs.

28. Please describe how, if at all, [Grantee Organization Name] has shared or disseminated findings, results or lessons learned from the VP initiative.

29. In retrospect, do you think that you had the necessary resources (e.g., funds, knowledge of diabetes, knowledge of target population, and staffing, etc.) to facilitate change in the 3 communities as it relates to diabetes management and control? Why or why not?

#### **E. FUTURE IMPACT**

30. How well do you think the 3 communities will be able to sustain activities beyond the grant period? If any, what types have activities are being planned?

31. What would you recommend for CDC or other organizations interested in developing and implementing community-based interventions addressing diabetes in vulnerable populations?

32. Is there anything that I did not ask you about that you want to discuss?