

Appendix E

SEMI-STRUCTURED PROTOCOL FOR SUBSEQUENT TELECONFERENCE OR VISIT WITH TPP PROGRAM

Thank you for taking time to meet again with our team. As a reminder, the Office of Adolescent Health (OAH), U.S. Department of Health and Human Services is interested in expanding the use and understanding of evidence-based teen pregnancy prevention programs. This meeting and similar meetings we are having with other TPP programs have two main purposes. The first is for the project team to learn more about the TPP program that you provide. The second is to let programs know more about goals that OAH would like to accomplish. We would like to get your input and reactions to these plans. We estimate that this visit will take three hours. All the information provided in these discussions will be kept private to the extent permitted by law, and your participation in these discussions is voluntary.

Topics for Discussion of Programming

Program Administration

- Review information obtained about the organization during previous conversations including experience with TPP programs of interest and funding sources.

Program Features and Enhancements

- Review the components of the TPP program, including any recent or planned adaptations and enhancements.
- Review settings, target populations, and reach.
- What are program goals overall and for each component?
- What is your target population and program capacity?

Program Enrollment

- Identify key referral sources.
- Review recruitment strategies and enrollment processes, including any eligibility requirements.
- Review retention practices and their success. Identify other possible retention practices.
- Discuss prior data on program dosage.

Service Environment

- Identify other related programs or services available to teens served by organization within organization or the broader community.

Program training, technical assistance, and monitoring

- Review staffing and program training plans.
- Discuss practices for monitoring program implementation, including data sources, and the identification and delivery of technical assistance.

General

- What are the main challenges your program faces?
- Do you have future goals for your program? Any new strategies or enhancements you want to implement?

Topics for Discussion about OAH's Project Goals

- Is your organization currently involved with an evaluation(s)? Has your organization participated in an evaluation previously?
- Review the list of questions they indicated being interested in during the initial phone call. Would you add or prioritize the questions differently after our second discussion with you?
- What do you think about the goals for this project? Are they relevant? Will they provide useful information to your organization? Would you change or add anything?
- Do you have any other comments or advice for the project team?

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