

Training Agenda – SPI Pilot Study

[Assumes that All Field Interviewers (FI) have NIS experience]

Day 1

7:30 – 8:30	Registration
8:30 – 8:45	Welcome and introductions
8:45 – 9:45	Overview and background of study
9:45 - 10:00	NIS vs. SPI (How SPI is similar and different to NIS)
10:00 – 10:15	BREAK
10:15 – 10:45	Team approach and role of on-site supervisor (OS)
10:45 – 11:15	Expectations for behavior (respect for others, dress code, etc.)
11:15 – 11:45	Overview of data collection (travel in through travel out); Sets the framework for training
11:45 – 12:45	LUNCH
12:45 – 1:15	Confidentiality
1:15 – 1:45	Safety
1:45 – 2:15	Sampling and list of sampled inmates
2:15 – 3:00	Room set up and getting inmates to room (add OS working with staff in centralized and decentralized—what you say when working with staff, to prep for OS exercise later in training)
3:00 – 3:15	BREAK
3:15 – 3:45	Consent procedures (for interview as well as linkage to administrative data)
3:45 – 4:15	Introduction to computer, including Equipment Agreement Form Receipt (EARF)
4:15 – 5:00	Review of Blaise conventions and questionnaire content overview
5:00	Transport to hotel

Day 2

8:30 – 8:45	Review of previous day
8:45 – 9:15	Register a case
9:15 – 10:30	Round robin (1.25 hrs)
10:30 – 10:45	BREAK
10:45 – 12:00	Round robin, continued (1.25 hrs)
12:00 – 1:00	LUNCH
1:00 – 2:00	Review of event codes, entering codes in 3 locations (CMS, FI daily and list of sampled inmates)
2:00 – 3:00	Individual exercise (FI goes through a scripted mock on their own)
3:00 – 3:15	BREAK
3:15 – 4:15	Individual exercise, continued
4:15 – 4:45	Handling distressed respondents
4:45 – 5:00	Q&A
5:00	Transport to hotel

Day 3

8:30 – 8:45	Review of previous day
8:45 – 9:15	Tailored Review of Difficult Modules (anything tricky that needs extra training time would go here)
9:15 – 10:30	Paired interview #1 interview only (more experienced FI role as FI and less experienced FI as respondent, conducting X interview scenario)
10:30 – 10:45	BREAK
10:45 – 12:15	Paired interview #2 interview only (interviewers switch roles, conducting X scenario)
12:15 – 1:15	LUNCH
1:15 – 3:00	OS Practice
3:00 – 3:15	BREAK
3:15 – 3:45	Email
3:45 – 4:15	Transmissions
4:15 – 5:00	Team Building Activities (Rule building, Find the Good) Reminders for check out and last day of training
5:00	Transport to Hotel

Day 4

8:30 – 9:00	Review of Previous day and of team building activity
9:00 – 10:30	Paired interview #3 start to finish (consent, cookies) (more experienced FI role as FI and less experienced FI as respondent, conducting X interview scenario)
10:30 – 10:45	BREAK
10:45 – 12:15	Paired interview #4 start to finish (consent, cookies) (interviewers switch roles, conducting X scenario)
12:15 – 1:15	LUNCH
1:15 – 2:15	Bringing it all together (Overview of entire process from travel in to travel out)
2:15 – 3:00	ePTEs
3:00 – 3:15	BREAK
3:15 – 3:45	Expense Reports
3:45 – 4:30	Review of Facilities (Logistics Plans, if available.)