

Form Approved
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Capacity Building Assistance Program: Assessment and Quality Control

**Attachment 16
CBA Key Informant Interview Script**

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Introduction

Thank you for joining us.

My name is [Name] and I am with a company called SciMetrika. I will be conducting the interview today. [Name] is also here with us from SciMetrika as notetaker.

We are here on behalf of the Centers for Disease Control and Prevention, or CDC. We are assisting in an evaluation of their Capacity Building Assistance program, which we refer to as the “CBA” program. The CBA program funds organizations to provide training and technical assistance to organizations that serve people living with HIV or at risk of new infections.

According to our records, you recently participated in [*training/technical assistance title*] which was funded through the CBA program. This is why we asked you to be part of these interviews. We want to learn more about how the CBA program has affected your organization.

I would like to record our conversation so we don't miss any of your valuable comments. The information that we gain through these interviews will be reported in aggregate, or in other words, your name and any information that could be used to identify you will not be included in our report to CDC. . Your participation in the assessment is completely voluntary, and failure to participate will not jeopardize your employment or CDC funding of your organization. May I have your permission to record the interview?

[*Begin recording*]

If at any time during the interview you would like me to stop the recording, please let me know and I will turn it off.

As we begin the interview, feel free to be candid and share your honest opinions; both positive and negative comments are helpful.

Questions

1. First we would like to confirm that we know what capacity building assistance you have received through the CBA program. Our records indicate that you completed the following [*trainings, technical assistance events*] in the past year. [*List trainings/TA event titles.*] Is that correct?
2. Please describe the skills or knowledge you feel were gained through your participation in those events.
3. Next I would like to know a little about your organization. In two minutes or less, please tell me a little about [*Name of Organization*] and what you do there.
4. What led you to enroll in CBA [*trainings/technical assistance*]?
5. Have you been able to start using the skills or knowledge you have gained from [*trainings, technical assistance*] in your work with [*Organization Name*]?

Note: Probe regarding how recipients have used the particular skills or knowledge discussed in question 2.

Note: If recipients have not yet implemented knowledge or skills gained, skip to question 7.

6. What has made it easy to start using the skills or knowledge you gained?

Note: For questions 6 and 7, you may probe for the following barriers/facilitators:

- i. Are the skills and knowledge that you gained readily adaptable to your organization's programs?
 - ii. Is additional coordination by you or other staff members required to utilize the knowledge or skills gained within your organization's programs?
 - iii. How well do the skills and knowledge you gained align with your organization's programmatic goals?
 - iv. What (if any) resources are in place at your organization to support the use of skills and knowledge you gained (e.g., space, funding, staff etc.)?
 - v. Is additional technical assistance necessary to support implementation of the skills and knowledge you feel you've gained?
 1. If so, did you receive that technical assistance? Why or why not?
7. What has made it difficult to start using the skills and knowledge you gained?
 8. What steps (if any) have you taken to share the knowledge and skills you gained from [*training/technical assistance*] with others at your organization?

- a. If steps were taken, to whom did you communicate this information?
9. How have these skills and knowledge impacted the people your organization serves?
10. How are these skills and knowledge perceived by leadership at the highest levels of your organization?
11. What has your organization done to support the long-term use of these skills and knowledge?
 - a. *Probes:*
 - i. Have the skills and knowledge become part of organizational or programmatic protocols?
 - ii. Has longer term funding been appropriated to support implementation?
 - iii. Have other staff members also received this [*training/technical assistance*]?
12. Finally, I want you to think of the training and technical assistance that you and others at your organization have received through the CBA program. From your perspective, overall, how have these services affected your organization's ability to deliver evidence-based interventions, programs, or other services?
13. Do you have any other thoughts you would like to share about the CBA program?

Thank recipient for their participation.