

Appendix C.2.c: Interview Guide for Local Health Department Representatives

Date:

Time: (Start) (Stop)

Introductions

- Interviewers
- Interviewee(s)

Interviewee's Name, Title, Organization

Interviewee's Scope of Responsibility:

Background

The RAND Corporation, a non-profit research organization, is conducting a CDC-funded study to evaluate the impact that Age Friendly communities and Senior Villages have on older adult well-being and resilience to emergencies. We define an emergency to include earthquakes, extended power outage, terrorist event, or a weather-related event such as a winter storm, heat, hurricane, tornado, wildfire, or flood. We hope to spend the next 30 minutes discussing your department and the activities and services it provides geared to older adults, and those that are specific to emergency preparedness.

Informed Consent

Your participation in this discussion is completely voluntary and we can stop at any point.

Public reporting burden of this collection of information is estimated to average 30 minutes 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. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-XXXX).

RAND will use the information you provide for research purposes only. Your responses will be kept secure. We will not link your name to the information that you provide. While every effort will be made to protect your individual identity, it may be possible for others to identify you because of the role you play in the department. As such, you should not tell us anything you do not want anyone inside or outside your organization to know.

We will be taking notes during our conversation today. The notes will be destroyed at the end of the study, and no one outside of the research team will see them. There are no consequences if you decline to participate.

If you have questions about this study you may contact the Principal Investigator, Joie Acosta, by phone at 703-413-1100 extension 5324. If you have any questions or concerns about your rights as a research participant, please contact the Human Subjects Protection Committee at RAND, 1776 Main Street, Santa Monica, CA 90407, (310) 393-0411, ext. 6369.

Do you have any questions before we begin?

Do you agree to participate in this interview?

No → Okay, thank you for your time and have a nice day.

Yes → Thank you very much. We really appreciate your support.

Screening question

[If screening questions were not administered please ask:]

Do you know whether your city/county has an Age Friendly initiative or any Senior Villages?

[If yes, go to Section A. If no, go to Section B]

Section A [For City/County WITH an AF or Senior Villages ONLY]

Interview Questions

Communication and engagement with AF communities and Senior Villages

1. What are the greatest needs in helping older adults live healthy and independently in the community?

2. Do you currently engage (communicate, collaborate, or have a formal relationship) with the [name of city/county's] AF community or any senior villages?
 - a. If yes, how? Who do you engage with? Why did your LHD decide to engage? How long have you been doing this engagement?
 - b. If not, how might you go about establishing that engagement with AF communities and SVs?
3. Who initiates or develops services to support older adults living in [name of city/county's] AF communities and SVs? (Can be internal or external to the LHD)

Emergency preparedness activities and applicability to older adults

1. What kinds of emergency preparedness activities does your department conduct? Do you think your activities are aligned with those of the Age Friendly initiative or Senior Village's activities?
2. What are the greatest needs in terms of preparing older adults for an emergency who live in [name of city/county's]?
3. What roles do other agencies (e.g. Department of Homeland Security or emergency management, Area Agency on Aging) have on emergency preparedness for older adults within [name of city/county]?
4. Who/what agency initiates or develops services to support older adults' emergency preparedness who are living in AF communities and SVs? (Can be internal or external to the LHD)
5. Are there any challenges to working with the [name of city/community] Age Friendly initiative or senior villages? Facilitators?
6. Do you have any plans for future activities with [name of city/county's] related to emergency preparedness among aging populations?

7. If the [name of city/county's] administration wanted to measure standardized metrics that could measure progress on improving the emergency preparedness of older adults in your community, what would you recommend?

Section B [For City/County WITHOUT an AF or Senior Villages ONLY]

Interview Questions

1. What kinds of emergency preparedness activities or services does your department provide?
2. Do you work with any other departments on emergency preparedness (metropolitan police department, department of behavioral health, homeland security, Area Agency on Aging, unified communications arm of mayor's office, department of transportation, fire or emergency management functions/EMF)?
3. Is there any focus on older adults within your jurisdiction's emergency preparedness plan?
4. Within your department is there a committee or division related to aging services?
5. Has your department thought about tailoring any services to older adult populations?