

TA PROVIDER FOCUS GROUP GUIDE

Evaluation of CDC's CCC 1017 Program

I. INTRODUCTION (10 minutes)

A. Introduction and purpose

Thank you for participating in today's focus group. As technical assistance providers to the 1017 grantees, your input is very important to our evaluation of the 1017 program. The information you will give us today is information we could not get anywhere else.

My name is _____ and I will be moderating today's discussion.

The goal of this evaluation is to provide CDC with information that can be used to inform technical assistance and training and to guide decisions regarding the expansion of the 1017 program to other CCC programs.

B. Procedure

Before we begin, I would like to start with some ground rules for our discussion today:

1. There are no right or wrong answers. Please be completely honest.
2. Everyone's participation is important. Part of my job as moderator is to make sure we get a chance to hear from everyone, so, at times, I may call on you, or ask you to shorten your remarks so someone else has the chance to speak.
3. We want this to be a group discussion, so you don't need to wait for me to call on you to speak, and please feel free to respond directly to other people's thoughts and ideas.
4. Our discussion will be kept secure to the extent permitted by law. We will not use your names in any report.
5. Our discussion today is being tape recorded. These recordings allow us to write a more complete report, and to make sure we accurately reflect your opinions. However, please only speak one at a time, so that the tape recorder can pick up all your comments. We will destroy all recordings after we are done writing our report.

Public reporting burden of this collection of information is estimated to average 90 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 Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, GA 30333, ATTN: PRA (0920-xxxx).

6. As moderator, my job is to keep the discussion focused on the subject. If I see that we are getting off the topic, I will bring us back to the topic so we can finish on time.
7. Please do not put your phone on hold. If there is unexpected noise where you are, we may ask you to put your phone on mute until you are ready to speak. Thanks.

C. Introductions

Before we begin, I would like each of you to take a few moments to introduce yourself. Please tell the group:

- Your first name
- What your role has been in providing technical assistance or training to the 1017 grantees

II. TA NEEDS (25 minutes)

Let's start by talking about technical assistance and training needs.

1. What are the major TA needs that grantees have had to date?
2. How have you identified those needs?

Great! This has been really helpful.

III. DELIVERING TA AND TRAINING (25 minutes)

I would like to talk about how you meet the TA needs and what you have found to be effective.

3. What are the different strategies you have used to meet those needs?
 - a. What has been effective?
 - b. Not effective?
4. Looking ahead, what TA needs are you prioritizing for the coming year?

IV. VARIATION IN TA NEEDS AND BEST PRACTICES (25 minutes)

5. What differences do you see in the barriers/needs across the different programs? Why?
6. In your interactions with grantees, have any best practices emerged? Describe

V. FINAL COMMENTS AND THANK YOU (5 minutes)

Your feedback and thoughts have been very important, and we appreciate your assistance.

7. Finally, do you have any other questions or is there anything else you would like to say?

Thank you for meeting with us today! Your comments will help CDC and the 1017 grantees with their policy, system, and environmental change strategies to reduce the burden of cancer. As a reminder, all of your comments today will be kept secure to the extent permitted by law.