

**Appendix A-3:
Partner Agency Interview Guide**

Partner Agency Interview Guide

Introduction and Consent

Before we begin our questions, I want to share a few key points about this interview. This interview provides RTI with the opportunity to learn more about [GRANTEE AGENCY]—their strategies for identifying and serving domestic victims of human trafficking, the services they provide to victims, and the ways in which agencies collaborate to meet the needs of victims. We're also interested in hearing your thoughts about how the [DEMONSTRATION PROJECT] is working, including successes and challenges. Information from the evaluation will inform future program development and evaluation and provide information for ongoing program improvement to Family and Youth Services Bureau (FYSB) grantees.

Participating in this interview is completely voluntary. The interview should last about 1 hour and 15 minutes. 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. The OMB number for this information collection is 0970-XXXX and the expiration date is XX/XX/20XX.

The questions that we will be asking you are probably topics that you would discuss with colleagues, but you may decline to answer any question or stop the interview at any time. We will not share your responses with anyone outside the RTI evaluation team, to the extent permitted by law. Our reports will combine information across all the individuals we talk with about [GRANTEE AGENCY]. You will not be identified by name in any reports. If we would like to quote you, we will first ask for your permission. We'll be taking notes, but if you don't mind, we'd also like to record the conversation as a backup for our own use. We will delete the audio recording after we have finalized the notes, and only the RTI evaluation team will have access to the audio recording or notes. Are you okay with us recording our discussion?

Do you have any questions before we begin?

Respondent Background

[Recap understanding of organization's role in demonstration grant, from proposal or project director]

- Please tell me about your role with regard to the demonstration grant. What do your daily activities consist of? On average, what percentage of your time do you work on [DEMONSTRATION PROJECT]?
- What other staff at the agency work on the demonstration grant? What are their roles?
- What are the training requirements for staff working on the demonstration grant?
- How would you describe the implementation status of the trafficking project within your agency at this point in time?

Partnership Composition and Functioning

Partnership Composition and Development

- Please provide an overview of your program, the clients you serve, and the services you provide.
- Please describe your partnership with [GRANTEE AGENCY]; how long have you been in partnership and how frequently do you interact?
- What factors have made partnership challenging? What factors have supported this partnership?

Community and Organizational Capacity

Community Resources to Prevent Human Trafficking and Respond to Human Trafficking Victims

- Please describe the resources your community has to prevent human trafficking and respond to trafficking victims.
- What is your assessment of the sustainability of your community's capacity to prevent and respond to trafficking victims?
- Please describe the extent to which your program serves underserved target populations, that is, people who wouldn't normally receive services from existing programs.

Partnership Composition and Functioning

Collaboration Structures and Activities

- Please describe any new services created or made available through your collaboration with [GRANTEE AGENCY].

Referral Mechanisms and Information Sharing

- Please describe referral mechanisms and protocols that have been established among your partners. When do you refer clients to [GRANTEE]? When do they refer clients to you?
- What works well and what is challenging with the referral process?
- Please describe the information sharing agreements and protocols established for this partnership. What types of data do you share with [GRANTEE]? What types of data do they share with you?
- What works well and what is challenging with the process of sharing information?
- Please describe clients' willingness to share information.

Partnership Functioning

- Please provide an assessment of the partnership in terms of engagement and functioning. What works well and what has been challenging with collaborating and coordinating services?

Comprehensive Victim-Centered Services

Screening and Assessment

- How do you identify individuals who are or who may have been trafficking victims?

Comprehensive Services

- What services are available through your program?
- Please describe challenges to service delivery related to this grant and strategies you have used to overcome those challenges.
- Do any of the services that you provide to clients served by this grant follow evidence-based models?

Staff Support and Supervision

- What type of support (e.g., clinical supervision, stress reduction) do case management staff working on the grant receive?

Wrap-Up

- Is there anything else you would like to tell me about your organization's involvement in the demonstration grant?