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## COMMUNITY LEADER INTERVIEW (CLI)

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Form Approved  
OMB No. 0990-  
Exp. Date XX/XX/20XX

*Thank you very much for taking the time to speak with us today. I work for ICF International, a research and evaluation organization and we are working in collaboration with the Office of the Assistant Secretary for Health (OASH) to evaluate the utility and effectiveness of the Second Decade Project Community Planning Guide developed by OASH. The Community Planning Guide was developed to help community leaders put together a plan for promoting health and wellbeing among adolescents in their second decade of life (10-19 years of age). We are talking with leaders in communities in 5 pilot sites across the country to learn about how they are involved with and support coalitions and their activities, and work to educate their communities about issues impacting young people and adolescents.*

### PARTICIPATION

- This interview will last approximately 60 minutes.
- To ensure the accuracy and completeness of the information you provide, we would like to get your permission to record and transcribe the interview. However, if you do not agree to be recorded, we will not record the interview. If the interview is not recorded, we will still take notes during the interview. If you agree to be recorded, only the ICF team will have access to the recording. To protect your privacy, we will ask the transcriptionist to sign a letter of confidentiality and will keep the notes and recordings in password protected files. Only ICF team members will be allowed to use them. Your name will not be used in any of our references to the material, so your statements will be confidential. All recordings will be destroyed one year after completion of the contract.

**Do I have your permission to record the interview? (Participant will verbalize Yes or No)      YES    NO**

### PROCEDURES

- You may ask questions about this evaluation at any time before, during or after the interview.
- You may stop answering questions at any time, for any reason, and you may choose not to respond to any questions that you do not want to respond to.
- We will provide you with the contact information for the project manager, who you may contact with any questions that arise after your participation in this interview.
- The interviewer will record (if permission is given) and/or take notes during the interview.
- You will receive a copy of this consent form via email.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0990-0379. The time required to complete this information collection is estimated to average 1 hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer

### RISKS

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This study is considered to be low or minimal risk. However, if any question makes you uncomfortable you are free to stop the interview or skip that question.

### BENEFITS

Participation may not benefit you personally. However, the information gathered in this study may be valuable for improving the Second Decade Community Planning Guide and its implementation.

### 1COMPENSATION

Participation in this interview will involve no cost to you. You will not be paid for participating in this interview.

### PRIVACY

We will take every precaution to protect your privacy. We will NOT include your name or position title, or any other identifying information when we present the study or publish its results. Findings will be reported in aggregate and organized by theme. No one in your community or at OASH will have specific knowledge of your responses to interview questions. Your privacy and the evaluation data will be kept confidential and secure.

### CONTACT INFORMATION

Any questions you have about the study can be directed to Gingi Pica, Project Manager, at 40 Wall Street, 34<sup>th</sup> Floor, New York, NY 10005; 212-941-5555. To contact the Institutional Review Board that reviewed this study, call 1-877-556-2218. By agreeing to participate in this interview, you confirm that we have discussed the points on this form, that you understand them, and that you freely agree to participate.

### COALITION DEVELOPMENT PROCESSES

I'd like to ask you some questions about the [or local name of] coalition in your community.

- What are the goals and objectives of the coalition?
  - How did the coalition determine these goals/objective/mission?
  - To what extent was the guide used to determine the goals/objective/mission of the coalition?
  - How useful was the Guide in determining the goals/objective/mission of the coalition?
    - If it was useful, can you please describe how it was useful and provide some specific examples?
    - If it wasn't useful, do you have thoughts about why it may not have been as useful to your coalition for goals/objective/mission development?
- How was the coalition formed? Can you describe how coalition members/stakeholders were recruited?
  - Can you describe how your coalition used the Guide to develop or refine the coalition?
    - If the Guide wasn't used can you talk about why?
  - How useful was the Guide in establishing your coalition?
    - If it was useful, can you please describe how it was useful and provide some specific examples?

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- If the Guide wasn't useful for helping to establish your coalition, do you have thoughts about why?
  - What sectors/areas of expertise are represented on the coalition?
    - Are there sections that are not represented that you would have liked to see included?
  - Are a broad range of community stakeholders represented?
  - Were coalition members selected from an existing coalition or task force?
    - If so, how were members reconstituted for this particular work?
- What types of roles and responsibilities have been assigned to coalition members?
  - What is your role and responsibilities in the coalition?
  - How was the Guide used to determine the roles and responsibilities of coalition members?
  - Were resources from the Guide helpful in determining the roles and responsibilities of coalition members?
    - If not, what type of resources would have been helpful? Do you have suggestions for changes to the resources included in the Guide related to determining the roles and responsibilities of coalition members?
    - If the resources were helpful, can you explain why they were helpful, or provide examples of how they were helpful in determining the roles and responsibilities of coalition members?
- Describe the coalition communications. How is information about meetings, logistics shared with members?
  - How was the Guide used when developing coalition communications and processes? Please provide an example or two of how the Guide was used.
- How has the membership of the coalition changed since February 2016, if at all?
  - How has the Guide been used to refine coalition group membership?

## COMMUNITY AWARENESS AND EDUCATION EFFORTS AROUND ADOLESCENT ISSUES

- What type of information is available in your community regarding youth 10-19 years of age?
- How has the Guide been used by the coalition to help raise awareness in the community about issues related to youth 10-19 years of age? Can you provide some specific examples of how it has been used for this purpose?
  - What efforts have been made by the coalition to educate and increase awareness in the community about issues related to youth 10-19 years of age?
  - Can you describe these efforts? What activities or initiatives have been implemented?

## COMMUNITY NEEDS ASSESSMENT AND COMMUNITY ACTION PLAN PROCESSES

- What are the key issues facing youth and adolescents in your community?
- Can you describe the current efforts in the community to address these issues facing adolescents and young people in your community?

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- How has the Guide been used by the coalition to address these issues?
  - What resources have helped the coalition to understand the key issues for youth 10-19 years of age and determine priorities?
- Can you describe how the coalition determined which multi-impact strategies to include in their community action plan?
  - How has the Guide been used by the coalition to determine which multi-impact strategies to implement in their community?
- Can you describe how the coalition established which specific issue areas to address as part of their community action plan?
  - How has the Guide been used by the coalition to determine these issues?
  - How has the Guide been used by the coalition to determine short, medium and long term action plans?
- How has the Guide been used by the coalition to identify and prioritize areas of need for youth and adolescents in your community?
- How has the Guide been used by the coalition to identify additional funding mechanisms for activities for youth and adolescents in your community?
  - If additional funding mechanisms have been identified, which ones?

## COLLABORATION WITH COMMUNITY PARTNERS ABOUT ADOLESCENT ISSUES

- What other partners and agencies are working on issues related to adolescent health and well-being in your community?
  - How has the coalition collaborated with these partners on issues related to adolescents and young people?
  - What types of issues have been addressed through these collaborations and partnerships?
  - How has the Guide helped to foster collaborations with new partners or stakeholders?

## SUSTAINABILITY

- What efforts have been made to sustain activities initiated by the coalition?
- Was the Guide used to help develop strategies for sustainability? If so, how?
- What efforts have been made to implement the Community Action plan developed by your coalition?

## USEFULNESS OF GUIDE TO FACILITATE DISCUSSION AND ACTIVITIES/ RECOMMENDATIONS

- What would be one recommendation you would have for agencies/individuals interested in developing a coalition aimed at improving lives of adolescents?
- Would you recommend the Guide as a resource to other communities/agencies working with youth populations?
- Did you consult other resources outside of the Guide to establish your coalition and/or to develop your action plan?

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- o If so, which outside resources did you use? Which resources did you find the most helpful?
- Did you learn anything new from the Guide?
- Do you have suggestions for ways to improve the Guide?
- What elements were missing that you would have liked to see?
- What sections of the Guide did you find most useful? Why?
- Which sections of the Guide did you find least useful? Why?
- Was the Guide easy or difficult to use? If so, how?

We have reached the end of the interview, is there anything else about the Guide you want to tell us that I haven't already asked about?

**Thank you for your time and willingness to participate in this interview!**