

# Qualitative Interview Protocol

## **Background**

1. Can you start by providing some background information about your role on the grant (e.g. what are your current responsibilities)? Do you have additional responsibilities outside this role? If so, can you briefly describe these and what percentage of time you spend on grant-related activities?
2. How did you first become involved with the MHFA/YMHFA initiative?
3. How long have you been working in [name of SEA, LEA, or Community organization]? Can you describe your work prior to becoming involved with the grant?

## **Local Context and MHFA/YMHFA Activities**

4. Prior to receiving the MHFA/YMHFA grant, what would you say were the most significant strengths and challenges related to the provision of behavioral health services in your school/district/community? (*Probe for specific strengths and challenges regarding mental health literacy and intervention training as well as information about the overall climate and culture (e.g. attitudes and beliefs) regarding substance abuse and mental health*).
5. Are there specific policies or practices in place that support the provision of services? Policies or practices that pose a barrier to the provision of services? (*Probe for state, school/district, community*).
6. In what ways, if any, does the MHFA/YMHFA initiative connect to/build on existing efforts in your [state, district, community]? (*Probe for other initiatives or sources of funding*). In your opinion, do these existing strategies represent a coordinated approach? If yes, please describe. If no, what needs to happen to make these efforts more coordinated (or less fragmented)?
7. Please describe your MHFA/YMHFA activities (e.g., who does the training target, when was training implemented).

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## ***MHFA/YMHFA Implementation***

### **Synthesis and Translation System**

8. Can you describe the planning process for MHFA/YMHFA implementation? (Probe for information about a needs assessment, resources that supported planning, challenges that emerged, strategies to address challenges and meet training and implementation goals.)
9. How would you rate the MHFA training and training materials? (Probe for information about whether the materials were easy to understand, the format or delivery of the content, etc.). In what ways could the materials be improved?
10. What types of feedback have you received about the training and training materials? What have trainees' reports as most useful? Least useful? In what areas is additional training needed?

### **Support System**

11. Please describe the training that you received regarding implementation of the MHFA/YMHFA curriculum. What aspects were most helpful? In what areas would you have liked more training?
12. How many individuals have been identified as trainers for MHFA/YMHFA? How many of these were credentialed? How many people have received training on the MHFA/YMHFA curriculum? Are these numbers consistent with what was proposed in your grant application?  
  
What challenges have you experienced in recruiting trainers and trainees? Are there strategies in place to address these challenges? Please describe. In what ways do you think recognition of mental health issues would change if more people were trained?
13. How would you characterize the level of buy-in and support for MHFA/YMHFA? (Probe about buy-in and support at the district, administrator, and/or staff levels.) What has contributed to this level of buy-in and support?
14. What organizational supports are currently in place to support implementation fidelity? What additional supports are needed?
15. What is your current strategy for tracking trainees? Is the tracking strategy useful in helping you contact trainees? If not, please describe the challenges you experienced. What supports are needed to better facilitate contact with trainees?

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16. Does your [school, district, organization] offer any follow up training activities related to MHFA/YMHFA (e.g. supplementary training, opportunities to connect with other trainees)? If yes, please describe. If not, what types of follow up activities would be most beneficial?

### Delivery System

17. To what extent has your [school, district, organization] practices changed as a result of MHFA/YMHFA implementation (ask interviewee to rate the level of change on a scale of 1 to 10). Please provide specific examples of the changes you have observed. *Probe for changes in:*

- a. *mental health awareness,*
- b. *engagement with individuals showing signs of distress,*
- c. *changes to or the development of protocols and procedures for making mental health referrals,*
- d. *changes in the number of mental health referrals*

*(If few or no changes reported)* In your opinion, why has the training had little to no impact on daily practices? What would it take to bring about the desired behavioral changes?

18. What changes or outcomes have you seen?
- a. In terms of understanding of mental health issues?
  - b. In terms of organizational climate?
  - c. In terms of relationships with community partners (such as places to which youth might be referred for assessment or treatment)?
  - d. In terms of processes and procedures for identification for services and service delivery?
  - e. Any changes in the availability of services, the number of individuals served)?
19. What challenges exist between your school/district/organization and partners?

## **Closing**

20. Are there any other significant strengths and supports that have facilitated implementation of MHFA/YMHFA? Any additional barriers or challenges?
21. What important lessons would you share with another SEA/LEA/Community organization that is considering implementing MHFA/YMHFA (*Probe for anything the respondent would have done differently or sooner?*)
22. Do you have any concerns about the sustainability of MHFA/YMHFA once funding has ended? If no, what supports are in place to promote sustainability? If, yes, what are your biggest concerns? What do you think needs to happen to promote sustainability?

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