

Case Study Interview Guide for DP13-1315 Evaluators

Introduction

Thank you for agreeing to speak with me today. As you know, we are conducting a series of case studies with leadership and staff from programs funded under the *National Support to Enhance Implementation of Comprehensive Cancer Control Activities (DP13-1315)* cooperative agreement to learn more about programs' efforts to support and build capacity among CDC's National Comprehensive Cancer Control Programs (NCCCPs) and State-Based Tobacco Control Programs (NSBTs) through training and technical assistance (TTA). The purpose of this interview is to learn more about the evaluation of *[insert name of DP13-1315 organization]*'s TTA efforts under the DP13-1315 cooperative agreement.

Do you have any initial questions before we begin?

[Pause to allow for questions].

Great, I'm going to begin by reviewing the informed consent.

[Read informed consent statement. If respondent gives verbal consent, proceed with the interview. If the respondent declines participation, thank the respondent and end the interview]

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Interview Questions

I. Implementation of FOA Components

I would like to begin by discussing your role within [*insert name of respondent's organization*], and your organization's efforts to provide support to implement the components of the DP13-1315 Funding Opportunity Agreement (FOA).

1. Briefly describe your organization and how long it has been involved with [*insert DP13-1315 grantee organization name*]?
2. How would you describe your role within [*insert name of respondent's organization*]?
 - a. How long have you worked at [*insert name of respondent's organization*]?
 - b. How did you originally get involved?
3. Describe you and/or your organization's role in the coordination/implementation of TTA for NCCCP grantees.
 - a. How do you/ your organization's help to plan, implement, and evaluate TTA?
 - b. How would you describe your/ your organization's experience with participating in the TTA delivered?
4. What resources, if any, has your organization provided to [*insert DP13-1315 grantee organization name*] to support their provision of TTA to NCCCP grantees??
 - a. Has your organization provided additional funding? If so, please describe.
 - b. Has your organization provided nonmonetary resources (such as volunteers, time, expertise,)? If so, please describe.

II. Achievement of Short-Term Outcomes

Thank you for your responses thus far. These next few questions focus on your perceptions related to the impact of [*insert DP13-1315 grantee organization name*]'s TTA efforts on short-term outcomes.

1. Describe how your organization measures the implementation of the TTA model supported under the DP13-1315 FOA?
 - a. What data do you collect?

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- b. Who is responsible for measuring/monitoring implementation?
 - c. Are other staff members involved in data collection? How so?
 - d. Are there plans to expand or change how your organization monitors implementation of TTA? If so, please explain?
2. Describe how your organization measures the extent to which the TTA your program has implemented under DP13-1315 has achieved short-term outcomes?
 - a. What data do you collect?
 - b. Who is responsible for measuring/monitoring implementation?
 - c. Are other staff members involved in data collection? How so?
 - d. Are there plans to expand or change how your organization monitors implementation of TTA? If so, please explain?

III. NCCCP Priorities and Goals

Now I would like to learn more about your perspective on the effectiveness of [*insert DP13-1315 grantee organization name*]'s TTA on NCCCP implementation and the achievement of goals, as well as any aspects of the TTA framework that could be improved.

1. From your perspective how effective do you perceive [*insert DP13-1315 grantee organization name*]'s TTA in contributing to NCCCP implementation and achievement of goals? Please explain.
 - a. Do NCCCP state program staff view [*insert DP13-1315 grantee organization name*]'s TTA as effective? What evidence has been collected to support this?
 - b. Do NCCCP state coalition members see [*insert DP13-1315 grantee organization name*]'s TTA as effective? What evidence has been collected to support this?
 - c. What aspects of [*insert DP13-1315 grantee organization name*]'s TTA do you think stakeholders see as most effective?
 - d. What aspects of [*insert DP13-1315 grantee organization name*]'s TTA do you think stakeholders see as least effective?
2. What suggestions, if any, do you have for improving the effectiveness of [*insert DP13-1315 grantee organization*]'s TTA? Please provide specific examples.

IV. Essential Elements of TTA Model

Great! For these last few questions, I would like to hear your perspective on the impact of [*insert DP1-1315 grantee organization*]’s TTA model on NCCCCP grantees’ capacity and programmatic outcomes, as well as factors that may have impacted the effectiveness of your organization’s TTA.

1. Overall, which aspects of the TTA model do you see as most essential for improving NCCCCP capacity?
 - a. Which strategies are most essential? Why?
 - b. Which activities are most essential? Why?
2. From your perspective, how has the TTA model improved programmatic outcomes?
 - a. Which strategies, if any, resulted in improved outcomes? How?
 - b. From your perspective, which strategies would TTA recipients deem most essential for improving outcomes? Please explain.
 - c. Which activities, if any, resulted in improved outcomes? How?
 - d. From your perspective, which activities would TTA recipients deem most essential for improving outcomes? Please explain.
3. Describe any lessons learned from supporting the TTA offered by [*insert DP13-1315 grantee organization*] under the DP13-1315 FOA.
 - a. What recommendations do you have for improving the TTA model used?

Conclusion

That is all of the questions I have for you at this time. Thank you so much for taking the time to talk with me! This has been very informative and will be important in understanding DP13-1314 grantees’ TTA efforts. Do you have any questions for me at this time? [*Pause for participant questions. Interviewer will use Evaluation FAQ Talking Points document to answer respondent questions*].

Again, if any questions do arise after today, please feel free to contact the ICF Project Manager, Sarah O’Dell at 404-321-3211.