

In-Depth Interview Guide

Introduction

As you know, ICF International, on behalf of the Centers for Disease Control and Prevention (CDC), is conducting an evaluation to explore programs that have supported and helped to build the capacity of the CDC's National Comprehensive Cancer Control (NCCCCP) and State-Based Tobacco Control Programs via training and technical assistance (TTA). Specifically, we are conducting case studies of organizations funded under two different cooperative agreements – *Consortium of National Networks to Impact Populations Experiencing Tobacco-Related and Cancer Health Disparities* (DP13-1314) (hereafter referred to as DP13-1314) and *National Support to Enhance Implementation of Comprehensive Cancer Control Activities* (DP13-1315) (hereafter referred to as DP13-1315). The purpose of this interview is to gather your feedback about the TTA your organization has received from one of the organizations funded by CDC, including details about the type, quantity, and quality of TTA received. Do you have any 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]

Public reporting burden for this collection of information is estimated to average 30 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 Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, GA 30333; ATTN: PRA 092017AW.

Interview Questions

I. Background

First, I would like to start by asking you about your organization and job responsibilities.

1. Currently, what organization do you work for and what is your job position?
 - a. How long have you held your current position?
2. Please describe your role and duties as a [*respondent position title*]?
 - a. How do your job responsibilities relate to the National Comprehensive Cancer Control Program (NCCCP) and/or your state's tobacco control program?

II. Training and Technical Assistance Received

Now I would like to ask you about the types of training and technical assistance (TTA) you may have received from one or more of the organizations funded under DP13-1314 or DP13-1315. These organizations include:

- National African American Tobacco Prevention Network (NAATPN)
 - Inter-Tribal Council of Michigan (ITCM)
 - Asian Pacific Partners for Empowerment, Advocacy, and Leadership (APPEAL)
 - National Alliance for Hispanic Health
 - CenterLink
 - National Council for Behavioral Health
 - Community Anti-Drug Coalitions of America (CADCA)
 - Patient Advocate Foundation
 - American Cancer Society (ACS)
 - George Washington Cancer Institute
1. You reported receiving TTA from [*insert DP13-1314/DP13-1315 organization(s) from which respondent reported receiving TTA from in the NCCCP Survey*] to support your role in the NCCCP. Can you describe the TTA received from each of the organizations?

In-Depth Interview Guide

- a. What were the topics of the TTA received?
 - b. How was TTA delivered over time (e.g., in-person trainings, webinars, one-on-one phone calls)?
 - c. How frequently was TTA received (monthly, quarterly, annually)?
2. How has the TTA received from [*insert DP13-1314/DP13-1315 organization name(s)*] affected your organization's ability to plan, implement, and/or evaluate your state's NCCCP and/or tobacco control program?
 - a. How has the TTA received helped your program improve the delivery of specific activities?
 - b. How has the TTA received shaped specific aims or goals of your program?
 - c. How has the TTA received helped your program achieve NCCCP goals and outcomes?
 - d. How has the TTA received helped your program achieve tobacco control-related goals and outcomes?
3. What aspects of the TTA received by [*insert DP13-1314/DP13-1315 organization name(s)*] were the most helpful for your program?
 - a. Describe the topics that were the most relevant to your program needs.
 - b. What formats and modes of delivery (e.g., one-on-one calls, webinars, in-person trainings) were the most useful?
4. What aspects of the TTA received by [*insert DP13-1314/DP13-1315 organization name(s)*] were the least helpful for your program?
 - a. Describe the topics were the least relevant to your program needs.
 - b. What formats and modes of delivery (e.g., one-on-one calls, webinars, in-person trainings) were the most useful?

In-Depth Interview Guide

5. Aside from the TTA you have received from the DP13-1314 and/or DP13-1315 organizations, in what types of trainings has your organization participated to help with the planning, implementation, and/or evaluation of your state's NCCCP and/or tobacco control program?
 - a. Who delivered the trainings?
 - b. How were these trainings delivered?
 - c. How were you able to apply the training you received to help with program implementation and/or evaluation?
6. Describe how the support received from other TTA providers has affected your organization's ability to plan, implement, and/or evaluate your state's NCCCP and/or tobacco control program?
 - a. To what extent was your organization able to utilize TTA to improve the different aspects of your program?

III. Recommendations

I would like to wrap up our discussion by discussing any recommendations you may have for CDC related to providing TTA to build capacity among state-based NCCCP and/or tobacco control programs.

1. What recommendations can you provide for CDC related to the TTA needed to better support NCCCP and/or tobacco control programs?
 - a. What are your recommendations related to specific TTA activities and/or approaches that are most helpful?
 - b. What are your recommendations related to TTA topics that are most relevant?
2. What contextual factors should CDC consider when implementing a model for delivering TTA to support state-based NCCCP and/or tobacco control programs?

IV. Conclusion

In-Depth Interview Guide

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 the TTA you received from the DP13-1314 and DP13-1315. Do you have any questions for me at this time?

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