

**Trafficking Victim Assistance Program Assessment—Key Informant  
Interviews and Focus Groups**

ASPE Generic Information Collection Request

OMB No. 0990-0421

**Supporting Statement—Section B**

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**Contracting Officer's Representative**

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## **Section B—Data Collection Procedures**

### **1. Respondent Universe and Sampling Methods**

This is a program assessment in which we are trying to gain knowledge about the relative strengths and weaknesses of the current Trafficking Victim Assistance Program (TVAP) grant structure and per capita funding model, determine if efficiencies can be gained, and identify potential alternative funding strategies. The data will be used by the Office on Trafficking in Persons (OTIP) in the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS) to help inform decisions about TVAP.

This assessment proposes the following data collection methods: (1) key informant interviews with a sample of fiscal year (FY) 2016 TVAP grantees and subrecipients, (2) focus groups with TVAP subrecipients, and (3) a social network survey of FY 2016 TVAP grantees and subrecipients. Data from the interviews and focus groups will be used to document and describe the perceptions and experiences of TVAP grantees and subrecipients regarding the current TVAP regional grant structure, per capita funding model, and potential alternative funding strategies for trafficking services. We will submit a separate information collection request for the social network survey data collection as referenced in Supporting Statement A.

The sample for the interviews will include FY 2016 TVAP grantees and subrecipients and will involve two separate sampling strategies, one for grantees and another for subrecipients. At each of the three grantee organizations, we will seek to interview three types of key grantee staff: grant administrator, lead case manager, and lead service referral contract. We anticipate a total sample of nine key grantee staff to be selected for interviews. Among the subrecipient organizations, ICF will employ a stratified sampling approach for selecting subrecipient organizations using two key characteristics: primary service region (i.e., ACF region) and number of clients served (i.e., less than five clients and more than five clients in the past year). Selections will be made with input from ACF, ASPE, and the three grantee organizations. Subrecipient organizations will be grouped into these strata and purposefully selected for diverse representatives to participate in interviews, with approximately 4 interviews conducted in each of the 10 ACF regions. We anticipate a sample of approximately 41 subrecipient staff to be selected for interviews. At each of the three grantee organizations, we will seek to interview three types of key staff: grant administrator, lead case manager, and lead service referral contact. At each subrecipient organization, we will seek to interview the lead case manager.

The sample for the focus groups will include large caseload (i.e., more than five clients in the past year) and small caseload (i.e., less than five clients in the past year) TVAP subrecipients. A purposive sampling approach will be used to identify appropriate subrecipient staff (i.e. lead case managers) to participate in focus groups. We anticipate a total sample of 24 TVAP subrecipients to be selected for participation in 2 focus groups (i.e., 12 TVAP subrecipients with a large caseload and 12 TVAP subrecipients with a small caseload).

### **2. Procedures for the Collection of Information**

We have developed two semi structured, key informant interview protocols (not more than 1 hour in length)—one for grantee staff and one for subrecipient staff---that will be primarily conducted via telephone, though some interviews may be conducted in person at grantee sites during site visits. Both protocols focus on the following topics related to the current TVAP funding model: (1) funding and regional structure of TVAP; (2) meeting the needs of different types of victims; (3) challenges and successes; (4) alternative funding models; and (5) information and resources. Each interview will be tailored to incorporate specific discussions based on the individual’s experiences with TVAP. The key staff selected to participate will represent their respective organization in their professional capacity and provide information about their organization. We will not ask for any personally identifying or sensitive information, except for name and contact information for scheduling purposes.

We have developed a semi structured focus group protocol (not more than 1 hour in length) that will be administered to both large caseload (i.e., more than five clients in the past year) and small caseload (i.e., less than five clients in the past year) TVAP subrecipients. Focus groups with TVAP subrecipient staff will be conducted virtually.

The focus group protocol for TVAP subrecipients includes the following topics: (1) perceptions of TVAP per capita funding (e.g., ability to meet needs of different types of victims, flexibility of funding model, challenges, unmet needs resulting from funding model); (2) perceptions of other types of funding; and (3) general questions and perceptions for TVAP. Each focus group will be tailored to incorporate specific discussions based on the group’s experiences with TVAP or other funding models. The TVAP subrecipients selected will be representing their respective organization and providing information about their organization. We will not ask for any personally identifying or sensitive information, except for name and contact information for scheduling purposes.

### **3. Methods to Maximize Response Rates and Deal With Nonresponse**

We will obtain a list of current TVAP grantees and subrecipients from OTIP and recruit interview participants primarily via email and phone calls; however, we may also recruit participants during site visits to selected grantee and subrecipient organizations. All of the informants we plan to speak with for the interviews are currently involved in TVAP. TVAP grantees have received notification of the assessment from OTIP and been instructed to notify their subrecipients. We do not anticipate problems with response rate or nonresponse. In the event that a respondent does not respond or chooses not to participate, we will seek out another individual to represent that grantee or subrecipient organization.

We will obtain a list of current TVAP subrecipients from OTIP and recruit focus group participants primarily via email and phone calls. We do not anticipate problems with response rate or nonresponse. In the event that a respondent does not respond or chooses not to participate, we will seek out another individual to represent that agency or organization.

### **4. Test of Procedures or Methods to Be Undertaken**

The interview and focus group protocols have been reviewed and edited by a group of HHS federal stakeholders representing OTIP, ACF's Office of Planning, Research & Evaluation (OPRE), and the HHS Office of the Assistant Secretary for Planning and Evaluation (ASPE). Feedback from these stakeholders was used to refine and modify the protocols. Additionally, the grantee interview protocol will be piloted with a former TVAP grantee staff person to ensure the scope and timing of the protocol is appropriate.

**5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

ICF worked with the following contacts to design this study: Amanda Benton in ASPE; Mary Mueggenborg in OPRE, and Elizabeth Pfenning in OTIP. Contact information will be supplied upon request.