

Office on Women’s Health Prevention Awards (OWHPA)
Key Informant Interview Guide: [Partner Staff](#)

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OWHPA Key Informant Interview Guide: Program Partner Staff

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Program Partner Interview Guide

The goal of these interviews is to collect information regarding program partners' experiences with grantees and with the Office on Women's Health Prevention Awards (OWHPA) Prevention of Opioid Misuse in Women grant program. Questions in this discussion guide include overarching discussion questions with probes or sub-questions to be used as needed.

Introduction

Good morning/afternoon. My name is XX and I work in the Public Health Research Department at NORC at the University of Chicago. The HHS Office on Women's Health has engaged NORC to conduct an evaluation of the Prevention of Opioid Misuse in Women, Office on Women's Health Prevention Awards. Funded projects as part of the program are working to prevent the misuse of opioids by women across the lifespan, focusing on primary or secondary prevention efforts and including partnership and collaboration components. You may know the OWHPA Initiative as [PROGRAM NAME].

We are conducting interviews to gather information on your team's work to adapt and implement your program and achieve your program objectives. It will provide important additional contextual information to the data already reported by grantees in their Quarterly Progress Reports to the funder.

Our discussion will last no longer than one hour. Your participation is voluntary, you may skip questions, and you may stop the interview at any time without adverse consequences. Do you consent to participate in this interview? *[all parties on the line must say "yes" to proceed. If "yes" then proceed. If "no," then terminate the interview].*

Do you have any questions before we begin?

NORC would like to audio record this interview in order to ensure our notes are as accurate as possible. This recording will be deleted at the end of the project. Do you consent to have this interview recorded? *[if all parties say "yes" then proceed, and continue to record the interview. If "no" then say, "That's fine. Please be patient as we take notes - we may stop and ask a question to confirm that we have your response correctly." Then, stop and delete the recording.]*

Background and Context

1. First, can you tell me about your role at [PROGRAM PARTNER], and how you interpret your role in relation to [PROGRAM NAME]?
2. Were there any critical/sentinel local events that might have affected the project or your community?
 - a. PROMPTS: *e.g. a change in state funding levels, or a significant event that changed the local conversation about opioids like an opioid-related tragedy that received a lot of media attention.*
3. How does the [PROGRAM NAME] fit into your other opioid misuse prevention or women's health initiatives past and present?
 - a. Are OWHPA activities the main source of programming at [PROGRAM PARTNER]? Are there other initiatives occurring simultaneously?
 - b. Has the OWHPA Initiative changed [PROGRAM PARTNER]'s approach to opioid misuse prevention activities for women?
 - i. PROMPTS: *e.g. addressed policy issues that were not being addressed, initiated entirely new programming*

Organizational Partnerships

One of the key elements of the OWHPA program is the development of partnerships or partner networks to facilitate prevention activities, support recruitment, or provide in-kind support. We'd like to ask you about your partnership with [GRANTEE].

4. How frequently were you in communication with [GRANTEE] and was this primarily in-person, email, or phone conversations?
5. What worked well in the partnership?
 - a. Do you have any recommendations regarding communications and constructive approaches for future partnerships or coalitions?
 - b. PROMPTS: *What were some of the lessons learned from the partnership? Were there any issues you encountered?*
6. Do you know if [GRANTEE] collaborates with other program partners?
 - a. [IF YES] To what extent, and how, did the grantee facilitate communications between [PROGRAM PARTNER NAME] and the grantee's other program partners within the OWHPA Initiative?
7. What technical assistance and/or trainings, if any, did you receive from [GRANTEE] during the [PROGRAM NAME]?

- a. [IF ANY]: How did technical assistance and/or trainings impact the success of the [PROGRAM NAME]?
 - b. PROMPTS: *What assistance did you receive that was notably helpful? Was there any TA you would have liked to received, but did not?*
8. Can you describe your history of collaboration with [GRANTEE] before receiving OWH funding?
 9. Do you have plans to sustain the partnership with [GRANTEE] beyond the [PROGRAM NAME]?
 - a. [IF YES] How do you plan on sustaining the partnership?
 - b. [IF NO] Why not?

Program Adaptation

Next, we'd like to ask you about the process of program adaptation.

10. Were you involved in any program planning or adaptation of existing approaches to address the opioid problem during the period of funding for the [PROGRAM PARTNER]?
 - a. [IF YES]: *Continue to next question.*
 - b. [IF NO]: *Skip to next section.*
11. What events, people, and/or contextual factors helped encourage or facilitate program adaptation?
 - a. PROMPTS: *Who were the program champions? What elements were modified to better fit the needs of your target population? Were there any developments in the community that impacted the program successfully? e.g. a jolt in funding for a sister program*
 - b. [IF CHALLENGES ARE MENTIONED] What were some of the strategies that were used, or you know think could be used, to overcome any challenges you faced?
12. Can you describe any barriers you faced in adapting existing programs or developing new programs that align with the [PROGRAM NAME], if any?
 - i. Were there any program elements that you tried to implement that were not successful?
 - ii. PROMPTS: *What were some of the strategies that were used or could be used to overcome any challenges you faced?*
13. Can you describe any facilitators in adapting activities to include in the [PROGRAM NAME], if any?
 - i. PROMPTS: *What factors facilitated program adaptation or development?*

Program Activities

We next want to talk about a few of the activities you undertook in your role as a partner during the OWHPA Initiative.

14. [IF CONDUCTING OUTREACH]: Can you tell me about your experience in reaching the Initiative's target populations?
 - a. What were barriers in partner outreach strategies for reaching target populations?
 - b. What were facilitators in partner outreach strategies for reaching target populations?

15. Can you tell me about communication strategies [PROGRAM PARTNER] utilized to promote program activities or disseminate program information, if any?
 - a. What communication strategies gained the most traction? How do you interpret/evaluate the success of communication strategies?

16. Of the program activities implemented by the [PROGRAM NAME], in your opinion, which were the most successful?
 - a. What do you think made the program activity or activities so successful? What were some lessons learned from particular activities or the overall process?

Achieving Outcomes

17. What do you see as the contributions and value of [PROGRAM PARTNER]'s programming and activities to the [PROGRAM NAME]?
 - a. What were your program's most significant accomplishments? PROMPTS: *To what would you attribute the challenges/success of these contributions?*
 - b. In hindsight, what would you have done differently?

18. In your opinion, have you seen an overall change in the local political and social climate regarding opioid misuse by women in your community?
 - a. [IF YES] In what ways have you seen change in the climate regarding opioid misuse by women in your community? What role do you believe the OWHPA Initiative had, if any, in contributing to this change?

Next Steps

As you know, OWHPA funding for your project will end this year. We'd like to close by talking a bit about your plans for sustaining OWHPA activities once the project formally ends.

19. Are there parts of the initiative you are planning to maintain?

- b. For your own programs? PROMPTS: *Consider funding resources and needs or organizational structures.*
 - a. In your partnerships with [GRANTEE] or other organizations involved in the project?
 - c. [IF YES] How do you plan to maintain the programs? What are your current sustainability efforts?
 - i. Probe: *Were there aspects of one or more programs that make it a more feasible “keeper”? Have you had discussions with your program partners about sustainability?*
 - d. [IF NOT] Which components of your program do you see as being difficult to sustain (and why)?
 - i. Probe: *Are barriers related to features of the program itself, or external to the program, or both?*
20. Do you have anything else to add that would be important to share to help us understand your story and how your work can be sustained that we can include in our report to OWH?

Thank you for sharing your experiences with us. Please feel free to reach out to us if you have any questions.