

Attachment B — Instrument: Telephone Interview Guide

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Welcome

Thank you for meeting with us today. My name is <<insert name>> and also on the phone is my colleague <<insert name>>, and we are with Centers for Disease Control and Prevention (CDC). We are conducting qualitative interviews with program coordinators of the prevention strategies as part of the effort that local health departments are doing for the CDC's 1605 program. This will help us understand how the prevention strategies are being implemented to prevent community-wide violence, with specific focus on preventing teen dating violence (TDV) and youth violence (YV).

This interview will take no longer than 55 minutes. We are interested in hearing your honest and candid responses. Your participation is voluntary and you may choose not to participate without penalty. You may choose not to discuss some of the topics and you can end the interview at any time. Your participation or refusal will not affect your funding or relationship with the funders.

Information collected from this initiative will be compiled into case profiles consisting of high-level findings and lessons learned that will be shared with the local health departments (LHDs). We will conduct analysis to aggregate findings across LHDs. These aggregated reports will be shared with your respective LHD, other 1605 funding recipients, and local organizations participating in violence prevention work. Data contained in the profiles will not link your name, role, or title to any specific responses in any reports developed from this project. Moreover, the aggregate reports will not identify LHDs with any specific findings.

<<Insert name>> will be taking notes during the interview so that we accurately capture your views and experiences. All of the information we collect from you will be kept secured and the only people who will have access to identifiable information are the CDC team involved in the project. We will also audio-record today's interview. The audio-recording will be used to supplement our notes and will not be shared outside our project team. It will be destroyed at the completion of the project.

Do I have your permission to record this interview? *Facilitator should note that every participant has responded*
[IF NO → *Thank participant and confirm that the interview will not be recorded.*]
[IF YES → *Thank participant and confirm their verbal consent.*]

Do you have any questions for me about our meeting before we begin? [*Pause for participant response.*]

Please feel free to ask questions at any time during the discussion.

Okay. We are ready to begin, so I will turn on the recorder. <<BEGIN RECORDING>>

CDC estimates the average public reporting burden for this collection of information as 55 minutes per response, including the time for reviewing instructions, searching existing data/information sources, gathering and maintaining the data/information 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 burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0879).

Interviewer Notes:

- Tailor the discussion guide based on the program coordinator and their role.
- There are **18** main questions (shown in bold). The questions listed under the main questions are probes to help elaborate or further clarify the main question to participants.

Introduction

I want to first take a few minutes to learn a little more about you and your role with the <<prevention strategy name>> being implemented as part of the 1605 program.

1. Could you introduce yourself (i.e., provide any relevant background) and tell me your role with <<prevention strategy name>>?

PROBE:

- i. How are you involved in implementing <<prevention strategy name>>?
- ii. Are you a consultant or staff member at the health department?

2. How long have you been involved with implementing <<prevention strategy name>>?

Implementation

We'd like to hear about the implementation of the <<prevention strategy name>>.

3. Who are the implementers and how are they identified?

PROBE

- i. What types of training or resources do you offer to implementers?
- ii. What are the essential factors in the implementer role for achieving the intended outcomes of interest?

4. How are the prevention strategies currently being implemented?

PROBE

- i. What aspects of implementing the prevention strategy have been most successful/least successful?
- ii. What challenges or barriers have you faced during implementation of the prevention strategies?
- iii. What factors have facilitated the implementation of this prevention strategy?
- iv. How would you improve the implementation of this prevention strategy?

5. What do you consider to be the essential elements (or key ingredients for success) of the prevention strategy?

PROBE

- i. From your perspective, how much of the essential elements of the prevention strategy are the population of focus receiving?
- ii. What about the content or design of the prevention strategy makes it essential to achieving its outcomes of interest?
- iii. What about the way that the prevention strategy is being delivered makes it essential in achieving the intended outcomes of interest?

6. How do you use monitoring & evaluation to inform your implementation efforts?

PROBE

- i. How are you monitoring implementation and using data for program improvement?
- ii. How are you using data to strategize your implementation efforts?

7. What changes to the prevention strategies have occurred since onset of the multifaceted primary prevention program (at start of 1605 in 2016)?

PROBE

- i. How do you track the changes?

8. What additional resources are needed to complete the implementation of the prevention strategy?

PROBE

- i. What gaps in resources do you see for program staff?

Reach

We'd like to learn more about the reach of this program.

9. Who is the population of focus for <<prevention strategy name>>?

10. How well has this program reached the population of focus with this prevention strategy?

PROBE

- i. How well has the program reached youth/community members?
- ii. How well has the program reached communities or neighborhoods?

11. What gaps have you observed in reaching the population of focus?

PROBE

- i. What are some challenges in reaching the population of focus?

Partnerships

We are interested in learning about any types of partnerships that have been established to help implementation of the prevention strategy.

12. How are you working with partners or other organizations that are working in the same setting/communities or reaching the same population?

PROBE

- i. How do you leverage partners or other organizations to support or lift up the work of this program?
- ii. How do you think your work complements other 1605 efforts occurring at <<LHD>>?

13. Which partnerships or collaborations are critical to successful implementation of the prevention strategy?

PROBE

- i. How were partners identified to help with the implementation of the prevention strategy?
- ii. What is the role of the partner(s) in the implementation of the prevention strategy?
- iii. How do you coordinate your activities with partners or other community-wide efforts?

14. What partners would you like to engage but have not done so yet?

Outcomes

We'd like to hear more about how the program is achieving the intended outcomes.

15. How is <<prevention strategy name>> working to achieve the outcomes of interest?

PROBE

- i. How have the prevention strategies increased or strengthened protective factors?
- ii. How are the prevention strategies reducing risk factors?
- iii. How are the prevention strategies contributing to the overall prevention of teen dating violence and youth violence in the community?

Sustainability

We'd like to learn about the sustainability of the prevention strategy.

16. How are you planning for sustainability of the prevention strategy?

PROBE

- i. How are you working to enhance the sustainability of the prevention strategy?
- ii. What efforts are necessary to ensure the sustainability of this prevention strategy?

Closing

Our final questions relates to the entire 1605 program.

17. What were your biggest lessons learned up to this point?

18. Overall, what would you say is the single most important accomplishment the local health department has made with the 1605 program to prevent TDV/YV?

Those are all of the questions that I have for you today. Before we conclude our discussion, is there anything that we have not discussed that you think would be important for us to know?

Do you have any questions for me? [*Address any questions*]

Thank you again for taking the time to speak with me. We sincerely appreciate and value your input!