

ATTACHMENT 5

Prevention Research Centers Program

Key Informant Interview Guide

Prevention Research Centers Network & Partnerships

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BACKGROUND

The purpose of the quantitative and qualitative data collection is to monitor progress on a set of 24 PRC Program evaluation indicators that were revised and approved by the Prevention Research Centers (PRC) Program leadership and its collaborators in 2014. Collecting data on evaluation indicators helps to:

- Demonstrate PRC Program public health impact and accountability to Congress, CDC leadership, collaborating organizations, and communities
- Increase the visibility of the PRC Program among internal CDC stakeholders, key national organizations, states, communities, and local leaders
- Generate knowledge and share information both within and outside the PRCs
- Inform internal decision-making aimed at improving the PRC Program

PRE-INTERVIEW GUIDANCE *(to be sent out by PRC Program prior to the interview)*

A goal of the CDC PRC Program is to facilitate the formation of the PRC Network, which is a network of 26 currently funded PRCs located at universities across the country that collaborate on applied public health prevention research. The network of PRCs serve as a national resource for developing, implementing, evaluating, and disseminating evidence-based prevention strategies at the tribal, territorial, state, and local level. The CDC PRC Program has dedicated additional staff and time in this funding cycle to encourage collaboration among PRCs to develop and strengthen the PRC Network. The CDC PRC Program supports an environment that promotes an open dialogue among the 26 currently funded PRCs along with the seven PRC Thematic Networks. The CDC PRC Program aims to achieve the overall goal through quarterly calls with CDC PRC Program Leads; the formation of work groups and collaborations among the PRCs within the PRC Network; and applying lessons learned to the overall PRC Network.

As outlined in the 2014-2019 PRC FOA, the intent is to support a network of Health Promotion and Disease Prevention PRCs in academic health centers across the country to conduct applied public health prevention research approaches to address the major causes of disease and disability. Additionally, currently funded PRCs are expected to build partnerships and expertise through technical assistance activities, additional research projects, and other activities to strengthen the PRC's ability to leverage additional funds to support their mission. Quantitative and qualitative evaluation of the PRC Network's activities will include: data collection about the number and types of collaborations; descriptive strategies of the formation and sustainability of the PRC Network; and the overall current effectiveness of the PRC Network. The CDC PRC Program collects information about your PRC's experiences as a member of the PRC Network qualitatively via telephone interviews because we recognize that your involvement in the PRC Network and your PRC's collaborations within the PRC Network are complex and often warrant discussion.

AIMS

1. To understand whether the PRC Network is a useful tool for the currently funded PRCs.
2. To explore the extent to which CDC's facilitation of the PRC Network has impacted the currently funded PRCs.
3. To identify facilitators, barriers, and best practices in forming and sustaining the PRC Network.
4. To explore the types of collaborations occurring within the PRC Network among currently funded PRCs.

Interviews will be conducted by an external contractor, [Consulting firm name], and will last approximately 60 minutes. Please note that the interviews will be recorded. [Consulting firm name] will contact you to schedule your interview. If you have any questions or concerns about the interview, feel free to contact XXX by phone at (770)488-XXXX or via email at XXX@cdc.gov.

INTRODUCTION

Hello, my name is [_____] from [consulting firm name]. We have been contracted by the PRC Program as part of their evaluation to speak with the Program Directors and key staff from each Prevention Research Center (PRC). The goal is to learn more about how CDC's efforts facilitated the PRC Network. We would also like to learn more about the motivators, barriers, and best practices in forming and sustaining a network of academic research centers. Our discussion should take no longer than 60 minutes.

Before we get started, I just want to mention a few procedural issues. Please know that you can choose not to answer any question and can stop this interview at any time. Additionally, I would like to record our conversation so that I can refer back to it, if necessary, when reviewing my notes. All identifying information will be removed when the data is transcribed so all responses remain anonymous. The interview transcripts will be forwarded to the PRC Program, a summary of the interview will be drafted, and the summary will also not identify which comments came from which participants. Do I have your permission to tape this conversation? [IF NOT, CONTINUE WITHOUT TAPING THE INTERVIEW].

PRC collaborations are mutual relationships between your PRC and other currently funded PRCs with whom you are working on a Center or core research project. PRC collaborations are for the purpose of developing, enhancing, or improving public health practice, programs, or activities. We are requesting that you only report the PRC collaborations for a PRC Center or core research project during the programmatic years 2014-2016 (September 30, 2014 - [date of interview OR September 29, 2016]).

If you have any questions or concerns about the interview, feel free to contact me by phone at (XXX) XXX-XXXX or via email at XXX@XXX.XXX, or you can contact [CDC staff member] from the PRC Evaluation and Translation Team at (770) 488-XXXX or XXXX@cdc.gov.

1. To what extent has your PRC participated in the PRC Network? (Probes: Time? Activities? Who from PRC participated? In what capacity?)
2. Please describe how the PRC Network has or has not been valuable to your PRC. (Probes: knowledge, skills, visibility, quality of work, collaborations)
4. Please describe the collaborations that you participate in or know about between PRCs that have developed as a result of the PRC Network activities.
 - a. How were these collaborations initiated?
 - b. How are they sustained?
5. The CDC PRC Program has conducted a range of activities to facilitate the PRC network, including contributing resources, dedicating staff time to various committees, and leading the Evaluation and Dissemination work groups.
 - a. Which, if any, of these or other CDC PRC Program activities were most impactful to the PRC Network (positively and negatively)?
 - b. Which, if any, of these or other CDC PRC Program activities were most impactful to your individual PRC?
6. Have the efforts of the CDC PRC Program influenced your PRC's decision to participate in the PRC Network? If yes, how so?
 - a. Have members of the PRC Network influenced your PRC's decision to participate in the PRC Network? If yes, how so?
 - b. Please describe any other factors that may have influenced your participation in the PRC Network.
7. Has your PRC experienced any challenges in your efforts to participate in the PRC Network?
 - a. If yes, please describe.
8. How has the CDC PRC Program's expectation for PRCs to participate in the PRC Network affected your PRC? (Probes: Work? Staff? Resources?)
9. Please describe the factors that would motivate your PRC's continued participation in the PRC Network.
 - a. What, if anything, might deter your PRC from continuing to participate in the PRC Network?
10. Please provide recommendations as to how the CDC PRC Program may improve the facilitation of the PRC Network. (Probes: leadership, structure, dissemination of information)
11. Please describe some strategies that the PRC Network could implement in the future to enhance the work of your individual PRC.

Thank you for your time today. We will be analyzing the information that you and others gave and will provide de-identified transcripts to the PRC Program. If you have any questions or concerns about the interview, feel free to contact XXX by phone at (770)488-XXXX or via email at XXX@cdc.gov. Thanks so much and have a great day!