

Form Approved

OMB No. 0920-0840

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Assessment of Gonorrhea Case Interviewing in STD Surveillance Network Sites

**Attachment #2a**

**Interview Guide for Staff**

**Privacy Act Statement:**

This information is collected under the authority of the Public Health Service Act, Section 301, "Research and Investigation," (42 U.S.C. 241); and Sections 304, 306 and 308(d) which discuss authority to maintain data and provide assurances of confidentiality for health research and related activities (42 U.S.C. 242 b, k, and m(d)). This information is also being collected in conjunction with the provisions of the Government Paperwork Elimination Act and the Paperwork Reduction Act (PRA). This information will only be used by the Centers for Disease Control and Prevention (CDC) staff to identify factors contributing to variations in gonorrhea (GC) case interview completion rates across the SSuN sites.

Public reporting burden of this collection of information is estimated to average 1 hour 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 Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; Attn: OMB-PRA (0920-0840)

## Administrative

Participant ID/Archival #: \_\_\_\_\_ Site: \_\_\_\_\_

Employee Status: \_\_\_\_\_

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YY)

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## Informed Consent

### [Read informed consent statement; obtain and document consent]

- Introduce yourself and the project
- Outline expectations of this interview: privacy, confidentiality, use of data, time required
- This is not a critical evaluation of the Program or Department and does not have anything to do with job performance
- Explain use of tape-recorder –seek permission for use
- Seek written consent

## A. Background Information

To start with, I have a few basic questions about you that will help us better understand your role at the health department.

1. Tell me a little bit about your job at the health department.

Probe:

- a. How long have you been in your current position?
- b. How long have you been doing GC interviews for SSuN?
- c. What type of work, if any, did you do before that was related to STD/HIV prevention?
- d. What else are you responsible for outside of interviewing in your position?
- e. How much of your time is usually spent working on GC case interviews?

2. What training have you received for completing GC case interviews?
  - a. What has been most helpful in preparing you for interviewing?
  - b. What additional training do you need, if any?

## **B. GC Case Interview Procedures**

I would like to better understand your health department's procedures or protocol for conducting GC case interviews.

3. Walk me through your process for interviewing a sampled GC patient.

Probe:

- a. Where do you usually get patient contact info?
  - i. What is your best source for obtaining patient contact information? Why?
  - ii. How else have you tried to get patient contact information?
- b. How do you usually contact the patient?
- c. When do you usually contact the patient?
- d. What happens when you can't get in contact with a patient?
  - i. How often do you attempt to contact the patient?
  - ii. How do you document and track contact attempts?
  - iii. What are the steps if a GC patient calls the health department back to complete the interview?
  - iv. When do you make a decision to end contact attempts?
- e. How do you obtain consent?

- i. What else do you communicate to participants before beginning the interview?
- f. When might you skip a certain question or section when interviewing a patient?
  - i. Which questions or section might you skip?
- g. How do you document and track interviews?

### C. Facilitators and Barriers

I am interested in your thoughts about what facilitates or hinders interviewing and successfully completing GC case interviews.

- 4. What have you found makes conducting interviews challenging?

Probe:

- a. How often do patients drop out in the middle of the interview?
  - i. Do patients ever offer to call back to finish the interview at another time?
  - ii. [If yes] How is that situation handled?
- b. Which patients do you have more challenges with in conducting interviews? Why?

- 5. What have you found makes completing interviews challenging?

Probe:

- a. What do patients say when they refuse to interview?
- b. What questions do patients refuse to answer?

- 6. What examples, if any, do you have of interviews that you felt didn't go well?

- 7. What strategies have you found work best for conducting interviews?

8. What strategies have you found work best for completing interviews?

9. What examples, if any, do you have of interviews that you felt went well?

#### **D. Attitudes and Perceptions**

Next, I would like to better understand your perspective on GC case interviewing.

10. How worthwhile is interviewing GC cases to you?

Probe:

a. How important is it to do this? Why/Why not?

#### **E. Community Context**

Before we end, I want to switch gears a bit and ask you a few questions about \_\_\_\_\_ (jurisdiction). This will help give me the context around the work you are doing.

11. What do you think is \_\_\_\_ (jurisdiction) health department's reputation in \_\_\_\_ (community)?

12. What health issues/topics do you think members of \_\_\_\_\_ (community) are concerned about most?

13. What do you think is \_\_\_\_\_'s (community) awareness of GC rates in the community?

a. More specifically, what do you think is \_\_\_\_\_'s (community) awareness of the GC case interviewing project?

14. What reactions do you get from people you contact for GC case interviews?

a. How do people feel about being contacted for an interview?

15. How often do you think persons diagnosed with GC in \_\_\_\_ (jurisdiction) are contacted for other health related interview or surveys, not related to GC case interviews?

## **F. Closing**

Thank you for taking the time to speak with us.

16. Is there anything else that you would like to share that I missed?