Form Approved

OMB No. 0920-0840

Expiration Date: 10/31/2021

Assessment of Gonorrhea Case Interviewing in STD Surveillance Network Sites

**Attachment #2b**

**Interview Guide for Supervisors**

**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.

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**DSTDP Evaluation: GC case interviewing in SSuN Health Departments December 2018**

**Interview Guide for STD managers/PIs who oversee GC case interviews**

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| **Administrative** |

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

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

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

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

**Informed Consent**

**[Read informed consent statement; obtain written 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

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| 1. **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:

* 1. How long have you been in your current position?
  2. What are you responsible for in your position?
  3. What portion of your responsibilities is related to GC case interviews?
     1. What are you responsibilities related to GC case interviews?

1. What has been most helpful in preparing staff for interviewing?
   1. What training has staff received for completing GC case interviews?
   2. What additional training does your staff need, if any?

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| 1. **GC Case Interview Procedures** |

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

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

Probe:

* 1. Where do staff usually get patient contact info?
     1. What is the staff’s best source for obtaining patient contact information? Why?
     2. What is the staff’s least useful source for obtaining patient contact information? Why?
  2. How do staff usually contact the patient?
  3. When do staff usually contact the patient?
  4. What happens when staff can’t get in contact with a patient?
     1. How often do staff attempt to contact the patient?
     2. How do staff document and track contact attempts?
     3. When do staff make a decision to end contact attempts?
  5. How do staff obtain consent?
     1. What else is communicated to participants before beginning the interview?
  6. How do staff document and track interviews?
  7. What are the steps if a GC patient calls the health department back to complete the interview?

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| 1. **Facilitators and Barriers** |

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

1. What have you found makes *conducting* interviews challenging for your staff?
2. What have you found makes *completing* interviews challenging?
3. What strategies have you found work best for *conducting* interviews?
4. What strategies have you found work best for *completing* interviews?

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| 1. **Attitudes and Perceptions** |

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

1. What are your thoughts about interviewing GC cases?

Probe:

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

1. What does your staff think about interviewing GC cases?

Probe:

* 1. How important is it to them to do this?

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| 1. **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.

1. What do you think is \_\_\_ (jurisdiction) health department’s reputation in \_\_\_ (community)?
2. What health issues/topics do you think members of \_\_\_\_\_ (community) are concerned about most?
3. What do you think is \_\_\_\_\_\_’s (community) awareness of GC rates in the community?
   1. More specifically, what do you think is \_\_\_\_\_\_’s (community) awareness of the GC case interviewing project?
4. What reactions do you get from people you contact for GC case interviews?
   1. How do people feel about being contacted for an interview?
5. 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?

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| 1. **Closing** |

Thank you for taking the time to speak with us.

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