

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.

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 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

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. What are you responsible for in your position?
 - c. What portion of your responsibilities is related to GC case interviews?
 - i. What are your responsibilities related to GC case interviews?
2. What has been most helpful in preparing staff for interviewing?

- a. What training has staff received for completing GC case interviews?

- b. What additional training does your staff 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 staff usually get patient contact info?
 - i. What is the staff's best source for obtaining patient contact information? Why?
 - ii. What is the staff's least useful source for obtaining patient contact information? Why?
- b. How do staff usually contact the patient?
- c. When do staff usually contact the patient?
- d. What happens when staff can't get in contact with a patient?
 - i. How often do staff attempt to contact the patient?
 - ii. How do staff document and track contact attempts?
 - iii. When do staff make a decision to end contact attempts?
- e. How do staff obtain consent?
 - i. What else is communicated to participants before beginning the interview?

- f. How do staff document and track interviews?
- g. What are the steps if a GC patient calls the health department back to complete the interview?

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 for your staff?
- 5. What have you found makes completing interviews challenging?
- 6. What strategies have you found work best for conducting interviews?
- 7. What strategies have you found work best for completing interviews?

D. Attitudes and Perceptions

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

- 8. What are your thoughts about interviewing GC cases?

Probe:

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

- 9. What does your staff think about interviewing GC cases?

Probe:

- a. How important is it to them to do this?

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.

10. What do you think is ____ (jurisdiction) health department's reputation in ____ (community)?

11. What health issues/topics do you think members of ____ (community) are concerned about most?

12. 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?

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

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

14. 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.

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