

**Appendix A-7:
Bimonthly Telephone Interviews with Project Directors**

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Objectives

- 1) **Obtain updates on program implementation** (expansions, changes, etc. at both the program and partnership levels);
 - a. **Identify any changes or developments**—actual or anticipated—to program operations since the site visit or phone call, and the rationale for those changes.
- 2) **Follow-up on questions not asked during site visit.**

Prior to phone interview:

- 1) Review site visit notes and previous PD interview notes

Introduction

Read statement on privacy:

“This interview provides RTI with the opportunity to better track developments in [NAME of SITE] FYSB domestic human trafficking project over time, including any changes to the program since we last talked with you. We’d like to hear your thoughts about how the program is working including strategies, successes, and challenges. [We’d also like to ask some questions that we did not have time for during our visit to you this past summer.] We will use this information to help tell the story of your domestic human trafficking project.

This call should last about an hour. Your participation is voluntary. We will not share your responses with anyone outside the RTI evaluation team, to the extent permitted by law. 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. The OMB number for this information collection is 0970-XXXX and the expiration date is XX/XX/20XX.

We will take notes. Do you mind if we record our discussion to ensure that we capture what you say correctly? We will delete the recording once we’ve cleaned up our notes. Do you have any questions before we get started?”

Questions

1. Will you please describe developments or changes in your program since we last talked with you in [month of site visit/phone check-in]?
Cover key program activities listed below. Probe for what is working well (and why), strategies that have been tried (with or without success), and challenges.
 - Identification of victims
 - Referrals (to the program)
 - Case management and service delivery
 - Service availability and service linkages to provide assistance to clients
 - Partner agencies and collaboration efforts
 - Community outreach and training
2. Have there been **any changes or developments within your organization that have impacted the program positively or negatively**? If yes, please describe.
 - within the larger community?
 - at the state-level (e.g., policy changes)?
3. Do you anticipate any changes in the near future?
4. To what extent have you **started to plan for continued operations after FYSB grant funding ends**? [If yes] What efforts are underway to sustain the program? What program components/processes are expected to be sustained after FYSB funding ends?
5. Are there other challenges that you all have experienced that we didn't cover in our questions?
6. Are there additional successes or accomplishments that you'd like to be sure we know about?

Additional topics

Follow up on outstanding topics/questions from summer 2016 site visit

Check in about program-collected data—status of data submissions, questions, feedback