

Evaluation of the ACL Title VI Programs

Title VI Program Staff Focus Group Moderator Guide

Questions	Probes	Time Guidelines
Introduction of Moderator/Guests and Purpose of Focus Group/ Logistics		5 minutes
Read Consent Form/Confirm Verbal Consent/ Confirm Permission to Audio Record		5 minutes
Opening Question 1. Please tell us your first name and let us know how long you have been working for the Title VI program.	<ul style="list-style-type: none"> ▪ What is your title? ▪ How long have you been in this role? 	5 minutes
Introductory Question 2. Can you talk a little bit about your Title VI program?	<ul style="list-style-type: none"> ▪ What kinds of services are offered? <ul style="list-style-type: none"> o Nutrition: education, meals, home delivery, etc. o Supportive Services: transportation, home care, legal assistance, information/referral, etc. o Caregiving: respite care, palliative care, grandparents program, information/referral, counseling, support groups, etc. 	10 minutes
Transition Question 3. What kinds of services do you most often refer people to?	<ul style="list-style-type: none"> ▪ What are the greatest needs for your Elders? ▪ What are the greatest needs for your Caregivers? <ul style="list-style-type: none"> o Intergenerational activities o Providing activities that reflect specific Tribal traditions or practices? o Chore services o Transportation ▪ Which services are the most used among Elders? Caregivers? 	10 minutes
Key Questions 4. We also want to understand how Title VI programs make ends meet for their programs in terms of staff, money, and other resources.	<ul style="list-style-type: none"> ▪ Are there other sources of money that you use to supplement the Title VI funding? If so, where does the money come from? If not, do you feel like you are often trying to stretch the Title VI funding to go further each year? ▪ Which parts of the program do you have 	15 minutes

Public Burden Statement: 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 control number for this project is xxxx-xxxx. Public reporting burden for this collection of information is estimated to average 5 minutes per respondent, per year, including the time to review instructions. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [title], [address, city, state, zip].

	<p>to supplement with money from another source?</p> <ul style="list-style-type: none"> ▪ What about other resources? Volunteer time? Volunteered resources from other programs? 	
5. Which aspects of your program do you think have the most impact on people and why?	<ul style="list-style-type: none"> ▪ What does your program do best for Elders? <ul style="list-style-type: none"> ○ How does the program affect their physical, emotional, mental and/or spiritual wellbeing? ▪ What does your program do best for Caregivers? <ul style="list-style-type: none"> ○ How does the program affect their physical, emotional, mental and/or spiritual wellbeing? ▪ How do you incorporate the culture into your programs or services? ▪ How does the program benefit or strengthen the community/Tribe in general? 	15 minutes
6. What are some of the challenges that you face with running this program?	<ul style="list-style-type: none"> ▪ How do you manage all of the components of your program? 	15 minutes
7. If you had unlimited funds, what else would you like to do with you Title VI program?	<ul style="list-style-type: none"> ▪ What would you change about your current program? ▪ What other kinds of programming would you like to have? 	10 minutes
8. What would happen if the Title VI program went away?	<ul style="list-style-type: none"> ▪ What would the impact on the Elders? ▪ What would be the impact on caregivers? ▪ What impact on the Tribe/community? 	15 minutes
9. Are there areas in which you could use more training?	<ul style="list-style-type: none"> ▪ Such as for— <ul style="list-style-type: none"> ○ Implementation of best practices? ○ Maintaining food safety standards? ○ Grant management? ○ Partnership development? 	10 minutes
<p>Ending Question</p> <p>10. Is there anything else that you want to share with us? Anything that we haven't asked that we should have?</p>		5 minutes
Total Time		120 minutes