INSTRUMENT 3:

COMMUNITY STAKEHOLDER INTERVIEW GUIDE

INSTRUMENT 3. TOPIC GUIDE FOR COMMUNITY STAKEHOLDERS

INTRODUCTION TO THE INTERVIEW

Thank you for agreeing to meet with us. I am from Mathematica Policy Research. I'm part of an independent research team that is studying the implementation of the programs funded by Office of Adolescent Health (OAH) in the US Department of Health and Human Services as part of the 2018 Teen Pregnancy Prevention (TPP) grant program.

The purpose of our discussion today is to learn more about your experiences and contributions related to [insert program name] that is being delivered by [Grantee organization name]. Your point of view is valuable. The interview should last about 45 minutes, during which we will take notes about our conversation so we can accurately represent your experience and views. If it is okay with you, we would also like to record this discussion in order to ensure we have accurate notes on it.

Your responses will be kept private, and the notes and recording from this discussion will not be shared with anyone outside the research team. The recording will be erased once we have finalized our notes. We will combine most information from this conversation with information from other discussions we conduct.

Most information based on these discussions will be reported by combining the views of people we talk to. We may use quotes to illustrate findings, but if we do, we will not report any information that will allow a quote to be identified with you.

Please keep in mind:

There are no right or wrong answers to these questions. We just want to learn about your experience and perspective.

Your participation in this conversation is completely voluntary. You don't have to answer any questions you don't want to answer during our discussion today.

Do you have any questions for us before we get started?

PRE-DISCUSSION QUESTIONS

I want to emphasize again that there are no right or wrong answers to our questions.

By voluntarily agreeing to participate in this study, you are agreeing to answer these questions with responses that are true for you.

Do you understand the purpose of our conversation today?

Do you have any questions before we begin?

PROJECT CONTACT INFORMATION

If you have questions about this project, or if you have a research-related problem, you may contact the project director, Dr. Jean Knab, at (609) 945-3367 or JKnab@mathematica-mpr.com.

[Note: Topics and questions will be tailored to each grantee's individual context and stage of readiness by the end of Year 1, based on TA calls, discussions with grantee leadership, and the quarterly reports.]

A.   **Program readiness: Program design and readiness for implementation**

    1. Theory of change

- Target outcomes of program

- Involvement in planning or in the process for selecting or developing the program(s)

- Target population(s) the program is intended for

B.   **Organizational readiness: Preparation and planning for implementation**

    1. Enabling organizational context

- How community input (from youth, families, local leaders) was incorporated into program planning

- Key challenges or barriers to getting community support or buy-in

- Other similar programs and services available in the community

    2. Infrastructure and implementation supports

- Description of partnerships utilized during the planning period (e.g., key partners and the process for involving them)

C.   **Organizational readiness: Preparation for program evaluation**

    1. Summative evaluation

- Extent of community's commitment to rigorous evaluation

- Feedback provided or given related to planning for the program's evaluation

D.   **Promising evidence: Early implementation experience**

    1. Community need and demand

- Main unmet needs in the target communities

- Community perceptions about and desire for programs to prevent teen pregnancy

- Efforts to engage and request input from youth, parents, and other local stakeholders on an ongoing basis, and how input was used

- Response from youth and families during Phase I (i.e., descriptive or quantitative feedback from end users on program fit, challenges, and successes)

E.   **Lessons learned**

- Overall lessons related to program fit and organizational readiness for implementation and evaluation

- Successes, challenges, and lessons