

Attachment 4e.

Case Study Interview Guide for TTA Provider Evaluators

Public reporting burden for 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 Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, GA 30333; ATTN: PRA 09201193.

Case Study Interview Guide for DP18-1805 TTA Provider Evaluators

Introduction

Thank you for agreeing to speak with me today. As you know, we are conducting a series of case studies with leadership and staff from programs funded under the *Provision of Technical Assistance and Training Activities to Assure Comprehensive Cancer Control Outcomes (DP18-1805)* cooperative agreement to learn more about programs' efforts to support and build capacity among CDC's National Comprehensive Cancer Control Programs (NCCCPs) through training and technical assistance (TTA). The purpose of this interview is to learn more about the evaluation of [*insert name of DP18-1805 organization*]'s TTA efforts under the DP18-1805 cooperative agreement.

Do you have any initial questions before we begin?

[*Pause to allow for questions*].

Great, I'm going to begin by reviewing the informed consent.

[*Read informed consent statement. If respondent gives verbal consent, proceed with the interview. If the respondent declines participation, thank the respondent and end the interview*]

Public reporting burden for this collection of information is estimated to average 60 minutes 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 Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, GA 30333; ATTN: PRA 09201193.

Interview Questions

I. Implementation of Cooperative Agreement Components

I would like to begin by discussing your role within [*insert name of respondent's organization*], and your organization's efforts to provide support to implement the components of the DP18-1805 cooperative agreement.

1. Briefly describe your organization and how long it has been involved with [*insert DP18-1805 TTA provider organization name*]?
2. How would you describe your role within [*insert name of respondent's organization*]?
 - a. How long have you worked at [*insert name of respondent's organization*]?
 - b. How did you originally get involved?
3. Describe you and/or your organization's role in the coordination/implementation of TTA for NCCCCP awardees.
 - a. How do you/ your organization's help to plan, implement, and evaluate TTA?
 - b. How would you describe your/ your organization's experience with participating in the TTA delivered?
4. What resources, if any, has your organization provided to [*insert DP18-1805 TTA provider organization name*] to support their provision of TTA to NCCCCP awardees?
 - a. Has your organization provided additional funding? If so, please describe.
 - b. Has your organization provided nonmonetary resources (such as volunteers, time, or expertise)? If so, please describe.

II. Achievement of Short-Term Outcomes

Thank you for your responses thus far. These next few questions focus on your perceptions related to the impact of [*insert DP18-1805 TTA provider organization name*]'s TTA efforts on short-term outcomes.

1. Describe how your organization measures the implementation of the TTA activities supported under the DP18-1805 cooperative agreement?
 - a. What data do you collect?
 - b. Who is responsible for measuring/monitoring implementation?
 - c. Are other staff members involved in data collection? How so?

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- d. Are there plans to expand or change how your organization monitors implementation of TTA? If so, please explain?
2. Describe how your organization measures the extent to which the TTA your program has implemented under DP18-1805 has achieved short-term outcomes?
 - a. What data do you collect?
 - b. Who is responsible for measuring/monitoring implementation?
 - c. Are other staff members involved in data collection? How so?
 - d. Are there plans to expand or change how your organization monitors implementation of TTA? If so, please explain?

III. NCCCP Priorities and Goals

Now I would like to learn more about your perspective on the effectiveness of [*insert DP18-1805 TTA provider organization name*]'s TTA on NCCCP implementation and the achievement of goals, as well as any aspects of the TTA framework that could be improved.

1. From your perspective how effective do you perceive [*insert DP18-1805 TTA provider organization name*]'s TTA in contributing to NCCCP implementation and achievement of goals? Please explain.
 - a. Do NCCCP state program staff view [*insert DP18-1805 TTA provider organization name*]'s TTA as effective? What evidence has been collected to support this?
 - b. Do NCCCP state coalition members see [*insert DP18-1805 TTA provider organization name*]'s TTA as effective? What evidence has been collected to support this?
 - c. What aspects of [*insert DP18-1805 TTA provider organization name*]'s TTA do you think stakeholders see as most effective?
 - d. What aspects of [*insert DP18-1805 TTA provider organization name*]'s TTA do you think stakeholders see as least effective?
2. What suggestions, if any, do you have for improving the effectiveness of [*insert DP18-1805 TTA provider organization*]'s TTA? Please provide specific examples.
3. From your perspective, how has the TTA model improved programmatic outcomes?
 - a. Which strategies, if any, resulted in improved outcomes? How?
 - b. From your perspective, which strategies would TTA recipients deem most essential for improving outcomes? Please explain.

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- c. Which activities, if any, resulted in improved outcomes? How?
 - d. From your perspective, which activities would TTA recipients deem most essential for improving outcomes? Please explain.
4. Describe any lessons learned from supporting the TTA offered by *[insert DP18-1805 TTA provider organization]* under the DP18-1805 cooperative agreement.
 - a. What recommendations do you have for improving the TTA model used?

Conclusion

Those are all of the questions I have for you at this time. Thank you so much for taking the time to talk with me! This has been very informative and will be important in understanding DP18-1805 TTA providers' efforts. Do you have any questions for me at this time? *[Pause for participant questions. Interviewer will use Evaluation FAQ Talking Points document to answer respondent questions].*

Again, if any questions do arise after today, please feel free to contact the ICF Project Manager, Isabela Lucas at 404-434-3154.