

Form Approved

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### Attachment 3 — Instrument: Key Informant Interview – Coalition Project Lead

#### Welcome

Thank you for meeting with us today. My name is <<insert name>> and also on the phone is my colleague <<insert name>>, and we are with Centers for Disease Control and Prevention (CDC). We are conducting qualitative interviews with State Domestic Violence Coalition Project Leads who are overseeing DELTA Impact initiatives in their state. This will help us understand how DELTA Impact program and policy efforts (PPEs) are being implemented to prevent intimate partner violence (IPV).

We hope that this interview will take no longer than 60 minutes. We are interested in hearing your honest and candid responses. Your participation is voluntary and you may choose not to answer any questions without penalty. You may end the interview at any time. Your participation or recusal will not affect your funding or relationship with the funders.

Information collected from this initiative will inform CDCs evaluation of the DELTA Impact initiative and help to inform future NOFOs. We will conduct analysis to aggregate findings across recipients. The aggregated findings will be shared with DELTA Impact recipients and other key partners in IPV violence prevention work. Data contained in the analysis will not link your name, role, or Coalition to any specific responses in any reports developed from this project.

<<Insert name>> will be taking notes during the interview so that we accurately capture your views and experiences. All of the information we collect from you will be kept secured and the only people who will have access to identifiable information are the CDC team involved in the project. We will also audio-record today's interview. The audio-recording will be used to supplement our notes and will not be shared outside our project team. It will be destroyed at the completion of the project.

Do I have your permission to record this interview? *Facilitator should note that every participant has responded*  
[IF NO → *Thank participant and confirm that the interview will not be recorded.*]  
[IF YES → *Thank participant and confirm their verbal consent.*]

Do you have any questions for me about our meeting before we begin? [*Pause for participant response.*]

Please feel free to ask questions at any time during the discussion.

Okay. We are ready to begin, so I will turn on the recorder. <<BEGIN RECORDING>>

Interviewer Notes:

- Tailor the discussion guide based on the interviewee and their role.
- There are 20 main questions (shown in bold). The questions listed under the main questions are probes to help elaborate or further clarify the main question to participants.

## Strategic Planning and Prioritization

We'd like to learn about the state action plan process, partnerships and the role of IPV prevention in your state.

**1. What factors have facilitated development and implementation of the State Action Plan?**

PROBE

- i. What factors have been critical to successful implementation of the State Action Plan?
- ii. What challenges have you encountered and how did you overcome them?

**2. How does <<SDVC Name>> coordinate activities with organizations working on IPV prevention efforts in your state?**

PROBE

- i. Please describe how <<SDVC Name>> collaborates with agencies that do statewide work related to IPV prevention.
- ii. Please describe how your organization collaborates with local partners that are not DELTA Impact recipients.
- i. What challenges have you faced in convening state level partners?

**3. Please describe your relationship and coordination with other CDC recipients in your state (Rape Prevention Education, Core- S-VIPP, Essentials for Childhood)**

PROBE

- i. How has coordination with CDC recipients in your state changed since before DELTA Impact?

**4. What partnerships are critical to achieving the NOFO goals?**

PROBE

- ii. Please describe a successful partnership *at the state level* that was established or strengthened as a result of DELTA Impact.

**5. What changes, if any, have you observed in state and local level partners attitudes toward community and societal level primary prevention in your state?**

PROBE

- i. What changes have you observed in how community and societal level primary prevention is prioritized by **statewide** decision makers and/or funders?
- ii. What changes have you observed in how community and societal level primary prevention is prioritized by **local** decision makers, coalitions and/or funders?
- iii. What do you think helped to bring about these changes?

6. **What changes, if any, have been made to the allocation of resources devoted to community and societal level primary prevention (CSPP) efforts as a result of DELTA Impact?**
  - i. How has the coalition contributed to the identification or development of new resources, such as funding, training or materials, which support community and societal level IPV prevention efforts?
  - ii. How have the resources devoted to CSPP within <<SDVC Name>> changed over the project period?

## Implementation

We're going to jump right in to discussing the implementation of the program and policy efforts (PPEs) being implemented in <<state>>.

### 7. What factors have facilitated implementation of the PPEs?

PROBE

- i. What are the critical factors to effectively implement these CSPP approaches?
- ii. How are these factors different for the different types of PPEs?
- iii. How are these factors different for different types of approaches (e.g., creating protective environments, engaging adults and peers, strengthening economic support)?

### 8. Please describe the impact of any planned or unplanned adaptations made to program or policy efforts.

PROBE

- i. Why were the adaptations made to the PPEs?
- ii. What factors were critical to the successful adaptation of the PPEs?

### 9. What challenges, if any, have you observed during implementation of the program and policy efforts?

PROBE

- i. Were certain approaches more challenging than others (e.g., environmental, policy, school-based programs)?
- ii. How were major barriers to implementation of PPEs addressed?
- iii. How have contextual factors or recent events impacted the implementation of the program and policy efforts?

### 10. Please describe the Coalition's role in implementation of the CCR program and policy efforts.

PROBE

- i. What is the relationship between the CCR staff and coalition staff in terms of the implementation of the programs?
  1. What are <<SDVC Name>> roles and responsibilities and what are those of the CCR staff?

### 11. How are you planning for the sustainability of the program and policy efforts?

PROBE

- i. What efforts are necessary to ensure the sustainability of the PPEs?
- ii. How has <<SDVC Name>> contributed to the CCRs capacity to sustain the PPEs?

## Evaluation

We are interested in learning about evaluation of the efforts being implemented in your state.

### 12. Please describe the role of the evaluator(s) on the DELTA Impact team.

PROBE

- i. What is the relationship between the program staff and evaluator(s) on your team?
  1. What are the strengths and/or challenges of this relationship?

**13. How has evaluation been used to inform program planning, implementation or quality improvement?**

PROBE

- i. How have evaluation findings been used thus far?
- ii. How will your organization use monitoring & evaluation to inform implementation efforts going forward?

## Capacity Building

**14. How has <<SDVC Name>> capacity to implement community and societal level primary prevention (CSPP) efforts changed since the start of DELTA Impact?**

PROBE

- i. What changes have you observed in the <<SDVC Name>> ability to implement CSPP efforts?
- ii. What areas of capacity to implement CSPP is the Coalition still struggling with?

**15. How has CCRs' capacity to implement CSPP efforts changed since the start of DELTA Impact?**

PROBE

- i. What changes have you observed in the funded CCRs' ability to implement CSPP efforts?
- ii. What changes have you seen in terms of unfunded CCRs' capacity to implement CSPP efforts changed since the start of DELTA Impact?

**16. What challenges did you experience in building the capacity of your partners to implement and evaluate CSPP?**

PROBE

- i. How did you overcome challenges to building the capacity of your partners to implement and evaluate CSPP?
- ii. What type of support or technical assistance provided by <<SDVC Name>> during the project period was most useful to partners?

## CDC Support

Our final questions relate to how CDC supports recipients.

**17. What has been the most helpful support provided by the CDC to <<SDVC Name>>?**

PROBE

- i. What type of support or technical assistance provided during the project period was most useful to you?

**18. What could the CDC do differently to better support recipients?**

PROBE

- i. What type of support was lacking that would facilitate <<SDVC Name>> DELTA Impact efforts?

## Closing

**19. What lessons learned about increasing the use of CSPP would you share with unfunded states?**

PROBE

- i. What strategies for increasing CSPP efforts would you share with unfunded states?

**20. What do you think are the most important factors related to increasing the capacity and resources to implement CSPP efforts in your state?**

PROBE

- i. What factors will facilitate ongoing use and prioritization of CSPP efforts in your state?

Those are all of the questions that I have for you today. Before we conclude our discussion, is there anything that we have not discussed that you think would be important for us to know?

Do you have any questions for me? [*Address any questions*]

Thank you again for taking the time to speak with me. We sincerely appreciate and value your input