

Form Approved

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## Attachment 4 — Instrument: Key Informant Interview - Lead Evaluator

### Welcome

Thank you for speaking 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 evaluators working on DELTA Impact. This will help us understand more about the ways in which DELTA Impact is being evaluated as well as the facilitators and barriers related to IPV prevention evaluation.

We hope that this interview will take no longer than 45 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 interview will inform CDC's evaluation of the DELTA Impact initiative and help to inform future cooperative agreements. 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 would also like to 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 **14** 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.

## Introduction

We're going to start by asking about your role as an evaluator of the DELTA Impact efforts being implemented in <<state>>.

**1. Please describe your relationship to the <<SDVC Name>>?**

PROBE

- i. Are you an employee of the Coalition or a contractor?
- ii. What is your relationship with the project coordinators or leads on the DELTA Impact team?
- iii. Please describe your relationship with the project leads at the CCRs.

**2. Please describe how the DELTA Impact team coordinates the evaluation activities and the program implementation activities.**

## State Level Evaluation

We are interested in learning about evaluation of the state level efforts.

**3. What factors have been critical to the state level (NOFO) evaluation in <<state>>?**

PROBE

- i. What factors have facilitated evaluation of the state level efforts, including the implementation of the State Action Plan?

**4. What challenges, if any, have you faced in conducting the state level evaluation?**

PROBE

- i. What challenges have you observed during evaluation of the state level efforts, including implementation of the State Action Plan?

## Program and Policy Level Evaluation

We are interested in learning about the separate evaluations of the program and policy efforts (PPEs).

**5. What factors have facilitated the evaluation of the program and policy efforts being implemented in <<state>>?**

PROBE

- i. What factors have been critical to successful evaluation of the program and policy efforts?

**6. What challenges, if any, have you faced in evaluating the program and policy efforts?**

PROBE

- i. What challenges have you observed during evaluation of the PPEs?
  1. Have you experienced any specific challenges related to certain types of PPEs (policy, environmental, school-based, etc.)?
  2. How have challenges to evaluating the PPEs been addressed?

## Data & Evaluation

**7. How has ACCESS to data changed over the project period?**

PROBE

- i. Please describe any data sources the <<SDVC Name>> or CCRs have developed or gained access to as a result of DELTA impact.

- ii. What strategies were most successful in identifying publicly available or administrative data?
- iii. What strategies may be effective to increase access to data related to the NOFO outcomes?
- iv. What challenges is the Coalition still facing in terms of availability of data sources?

**8. How has USE of data changed over the project period?**

PROBE

- i. What are the main uses of *pre-existing/publicly available/3<sup>rd</sup> party* data (e.g., selecting strategies, populations of focus)?

**9. How has evaluation been used to inform NOFO and PPE activities (e.g., planning, implementation or quality improvement)?**

PROBE

- i. How have the evaluation findings been used thus far?
- ii. How do you plan to share the findings of the evaluations?

### Capacity

We are interested in learning about capacity building among the <<SDVC Name>> and the CCRs.

**10. How has <<SDVC Name>> capacity to evaluate 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 evaluate CSPP efforts?

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

PROBE

- i. What changes have you observed in the CCRs' ability to evaluate CSPP efforts?

**12. What do you see as the biggest barriers to increasing capacity to evaluate community and societal level primary prevention in the state?**

- a. What strategies have you found to be successful in addressing these barriers?

### CDC Support

We would like to hear your thoughts on how CDC supports recipients' evaluation activities.

**13. What has been the most helpful evaluation 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?

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

PROBE

- ii. What type of support was lacking that would facilitate evaluation of DELTA Impact efforts?

### Closing

Our final questions relate to lessons learned about evaluating community and society level primary prevention efforts.

**15. What lessons have you learned about evaluating community and societal level primary prevention efforts?**

PROBE

- i. Was this the Coalition's experience with evaluating CSPP?
- ii. What is the key to successful evaluation of CSPP?

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!