

APPENDIX J: INTERVIEW TOPICS AND SUB-TOPICS

Family Level Assessment and State of Home Visiting (FLASH-V)

Thank you for your participation in the FLASH-V study! The purpose of FLASH-V is to understand recruitment and enrollment processes in home visiting programs by examining challenges to reaching caseload capacity and opportunities to overcome those challenges. Below are topics we will cover during our interview. Up to 3 staff at your program can participate in this interview. Reviewing these topics may help you determine who from your program would be best to participate in the interview.

Topic Area	Example Sub-Topics
Overview of the Program, Community & Families Served	<ul style="list-style-type: none">• Strategies for recruiting and enrolling families and overcoming barriers• Community characteristics that impact recruitment of families• Characteristics of families and how these influence recruitment and enrollment
Number of Families Served	<ul style="list-style-type: none">• Tracking caseload capacity• Accomplishments and challenges your program has experienced in maintaining caseloads, including how the COVID-19 pandemic has impacted these efforts
Strategies for Engaging Families	<ul style="list-style-type: none">• Main strategies your program uses to reach out to and recruit families• How often each strategy is used, how it is used, how effective you feel each strategy is, and how use of each strategy may have changed since the COVID-19 pandemic• Challenges and accomplishments in finding potential eligible families
Outreach and Recruitment Materials	<ul style="list-style-type: none">• Materials your program uses to inform potential eligible families about program services• Successful aspects of outreach and recruitment materials and opportunities for improvement
Staffing for Outreach & Recruitment Activities & Events	<ul style="list-style-type: none">• How your program staffs outreach and recruitment activities and events• Training and support provided to staff on outreach and recruitment
Work with Potential Community Referral Partners	<ul style="list-style-type: none">• How your program communicates and works with referral partners• Opportunities to develop new referral partners

This collection of information is voluntary and will be used to understand the challenges that programs may face in reaching caseload capacity and promising strategies they use to address these challenges. Information collected will be kept private. Public reporting burden for the described collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, 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. The OMB number and expiration date for the described collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Susan Zaid; szaid@jbassoc.com.