

Attachment D- Key Informant Interview Guides

Form Approved

OMB No: 0920-xxxx

Exp. Date: xx-xx-xxxx

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INTRODUCTION SCRIPT

Thank you for participating in this discussion of the Overdose Data to Action Program. Again, my name is [your name] with Booz Allen Hamilton. As indicated in the invitation to this interview, we are conducting an evaluation of the Overdose Data to Action (OD2A) program on behalf of CDC's Division of Overdose Prevention.

Thank you for agreeing to share your experiences with the OD2A Program with us. Your insights will help CDC better understand your experiences with the program and could be used to inform future programmatic efforts.

Our goal today is to learn more about [Purpose of the interview – the purpose of each set of interviews is indicated below]. In the interview, I will ask about your experiences with the OD2A implementation, your perception about the program's impact, and your thoughts about ways to improve the program. We estimate that this interview will take approximately 60 minutes. We will make every effort to protect your confidentiality. Both the audio recording and written notes will be kept in a secure location. The audio recording will be destroyed once analysis is completed. Please note that your name and title will not be linked to any of the reports generated from this discussion. In this way, we will maintain your confidentiality. Do you have any questions before we start?

To ensure that we fully capture your experiences, I would like to record this interview. Please note that we will not link your name or the name of your organization to anything you say on this call today. All findings will be reported to CDC in the aggregate.

Do I have your permission to start recording?

[NO]: Okay, I will not record.

[YES]: Okay, I will begin recording. After I begin recording, you will hear me say the date and time and the name of the participants on this call. Then I will begin with questions.

[START RECORDING] Good morning/afternoon. Today is [date] at [time]. I am interviewing representative of [organization name] for [program name].

Let us begin our discussion.

INTERVIEW QUESTIONS

Interview Set 1.

Purpose: To gain an in-depth understanding of how jurisdictions implement and operationalize program activities for their selected strategies and facilitators and barriers of successful implementation.

1. Please describe the activities you implemented for [insert select strategy].

PROBES:

- *What informed your decision to pursue these activities?*
- *How do the activities you described relate to the work being done under other strategies? Are they interconnected in any ways? If so, please describe. Or are they siloed? If so, please tell us why.*
- *How has the work done under the surveillance component of OD2A informed the work specifically under [insert select strategy] and vice versa?*
- *Please describe the sustainability of [insert select strategy] activities.*
- *We observed either missing or sparse data regarding [insert select strategy activity]. Please describe any updates you have regarding this work and/or why this information was left out of your annual progress report.*

2. Please describe the frequency, scale, reach, and magnitude of [insert select strategy] activities (e.g., frequency of trainings provided, number of community organizations implementing strategy activities).

3. Were [insert select strategy] activities implemented by multiple stakeholders and/or partners? If so, were the activities implemented the same or different? Please explain.

PROBES:

- *Did you carry out activities as planned? If so, please explain how. If no, why not?*

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- *Please describe any modifications that were made to activities.*
 - *Why were these modifications made?*
 - *Were these modifications informed by evidence or practice?*
4. You listed [insert target population(s)] as your intended audience(s) for these activities within your program documents. Please describe how work under this [insert select strategy] has reached [insert target population(s)].
- PROBES:*
- *What has worked well for you reaching and engaging [insert target population].*
 - *What are major challenges in reaching and engaging [insert target population].*
 - *What are your plans for improving reach and engagement with [insert target population] regarding this work for the duration of OD2A?*
5. How did you implement these [insert select strategy] activities?
6. What helped and hindered your implementation of [insert strategy or activity]?
7. What are critical contextual factors influencing the implementation of this activity? Success of this activity (if different)?
- PROBES*
- *Geographic or regional differences, Economic factors, Institutional factors, Social and cultural factors, Socioeconomic factors, Health system factors, Organizational factors, State or local factors, COVID-19)*
8. Please describe the role stakeholders and partners have played implementing [insert select strategy] activities. Improving [insert select strategy] outcomes.
- PROBES:*
- *What aspects of their involvement were most helpful? Least helpful?*
9. How would you define success for [insert select strategy] implementation efforts? Strategy-related outputs and outcomes?
- PROBES:*
- *What are areas within [insert select strategy] you have had difficulty achieving the desired results? Please explain.*
10. Please provide a few examples in which [insert select strategy] activities resulted in better integration among state and local efforts (e.g., collaboration, capacity building, reach).
- PROBES:*
- *What were the main reasons for this improved integration?*
11. Please provide a few examples of how [insert select strategy] activities improved program stakeholders and communities' level of functioning (e.g., capacity, engagement, response).
- PROBES:*
- *What has been most successful at improving stakeholders or communities' level of functioning?*

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12. Have you observed any positive changes as a result of [insert select strategy] activities? If yes, what are they? If no, why do you think that is?
 13. What, if any, unintended consequences (positive or negative) have you observed as a result of [insert select strategy] activities? Please explain why you think these occurred.
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Interview Set 2.

Purpose: To explore how recipients implement and operationalize unique, innovative activities and emerging practices and understand determinants of successful implementation.

1. We know that you have been working to implement innovative solutions to address overdose [surveillance or prevention] in your jurisdiction. Please tell me more about what you are doing and how you are implementing [*insert identified innovative activity*]?

PROBES:

- *What informed your decision to pursue this activity?*
- *How does this activity relate to the work being done under other strategies? Are they interconnected in any ways? If so, please describe. Or are they siloed? If so, please tell us why.*
- *Please describe the sustainability of this activity. What would improve the sustainability of this activity?*

2. Please describe the frequency, scale, reach, and magnitude of this activity (e.g., frequency of trainings provided, number of community organizations implementing strategy activities).

3. Was this activity implemented by multiple stakeholders and/or partners? If so, was it implemented the same or different? Please explain.

PROBES:

- *Was this activity carried out as planned? If so, please explain how. If no, why not?*
- *Please describe any modifications that were made to this activity.*
- *Why were these modifications made?*
- *Were these modifications informed by evidence or practice?*

3. You listed [insert target population(s)] as your intended audience(s) for this activity within your program documents. Please describe how this activity has reached [insert target population(s)].

PROBES:

- *What has worked well for you reaching and engaging [insert target population].*
- *What are major challenges in reaching and engaging [insert target population].*
- *Please explain how you have tailored this activity to specifically meet the needs of each audience. (e.g., culture, religion, language, geographic region, ethnicity, etc.)*

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- *What are your plans for improving reach and engagement with [insert target population] regarding this work for the duration of OD2A?*
 - *Please share specific lessons learned or successes that you would like to highlight regarding this effort.*
4. How did you implement these [insert select strategy] activities?
 5. What helped and hindered your implementation of [insert strategy or activity]?
 6. What are critical contextual factors influencing the implementation of this activity? Success of this activity (if different)?
PROBES:
 - *Geographic or regional differences, Economic, Institutional, Social and cultural, Socioeconomic, Health system, Organizational, State or local, COVID-19 factors*
 7. What jurisdictions would benefit most from this activity (e.g., those with high burden in rural areas, those with need for reaching pregnant women, etc.)?
PROBES:
 - *In what ways could this activity be adapted by other jurisdictions but still guarantee the overall objective and outcomes are still met?*
 8. Have you observed any positive changes as a result of [insert select strategy] activities? If yes, what are they? If no, why do you think that is?
 9. What, if any, unintended consequences (positive or negative) have you observed as a result of [insert select strategy] activities? Please explain why you think these occurred.
 10. What are some key lessons learned from implementing this activity?
PROBES:
 - *Were these lessons learned disseminated to others or are there plans to do so?*
 - *Who was/will be your audience for lessons learned dissemination? How did you determine this audience?*
 - *What methods of dissemination were used (e.g., reports/publications, newsletters, briefs, presentations, etc.)?*
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Interview Set 3.

Purpose: To help explain why jurisdictions achieved a specific programmatic output or outcome, and understand determinants of those achievements

1. We found that your jurisdiction (and others) achieved [*insert programmatic output or outcome*]. From your perspective, why you think you were able to achieve that?
2. What were the key facilitators to achieving this outcome? Please describe.

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3. Was there anything that hindered or was a challenge or barrier along the way? How was that overcome?
4. Was there anything external or that was happening in your context/jurisdiction that was instrumental in this achievement?
5. If you had to help other jurisdictions achieve similar outcomes, what would be your key pieces of advice?
6. What are your biggest lessons learned from this achievement?
7. We have noticed something interesting from our observation/evaluation that [*insert the observations and findings from the programmatic and secondary data analysis that need further explanation*], have you observed that too?

PROBES:

- *Is this something surprising to you? Please explain.*
- *Do you have any explanation for this result?*

8. What other changes have you observed in short- (e.g. changes in knowledge awareness), intermediate- (e.g. use of evidence-based approaches, use of surveillance data for prevention, increase preparedness and response, increased state involvement at local level, and actionable dissemination, etc.), or long term outcomes (e.g., ED visits, EMS visits, Opioid misuse, and Fatal opioid overdose) as the result of the OD2A that you would like to highlight or discuss?

PROBES:

- *In your opinion, what may have contributed to these changes?*
- *If you have not observed changes in outcomes, why do you think there were no observed changes? Please explain.*

CLOSING

Those were all the questions I had for today. Is there anything you would like to add about your experiences with OD2A that we have not already covered?

WRAP UP AND THANK YOU [STOP RECORDING]:

That concludes the interview. Thank you so much for taking the time to share your experiences with me today. Again, incorporating your experiences with the OD2A program is an important part of our evaluation that may inform future CDC opioid and drug overdose prevention efforts. If you have any questions about the interview or other questions about the evaluation of the OD2A, please do not hesitate to contact me after today's session.