

Fidelity Study: State Lead Debrief

PURPOSE: As part of the Center for States' fidelity study of tailored services for jurisdictions, a debrief protocol was developed to capture brief, reflective feedback from State project leads following in-person or virtual meetings associated with intensive projects. Interviewers should select approximately 5-7 questions (15 minutes) from the list of optional questions (below) that are tailored to the meeting's purpose, phase of delivery, and behaviors observed with Center staff leading the meetings. The state lead debriefs can occur in person, via email, or via phone.



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PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to gather basic registration information on capacity building services to better meet the needs of child welfare professionals. Public reporting burden for this collection of information is estimated to average 15 minutes per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The control number for this project is 0970-XXXX. The control number expires on XX/XX/XXXX. If you have any comments on this collection of information, please contact Beth Claxon, ACF, Administration on Children, Youth and Families by e-mail at Beth.Claxon@acf.hhs.gov.

Instructions for Interviewer

As part of the Center for States' fidelity study of tailored services for jurisdictions, a debrief protocol was developed to capture brief, reflective feedback from State project leads following in-person or virtual meetings associated with intensive projects. Interviewers should select approximately 5-7 questions (15 minutes) from the list of optional questions (below) that are tailored to the meeting's purpose, phase of delivery, and behaviors observed with Center staff leading the meetings. The state lead debriefs can occur in person, via email, or via phone.

PHASE OF DELIVERY	BEHAVIORS	DEBRIEF QUESTIONS TO CHOOSE FROM
Engagement	Performing outreach Being responsive Building credibility Providing clarity Collaborating	<ul style="list-style-type: none"> - How well did the Center representatives demonstrate their understanding of your state's context, needs, and strengths? - How well did the Center explain the service delivery process and its purpose to you? How clear were those explanations? - How much confidence do you have in the Center's ability to meet your needs?
Working as a Team	Joining a team Integrating effort Building team support and cohesion Communicating and sharing information	<ul style="list-style-type: none"> - How well did members of your agency and representatives from the Center work as a team? - How successful was the team at achieving its goals? - How satisfied are you with how the team interacted (i.e., supported one another, provided constructive feedback, communicated and shared information)?
Assessment	Using appreciative inquiry Being thorough and well prepared Promoting deeper jurisdictional awareness Ensuring accuracy/credibility of assessment	<ul style="list-style-type: none"> - How well did the Center representatives facilitate today's meeting? (i.e., transparency, openness, honesty, solution-focused, strengths-based, respectful, inclusive inquiry) - How well has the Center planned and organized meetings with you, including today's meeting? - How successful was the assessment process at identifying your state's strengths and needs? - How satisfied were you with this process?
Work Planning	Promoting partnership and ownership Determining readiness and prioritizing	<ul style="list-style-type: none"> - How much ownership do you feel for what was created? - Can you identify specific things that happened during the meeting that might have contributed to your feeling of ownership? - How satisfied are you with that level of ownership?

	<p>Conducting analysis/establishing connections Planning effectively and building consensus</p>	<ul style="list-style-type: none"> - How well did the Center help your state determine its readiness to move forward in particular areas, and prioritize those areas?
Service Delivery	<p>Initiating service delivery Pacing the work Guiding agency self-reflection Selecting strategies, activities, tools Promoting use of capacity building framework Communicating with CB and Collab. Partners</p>	<ul style="list-style-type: none"> - How well does the pacing of the Center's involvement with your state meet your needs and expectations? (i.e., intensity, flexibility, thoroughness, pace, ensuring understanding) - How satisfied are you with the quality of the Center's service delivery? (i.e., level of support, collaboration on strategy/ tool identification/ selection, communication) - How well did the Center help your state to identify and select the most appropriate strategies, activities, or tools for this work? - How well has the Center integrated the capacity building framework and the change process into its services to your state? (i.e., usefulness, appropriateness, meaningfulness)
Tracking and Adjustment	<p>Assessing capacity for tracking progress Developing approach to understanding progress Collecting data to understand progress Conducting analysis/building connections Discussing progress/planning effectively Managing perceptions of progress</p>	<ul style="list-style-type: none"> - How well is the Center helping your state to identify what data are needed and how to secure those data? - How well is the Center helping your state to identify and conduct appropriate data analysis? - How satisfied are you with the support provided by the Center in monitoring progress and making adjustments as needed? - Can you share an example of how the team has used data to determine progress and inform planning and decision making?
Transition to Sustainability	<p>Planning for transition Deciding to transition and close* Transitioning to sustained capacity building Facilitating a final meeting* Ending services prematurely*</p>	<ul style="list-style-type: none"> - What led to the decision to end this project? - How satisfied are you with how the project ended? - How well did the Center help prepare your state to sustain capacity for this work? (<i>probe on identifying and securing needed supports</i>)

** Behaviors denoted with one asterisk reflect those few items would only be relevant for more mature projects, or if a project was closing unexpectedly.*