Instrument 3B: Site Visit 1 Interview Guide for Administrators: Licensed LifeSet Experts

Instructions

Thank you for joining us today. We would like to invite you to participate in an interview that will last about 60 minutes. We are conducting an evaluation of LifeSet, and today we'd like to learn more about how LifeSet was implemented in New Jersey and your role in the process. Specifically, we will talk about your role and responsibilities, the selection and start up of LifeSet, the program's staffing requirements, among other topics. We will use this information to better understand how the LifeSet program is implemented in New Jersey and the context in which it operates.

Your participation in this interview is voluntary. You can choose not to answer any question or not participate in the interview at all. There will be no consequences to you if you choose not to participate. We will keep the information you provide private and will not share it with anyone except for research staff working on the study. Additionally, federal law states that 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 for this data collection is 0970-0XXX and the expiration date is XX/XX/XXXX.

Background and Role
Current position and professional experience & Main responsibilities and role within LifeSet program
Thank you for taking the time to talk with me today. I'd like to start by learning a little bit about you.
1. What is your current position and how long have you been in it?
2. What are your main responsibilities?
3. [If held current position since before March 2020] Are these the same responsibilities you had pre-COVID? If not how did your responsibilities change?
4. Who do you report to?
5. How long have you worked at Youth Villages?
6. What other positions have you held at Youth Villages?
7. What role do you play as part of the LifeSet program?
8. What is the size of your caseload?
9. Have you worked with former foster youth or other vulnerable youth populations before working for Youth Villages? If so, in what capacity?
10. Have you held other positions – client facing or management – in social services before? If so, what were they?
11. Is there a degree/credential or experience requirement for your position? What is it?

Staff Requirements and Responsibilities
Next, I'd like to learn a little bit about any required trainings and professional development provided to LifeSet staff. We will discuss both LifeSet staff employed by Youth Villages and LifeSet staff employed by provider agencies.
Required training and professional development
12. Can you describe how you were trained for your role as a program expert?
    a. What specific clinical expertise/experience that is needed for your role as a program expert?
13. Can you explain how LifeSet staff are trained on the LifeSet model?
    a. How is this training different for LifeSet staff employed by Youth Villages versus a provider agency?
14. After the initial training, what on-going mandatory training requirements do LifeSet staff have to complete?
    a. Are on-going training requirements different if you are employed by Youth Villages versus a private provider?
    b. How often do these trainings happen?
    c. How are they delivered?

      d.   Are on-going trainings offered through Youth Villages?

      e.   Does mandatory on-going training for staff vary depending on their role?

Program Model
Now, I would like to learn more about LifeSet's program model, including the program's goals and key features.
Program goals and main components

15. What are the goals of LifeSet?
16. What are the main components and program features of LifeSet?
    a.   If someone came to you and asked which of these components they need to have to start LifeSet in their state or agency, what would they be?
17. [Bring/ show copy of the logic model] We have been shown this logic model. Does this reflect the inputs, outputs and outcomes of LifeSet in New Jersey? If not, what would you add or take away from this model to make it more accurate?
    a.   Inputs are program resources such as staff, caseload size, and tools.
    b.   Outputs are program activities such as supervision and consultation, sessions with youth, setting youth goals, and holding group sessions with youth.
    c.   Outcomes, or goals, are the changes the program expects will result from the inputs and outputs such as increased education and employment or housing stability.

Next, I would like to learn about any modifications made to the program specifically for New Jersey.
New Jersey-specific modifications

18. Do you know if the model and program has been changed from the manual in some way in New Jersey? If so, how so?
19. We understand that other sites also use provider agencies to deliver LifeSet. Do you know if the way New Jersey is implementing LifeSet aligns with the manual or how other sites that use provider agencies implement LifeSet?
    a.   What is similar about it?
    b.   What is different about it?
    c.   What is the reason for these similarities or differences? Probe on differences in population, child welfare agency structure, policies and regulations
20. How, if at all, has the evaluation impacted service delivery?
21. How, if at all, has COVID impacted service delivery?
22. What, if any, any modifications were made due to COVID? Do you think any of these modifications will remain once the public health crisis had been resolved?

Closing Questions
Thank you for taking the time to talk with me today. I have a couple of closing questions.

23. Is there anything that I did not ask about that you think I should know about LifeSet/services as usual or your experience?
24. Do you have any final questions for me about the study, or about the research team?