TPP Tier 2: Partner Interview Guide

Introduction & Confidentiality Information

[Lead interviewer introduces self and introduces note-taker ("who will be taking detailed notes and asking a few questions"). Thank interviewee for participating, and for filling out the pre-interview form (if they did)]

As you may know, we/[Abt Associates and our partner DIR] have been contracted by the Office of Population Affairs (OPA) to conduct the TPP20 Implementation Evaluation. As an important part of that effort, we are talking to all 13 Innovation and Impact Network grantees and some partner organization staff from each grantee. [TPP Grantee] recommended we interview your organization(s) as part of this effort. These interviews are meant to help us understand and document your experiences and processes working with [TPP grantee], the innovation and impact network, and your role in exploring, developing, testing, refining, and evaluating innovative interventions to improve adolescent health and prevent teen pregnancy and sexually transmitted infections (STIs) in the selected priority area. This is not a compliance assessment or audit of any kind. The information we gather will help OPA, practitioners, and other TPP partners shape future strategies for preventing teen pregnancy, reducing rates of STIs, and improving adolescent health.

You may be directly involved in some of the topics we will ask about or you may need to respond based on your understanding of how the network is doing the activity. Either is fine. If there are any questions you do not feel comfortable answering or want to skip just let us know and we will move on to the next question. Your participation is voluntary. You may choose not to discuss any topic or to end the discussion at any time. The information we collect during this interview and information gathered from program documents will be combined with data collected from other Innovation and Impact Network projects to identify implementation themes across grantees, communities, and priority areas. Your names will not appear in the public-facing final report. That report also will include our findings from interviews with the other tier of grantees awarded funding around the same time (the TPP Tier 1 grantees). We will also produce a set of one-page site profiles describing each grantee, which will include basic information about the project, including the names of the grantee and major partner organizations (but no individuals' names). The notes we take during this discussion will not be shared outside of the research team—that is, not with OPA, with other grant staff, partners, or community members. With your permission, we would also like to record the interview to ensure that we capture all of the details correctly. Do I have your consent to record the interview?

Before we start, do you have any questions?

I'm going to start with a few questions about how your organization got involved in the TPP project and its development, followed by some questions about engagement of partners and youth in the network, how the network is supported and coordinated, how the network is being implemented, and how the network has changed and adapted over time. We'll wrap up with a few questions about what you see as the network's main accomplishments to date and any lessons learned.

begin recording

Development of the Project

I'd like to start by asking a few questions about the development of the TPP Project.

1. Can you tell me a little bit about your organization and your role within it?

2. What is your organization's role in the (current) TPP project? *(Confirm role from preliminary data review – intermediary; establish and support the network; explore need, resources, interventions; develop new interventions; test interventions; refine interventions; evaluate interventions; dissemination, etc.)*?
   a. What roles did your organization have in planning the TPP project?
   b. What roles does your organization have in implementing the TPP project?
   c. What is your role? (Program manager, coordinator, etc.)

3. How did your organization become involved in the TPP project? *(Probes: Did it grow out of other initiatives, collaborations, or concerns in your community?)*
   a. When was your organization approached to join the TPP project/network?
   b. What factors led to your organization's decision to participate in the TPP project?

4. *(If not answered in Q3)* Before the TPP project, had your organization done Teen Pregnancy Prevention work? (Probe: Have you implemented teen pregnancy prevention, STI prevention, or family planning projects in the past?)

   a. If YES: What projects were you involved in and what was your organization's general role? How long has your organization been doing this work?

5. *(If not answered in Q3)* Does your organization have a previous relationship with [grantee] or with other organizations involved in the TPP project? *(Confirm from preliminary data review database)*
   If YES:
   a. What was the relationship?

6. How, if at all, was your organization involved in engaging any other community-based groups or individual stakeholders such as youth in the planning efforts for the project? (*Probe: Who did you engage? How did you engage them?*)

7. How, if at all, was your organization involved in selecting the priority area, [priority area from application/pre-interview form], for the TPP project?
   a. If involved: What factors led to its selection as the priority area for the TPP project?

Partner and Youth Engagement

Now I'm going to ask some questions about how you work with other organizations in the Network.

8. On the TPP project, how does your organization work with [grantee]?
   a. How and how often does your organization meet or communicate with the [grantee]?

9. Are there other partners your organization works with regularly as part of the network?
   a. What does your organization work on with other organizations in the network?
   b. What strategies does your organization use to engage/connect with other partners in the network?

10. How are participants from the priority area engaged in the TPP project?
    a. What role has your organization played in engaging these participants?
    b. Have you had any concerns about equity or access issues related to engaging participants from the priority area?
       i. If so, please explain the concerns and, if appropriate, how they have been addressed.
       ii. If not, what has the network done to ensure equity and access for members of the priority area?

11. Which strategies do you think have worked best to support engagement of partners or youth? (*Probe for engagement in network, interventions, design, testing, feedback, etc.)*

Supporting the Innovation and Impact Network

My next set of questions are about how the network is coordinated and supported.

12. Does your organization have a role in coordinating or supporting the network? Please describe.

13. Did members of your organization receive any training or technical assistance as a member of the network? If so, please describe the training or technical assistance received.
    a. Who provided the training/technical assistance? (*Probe for whether this was OPA-sponsored TTA from RHNTC or custom TA/coaching provided by the grantee/network*)
    b. Was the training helpful?
    c. Did you have input in what type of training/TA you received?
    d. Is there training or TA that you have not received but would be helpful in the future?

14. In what ways, if at all, has the network affected the way agencies collaborate and coordinate to develop new interventions to reduce teen pregnancy and STIs?
    a. How, if at all, did the network differ from how your organization usually collaborates and coordinates with partners?

15. In what ways did [grantee] support you and other organizations in the network? Which was most helpful?

16. Is there anything you wish had been done to better support or engage your organization or other network partners?

17. Thinking about the overall makeup and structure of the network, what do you think has enabled it to be successful?

Implementation Context

Now I'd like to talk about what roles you've had in implementing the project, including intervention development, testing and refining, and evaluation and dissemination.

18. I understand that your organization is involved in the following interventions for the network: [list interventions and current phase of development]. Is this correct?

FOR PARTNERS INVOLVED IN EXPLORING & DEVELOPING INTERVENTIONS:

19. Can you talk through how your organization went about exploring, selecting, and developing interventions for the network?
    For each intervention, ask:
    a. What went into identifying that the intervention was needed?
    b. Who was involved in the exploration and development process?
    c. Was the intervention newly developed or adapted from an existing intervention?

      d. What makes the intervention innovative?

20. How, if at all, did your organization help select which settings interventions would be implemented in (e.g., clinics, juvenile detention facilities, schools, etc.)?
      a. What factors went into the decision to implement new interventions in these settings? Who else was involved in those decisions?
      b. Has the network considered ways to make interventions more flexible so they can be implemented in multiple settings or modalities? If so, describe.

21. How did your organization move interventions from the exploring and developing phase to the testing, refining, and evaluating stages?
      a. How did your organization know when an intervention was ready to move to the next stage?

FOR PARTNERS INVOLVED IN TESTING AND REFINING INTERVENTIONS:

22. Does your organization's role in the network change when interventions enter the testing and refining stages? Probe for:
      a. How the grantee works with you and other partners to monitor progress, and how frequently (e.g., intervention check ins, trainings, team/network updates, in-depth reviews)

23. What types of modifications were made to interventions during the testing and refining stages?
      a. How did you determine what types of modifications to make? Who was involved in those decisions? *(Probe for analytic approaches used to determine modifications needed)*
      b. Were any interventions terminated before moving them on to the next stage? How was that decision made and who was involved in making that decision?

24. What challenges did your organization face in moving from the exploring and developing phase to the testing and refining phase?
      a. Were you able to overcome those challenges? If so, how?
      b. Looking back, are there things you would do differently?
      c. What advice would you give a new Tier 2 network about how to do this process?

FOR PARTNERS INVOLVED IN EVALUATING AND DISSEMINATING INTERVENTIONS:

25. Were you involved in the development of the network's program evaluation plan? If so, please describe your role in its development.

26. Does your organization's role in the network change when interventions enter the evaluation and dissemination phases? Probe for:
    a. How the grantee works with you and other partners to monitor progress, and how frequently (e.g., intervention check ins, trainings, team/network updates, in-depth reviews)

27. How did the network determine when an intervention was ready for evaluation? Dissemination?
    a. Who was involved in the decision?
    b. What methods or metrics did you use to evaluate the intervention's effectiveness?
    c. What types of platforms did you use for dissemination?

28. What strategies has the network used to disseminate interventions so they are accessible to others?
    a. Who is involved in the dissemination activities?
    b. What are your target audiences for dissemination?
    c. What feedback, if any, have you received on the disseminated interventions?

29. What challenges did your organization face in moving interventions from the testing and refining phase to the evaluation and dissemination phases?
    1. Was your organization able to overcome those challenges? If so, how did the network adapt to overcome those challenges?
    2. Looking back, are there things you wish had been done differently?
    3. What advice would you give a new Tier 2 grantee about how to do this process?

30. How are outcomes in the selected priority area being measured?
    a. What, if any, outcomes have you seen to date?
    b. Are those the outcomes you were expecting to see at this point? If not, explain.

FOR ALL PARTNERS:
31. How does the network benefit from the capacity and strengths of the community you are operating in?

Flexibility and Change

My next set of questions relate to flexibility and change.

32. What types of pivots did your network need to make in response to the COVID-19 pandemic? (*Probes: Organization's role in partnering with the network? Partners included in the network? Changes to interventions/scope/settings?*)

    a. What factors do you think made it possible for you to adapt to changes required by the pandemic? What worked well?

    b. What challenges did you have?

    c. Were you able to overcome these challenges? If not, what were the obstacles to overcoming those challenges?

33. Thinking about the community context, have you experienced any challenges, other than the COVID-19 pandemic, in implementing the TPP project? Please describe. *(Probes: e.g., cultural, socioeconomic, political, geographic, public health, social norms/values).*

34. How adaptable are the interventions being developed to local context or changing conditions, that might be required to respond to safety precautions around the COVID-19 pandemic? (*Probe: Any changes to implementation settings?*)

Accomplishments and Lessons Learned

My last set of questions are related to overall accomplishments and lessons learned.

35. What would you say have been the network's two or three most important accomplishments?

36. Thinking about what has been accomplished to date, what do you consider to be key factors in the network's success? Probe for:
    a. What specifically about the network has contributed to that success?
    b. What specifically about engagement of individuals from the priority area contributed to your success?

37. Overall, what have you learned about developing and delivering innovative new interventions to prevent teen pregnancy and STIs?
    a. What conditions are necessary to enable a community to move beyond status quo approaches to preventing teen pregnancy?
    b. What did the network do that you thought was particularly effective?

38. Knowing what you know now, is there anything you would do differently or would like to have been done differently from the start??

Wrap-Up

Those are all of the questions we have. I realize we've covered a lot, but is there anything we haven't asked that you think would be particularly helpful in understanding the TPP project?

Thank you for being so generous with your time. If we need to clarify something in our notes later, we may get in touch to make sure we got it right.