Human Trafficking Youth Prevention Education (HTYPE) Demonstration Grant Program
Process Evaluation Year 3
HTSSP Walk-through

SITE: _____   Date: _____

RTI Interviewer: _____   Respondent(s): _____

RTI Notetaker: _____

Introduction

Thank you for taking the time to talk with us today about your Human Trafficking Youth Prevention Education (HTYPE) Demonstration Grant.

This interview is part of the data collection for the HTYPE cross-site process evaluation that aims to:

1. document how projects approach and accomplish the goals of the HTYPE Demonstration Grant Program;

2. inform the Administration for Children and Families' (ACF) efforts to support human trafficking prevention education in schools; and

3. inform future evaluation and HTYPE program development.

The HTYPE Demonstration Grant Program evaluation is overseen by the Office of Planning, Research, and Evaluation (OPRE), in collaboration with the Office on Trafficking in Persons (OTIP), in ACF. The evaluation is being conducted by RTI International, a non-profit, independent research institute.

The purpose of today's interview is to learn about real-world activation of Human Trafficking School Safety Protocols (HTSSPs) under each project, along with the successes and challenges you have encountered. This interview is designed to be inclusive and to help make sure we capture your perspective on a variety of topics. If there are questions that you do not know the answer to, that is fine; just let us know and we can skip those questions or follow-up by email.

Privacy Information

Did you have any questions about the information in the email I sent regarding your participation in this interview? *Review below.*

- Participation in this interview is completely voluntary.

- The information we collect from you is private to the extent permitted by law. We keep your interview answers on a secure network.

- In the future, de-identified information from this evaluation may be securely shared with qualified researchers to help understand activities that occurred throughout the grant period.

- As part of our reporting, we may present quotes from this interview. If quotes are presented, all efforts will be made to remove all identifying information in the quote. Quotes will not include your name/title, any staff names identified during the interview, or your organization's name. We may describe interviewees in general terms, like "classroom teacher," or "school counselor." If there is information you would prefer we not quote, please let us know and we will exclude it from our notes.

- The questions we will be asking you are probably topics you would discuss with colleagues; however, you may choose to not answer certain questions or to not take part in the interview at any time.

- We expect this interview to take about 45 minutes.

- Finally, with your permission, we will be audio recording the interview. This recording will be a backup to our written notes and only shared with the evaluation team. After we clean up our notes, we will delete the audio.

Permission to Record

Do I have your permission to record the interview?

If yes, begin audio recording the interview.

Key Elements of the HTSSP

As I previously noted, the purpose of today's interview is to learn about situations in which your school's HTSSP was activated as a result of suspected or confirmed human trafficking. I am going to ask you to recall a specific instance in which the HTSSP was recently activated, and I will ask you questions about that situation. You should not provide information about individual students or information that may identify a student, nor should you provide specific information about any suspected or confirmed exploitation of the student. We will not ask you any questions that may identify a student's identity, such as their name. Rather, it is our intention to collect information on the process around the activation of the HTSSP.

1. Before we discuss a specific instance in which the HTSSP was recently activated, can you briefly walk me through the key elements of the HTSSP and describe the protocols for reporting concerns about trafficking both internally within the school or district and also to the appropriate authorities, including law enforcement or child welfare?

Walk-Through on HTSSP Activation

2. **[NAME OF PROJECT DIRECTOR]** recommended I interview you because of your involvement in a situation that led to the activation of your school's HTSSP in **[MONTH AND YEAR]**. Do you recall this situation that [PROJECT DIRECTOR] mentioned?

    a. **[IF RESPONDENT ANSWERS "YES"]:** *move to Question 3.*

b. **[IF RESPONDENT ANSWERS "NO"]:** *If respondent does not recall this situation, provide summary overview of details of the situation to help them remember. If the respondent still does not remember this situation, ask them to recall the most recent situation in which the HTSSP was activated and that they were involved with. If they cannot recall any situation, inform the respondent that this will conclude today's interview [and contact Project Director to find another contact.]*

3. Can you describe how you were involved in this situation? *Remember that we do not want information that could identify the student's identity, only information about the situation itself.*

   a. **PROBE** *the respondent to get the full picture ("What happened next?").*

4. What other types of staff, if any, were involved in the activation of the HTSSP in this particular instance?

5. Did a local law enforcement agency or a child welfare agency become involved in that situation? If so, in what ways did they become involved, and what characteristics of the situation influenced the decision to involve those agencies?

   a. **Follow-Up Question**: If a law enforcement and/or a child welfare agency was involved, is there anything about their involvement you would like to mention? These could include challenges, successes, or lessons learned.

6. To the best of your knowledge, was the student involved provided with access to person-centered, trauma-informed, culturally responsive, and linguistically appropriate services? Can you describe what types of services were provided to the student or their family? *Remember we don't want specific details about the student or their family, especially information that might identify them.*

7. In your opinion, did your school or district prepare you and other staff to respond to the situation effectively?

8. Did you reference the written HTSSP at any point in your involvement in this situation? If so, how did you access it and did you have any problems accessing it or understanding the procedures it describes?

9. In your opinion, was the HTSSP followed appropriately and effectively by all staff members involved in the situation?

10. Did any unanticipated circumstances come up that complicated how the HTSSP was followed?

11. Based only on this situation, do you think the HTSSP is effective? Do you think there are any gaps in the HTSSP that need to be addressed?

12. Are there any other lessons learned from this situation you would like to share?

13. **[IF RESPONDENT DID NOT HAVE DETAILED KNOWLEDGE OR INSIGHTS ABOUT THIS SITUATION THROUGHOUT THE INTERVIEW]** Is there another staff person at your school you think we

should speak with to get more information about this situation? If so, would you be willing to share their name and contact information?

      a. **Note for Interviewer**: *skip Question 13 if the respondent was knowledgeable of the situation throughout the interview.*

This concludes our interview today. Thank you for your time.