

Form Approved

OMB No. 0920-xxxx

Expiration Date: XX/XX/XXXX

Evaluation of safe spaces in CDC-directly funded community-based organizations

Attachment 5

Staff Interview

Public reporting burden of this collection of information is estimated to average 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; Attn: OMB-PRA (0920-New)

Guide for CDC-led Interviews with CBO Staff

Introduction

Good morning/afternoon. My name is (insert name) and I am an evaluator in the Translation and Evaluation Branch (TEB) within the Division of HIV Prevention (DHP). I work on a project called the Evaluation of Safe Spaces in PS22-2203 funded Community-based Organizations and will facilitate today's discussion.

Thank you for participating. Today I would like to ask you about your agency's experience in creating and operating a safe space as part of your PS22-2203 program. What we discuss today will not impact your agency's current or future funding from CDC. Your name will not be included in any presentations or reports about our discussion on this project. This interview will take about XX minutes. You may stop this discussion at any time.

Are you willing to participate in this interview?

We would like to record today's discussion for note-taking purposes only. Do we have your permission to do so?

If yes Thank you. We will start recording now.

If no We will still take notes, but without the aid of a recorder.

Let's start with introductions of our CBO colleagues. Please state your name and your responsibilities related to PS22-2203 and your organization's safe space.

(CBO Staff Introduction)

Thank you. In addition to myself, we have another CDC staff member, (insert name), in attendance, who is taking notes. (Insert name), please introduce yourself and list your official title and role on the safe space evaluation.

(CDC Staff Introduction)

Purpose

Thank you. As I mentioned earlier, this discussion is part of a project funded by the Centers for Disease Control and Prevention called the Evaluation of Safe Spaces in PS22-2203 funded Community-based Organizations. The purpose of our discussion is to better understand your agency's experience in creating and operating a safe space as part of your PS22-2203 program. We will also talk about how your safe space addresses social determinants of health in the provision of HIV prevention and care services. The Translation and Evaluation Branch will use this information to inform the Division of HIV Prevention about how safe spaces are working in the field and how they address barriers to HIV prevention and care services.

We will also ask about your experience participating in the evaluation of safe spaces. This information will be used to inform future evaluations.

I will ask you 19 questions, which will guide our discussion. This may take between 60 to 90 minutes. There are no right or wrong answers and you may ask me questions at any time.

We appreciate your time today and your assistance learning more about your PS22-2203 safe space. Let's begin.

Safe space design

First, we want to learn about how you designed your safe space.

1. How did you design your safe space for your priority population?
2. What factors were important for you to consider in the design of your safe space?

Operating a safe space

Next, we'll talk about what it's like operating a safe space. We're interested in the reality of operating a safe space. This may be different than the intent outlined in the NOFO. We're interested in understanding what it's like operating and providing a safe space for your priority population.

3. How long has your safe space been operating/functioning?
4. How would you describe the purpose of your PS22-2203 safe space?
5. (Ask if CBO had a safe space prior to PS22-2203. Skip if not.) How does the purpose of your PS22-2203 safe space differ from the purpose of your safe space prior to PS22-2203?
6. How does your priority population typically use your safe space?
7. How does your safe space meet the needs of your priority population?

8. How is your safe space used to support your CBOs' HIV prevention program?
9. What is the most important part of the safe space from your perspective?

Social determinants of health

Let's talk about addressing social determinants of health in your safe space.

10. How did you select the social determinants of health [insert CBOs selected social determinants of health for reference] to address in your safe space?
11. How appropriate do you think your selected social determinants of health are for your priority population?
12. Describe your experience addressing social determinants of health in your safe space?
13. How does addressing social determinants of health in your safe space impact HIV prevention outcomes?

Safe space successes and challenges

Let's talk about your successes and challenges in operating a safe space.

14. What successes has your agency experienced with the safe space?
15. What challenges has your agency experienced with the safe space?
16. What, if anything, do you feel are the negatives or downsides to having a safe space?

Improving safe spaces

I'd like you to think about how to make safe spaces better.

17. What changes, if any, would you make to CDC's requirement that funded agencies provide safe spaces?

18. How would you rate CDC's guidance about safe spaces in general? Probe: How useful is this guidance?

19. How would you rate CDC's guidance about using safe spaces to address social determinants of health? Probe: How useful is this guidance?

20. How can CDC support exchange of information and learning opportunities among CDC-funded CBOs on safe spaces?

Thank you for participating! Do you have anything else you would like to add?