

# State/Tribal Grantee Interview Protocol – Strategic Prevention Framework for Prescription Drugs (SPF Rx)

## Program Evaluation for Prevention (PEPC) – Cross-Site Evaluation

OMB No. 0930-0377  
Expiration Date 02/29/2024

**Burden Statement:** This information is being collected to assist the Substance Abuse and Mental Health Services Administration (SAMHSA) for the purpose of monitoring the Strategic Prevention Framework for Prescription Drugs (SPF Rx) grant program. This voluntary information collection will be used to obtain information about the implementation of the SPF Rx Program, including

## ATTACHMENT 4

facilitators and barriers. Under the Privacy Act of 1974 any personally identifying information obtained will be kept private to the extent of the law. 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 Office of Management and Budget (OMB) control number. The OMB control number for this project is 0930-0377. Public reporting burden for this collection of information is estimated to average 1.5 hours 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 5600 Fishers Ln, Room 15 E57B, Rockville, MD 20857.

# ATTACHMENT 4

## Contents

<b>OVERVIEW AND PURPOSE.....</b>	<b>4</b>
PREPARATION FOR INTERVIEWS.....	4
INTERVIEWS.....	4
POST INTERVIEW ACTIVITIES.....	4
<b>1.    INTRODUCTION.....</b>	<b>6</b>
<b>2.    INTERVIEW QUESTIONS.....</b>	<b>7</b>
1.2    Inner Setting—Infrastructure, Readiness, Implementation Climate.....	8
1.3    Outer Setting—Networks/Partnerships, External Policies.....	9
1.4    Intervention Characteristics—Evidence Strength/Relative Advantage, Adaptations.....	9
1.5    Concluding Questions.....	10
<b>3.    CLOSING.....</b>	<b>10</b>

## **ATTACHMENT 4**

# ATTACHMENT 4

## OVERVIEW AND PURPOSE

The Program Evaluation for Prevention Contract (PEPC) team will conduct telephone interviews with each Strategic Prevention Framework for Prescription Drugs (SPF Rx) SPF Rxgrantee Project Director or designated staff to cover Years 1, 3, and 5 of the grant period. The primary purpose of the interviews is to obtain the perspective of the implementing Project Directors or their staff on several important topics, including grant implementation; inner (e.g., infrastructure and capacity) and outer (e.g., collaboration) setting factors; and intervention characteristics influencing implementation. This information is critical for the SPF Rx cross-site evaluation reports and understanding how SPF Rx is being implemented around the country. These semi-structured interviews will last approximately 75 minutes and will proceed using the included guide.

## PREPARATION FOR INTERVIEWS

Before each interview:

- The interviewer will arrange and confirm the interview time and telephone number with each grantee Project Director or designated staff using an email template approved by Substance Abuse and Mental Health Services Administration (SAMHSA) and will obtain written (email) consent to record the interview.
- The interviewer will share the interview protocol with the grantee Project Director or designated staff to help them prepare for the interview.
- The interviewer will review grantee-specific information, including quarterly reports, proposal information, responses to the Annual Reporting Tool, and other documents as applicable.

## INTERVIEWS

Data collection will consist of individual telephone interviews with the Project Director or designated staff for the state- or tribal-level SPF RxSPF Rx Program.

The interviewer will document the interviews through notes taken on the interview forms in this document. The files containing the completed interview forms will be stored in the relevant data collection folder on RTI's secure internal shared drive. With participant consent, the interviews will be audio-recorded and transcribed to facilitate reporting after the interview.

## POST-INTERVIEW ACTIVITIES

Within a week after each interview, the interviewer will email the Project Director or participating staff member to thank them for taking the time to be interviewed. The interviewer will follow up by telephone within 2 weeks for any outstanding information or document

## **ATTACHMENT 4**

requests (e.g., contact information, plans, reports, local analyses). The interviewer will complete the interview process by:

- Filing the completed interview forms;
- Providing a draft copy of the interview notes to the interviewee for review;
- Obtaining feedback from the interviewee and making any additions to the notes; and
- Filing any materials obtained from the grantee.

# ATTACHMENT 4

## 1. INTRODUCTION

Hello, my name is [NAME HERE], and I work for the Program Evaluation for Prevention Contract (PEP-C). PEP-C is part of the team conducting an evaluation of the Strategic Prevention Framework for Prescription Drugs (SPF Rx), which is sponsored by SAMHSA's Center for Substance Abuse Prevention (CSAP). The overall goal of the cross-site evaluation is to document and assess the effectiveness of SPF Rx in preventing prescription drug misuse. We also want to gain insights to improve SPF Rx and future efforts to reduce prescription drug misuse.

SPF Rx You are one of 21 grantees who will participate in this study. We are contacting grantees to get your unique perspectives on several important topics related to the implementation of SPF Rx. SPF Rx Through these interviews, we want to understand what kinds of challenges and barriers grantees are experiencing. We also want to hear about success stories and lessons that could help other grantees.

Information gathered during these interviews will be summarized in the SPF Rx cross-site evaluation reports. Selected information from this interview may also be used for brief summaries of each grantee's program as a resource for SAMHSA project officers. As part of the SPF Rx grant, SAMHSA requires grantees' participation in the cross-site evaluation, including this interview. Therefore, data are not confidential or anonymous. We will provide you with a copy of the interview notes to review for accuracy.

All grantees will be asked the same questions. As you answer the questions, try to focus on the role and contributions of your SPF Rx strategies rather than on activities your state (or tribe) was doing before the grant. What is the value added of SPF Rx?

This interview will take about 75 minutes of your time. In addition, we may contact you after this interview to clarify responses or to obtain outstanding information.

In preparation for this interview, you agreed to our request for your permission to audio record this interview as a backup to our notes. This recording is only for the use of our evaluation team and will be destroyed after interview notes are finalized. Is it OK if I begin recording now?

Thank you for agreeing to participate in this interview. Do you have any questions for me before we begin?

## ATTACHMENT 4

### 2. INTERVIEW QUESTIONS

#### **1.1 Process—Planning, Executing, Reflecting, and Evaluating**

First, we want to understand the different processes involved with implementing your Strategic Prevention Framework for Prescription Drugs (SPF Rx) grant.

1. What steps has your organization taken to implement your SPF Rx grant?
  - Describe any administrative steps (e.g., hiring and training staff, planning) that have been taken to date.
  - Describe any programmatic steps (e.g., disseminating materials, conducting media campaign) that have been taken to date.
2. How do the steps your [state/organization/tribe] has taken align with the steps outlined in the Strategic Prevention Framework (i.e., needs assessment, capacity building, strategic planning, intervention implementation, and evaluation)?
  - In what ways have you used the Strategic Prevention Framework to guide your grant activities?
3. How have your implementation plan and timeline changed since you submitted your grant application and workplan?
  - What factors have contributed to changes in your implementation plan and timeline?
4. How are you monitoring (or will you monitor) progress toward implementation goals and target outcomes?
  - What kind of information are you planning (or do you plan) to collect as you implement your SPF Rx grant?
  - What existing data sources are you planning (or do you plan) to leverage to monitor your SPF Rx grant? (e.g., prescription drug monitoring program [PDMP] data)
  - How are you using (or will you use) this information to inform implementation?
  - What challenges have you encountered in using this information to inform implementation?
5. Have you achieved key implementation goals outlined in your grant application and workplan? If yes, which goals?
6. How have you addressed barriers or leveraged facilitators to support implementation of your SPF Rx activities?



## ATTACHMENT 4

7. Imagine another [state/organization/tribe] was considering implementing something similar to SPF Rx. What planning and implementation advice would you give them?

### **1.2 Inner Setting—Infrastructure, Readiness, Implementation Climate**

Next, we want to understand factors internal to your [state/organization/tribe] that are related to implementing your SPF Rx grant.

8. What staff are involved in implementing your SPF Rx grant?
  - Describe each staff member's role and length of time contributing to grant activities.
  - How do their knowledge and beliefs about the grant activities affect implementation progress?
9. What teams or workgroups were established to help implement your SPF Rx grant?
  - What is their purpose?
  - How are they structured? (e.g., Do they include representatives of other agencies [or your subrecipients]? How often do they meet? Are decision-making processes formalized?)
  - What factors (e.g., capacity) have contributed to the teams' or workgroups' ability to achieve their goals?
10. How has your [state/organization/tribe] [and subrecipients] demonstrated commitment to implementing your SPF Rx grant?
  - How have leaders in your [state/organization/tribe] supported implementation of your SPF Rx grant?
  - Do you have sufficient resources dedicated to implementing your SPF Rx grant? If not, how would you improve those resources?
  - [ASK ONLY IF GRANTEE HAS SUBRECIPIENTS] Do your subrecipients have sufficient resources to dedicate to implementing your SPF Rx grant? If not, how would you improve those resources?
11.
  - How do the goals of the SPF Rx initiative align with your [state's/organization's/tribe's] [and subrecipients'] goals or strategic plan?
  - How well do your SPF Rx grant activities fit within your [state's/organization's/tribe's] [and subrecipients'] existing processes and practices?

## ATTACHMENT 4

- How does your SPF Rx grant compare with other ongoing high-priority initiatives for your [state/organization/tribe] [and subrecipients]?
12. Leveraging resources describes the process of combining SPF Rx-funded resources with other resources, including non-SAMHSA funds, to enhance prevention strategy delivery (i.e., to do more together than with SPF Rx resources alone). What strategies did your jurisdiction employ for leveraging prevention funds and resources (e.g., staff) in support of your SPF Rx efforts?

IF NEEDED, EXAMPLES YOU CAN SHARE WITH THE GRANTEE INCLUDE...

- Building off other prevention funding streams like Centers for Disease Control and Prevention CDC Overdose to Action grants
- Conducting joint trainings with other agencies on PDMP use and access
- Jointly implementing (or coordinating) interventions with other agencies

### ***1.3 SPF RxSPF RxSPF RxSPF RxSPF RxSPF RxSPF RxOuter Setting— Networks/Partnerships, External Policies***

Now, I would like to find out more about any partnerships you are leveraging to implement your SPF Rx grant.

13. How have partnerships with state and local government agencies, medical and pharmaceutical companies, or community organizations been used to implement your SPF Rx grant?
- What has been your (or your subrecipients') experience working with these partners? What have been factors of success or challenges to working with these partners?
  - How do SPF Rx grant activities fit with the goals and work of your (or your subrecipients') partners?
  - To what extent will these partnerships help you and your subrecipients meet the implementation goals and timeline described in your grant application?
14. What policies, laws, or regulations have been put in place by your [state/organization/tribe] to restrict or monitor prescription drug use since your SPF Rx grant began?
- How have these policies, laws, or regulations affected implementation of your SPF Rx grant?
  - How have these policies, laws, or regulations affected outcomes



## **ATTACHMENT 4**

Thank you for talking with me today. We appreciate your sharing your experiences.

If you have any questions or concerns about this interview, please contact the PEP-C Help Desk through the Management Reporting Tool, by telephone message (at 866-245-8079), or by email (to [pepc@rti.org](mailto:pepc@rti.org)). You can request assistance at any time and someone will respond to you on the next business day.

Do you have any final questions or concerns today?

Thanks, again, for your time.