

## **Attachment 3b.**

# **Key Informant Interview Consent and Script for (1) Program Director and Program Coordinator, and (2) Program Partner**

CDC estimates the average public reporting burden for this collection of information as **90** minutes per response, including the time for reviewing instructions, searching existing data/information sources, gathering, and maintaining the data/information 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 burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0841).

## Program Director and Program Coordinator Consent

The Centers for Disease Control and Prevention's (CDC) Division of Cancer Prevention and Control (DCPC) funds the National Comprehensive Cancer Control Program (NCCCP DP22-2202). Recipients have been tasked with implementing a program to support cancer coalition efforts that leverage resources to plan and implement evidence-based strategies. These strategies promote the primary prevention of cancer, support cancer early detection efforts, address the needs of survivors, and promote health equity.

We are conducting a series of interviews with program directors, program coordinators, and external partners working under the NCCCP cooperative agreement. The comprehensive cancer control program recommended that we speak to you to gain insight into CCC implementation from the perspective of an external partner. The purpose of our interviews is to learn more about planning, implementation, and evaluation of CCC program priorities, strategies, and activities. For this interview, we will be focused on understanding more about your organization and how it supports the planning, implementation, and evaluation of CCC program priorities, strategies, and activities.

Our discussion will take approximately **90 minutes** of your time.

Information obtained through this interview will be treated in a secure manner and will not be disclosed. In addition, only the project team will have access to data that can link your answers to you. There are no known risks to those who participate. The benefit of participating in this study is that your organization's experiences will help inform CDC's future efforts to build capacity among their funded programs. We will NOT link your name or your role/title to specific responses in any reports developed from this study, and your identity and your answers to any questions that I ask you during this interview will be kept private. We will use information learned from this interview to supplement aggregate evaluation findings gleaned across cases, program data, and a biennial web-based survey.

Your participation is completely voluntary. You may choose not to answer some of the questions, or you may choose not to participate without penalty. You can choose to discontinue the interview at any time, for any reason. If you choose to stop participating in the interview, I will ask you whether you wish to withdraw all your responses or allow the responses I have already collected to be used. If you choose to withdraw all your responses, I will immediately discard all your responses. The project team members have signed a non-disclosure agreement ensuring that they will not discuss any data collected outside of the project team.

As the interviewer, with your permission, I will audio record our conversation and an additional member of the project team will take notes during our discussion. We will use the information we learn from this interview to supplement our final report.

If you have questions about your rights as a participant, you may contact Angela Moore, DrPH, MPH Program Evaluation and Partnership Lead, Comprehensive Cancer Control Branch, Division of Cancer Prevention and Control by phone at 770.488.3094 or email at [cyq6@cdc.gov](mailto:cyq6@cdc.gov).

**Before we begin the discussion, I would like to get verbal consent to proceed. Do you agree to participate in this interview?**

Yes → Thank-you. I am confirming you are willing to answer questions during this discussion and will note your verbal consent. We also would like to record the conversation to make sure we don't miss anything.

No → *Thank participant for his or her time and end conversation.*

**Do I have your permission to turn on the audio recorder?**

Yes → Thank-you. *Turn on recorder.*

No → Thank-you. I will refrain from recording the session.

**Do you have any questions for me before we begin?**

*Pause for participant response(s). Answer any questions the respondent has. Proceed to conducting the interview using the Interview Guide*

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## Program Director and Program Coordinator Key Informant Interview Script

Thank you for agreeing to speak with me today.

The Centers for Disease Control and Prevention's (CDC) Division of Cancer Prevention and Control (DCPC) funds the National Comprehensive Cancer Control Program (NCCCP DP22-2202). Recipients have been tasked with implementing a program to support cancer coalition efforts that leverage resources to plan and implement evidence-based strategies. These strategies promote the primary prevention of cancer, support cancer early detection efforts, address the needs of survivors, and promote health equity.

We are conducting a series of interviews with program directors, program coordinators, and external partners working under the NCCCP cooperative agreement. The purpose of our interviews is to learn more about planning, implementation, and evaluation of CCC program priorities, strategies, and activities. For this interview, we will be focused on understanding more about your program's partnerships and how they supported planning, implementation, and evaluation of CCC program priorities, strategies, and activities.

Do you have any initial questions before we begin?

[Pause to allow for questions]

Great, I'm going to begin by reviewing the informed consent.

*[Read informed consent statement. If respondent gives verbal consent, proceed with the interview. If the respondent declines participation, thank the respondent and end the interview.]*

Let's begin by discussing the program's relationships with its partners

1. How does your program engage its partners?
2. What are your expectations for partners?
  - a. What strategies are used to gain buy-in to cancer control priorities?
  - b. What strategies are used to ensure sustainable partner buy-in over time?
3. How do you leverage partner resources and/or contribution for Comprehensive Cancer Control?
4. Can you tell me about your general approach to identifying and involving the partners in Comprehensive Cancer Control efforts?
  - a. How do you use this approach to gain insight from partners and their assistance in Comprehensive Cancer Control planning?
  - b. To what extent are partners involved in implementing Comprehensive Cancer Control activities? Can you give me some examples?
  - c. What about your annual evaluation activities, how do you identify and involve partners in the evaluation?
5. What are the important facilitators for working with key partners?
  - a. What barriers have you encountered?

Next let's discuss implementation over the past year

6. What activities or efforts have been most successful and have had the greatest impact on state or jurisdictional cancer control plan implementation?
7. What has been the most collaborative activities that you consider essential and successful in reaching the goals of the Comprehensive Cancer Control plan?
8. What partners helped you expand the reach of your most successful interventions?
  - a. In what ways did they facilitate this?

Our last topic is sustainability

9. How do you ensure that programmatic efforts that need to be sustained have resources and are implemented in the future?
  - a. How are partners involved in these efforts?
10. Are there any threats to sustainability efforts that you're aware of?
  - a. How do you plan to counter these issues?

## Program Partner Consent

The Centers for Disease Control and Prevention's (CDC) Division of Cancer Prevention and Control (DCPC) funds the National Comprehensive Cancer Control Program (NCCCP DP22-2202). Recipients have been tasked with implementing a program to support cancer coalition efforts that leverage resources to plan and implement evidence-based strategies. These strategies promote the primary prevention of cancer, support cancer early detection efforts, address the needs of survivors, and promote health equity.

We are conducting a series of interviews with program directors, program coordinators, and external partners working under the NCCCP cooperative agreement. The comprehensive cancer control program recommended that we speak to you to gain insight into CCC implementation from the perspective of an external partner. The purpose of our interviews is to learn more about planning, implementation, and evaluation of CCC program priorities, strategies, and activities. For this interview, we will be focused on understanding more about your organization and how it supports the planning, implementation, and evaluation of CCC program priorities, strategies, and activities.

Our discussion will take approximately **90 minutes** of your time.

Information obtained through this interview will be treated in a secure manner and will not be disclosed. In addition, only the project team will have access to data that can link your answers to you. There are no known risks to those who participate. The benefit of participating in this study is that your organization's experiences will help inform CDC's future efforts to build capacity among their funded programs. We will NOT link your name or your role/title to specific responses in any reports developed from this study, and your identity and your answers to any questions that I ask you during this interview will be kept private. We will use information learned from this interview to supplement aggregate evaluation findings gleaned across cases, program data, and a biennial web-based survey.

Your participation is completely voluntary. You may choose not to answer some of the questions, or you may choose not to participate without penalty. You can choose to discontinue the interview at any time, for any reason. If you choose to stop participating in the interview, I will ask you whether you wish to withdraw all your responses or allow the responses I have already collected to be used. If you choose to withdraw all your responses, I will immediately discard all your responses. The project team members have signed a non-disclosure agreement ensuring that they will not discuss any data collected outside of the project team.

As the interviewer, with your permission, I will audio record our conversation and an additional member of the project team will take notes during our discussion. We will use the information we learn from this interview to supplement our final report.

If you have questions about your rights as a participant, you may contact Angela Moore, DrPH, MPH Program Evaluation and Partnership Lead, Comprehensive Cancer Control Branch, Division of Cancer Prevention and Control by phone at 770.488.3094 or email at [cyq6@cdc.gov](mailto:cyq6@cdc.gov).

**Before we begin the discussion, I would like to get verbal consent to proceed. Do you agree to participate in this interview?**

Yes → Thank-you. I am confirming you are willing to answer questions during this discussion and will note your verbal consent. We also would like to record the conversation to make sure we don't miss anything.

No → *Thank participant for his or her time and end conversation.*

**Do I have your permission to turn on the audio recorder?**

Yes → Thank-you. *Turn on recorder.*

No → Thank-you. I will refrain from recording the session.

**Do you have any questions for me before we begin?**

*Pause for participant response(s). Answer any questions the respondent has. Proceed to conducting the interview using the Interview Guide*

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## Program Partner Key Informant Interview Script

Thank you for agreeing to speak with me today.

The Centers for Disease Control and Prevention's (CDC) Division of Cancer Prevention and Control (DCPC) funds the National Comprehensive Cancer Control Program (NCCCP DP22-2202). Recipients have been tasked with implementing a program to support cancer coalition efforts that leverage resources to plan and implement evidence-based strategies. These strategies promote the primary prevention of cancer, support cancer early detection efforts, address the needs of survivors, and promote health equity.

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Do you have any initial questions before we begin?

[Pause to allow for questions]

Great, I'm going to begin by reviewing the informed consent.

*[Read informed consent statement. If respondent gives verbal consent, proceed with the interview. If the respondent declines participation, thank the respondent and end the interview.]*

Let's begin with your organizations' relationship with the Comprehensive Cancer Control Program and the Coalition

1. As it relates to engagement and outreach, what are your expectations for the Comprehensive Cancer Control Program? Ok, what about the coalition?
2. Are there specific activities that the program does that keeps you actively involved in Comprehensive Cancer Control? What about the coalition, are there things that the coalition does to keep you engaged?
3. Have there been times in which you or your organization have not been actively involved in Comprehensive Cancer Control efforts? If so, what do you think could have contributed to your lack of involvement?

Now that we've discussed how the program and coalition has engaged you and your organization in Comprehensive Cancer Control, let's talk a bit more about how you and your organization have been involved in Comprehensive Cancer Control efforts within your community...

4. Can you tell me about your involvement in comprehensive cancer control efforts?
  - a. How do you provide insight and assistance in Comprehensive Cancer Control planning?



- i. Is this involvement focused on ensuring that the Comprehensive Cancer Control plan is implemented?
  - b. Can you share your perspective on how the CDC funded CCC activities are developed and implemented by your NCCCP?
    - i. What about providing insight into how the Comprehensive Cancer Control plan is addressed in the Comprehensive Cancer Control Program annual workplans?
  - c. To what extent is your organization involved in implementing Comprehensive Cancer Control plan activities? Can you give me some examples?
    - i. What is your organization's role in implementing evidence based interventions that address Comprehensive Cancer Control Plan goals?
    - ii. Can you clarify whether these interventions are part of the Comprehensive Cancer Control Program workplan?
    - iii. Are you engaged in any other implementation activities that are in support of the Comprehensive Cancer Control plan but are not related to the annual workplan? If so, can you discuss this work and any factors that facilitated your involvement?
  - d. How involved are you in the Comprehensive Cancer Control program's evaluation efforts?
- 5. What are the important facilitators for working on Comprehensive Cancer Control plan implementation?
  - a. What barriers have you encountered?
- 6. What contributions has your organization made to the Comprehensive Cancer Control plan implementation?
  - a. Do you feel like this contribution was a worthwhile investment towards effectively addressing their state's cancer burden?
    - i. Given that this is a worthwhile investment, what actions does your organization plan to take if any to ensure that this work is sustained over time?
    - ii. What actions is your org willing to take to ensure that future investments more effectively address cancer burden in your community?