

ADDIE Model Analysis Semi-Structured Interview Guide

INTRODUCTION AND EXPLANATION

(5 minutes)

A. Interviewer explains purpose of interview

(1 minutes)

Good day. I am _____ from the Emergency Response Capacity Team of the CDC. We are conducting an analysis of ERCT's capacity building strategy to support countries' development of their public health emergency preparedness and response efforts, which you have been involved in. Is now still a good time to talk?

- Pause for response -

Today, we want to learn more about your perceptions of and experiences collaborating with ERCT. Our goal for this interview is to understand the perspective of our partners as it relates to ERCT's capacity building efforts, including successes and challenges. We hope to use this information to contribute to the evidence-base for emergency preparedness and response capacity building as well as improve our approach to working with countries.

B. Explain Interview

(4 minutes)

During this interview, we will ask you questions pertaining to your opinions. Everything you say in this interview will be kept private and no names will be used in any reports we produce. It is important to us that you give us your honest opinions, so everything you say will remain confidential. Aside from your time, there are no costs for taking part in this interview and although we have tried to avoid risks, you may not want to answer some of the questions that are asked of you. You do not have to answer questions you do not want to, so just tell me if you want to skip a question.

The interview will be short and will only last about 30 minutes. There are no right or wrong answers. Before we begin, I will confirm your agreement to participate in the interview. If you choose not to participate, it will not impact your relationship with ERCT or the CDC at large.

Do you have any questions?

- Pause to answer questions -

Given the information we just discussed, do you consent to this interview?

- Pause for response -

IF THEY CHOOSE NOT TO CONSENT:

Ok, thank you for your time. As I mentioned previously, choosing not to be interviewed will not negatively impact you. Please let me know if you have additional questions. Have a great day!

- End Call -

IF THEY CONSENT:

Great! We would also ask for your consent to be audio recorded. As a reminder, the recording will be deleted as soon as the interview is transcribed. If you do not wish to be recorded that is okay, we can still conduct the interview, and I will take notes as we talk. At this time, do you give your permission to be recorded?

- Pause for response -

IF YES:

May I turn on the recorder? (YES OR NO)

IF YES:

- Turn on recorder -

Okay, great, I will now ask you one more time if you consent to this interview.

- Pause for response -

Okay great, we will start our interview now.

IF NO:

- Do not turn on recorder -

Okay, no problem. I will take notes as we talk to record your answers to the questions. We will begin our interview now.

INTERVIEW QUESTIONS

(25 minutes)

#	Question	Notes	Implementation Outcomes Framework Construct
1	<p>Please describe the ERCT's collaboration with your country related to emergency preparedness and response capacity building in your own words.</p> <p><i>Probe: How long has ERCT been working with your country?</i></p> <p><i>What specific activities were conducted in collaboration with ERCT?</i></p> <p><i>What other stakeholders have been involved in these efforts?</i></p>		
2	<p>If you recall, what was your country's original request that prompted your collaboration with ERCT?</p> <p><i>Probe: Was that request fulfilled?</i> <i>What activities were conducted to fulfill that request?</i></p>		Appropriateness
3	<p>How has ERCT provided emergency preparedness and response support to your country?</p> <p><i>Probe: What were the "steps" that were followed to build your country's emergency preparedness and response capacity?</i></p>		Fidelity
4	<p>Are you aware of ERCT's use of the ADDIE model for emergency preparedness and response capacity building?</p> <p>If so, what is your understanding of how this model has been used</p>		Fidelity

	by ERCT?		
SHARE DIAGRAM OF ERCT'S ADDIE MODEL			
5	<p>Here on the screen, you see the diagram of the ADDIE model. Which includes the step-wise approach ERCT utilizes for emergency preparedness and response capacity building.</p> <p>How has the model been used to build emergency preparedness and response capacity in your country?</p> <p><i>Probe: Which of these activities did your country participate in?</i></p>		<p>Adoption</p> <p>Penetration</p>
6	<p>Did you follow this approach/process?</p> <p><i>Probe: Was it modified in any way? If so, how? Why was there a modification?</i></p>		<p>Feasibility</p> <p>Fidelity</p>
7	What phase is your country currently in?		Penetration
8	In what ways has this capacity building approach supported the development of [country name]'s public health emergency preparedness and response program?		<p>Acceptability</p> <p>Appropriateness</p> <p>Penetration</p>
9	Have you observed any gaps in the use of this model for building your country's public health emergency preparedness and response program? If so, what gaps have you observed?		Feasibility
10	In your opinion, do you believe this approach is appropriate for emergency preparedness and response capacity building? Why or why not?		<p>Acceptability</p> <p>Appropriateness</p>
11	<p>What internal factors have influenced progress in your country in terms of building its public health emergency preparedness and response program using this approach?</p> <p>--Share examples to help prompt response, if needed:</p> <ul style="list-style-type: none"> • Funding • Leadership buy-in • Having sufficient human resources 		<p>Penetration</p> <p>Implementation Cost</p>
12	What external factors have influenced your progress in your		Penetration

	<p>country in terms of building its public health emergency preparedness and response program using this approach?</p> <p>--Share examples to help prompt response, if needed:</p> <ul style="list-style-type: none"> • Public health emergency • Funder requirements • External partner availability 		
1 3	What changes would you suggest, if any, to this model to better support countries' public health emergency preparedness and response program development?		Sustainability
1 4	Is there anything else you would like to share related to ERCT's capacity building approach that you have not had an opportunity to share?		

CLOSING

(1 minute)

Okay, thank you very much for your participation. Do you have any questions about our interview?

If you think of anything, please feel free to contact me.

Once again, thanks for talking to me. Have a good day!

- Hang up -