

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: This collection of information will be used to understand how the Child Welfare Capacity Building Collaborative's technical assistance addresses diversity, equity, and inclusion. Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB number and expiration date for this collection are OMB #: 0970-0576, Exp: XX/XX/XXXX. If you have any comments on this collection of information, please contact Serena Williams, ACF, Administration on Children, Youth and Families by e-mail at Serena.Williams@acf.hhs.gov.

Interview Guide for Jurisdiction Tailored Services Team Members

Introduction:

Good morning/afternoon. My name is _____, from James Bell Associates (JBA). JBA and ICF have been contracted by the Children's Bureau to conduct an independent evaluation of the Children's Bureau's Capacity Building Collaborative (Center for States, Center for Tribes, and Center for Courts). This evaluation addresses the role of the Centers in helping states, tribes, and Court Improvement Programs (CIPs) to support and enhance the capacity of their child welfare systems.

As a component of this larger evaluation, we are interested in understanding how the Centers' technical assistance addresses diversity, equity, and inclusion (DEI) and helps support jurisdictions' capacity on issues related to DEI. During this interview we are using the term DEI to refer to minimizing bias and recognizing and addressing systemic inequities, which, if unaddressed, create disadvantage for certain individuals or groups.

We are interested in your opinions and perspectives about how the technical assistance provided by Center for [States/Tribes/Courts] supports your [state/tribe/CIP] in addressing DEI. Your participation in this interview is voluntary. Our discussion will take approximately [45] minutes. Your privacy is important to us. To ensure accuracy, we would like to audio record this interview. The recording will be destroyed as soon as it is transcribed. All identifying information from the transcript will be removed. Your responses will be combined with answers from other respondents and will not be associated with your [agency/tribe/CIP] or you as an individual respondent.

Do you agree to participate in this interview? " Yes " No

Do we have your permission to audio record this interview? " Yes " No

[If participant does not want to be recorded, a team member will take notes.]

Do you have any questions or concerns before we begin?

Interview Questions

For this interview, we would like to focus on the *[tailored services project title]* project. The *[tailored services project title]* was identified as a project addressing DEI as one component of the Center of *[States/Tribes/Courts]* capacity building services. The focus of the first set of questions will be on your work on this project.

Interviewer: Instead of using “DEI” when asking the questions, you can use a related term from the CapTRACK narrative of the project’s DEI focus/component.

1. Please describe your role in the *[tailored services project title]* that your *[child welfare system/CIP]* worked on with the Center for *[States/Tribes/Courts]*.

Interviewer: Preface question 2 with a brief description of the DEI focus/component of the tailored services project from CapTRACK.

2. Can you tell me more about how this project addressed DEI in your *[child welfare system/CIP]*?
3. In your opinion, did the Center services or supports contribute to building your *[state/tribe/CIP’s]* capacity to address DEI? If yes, how?
4. Did the Center’s capacity building services (i.e., technical assistance) support your *[State, Tribe, CIP]* in achieving its intended outcome(s)? If yes, how?

Now I have some more general questions about how the Center for *[States/Tribes/Courts]* provides capacity building support that is responsive to your *[child welfare system/CIP]* efforts to address DEI within your child welfare system.

5. In your opinion, to what degree did the Center contribute to your work in addressing DEI issues?
6. What is your perception of Center *[liaisons’/consultants’]* competence to address DEI while working with your *[state/tribe/CIP]*?
7. In your opinion, what types of capacity building support (i.e., technical assistance) was most helpful in supporting the *[name of the tailored project]* in advancing DEI?
8. Do you have suggestions for specific types of services or areas of support that the Center or other TA providers could provide to your *[state/tribe/CIP]* that would be helpful in addressing DEI and advancing equity and support of underserved communities?

9. Do you have any additional comments you would like to share regarding the topics we have talked about today?