

Appendix B-6. Pretest Protocol for Interview Guides

WIC Tribal Organizations and U.S. Territories Study Pretest Protocol for Interview Guides

Thank you for joining today. My name is [name], and I'm a researcher at Westat. I'm joined by, [notetaker's name], who will be taking notes during today's discussion. Westat is conducting the *WIC Tribal Organizations and U.S. Territories* study on behalf of the U.S. Department of Agriculture's Food and Nutrition Service (FNS). Through this study, FNS aims to learn more about how Tribal Organizations and U.S. territories operate WIC and how that is different from bordering geographic States. The results of the study may inform efforts to enhance WIC program operations and service to all WIC participants.

In the main study, we will interview staff from four different groups:

1. All 32 Tribal Organization WIC State agencies;
2. All 5 U.S. territory WIC State agencies;
3. Approximately 15 geographic WIC State agencies that share borders with a Tribal Organization; and
4. Five Tribally operated WIC local agencies.

Collectively, we will learn from those interviews how WIC is administered and implemented in Tribal Organizations and U.S. territories, their programs' strengths and challenges, and recommendations for Federal program or policy adjustments to improve WIC for their participants.

Before going into the field, we want to check the flow and wording of interview questions, that the questions are easy to answer, and to see how long it takes to get through all of the questions. Today, we will ask you the questions in the interview guide the same way we would in the field, and we will ask for your feedback throughout the conversation. There are no right or wrong answers, and we welcome your comments and suggestions.

Your participation in this pretest interview is voluntary. You may refuse to answer any question, choose to make a comment off the record, or stop the interview at any time.

We will use the feedback from pretest interviews to refine the interview guides. We will also summarize in a memo to FNS the changes we made to the guides. Your name will not be linked to your specific responses. The Office of Management and Budget requires that we provide the names of individuals who helped test the data collection instruments, and we would list your name among them. This would be publicly available information. Do you have any questions for me? *[Interviewer: Answer any questions.]*

Great, I will keep our conversation to 90 minutes, until [time]. Does that still work for you?

Finally, we would like to record today's interview to ensure we accurately capture the information you share. The recording will not be shared with FNS or anyone outside the study team. Do we have your consent to record? *[Interviewer: Pause for consent; start the recording.]*

Thank you. Now that I have started the recording, can I ask you to again confirm that you consent to participate in this pretest interview and have it audio recorded? *[Interviewer: Pause for consent.]*

Procedures and Probing Questions

For each bolded section in the interview guide, note the time needed to discuss all questions (not including debrief time).

START TIME: _____

END TIME: _____

Administer the interview guide and pause to debrief at the end of each bolded section in the guide. Use the relevant probes below to discuss observed issues.

CLARIFICATION REQUESTS

You asked [clarification question] for question XX. Can you say more about what you were thinking there?

HESITATION

Can you say more about your hesitation at question XX?

CONFUSION

What was it about question XX that seemed confusing to you?

IF NEEDED: In your own words, what information would you say [CONFUSING TEXT] is asking for?

ANSWER CHANGES

What made you decide to change your answer at question XX?

IF RESPONDENT SAID QUESTION DID NOT APPLY

For question XX you said it did not apply. Can you say more about that?

IF RESPONDENT COULD NOT ANSWER

For question XX, you said you couldn't answer. Can you say more about that?

Final Debrief Questions

At the end of the full interview, ask the following wrap-up questions:

- Now that you have heard all the questions we will ask, do you have any final thoughts or suggestions?
- Which questions did you think were hardest to answer? What makes you say that?
- Is there anything we haven't discussed that you would like to mention?

Thank the participant for their time.

STOP RECORDING.

Public Burden Statement

This information is being collected to assist the Food and Nutrition Service in learning about variations in WIC operations between Tribal Organizations, U.S. territories, and geographic states. This is a voluntary data collection, and FNS will use the information to enhance WIC program operations and service to all WIC participants. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXX. The time required to complete this information collection is estimated to average 1.5 hours (90 minutes)

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Service, Evidence, Analysis, and Regulatory Affairs Office, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-XXXX). Do not return the completed form to this address.

