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Attachment 4d.

Case Study Interview Guide for TTA Provider Program Directors or Managers

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Case Study Interview Guide for DP18-1805 TTA Provider Program Directors or Managers

Introduction

Thank you for agreeing to speak with me today. As you know, we are conducting a series of case studies with leadership and staff from programs funded under the *Provision of Technical Assistance and Training Activities to Assure Comprehensive Cancer Control Outcomes (DP18-1805)* cooperative agreement to learn more about programs' efforts to support and build capacity among CDC's National Comprehensive Cancer Control Programs (NCCCPs) through training and technical assistance (TTA). The purpose of this interview is to learn more about the management, design, and/or implementation of your organization's TTA efforts under the DP18-1805 cooperative agreement.

Please note that responses to these questions will not impact you or your program negatively in any way, and will not impact your eligibility for future CDC funding. We are simply interested in learning more about the planning and implementation of TTA offered to NCCCP awardees as part of the DP18-1805 cooperative agreement.

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*]

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Interview Questions

I. Implementation of Cooperative Agreement Components

I would like to begin by discussing your role within [*name of organization*], and your organization's efforts to implement the components of the cooperative agreement.

1. How would you describe your role within [*name of organization*]?
    a. How long have you worked at [*name of organization*]?
    b. How did you originally get involved?
2. Describe your organization's goals and objectives guiding the implementation of TTA to support NCCCP awardees.
    a. How would you describe the vision of your TTA program and how does this align with what your organization wants to achieve?
3. Describe your organization's activities aimed at planning TTA for TTA recipients such as the needs assessment requirement for the cooperative agreement.
    a. How does your organization determine TTA needs among TTA recipients?
    b. a. How does your organization determine TTA topics?
    c. What other types of TTA planning activities has your organization implemented?
4. Describe your organization's efforts to build and maintain partnerships to plan, implement, and evaluate your TTA activities.
    a. What strategies does your organization use to facilitate partnership building/engagement (e.g., communication)?
    b. What specific activities has your organization implemented to facilitate partnership building/engagement (e.g., meetings, calls)?
    c. How have partners been involved with TTA, in terms of:
        i. Planning

ii. Implementation

iii. Evaluation

5. Describe your organization's approach or process to increase capacity among TTA recipients.
    a. What types of trainings has your organization offered?
    b. How many trainings has your program offered since the beginning of the cooperative agreement? How often have they occurred?
    c. What channels were used to deliver these trainings (e.g., webinars, in-person)?
    d. What topics were addressed in these trainings?
    e. What evidence-based interventions and/or promising practices were promoted during trainings? Please provide specific examples.
    f. What resources were provided to training attendees (e.g., information, tools)?
6. Describe the types of TTA your organization has offered to increase capacity among TTA recipients.
    a. What types of technical assistance has your organization offered?
    b. How often is technical assistance offered?
    c. What topics are addressed?
    d. What evidence-based interventions and/or promising practices were promoted? Please provide specific examples.
    e. What resources were provided (e.g., information, tools)?
7. Describe your organization's efforts to evaluate TTA provided to TTA recipients.
    a. Has your organization planned/implemented process evaluation activities to assess TTA? If so, please describe.
    b. Has your organization planned/implemented outcome evaluation activities to assess TTA? If so, please describe.
    c. Describe key findings from your organization's TTA evaluation activities.

8. What factors have affected your organization's ability to implement the DP18-1805 cooperative agreement components?
    a. Are there any contextual factors that have affected your organization's ability to implement cooperative agreement components? If so, which factors and components?
        i. Costs/funding
        ii. Staffing/personnel
        iii. Amount of time
        iv. Program maturity/infrastructure
        v. Staff capacity
        vi. Access to those with subject matter expertise
        vii. Partnerships
    b. Are there any factors within your organization that have affected your ability to implement cooperative agreement components? If so, which factors and components?
        i. History
        ii. Maturity
        iii. Mission
        iv. Leadership
    c. Are there any aspects of the cooperative agreement that have affected your organization's ability to implement cooperative agreement components? If so, which factors and components?
        i. CDC TA received
        ii. Tools/resources made available by CDC

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II. Achievement of Short-Term Outcomes

Thank you for your responses thus far. These next few questions focus on your perceptions related to the impact of your organization's TTA efforts on short-term outcomes.

1. Describe how your organization measures the implementation of activitives supported under the DP18-1805 cooperative agreement?
    a. What data do you collect?
    b. Who is responsible for measuring/monitoring implementation?
    c. Are other staff members involved in data collection? How so?
    d. Are there plans to expand or change how your organization monitors implementation of TTA? If so, please explain?
2. Describe how your organization measures the extent to which the TTA your program has implemented under DP18-1805 has achieved short-term outcomes?
    a. What data do you collect?
    b. Who is responsible for measuring/monitoring implementation?
    c. Are other staff members involved in data collection? How so?
    d. Are there plans to expand or change how your organization monitors implementation of TTA? If so, please explain?
3. Has your organization established a system to assure priority issues are addressed among TTA recipients? If so, please describe.
    a. What infrastructure helps to support this system?
    b. How does the system operate?
    c. Who are the key staff within this organization that support this system? What are their roles?
4. To what extent has your organization been successful in developing partnerships to facilitate the implementation and support of TTA activities?

   a. How do partners help to implement specific elements of your program related to TTA?

5. Describe the types of organizations that you work in partnership with to implement TTA.To what extent has your organization worked directly with NCCCP state programs to improve local implementation?

   a. Has your organization conducted any needs assessments with NCCCP state programs? If so, please describe.

   b. Has your organization disseminated promising practices among NCCCP state programs? If so, please describe.

   c. Has your organization provided NCCCP state programs with new resources/tools for local implementation? If so, please describe.

6. From your perspective, to what extent have NCCCP state programs increased capacity for implementing NCCCP activities?

   a. Have NCCCP state programs improved development and/or implementation of policies? If so, please provide examples.

   b. Have NCCCP state programs improved development and/or implementation of program systems? If so, please provide examples.

   c. Have NCCCP state programs improved implementation of environmental change strategies? If so, please provide examples.

   d. In what other ways have NCCCP state programs increased capacity? Please provide any evidence.

III. NCCCP Priorities and Goals

Now I would like to learn more about your perspective on the effectiveness of your organization's TTA on NCCCP implementation and the achievement of goals, as well as any aspects of the TTA framework that could be improved.

1. From your perspective, do stakeholders perceive your organization's TTA as effective in contributing to NCCCP implementation and achievement of goals? Please explain.
    a. Do NCCCP state program staff see your TTA as effective? How do you know this? Please provide any evidence.
    b. Do NCCCP state coalition members see your TTA as effective? How do you know this? Please provide any evidence.
    c. Do other organizations see your TTA as effective? How do you know this? Please provide any evidence.
    d. What aspects of your TTA do you think stakeholders see as most effective?
    e. What aspects of your TTA do you think stakeholders see as least effective?
2. What suggestions, if any, have stakeholders provided for improving the effectiveness of your organization's TTA? Please provide specific examples.
3. From your perspective, how has the TTA model improved programmatic outcomes?
    a. Which strategies, if any, resulted in improved outcomes? How?
    b. From your perspective, which strategies would TTA recipients deem most essential for improving outcomes? Please explain.
    c. Which activities, if any, resulted in improved outcomes? How?
    d. From your perspective, which activities would TTA recipients deem most essential for improving outcomes? Please explain.
4. Describe any lessons learned from implementing the TTA under the DP18-1805 cooperative agreement.
    a. What recommendations do you have for improving the TTA model used?

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Conclusion

Those are all of the questions I have for you at this time. Thank you so much for taking the time to talk with me! This has been very informative and will be important in understanding DP18-1805 TTA provider efforts. Do you have any questions for me at this time? *[Pause for participant questions]*

Again, if any questions do arise after today, please feel free to contact the ICF Project Manager, Isabela Lucas at 404-434-3154.