

Attachment 4f.

Case Study Interview Guide for TTA Provider Partners

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data 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 this burden to: CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, GA 30333; ATTN: PRA 09201193.

Case Study Interview Guide for DP18-1805 TTA Provider Partners

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 partnerships associated with the funded organization's TTA efforts under 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]

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data 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 this burden to: CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, GA 30333; ATTN: PRA 09201193.

Interview Questions

I. Implementation of Cooperative Agreement Components

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

1. Briefly describe your organization and how long it has been involved with *[insert name of respondent's organization]*.
2. How would you describe your role within *[insert name of respondent's organization]*?
 - a. How long have you worked at *[insert name of respondent's organization]*?
 - b. How did you originally get involved?
3. Describe you and/or your organization's role in the coordination/implementation of TTA for NCCCP awardees.
 - a. How do you/your organization's help to plan, implement, and evaluate TTA?
 - b. How would you describe your/your organization's experience with participating in the TTA delivered?
4. Describe your organization's partnership with *[insert name of respondent's organization]* with respect to implementation of TTA for NCCCP awardees.
 - a. How does your organization interact with *[insert name of respondent's organization]*?
 - b. How does your organization communicate with *[insert name of respondent's organization]*?
 - c. How often does your organization communicate with *[insert name of respondent's organization]*?
 - d. How long has your organization worked *[insert name of respondent's organization]*?
 - e. What components of TTA does your organization support?
5. What resources, if any, has your organization provided to *[insert name of respondent's organization]* to support their provision of TTA to NCCCP awardees?
 - a. Has your organization provided additional funding? If so, please describe.
 - b. Has your organization provided nonmonetary resources (such as volunteers, time, expertise, in-kind media donations)? If so, please describe.

II. NCCCP Priorities and Goals

Now I would like to learn more about your perspective on the effectiveness of [*insert name of respondent's 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 how effective do you perceive [*insert name of respondent's organization*]'s TTA in contributing to NCCCP implementation and achievement of goals? Please explain.
 - a. Do NCCCP state program staff view [*insert name of respondent's organization*]'s TTA as effective? What evidence has been collected to support this?
 - b. Do NCCCP state coalition members see [*insert name of respondent's organization*]'s TTA as effective? What evidence has been collected to support this?
 - c. What aspects of [*insert name of respondent's organization*]'s TTA do you think stakeholders see as most effective?
 - d. What aspects of [*insert name of respondent's organization*]'s TTA do you think stakeholders see as least effective?
2. What suggestions, if any, do you have for improving the effectiveness of [*insert name of respondent's organization*]'s TTA? Please provide specific examples.
3. Overall, which aspects of the TTA model do you see as most essential for improving NCCCP capacity?
 - a. Which strategies are most essential? Why?
 - b. Which activities are most essential? Why?
4. Describe any lessons learned from supporting the TTA offered by [*insert name of respondent's organization*] under the DP18-1805 cooperative agreement.
 - a. What recommendations do you have for improving the TTA model used?

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 providers' efforts. Do you have any questions for me at this time? *[Pause for participant questions. Interviewer will use Evaluation FAQ Talking Points document to answer respondent questions].*

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