

Attachment 4a. Instrument and Protocol Key Informant Interview - Principal Investigators

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Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action Initiative-Wide Evaluation

Key Informant Interview Guide – Principal Investigator (PI)

To be conducted with each recipient's principal investigator

Interviewer:

Notetaker:

Name of Interviewee:

Recipient:

Date of Interview:

Start / Stop time: /

Welcome

Thank you for talking with us today. My name is [interviewer] and I am joined by my colleague [notetaker] at CDC. As you know, we are conducting interviews with principal investigators of the Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action cooperative agreement to understand how recipient organizations are implementing prevention strategies and expanding efforts to prevent ACEs. Through this interview process, we hope to understand the quality and feasibility of your statewide implementation efforts and learn how your organization is working with internal and external partners to achieve desired outcomes.

The interview will last approximately one hour. During this time, we will cover a range of topics from program capacity, sustainability, partnerships, and progress towards outcomes. To ensure we can cover all of focus areas today, we may not be able to go in-depth for all questions. We will do our best to keep track of time and we look forward to speaking with you.

If at any point you feel uncomfortable answering a question, we can skip the question. You can withdraw from the interview at any point and you can ask us any questions during, before, or after the interview. Your participation will not affect, in any way, the status of your funding or relationship with CDC. We want your honest and candid response.

We will not link your name, role, or title to any specific responses in any reports developed from this project. We will summarize the information we collected in case evaluation profiles for each recipient as well as conduct a cross-site analysis to share lessons learned with all recipients and other practitioners wanting to do this work.

[notetaker] will be taking notes during the interview so that we accurately capture your views and experiences. All the information we collect from you will be kept secured and only the CDC team involved in the project will have access to identifiable information. We would like to audio-record today's interview to supplement our notes. The recording will be destroyed at the completion of the project.

Do I have your permission to record this interview? (Yes/No) *[Facilitator should note the participant's response]*

[IF NO → Thank participant and confirm that the interview will not be recorded.]

[IF YES → Thank participant and confirm their verbal consent.]

Do you have any questions or concerns before we begin with the interview? *[Pause for participant response.]*

Okay. We are ready to begin, so I will turn on the recorder. <<BEGIN RECORDING>>

Introduction

We'd like to begin by learning a little bit more about your role and responsibilities on Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action.

1. **What is your position and general responsibilities on the Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action cooperative agreement?**
 - i. **PROBE:** To what extent are you involved with the implementation of Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action?

Collaboration and Partnership

Next, we would now like to ask questions related to collaboration and partnership between your state's Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action program and other state-level and local-level groups. First, I'll be asking about partnerships.

2. **How are partners identified for Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action in your state?**
3. **What has been the most effective way to engage partners for the primary prevention of ACEs?**
 - i. **PROBE:** Do you have an example of engaging a new partner in Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action activities?
4. **What new partners have become involved in ACE prevention since the initiation of the Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action funding?**
5. **Which partners would you like to engage but have not yet done so? Why have you not been able to engage these partners?**

Now I'm going to ask about collaboration taking place to support Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action activities across the three focus areas of surveillance, prevention strategies, and data to action. First, let's start with surveillance.

6. **How do Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action partners work together on surveillance activities?**
 - i. What has challenged surveillance collaboration?
 - ii. What has facilitated success?
7. **How do Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action partners work together on prevention activities?**
 - i. What has challenged collaboration?
 - ii. What has facilitated success?
8. **How do Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action partners work together on data to action activities?**
 - i. What has challenged collaboration?
 - ii. What has facilitated success?

Capacity

Next, we would like to ask about your capacity as a program implementing Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action in your state to carry out activities. We'll break it down to ask about your organization's capacity to implement activities for each EFC focus area.

9. **On a scale of 1 to 5, with 5 being extremely high, how would you rate your organization's capacity to implement Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action surveillance activities? Please explain.**
10. **On a scale of 1 to 5, with 5 being extremely high, how would you rate your organization's capacity to implement Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action prevention strategies? Please explain.**
11. **On a scale of 1 to 5, with 5 being extremely high, how would you rate your organization's capacity to implement Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action activities? Please explain.**

State-Level Activities

The next section covers state-level Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action planning, implementation, and evaluation.

12. **How has the State Action Plan (SAP) been enhanced to emphasize primary prevention of ACEs?**
 - a. PROBES (optional):
 - I. How is your agency building upon existing efforts to address ACEs?
 - II. How has the Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action cooperative agreement helped leverage and/or coordinate ACEs prevention across your state?
 - III. What changes have been made or do you plan to make to improve use, access, and sharing of data?
13. **What challenges have impacted the implementation of Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action activities in your state?**

14. Alternatively, what facilitators have supported implementation of Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action activities in your state?

15. How has monitoring and evaluation of state-wide activities been used to inform implementation and quality improvement?

Progress Toward Outcomes

We would like to know more about the progress your state has made towards the intended outcomes for Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action. Please provide specific examples when possible.

16. Think about the progress your Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action program has made toward intended program outcomes for ACE surveillance, prevention strategy, and data to action activities. Can you share any success stories that reflect the efforts you have made toward achieving program outcomes?

Sustainability

Now, we would like to ask about your program's long-term planning for continued activities and impact.

17. How are you working to ensure the sustainability of your Essentials for Childhood (EfC): Preventing Adverse Childhood Experiences through Data to Action work after the end of this cooperative agreement?

- i. PROBES: What challenges and facilitators do you anticipate affecting your sustained efforts for ACEs surveillance and prevention?

Technical Assistance

Thank you. We would now like to discuss the types of trainings and technical assistance you find to be most beneficial.

18. What TA support from CDC & the agency's partners (such as VPTAC) has been most useful to you?

19. How can TA support from CDC & the agency's partners (such as VPTAC) be improved?

Conclusion

This concludes our prepared questions. **Do you have anything additional that you would like to discuss or mention before concluding this interview?**

This concludes our interview. Thank you so much for this interview and for your willingness to speak with us!

We value your time and we really appreciate your input today. Please do not hesitate to contact us if you have any questions.