

Appendix E. Key Informant Interview Guide

KEY INFORMANT INTERVIEW GUIDE

Bold text = key questions and content

Nonbold text = prompt/follow-up questions (if needed)

Thank you for your willingness to share more information about your program. Before we begin, if it is all right with you I will be recording this phone call for notetaking purposes only. To confirm, we will not identify you individually, but may specify your state or program in our reporting.

Background: To start, I'd like to ask you a few background questions regarding the program.

Q1. What is the title of the project?

Q2. In 2-3 sentences, can you briefly describe the program?

Q3. When was the project initiated?

Q4. Briefly, what was the ultimate goal of this project? How was this goal chosen?

Q5. Who did you collaborate with on this project? Were they involved in all phases of the project? (e.g., program planning & development, implementation, and evaluation)

- What is/was the role of your organization in the program planning & Implementation process?
- Is the community/target population part of the decision-making process?

Q6. What stage is the project currently in? {use the answer to this question to guide skip patterns below} (e.g., in development, initial implementation (within past 6 months), in progress)

Needs assessment and program development:

Q7. What factors led to the creation of this project? (e.g., secondary data, community identified need, funding opportunity) How were the main activities chosen?

- How was the program created/adapted to cater to this target population (i.e. recruitment, staff, protocols, location)?

Q8. How was the target population chosen? Where there any subgroups you were especially interested in reaching?

Q9. How were the settings for this project chosen?

- How were settings approached about participating?
- Were there any challenges in this process (i.e. settings not interested in participating) or factors that facilitated the process (i.e. existing partnerships)?

Q10. Was cost-effectiveness considered in the development of this project? (if so, how?)

Implementation, evaluation, & sustainability:

Q11. What are some factors that have made this program successful?

Q12. How does your organization measure the success of this program? How do you collect outcome data?

Q13. What are some challenges this program has faced and how were they addressed?

Q14. What factors influence the future of this project (sustainability)?

Q15. What challenges do you foresee (i.e. funding, infrastructure, collaboration)?

Final thoughts:

Is there anything else that you would like to share with us today that has not yet been covered?

Thank you again for participating in this project. If you have any questions or suggestions, please feel free to contact myself or my supervisor, Dr. Susan McKernan.