

National Partner Key Informant Interview Guide

Objective:

Formalize feedback from national partners regarding training and technical assistance delivery.

Instructions for Facilitators:

- Do not forget to record and save the recording for transcription.
- We suggest using backup recording devices in case of device failure or poor audio quality.

Welcome, Project Intro, & Recording:

Welcome

Good (morning/afternoon/evening). My name is _____, and I would like to thank you for taking the time to be here with us.

Introduction of Project

We are working with the CDC to better understand experiences with training and technical assistance delivery. For the purpose of this interview, we are focusing on collecting feedback on the training and technical assistance process, including experiences with recipients, technical assistance providers, and delivery processes. Your thoughts and comments today will help us streamline processes, improve the virtual engagement system, and accurately report grant recipient experiences with training and technical assistance.

Confidentiality

You are invited to answer the following questions as honestly as possible. If there are questions you do not wish to answer, you are not required to do so. Your responses to the following questions will be summarized in a report, and no participants will be identified in the final report. Just so you know, the reports will be shared with the CDC and other relevant stakeholders, such as NNPHI, PHAB, and ASTHO.

Recording

With your consent, this interview will be recorded. The recording and transcript will only be available to staff from the Texas Health Institute for the purpose of analyzing and understanding your responses. The recording will be destroyed after the report is written.

Consent

Do you consent to be recorded? [Yes, confirmation needed from participant before proceeding]

[BEGIN RECORDING]

Introduction

1. Could you introduce yourself, the national partner organization you work with, and your role in the TTA process?

TTA Model and Process

2. In your own words, describe the current TTA models (proactive and responsive) and how your description may differ from the models we shared with you.
 - How does each model function in practice?
 - What problems or challenges does each model aim to address?
3. What factors contribute to the success of the TTA process?
4. What are the barriers to the success of the TTA process?
 - [Probe] What makes the TTA delivery process more difficult or impedes its effectiveness?

Feedback From Health Departments

5. What are some examples of feedback that you have received from grant recipients regarding
 - workforce?
 - foundational capabilities?
 - data modernization?
6. What concerns or challenges have been communicated to you regarding training and technical assistance from recipients?
7. What are some suggested improvements to address these concerns?
 - [Probe] What improvements have been suggested by health departments?
 - [Probe] What improvements might you have in response to their concerns?

Wrap-Up and Closing

8. What other suggestions do you have for improving the TTA process?
9. Is there anything else you want to share with us regarding TTA delivery?

Thank you for your time today! We really appreciate everything you shared with us, and we want to thank you for your participation.