Project Officer Focus Group Guide

Objective of the CDC Project Officer Focus Groups

Formalize feedback project officers received from grant recipients regarding training and technical assistance delivery.

INSTRUCTIONS FOR FACILITATORS

- Do not forget to record and save the recording. You will be sending the recording to THI for transcription.
- We strongly recommend using two (2) or more recording devices in case of device failure or poor audio quality.
- Make sure all participants have an opportunity to share.

WELCOME, PROJECT INTRO, & RECORDING

Welcome

Good (morning/afternoon/evening) and welcome to our group. My name is _____ and I would like to thank you all 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 (TTA) delivery. For the purpose of this focus group, we are focusing on grant recipient feedback on the training and technical assistance process including experiences with 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 focus group 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.

Ground Rules

Before we begin, I would like to give you some more information about how today's discussion will work.

1. Please do not repeat what anyone says in today's discussion outside of our group today.
2. Also, let us respect each other and not interrupt when a person is talking. It is ok to disagree with what others say, as long as we respect each other's opinion.
3. Sometimes I may ask one person to talk first and come to another person after so that we can hear what everyone wants to say.

There are no right or wrong answers so please share your opinion even if it is different from what others have shared. Please give everyone an opportunity to speak.

Before we begin our discussion, are there any questions? We are interested in what you think and have to say.

Consent

Do you consent to be recorded? (Yes or No)

[Yes confirmation needed from each participant before proceeding]

[BEGIN RECORDING]

BEGINNING & PARTICIPANT INTRODUCTIONS

1. Let's start by telling us your first name and what organization and region you represent.
2. In your own words, please describe the current TTA model.
   - How does it function?
   - What problem(s) is it intended to address?
3. Have you had any experience working with indirectly funded health departments?
   - Define indirectly funded health departments (local, non-recipient)
   - If no, skip indirectly funded questions below

FEEDBACK FROM HEALTH DEPARTMENTS

4. Can you give an example of feedback that you have received from grant recipients/directly funded health departments regarding TTA provided for…
   - their workforce?
   - foundational capabilities?
   - data modernization?
5. [If applicable] Can you give an example of feedback that you have received from indirectly funded health departments regarding…
   - their workforce?
   - foundational capabilities?
   - data modernization?
6. What successes or achievements have directly funded health departments communicated to you in regard to training and technical assistance?
7. What are the concerns or challenges that directly funded health departments have communicated to you in regard to training and technical assistance?
8. [If applicable] What are the concerns or challenges that indirectly funded health departments have communicated to you in regard to training and technical assistance?
9. [If applicable] What successes or achievements have indirectly funded health departments communicated to you in regard to training and technical assistance?

10. What are some suggested improvements to address these concerns…

- That have been suggested by health departments?
- That you might have in response to their concerns?

PHIVE SYSTEM

11. What feedback have you received from <u>directly funded health departments</u> regarding requesting and tracking TTA via the PHIVE system?

- What specific challenges come up most often?
- What suggestions do you have to address these challenges?

12. [If applicable] What feedback have you received from <u>indirectly funded health departments</u> regarding requesting and tracking TTA via the PHIVE system?

- What specific challenges come up most often?
- What suggestions do you have to address these challenges?

CLOSING

13. Generally speaking, what other suggestions do you have for improvements to the TTA process?

14. Is there anything else you want to share with us regarding training and technical assistance delivery?

Thank you for your time today! We appreciate everything you shared with us and want to thank you for participating. Please remember, everything shared here today is confidential. We want to respect everyone's privacy.