



FACE-TO-FACE INTERVIEW
PART OF A RESEARCH STUDY
INTERVIEW 1

“HIV Technology Transfer in Los Angeles”

Place of Interview: _____

Time Interview Began: _____

Time Interview Ended: _____

PURPOSE: I am interested in your experiences with HIV interventions that have been evaluated or have been shown to be effective. Some of these interventions are known as “evidence-based interventions” (EBIs).

Questions

History/Background

1. Please tell me about the history of how your agency developed its HIV prevention programs and services (any HIV prevention program, not just the evidence-based programs).

Pre-implementation

2. * Describe the typical decision-making process for identifying new HIV prevention programs. Who is involved in making decisions about adding new HIV prevention programs or making major changes to existing programs? How does it work?
 - PROBES: How are internal or external stakeholders involved? What information is used to make decisions?
3. * What have you heard about EBIs here in Los Angeles?
 - PROBE: Where did you hear about them? Who spoke about them? What are your sources of information on EBIs?
4. * How do EBIs fit into your agency?
 - PROBE: Describe how EBIs are separate from or integrated with other parts of the agency.
5. How do agency-related values guide or shape the use of EBIs in your agency?
6. What are the steps used by your agency to decide whether an intervention is a good fit or a poor fit for your consumers/clients?
7. Which EBIS are being implemented by your agency?

*Text were adapted from questions and procedures described in Miller RL. Innovation in HIV prevention: organizational and intervention characteristics affecting program adoption. Am J Community Psychol. 2001;29(4):621-47. Permission from the author to use these unpublished questions was obtained and can be requested from R.C. Veniegas at rveniegas@mednet.ucla.edu.



- PROBES: What program was it? How did you hear about it? What made you decide it was worth trying?
8. *Please think about the EBI on which you spend/spent the most time. How did you get the information to learn to implement it?
- PROBE: Tell me more about how you used [name of intervention].
9. *How easy or difficult was it for staff to learn to implement?
- PROBE: Was the documentation complete enough to know how to do the program? Was training needed and could it be accessed?
10. *In what ways did you have to change it to fit your agency's needs and resources?
- PROBE: How did the intervention have to be altered to be culturally and linguistically appropriate? Feasible to implement given your operating budgets? Tailored for a different target population? How were the changes documented/recorded?

Implementation (Repeat questions for Interview 2)

11. What resources did you have access to in implementing the EBIs?
12. What have been some of the successes you've seen in your agency's use of these interventions?
- PROBE: How have the numbers of clients served been affected? How has your overall service delivery been affected? How has the agency been affected?
13. What are some of the challenges you've seen in your agency's implementation of these interventions?
- PROBE: How have the numbers of clients served been affected? How has your overall service delivery been affected? How has the agency been affected?
14. What tools/resources/trainings would assist you in better implementing these EBIs?

PROBE: Aside from EBI trainings which are specific to the programs, what kinds of staff skills trainings would be useful to your agency? What types of agency checklists or assessments would be helpful?

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FACE-TO-FACE INTERVIEW
PART OF A RESEARCH STUDY
INTERVIEW 2

“HIV Technology Transfer in Los Angeles”

Place of Interview: _____

Time Interview Began: _____

Time Interview Ended: _____

PURPOSE: I am interested in your experiences with HIV interventions that have been evaluated or have been shown to be effective. Some of these interventions are known as “evidence-based interventions” (EBIs).

Questions

Implementation

1. How have staff turnover or changes in staffing affected the EBI(s) you have implemented?
 - PROBE: Describe the impact that the use of EBIs has had on staff at your agency.
2. In the past year, what strategies were most useful in implementing EBIs at your agency?
 - PROBE: How did you improve or enhance recruitment, retention or outcomes of the EBI implemented?
3. What have been some of the successes, in terms of client outcomes, that you've seen in your agency's use of these interventions?
 - PROBE: What were the main client outcomes? How has your overall service delivery been affected? How has the agency been affected?
4. What are some of the challenges, in terms of client outcomes, that you've seen in your agency's implementation of these interventions?
 - PROBE: What were the main client outcomes? How have the numbers of clients served been affected? How has your overall service delivery been affected? How has the agency been affected?
5. What tools/resources/trainings would assist you in better implementing these EBIs?
 - PROBE: What resources do you wish had been available to you when you began to implement evidence-based interventions? What kinds of staff skills trainings

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would be useful to your agency? What types of agency checklists or assessments would be helpful?

Maintenance and Evolution

6. How has the agency documented or made it possible for other agencies to learn about, implement and adopt the EBI used by your agency?
 - PROBE: How does your agency plan to disseminate your intervention outcomes? What materials have you included as part of the standard operating procedures for this program? What notes or records have staff kept on how they carried out the program?
7. How has the experience of using EBIs affected how the agency responded to new or emerging client HIV prevention needs?
8. Describe how your agency plans to sustain these EBIs.
 - PROBE: How have these EBIs been integrated with other programs? What funding will continue to support the program?
9. *What factors led to your decision to keep or discontinue the program?
 - PROBE: Describe what happened.
10. What advice would you give agencies wanting to use this intervention?
11. What makes an intervention effective with your clients/consumers?
12. What materials would help your agency to better choose, implement, improve, and evaluate these interventions?

***FINAL COMMENTS**

Before we finish, I'd like to give you the opportunity to give any other comments you have about the issues we've discussed to day. Is there anything you want to add?

We'd like to send you a copy of the results. Would you like to receive a copy?

Yes.....1
No.....2

Thank you very much for participating. If you have additional thoughts or questions about your participation, please feel free to contact Dr. Rose Veniegas at (310) 794-0619 ext. 224 or via e-mail at veniegas@ucla.edu.

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