

DREAM Atlanta
Key Informant Interview Guide Template for:
NYU- Community Health Workers

Thank you for taking the time to meet with me today. We are conducting an interview of staff and partners involved in the implementation of the DREAM Atlanta Program. We are very interested in your opinions about factors that may make it easier or more difficult for DREAM to be successful. By talking with people who have been directly involved through this intervention we can identify potential challenges and solutions to improve the program in the future.

In order to be sure that we accurately reflect your thoughts about this important issue we would like to record this discussion. After the meeting we will transcribe the discussion and then destroy the tape. Your name will not be attached to any recording, written transcript, or report. If there are any questions you do not wish to answer you are free to decline to answer.

We will ask a set of questions pertaining to your experience with DREAM from the start until now. Before we begin, do you have any questions?

Background:

Introduction Questions for NYU CHWs

1. Tell me about your role at NYU. How do you work with the [implanting site] team?

CHW In-person training

2. How were you involved in the in-person CHW workshops?
 - *Probe: How were you involved in developing the agenda? (e.g., case studies and training activities)*
 - *Probe: Can you tell us about other times when you served as a trainer or mentor that informs your work on the DREAM Atlanta team?*
 - *Probe: Can inquire about the different components: discussion with the local clinic, presentation at [implementing site], leading activities such as practicing recruitment activities, lead blood demonstration, gave case studies and discussed barriers with community work.*
3. Did you think the 3-day in-person workshop was successful?
 - *Probe: Why or why not?*
 - *Probe: What were some of the challenges?*
 - *As you know, we changed the format to a virtual intervention because of the pandemic. Are there things you would change for the 3-day because of that?*
4. Do you have any suggestions for the structure, topics, etc. of the in-person training to improve the role between the mentors and the trainees for future trainings?

CHW TA Meetings

5. Can you describe the general structure of the virtual TA/mentorship meetings?
 - *Probe: How often did you meet the [implementing site] CHWs?*
 - *Probe: How often did the [implementing site] CHWs reach out to you regarding any help that they needed with their work?*
6. Can you describe some of the challenges of leading TA/mentorship meetings? How did you address/overcome these challenges?
 - *Probe: How did you find using a virtual format for TA and mentorship meetings?*
 - *Probe: training needs, Technology (e.g., Use of Zoom), timing/schedules, knowledge of local site geographic and cultural context, knowledge of Emory/institutional procedures*
 - *Probe: What additional support could have been provided to you while leading virtual mentorship meetings?*
7. Can you describe some of the successes in leading your TA and mentorship meetings? What were some of the things that helped you be successful in leading the TA and mentorship meetings?
 - *Probe: technology, timing/schedules*
 - *Probe: How has your shared connection to the [implementing site] CHWs affected your ability to lead successful TA and mentorship meetings?*
8. Overall, what has your experience working with [implementing site] CHWs taught you about leading a successful mentorship program?
 - *Probe: What do you think is the most important aspect of the time you spend with [implementing site] CHWs? (learning about outreach efforts, learning how to provide support, learning about time management)*
 - *Probe: How has your needs and/or relationship with your [implementing site] mentee changed over the course of the intervention?*
 - *Probe: What is the most effective way for you to communicate with the [implementing site] CHW team (e.g., e-mail, phone calls, Zoom meetings, text messaging)?*
 - *Probe: Has your experience on this project changed your own approaches to intervention delivery and meeting participants needs? How?*
9. What were the processes you used to give input to the [implementing site] CHWs and the research team?
 - *Probe: How did you give input to the [implementing site] CHWs and the research team (e.g., via email, weekly reports/summaries or through meetings)? Do you feel like this worked? Or do you feel that there are some changes that need to be made?*

- *Probe: Do you feel that the NYU and [implementing site] research team provides the flexibility and space for you to effectively facilitate TA meetings? If yes, what was most helpful? If no, what could be improved?*

Program Improvement/Replication:

10. If we were to replicate this program in a different location, what suggestions do you have to improve this model?
 - *Probe: Would you keep these the same, or how would you change them?*
 - *Initial in-person training*
 - *Weekly/biweekly mentorship sessions*
 - *Session practice*
11. Are there any suggestions or changes that you would make in the future for programs that are conducting virtual CHW mentorship?