



ALLIES AGAINST ASTHMA KEY INFORMANT INTERVIEW GUIDES

Description

The Key Informant Interview Guides can be used to collect a broad range of perspectives on the activities of a coalition. The semi-structured interviews were designed to collect information from the point of view of participants in their own words about the coalition planning process, level of their involvement in the coalition, goals and interventions, and perceptions of coalition impact. The follow-up interviews also address change in coalition structure and membership, implementation of interventions, and progress toward goals, including the individual's satisfaction with the interventions implemented and perceptions of collaborations and linkages among community-based organizations. Both the baseline and follow-up interviews address participants' expectations about future outcomes and their perspectives on the value of the coalition.

Five Interview Guides are included in this document:

1. Baseline for coalition <i>leaders or staff</i>	pgs. 2-5
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3. Baseline for <i>other community leaders</i>	pgs. 10-11
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Development and Conditions of Use

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Allies Against Asthma Key Informant Interview Guide Baseline for Coalition Leaders or Staff

A. BACKGROUND

First I'd like to learn about your role in local AAA name and how you became involved.

1. When did you first get involved with local AAA name? _____ mo/yr
How did you find out about the coalition?
(probe for past involvement with asthma issues)

2. How would you describe your involvement in the coalition? *Probe for specific committees and intervention activities.*

Probes: Why did you choose to get involved with the coalition? How has your role changed over the life of the coalition? What changes do you anticipate in the future? What motivates you personally to participate?
If person is a coalition staff member, What was your previous job?
If person represents an organization, What is your position? How did the organization become involved? What was the organization's involvement in asthma prior to joining the coalition?

3. What previous activities in this community, if any, did local AAA name build on?
(probe for earlier coalitions and activities either directly or indirectly related to asthma)

B. PLANNING PROCESS

Next, I'd like to discuss the process that local AAA name used to develop its goals and interventions.

1. What strategies did the coalition use to bring relevant players to the table?

Probes: Has this changed over time?
Are all important sectors represented?
If no, What barriers exist to participation by those sectors?
If yes, What factors facilitate their participation?
Are there specific groups or organizations that are participating in the coalition that were not part of previous asthma control efforts in this community?
If yes, What do you think has facilitated their involvement?
What impact has their participation had on the decisions the coalition has made? On the activities of your subcommittee?

2. How responsive do you feel that the coalition has been to your needs? To the needs of the other participants?
3. What have been the major challenges faced by the coalition so far? How did you overcome them?
4. What have been the major strengths of the coalition to date? How does the coalition build on these?

C. GOALS AND INTERVENTIONS

Now I'd like to talk about the goals that local AAA name set through the planning process and the interventions that you are beginning to implement.

1. How realistic do you think the goals are?
Are they attainable? Are they ambitious enough?
2. How satisfied are you overall with the interventions the coalition has planned?
Do they target what is important? Do they reflect the needs of the community?
(probe for creativity and out-of-the-box thinking)
3. Thinking about the specific interventions, which ones could have been conceived and implemented by one of the member organizations acting alone?

Probes: Which interventions could only have been generated through collective thinking and action? *(ask for specific examples using matrix if needed)*
To what extent do they require multiple organizations and/or groups to work together to be successful?
Did these groups work together before this coalition was formed?
In what ways has the coalition supported and encouraged these partners to work together? *(probe for issues of trust, conflict, leadership)*

D. IMPACTS

Next, I'd like to talk about what impacts the coalition is having on you personally, the organizations you are associated with, and the community at large.

1. How has being involved with this coalition been of benefit to you? Has participation changed the way you personally think about or approach asthma? Have these changes in your thinking translated into specific actions already? *(If yes, probe for examples)*. How might they in the future?

2. *(Note: ask only if individual is a representative of an organization)*
How has being involved with this coalition been of benefit to your organization?
Has participation changed the way your organization approaches asthma?

Probes: Has the presence of the coalition in the community had any effect on

- a) the level of exchange of resources and information among organizations? *(probe for formal agreements/structures)*
- b) the ability of member organizations to secure additional resources for asthma control? *(probe for new funding, in-kind services)*
- c) the ability of member organizations to pursue related goals, such as other pediatric health issues, or asthma control among other populations? *(probe for examples of applying new knowledge, skills, connections)*

3. To what degree does the coalition collaborate with other organizations or individuals outside the coalition that are involved in asthma control?
How, or why not?
(probe for new organizations and new sectors being involved)
4. How visible is the coalition in this community? *(probe for media coverage, visibility within top levels of key organizations, public awareness)*
5. Has the coalition had an effect on support for pediatric asthma prevention and control programs in this community? *(probe for legislative/governmental involvement, increase in community involvement, nonmembers expressing interest in the coalition activities/results, dissemination of results within community, new policies, changes in clinical care systems, new systems introduced into the community)*
6. Are there any other benefits or impacts of the coalition that you have observed at this point in time? *(probe for application of knowledge/skills beyond those directly funded)*
7. Thinking about all of the impacts we just discussed, which of these do you think might have happened even without the coalition?

E. FUTURE IMPACTS

Next, I'd like to talk a little bit about what lies ahead for the coalition.

1. What are the main interventions that will be going on in the next two years?

Probes: What organizations are involved? What will your role be?
What results do you expect from those interventions?

2. What, if any, major challenges do you anticipate in the future as the coalition implements this plan?
3. What would you like to see occur for you to feel that local AAA name has been a success?

F. NPO

Last, I'd like to ask you a couple of questions about the National Program Office of Allies Against Asthma.

1. Are you familiar with the NPO? *(If not, explain that the Univ. of Michigan serves as a coordinating center for the 7 community coalitions funded under AAA)*

*If yes, What interaction have you had with the NPO?
How do you view the role and function of the NPO?*

Allies Against Asthma Key Informant Interview Guide Baseline for Coalition Members

A. BACKGROUND

First I'd like to learn about your role in local AAA name and how you became involved.

1. When did you first get involved with local AAA name? _____ mo/yr
How did you find out about the coalition?
(probe for past involvement with asthma issues)

2. How would you describe your involvement in the coalition?
(probe for specific committees and intervention activities)

Probe: Why did you choose to get involved with the coalition? How has your role changed over the life of the coalition? What changes do you anticipate in the future? What motivates you personally to participate?
If person represents an organization, What is your position? How did the organization become involved? What was the organization's involvement in asthma prior to joining the coalition?

3. What previous activities in this community, if any, did local AAA name build on?
(probe for earlier coalitions and activities either directly or indirectly related to asthma)

B. PLANNING PROCESS

Next, I'd like to discuss the process that local AAA name used to develop its goals and interventions.

1. What strategies did the coalition use to bring relevant players to the table?

Probes: Has this changed over time?
Are all important sectors represented?
If no, What barriers exist to participation by those sectors?
If yes, What factors facilitate their participation?
Are there specific groups or organizations that are participating in the coalition that were not part of previous asthma control efforts in this community?
If yes, What do you think has facilitated their involvement?
What impact has their participation had on the decisions the coalition has made?

2. During the planning phase, how responsive do you feel that the coalition has been to your needs? To the needs of the other participants?

3. What have been the major challenges faced by the coalition so far? How did the coalition overcome them?
4. What have been the major strengths of the coalition to date? How does the coalition build on these?

C. GOALS AND INTERVENTIONS

Now I'd like to talk about the goals that local AAA name set through the planning process and the interventions that you are beginning to implement.

1. How realistic do you think the goals are?
Are they attainable? Are they ambitious enough?
2. How satisfied are you overall with the interventions the coalition has planned?
Do they target what is important? Do they reflect the needs of the community?
(probe for creativity and out-of-the-box thinking)
3. Thinking about the specific interventions, which ones could have been conceived and implemented by one of the member organizations acting alone?

Probes: Which could only have been generated through collective thinking and action? (ask for specific examples using matrix if needed)
To what extent do they require multiple organizations and/or groups to work together to be successful?
Did these groups work together before this coalition was formed?
In what ways has the coalition supported and encouraged these partners to work together? (probe for issues of trust, conflict, leadership)

D. IMPACTS

Next, I'd like to talk about what impacts the coalition is having on you personally, the organizations you are associated with, and the community at large.

1. How has being involved with this coalition been of benefit to you? Has participation changed the way you personally think about or approach asthma? Have these changes in your thinking translated into specific actions already? (If yes, probe for examples). How might they in the future?

2. *(Note: ask only if individual is a representative of an organization)*
 How has being involved with this coalition been of benefit to your organization?
 Has participation changed the way your organization approaches asthma?

Probes: Has the presence of the coalition in the community had any effect on
 - a) the level of exchange of resources and information among organizations? *(probe for formal agreements/structures)*
 - b) the ability of member organizations to secure additional resources for asthma control? *(probe for new funding, lobbying, in-kind services)*
 - c) the ability of member organizations to pursue related goals, such as other pediatric health issues, or asthma control among other populations? *(probe for examples of applying new knowledge, skills, connections)*

3. To what degree does the coalition collaborate with other organizations or individuals outside the coalition that are involved in asthma control?
How, or why not?
(probe for new organizations and new sectors being involved)

4. How visible is the coalition in this community? *(probe for media coverage, visibility within top levels of key organizations, public awareness)*

5. Has the coalition had an effect on support for pediatric asthma prevention and control programs in this community? *(probe for legislative/governmental involvement, increase in community involvement, nonmembers expressing interest in the coalition activities/results, dissemination of results within community, new policies, changes in clinical care systems, new systems introduced into the community)*

6. Are there any other benefits or impacts of the coalition that you have observed at this point in time? *(probe for application of knowledge/skills beyond those directly funded)*

7. Thinking about all of the impacts we just discussed, which of these do you think might have happened even without the coalition?

E. FUTURE IMPACTS

Next, I'd like to talk a little bit about what lies ahead for the coalition.

1. What are the main interventions that will be going on in the next two years?

Probes: What organizations are involved? What will your role be?
What results do you expect from those interventions?

2. What, if any, major challenges do you anticipate in the future as the coalition implements this plan?
3. What would you like to see occur for you to feel that local AAA name has been a success?

F. NPO

Last, I'd like to ask you a couple of questions about the National Program Office of Allies Against Asthma.

1. Are you familiar with the NPO? *(If not, explain that the Univ. of Michigan serves as a coordinating center for the 7 community coalitions funded under AAA)*

*If yes, What interaction have you had with the NPO?
How do you view the role and function of the NPO?*

Allies Against Asthma Key Informant Interview Guide Baseline for Other Community Leaders

(For people who are in leadership positions in the community in organizations whose mission overlaps with that of the coalition, and that may send representatives to the coalition but are not themselves involved in any intimate fashion)

A. BACKGROUND

I'd like to begin by having you tell me a little bit about yourself and what you do that brings you in contact with asthma control issues in your community.

1. What are your major job-related activities and responsibilities? (*probe for how these relate to asthma control issues*)
2. How did you first learn about local AAA name? When was this?
3. What specific activities, if any, bring you in contact with local AAA name?
4. Do you or your organization currently provide any support to the coalition? Why or why not?

C. GOALS AND INTERVENTIONS

I'd like to hear your perspective on local AAA name.

1. How do you see the role of local AAA name in the community?
2. Do you think local AAA name meets an important need? Please explain (*probe for their perspective on what the needs are and which of these the coalition could or could not appropriately address*)

D. IMPACTS

Next, I'd like to talk about what impacts the coalition is having on you personally, the organizations you are associated with, and the community at large.

1. What benefits, if any, have you or your organization experienced from the presence of local AAA name in the community?
2. How visible is local AAA name in this community? (*probe for media coverage, visibility within top levels of key organizations, public awareness*)

3. How, if at all, has local AAA name affected support for pediatric asthma prevention and control programs in this community?
4. What, if any, other benefits or impacts of local AAA name have you observed at this point in time?

E. FUTURE IMPACTS

Last, I'd like to talk a little bit about what lies ahead.

1. What interaction do you or your organization expect to have with local AAA name over the next two years? (*probe for support they might provide*)
2. What would you like to see occur for you to feel that local AAA name has been a success in this community?

Allies Against Asthma Key Informant Interview Guide Follow-up for Coalition Leaders, Staff or Members

A. BACKGROUND

First I'd like to learn about how your role in local AAA name may have changed since we last spoke.

1. What have been your primary responsibilities or activities in the past year? How does this differ from your earlier role?

B. STRUCTURE AND MEMBERSHIP

Next, I'd like to discuss how the membership of local AAA name may have changed in the past year and any significant changes you perceive in how the coalition operates.

1. How, if at all, has the membership in the coalition changed in the past year?

Probes: Who (sectors) is active that wasn't before? Are they new to asthma control?
Have any members dropped out? Why do you think they have left?
Are all important sectors currently represented?
2. What changes have there been in work group structure, decision-making procedures, meeting schedules, or other operations of the coalition?

Probes: Why have these changes occurred? What effect do you think these changes have had on the activities or effectiveness of the coalition?
[If staff or PI, probe for changes in staffing or lead agency]
3. What have been the major challenges faced by the coalition in the past year? How does the coalition overcome them?
4. What have been the major strengths of the coalition in the past year? How does the coalition build on these?

C. GOALS AND INTERVENTIONS

Before we move on to talking about the impacts of the coalition, I'd like to ask about the status of goals or interventions that you had established when we last spoke over a year ago.

1. Which interventions are currently active?
How are they organized? Who (ie, which workgroup/committee/organization(s)) is active in implementing each one? What results have you seen so far?
2. Are there any interventions that have become inactive in the past year? Please describe them and explain what motivated these developments.
3. Has the coalition established any new goals or developed new interventions in the past year? Please describe them and explain what you think motivated these developments. What funding/resources/infrastructure do you have to begin and maintain these interventions?
4. At this point in time, how satisfied are you overall with the interventions the coalition is implementing? Do they target what is important? Do they reflect the needs of the community? (*probe for creativity and out-of-the-box thinking*)

D. IMPACTS

Next, I'd like to talk about what impacts the coalition is having on you personally, the organizations you are associated with, and the community at large. We asked you about impacts last time we spoke. This time, I would like you to focus your answers on what has occurred since we last spoke.

1. Since we last spoke, have you experienced any additional personal benefits of participation in the coalition? How has being involved with this coalition been of benefit to you? Has participation changed the way you personally think about or approach asthma or your work in general? Have these changes in your thinking translated into specific actions already? (*If yes, probe for examples*). How might they in the future?
2. (Note: ask only if individual is a representative of an organization. How has being involved with this coalition been of benefit to your organization? Since we last spoke, have you seen changes in the way your organization approaches asthma that may be due to being involved in the coalition?
- 2a. How has this coalition changed the activities and/or approaches of other organizations or the way they interact with each other?

- Probes:* Has the presence of the coalition in the community had any effect on
- a) the level of exchange of resources and information among organizations? (*probe for formal agreements/structures*)
 - b) the ability of member organizations to secure additional resources for asthma control? (*probe for new funding, in-kind services*)
 - c) the ability of the coalition to secure additional resources?
 - d) the ability of member organizations to pursue related goals, such as other pediatric health issues, or asthma control among other populations? (*probe for examples of applying new knowledge, skills, connections*)
3. To what degree does the coalition collaborate with other organizations or individuals outside the coalition that are involved in asthma control?
How, or why not?
(*probe for new organizations and new sectors being involved, increase in community involvement, nonmembers expressing interest*)
 4. How visible is the coalition in this community currently? (*probe for media coverage, visibility within top levels of key organizations, public awareness, dissemination of results*)
 8. Has the coalition had an effect on pediatric asthma prevention and control in this community? We define community broadly to include homes, clinics, schools, public policies, and interactions among these and other sectors (*probe for environmental changes in homes, changes in community settings that improve patient self-management and family capacity building, provider training, changes in supportive policies, legislative/governmental involvement, changes in clinical care systems, new systems introduced into the community*)
 9. Are there any other benefits or impacts of the coalition that you have observed at this point in time? (*probe for application of knowledge/skills beyond those directly funded*)
 10. Thinking about all of the impacts we just discussed, which of these do you think might have happened even without the coalition?

E. FUTURE IMPACTS

Last, I'd like to talk a little bit about what lies ahead for the coalition.

1. What do you hope to achieve during this remaining period of Allies funding?
2. Do you feel that local AAA name has been a success? In what way?

3. Has local AAA name fallen short of your expectations in any way? How?
4. After RWJF funding ends, what does the future look like for the coalition itself? For the primary interventions? Will they continue and if so, how? (*probe for institutionalization through the coalition, member organization, or individual member involvement*) Why were these choices made?
5. Are there any additional comments you would like to share about being part of this coalition?

Allies Against Asthma Key Informant Interview Guide Follow-up for Other Community Leaders

(For people who are in leadership positions in the community in organizations whose mission overlaps with that of the coalition, and that may send representatives to the coalition but are not themselves involved in any intimate fashion)

A. BACKGROUND

I'd like to begin by learning how your role in asthma control issues in your community may have changed since we last spoke.

1. What are your current activities and responsibilities as they relate to asthma control?
2. What contact, if any, have you had with local AAA name since we last spoke? Do you provide any support to the coalition?

C. GOALS AND INTERVENTIONS

I'd like to hear your current perspective on local AAA name.

1. How do you see the role of local AAA name in the community?
2. Do you think local AAA name meets an important need? Please explain (*probe for their perspective on what the needs are and which of these the coalition could or could not appropriately address*)

D. IMPACTS

Next, I'd like to talk about what impacts the coalition is having on you personally, the organizations you are associated with, and the community at large.

1. What benefits, if any, have you or your organization experienced from the presence of local AAA name in the community?
2. How visible is local AAA name in this community? (*probe for media coverage, visibility within top levels of key organizations, public awareness*)
3. How, if at all, has local AAA name affected support for pediatric asthma prevention and control programs in this community?

4. What, if any, other benefits or impacts of local AAA name have you observed at this point in time?

E. FUTURE IMPACTS

Last, I'd like to talk a little bit about what lies ahead.

1. What interaction do you or your organization expect to have with local AAA name in the next year or beyond? (*probe for support they might provide during current funding period and beyond*)
2. What would you like to see occur for you to feel that local AAA name has been a success in this community? Have you witnessed any progress towards this definition of success since we last spoke?



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