

Year 3/4 Site Visit Interview— Project Director and Local Evaluator

Status of Implementation

1. Please confirm or provide program specific details for each of your programs, including fidelity information, partner involvement in implementation, and related topic areas.

Site liaisons will review pre-populated program matrix forms to confirm and/or complete information on each major program/activity.

2. Have there been any major changes (requiring FPO approval) in programs, services, or activities you have made since last year? Why were these changes made? Who was involved in making these changes?
3. Have any programs, services, or activities been discontinued, and if so why?
4. *(For multidistrict sites only)* Does program implementation vary across districts? If so, how does it vary and why?
5. What assisted the implementation of the programs, services, or activities during the past year? What challenges have you experienced in implementing (or attempting to implement) them in the past year? What has been done to address these challenges?
6. Over the past year, what activities to promote the SS/HS project, if any, have been conducted? If such activities have been conducted, have there been any community members or organizations outside the partnership that have helped promote the project? If so, who are those individuals/organizations, and how have they helped?
7. How does the project address needs of cultural groups or other local need areas?

SS/HS School–Community Partnership

8. We would like to get an understanding of the structure and operation of your partnership and any changes since last year. Our understanding from last year is that your *[partnership name or CMT name]* is your primary partnership body. Was that still true during grant year *X*? What are the primary responsibilities of your partnership?
9. What are the primary responsibilities of your SS/HS CMT?

10. What, if any, committees or subcommittees make up your partnership? What are their responsibilities? Has this changed from last year? If so, how and why? If there are no subcommittees, how are specific issues handled and/or specific responsibilities divided?
11. Have new organizations joined your partnership since last year? How did they become involved?
12. How often does your partnership meet? What does a typical agenda look like (i.e., what content is typically included?) What are partners' responsibilities for the meetings?
13. Are there partners who always participate in partnership meetings and decisionmaking? (If yes, which organizations are those?) Are there partners who rarely participate in partnership meetings and decisionmaking? (If yes, which organizations are those?) Has this changed from last year? If so, how/why?
14. Who leads your partnership? Has this changed from last year? If so, how and why?
15. How are decisions made for your partnership? Has this changed since last year? If so, how and why?
16. What has helped with the collaboration experienced by the SS/HS partnership or by individual partners? What have been the challenges to collaboration experienced by the SS/HS partnership or by individual partners?
17. How would you characterize your leadership style? Has your style changed since last year?
18. How have you engaged your partners in the partnership in the past year? Have you been able to engage partners in any leadership roles? If so, how?
19. How, if at all, have you worked to build relationships with partners or coalitions outside your current partnership? For what purpose did you build those relationships?
20. Have you had the opportunity to receive any professional development or training on leadership? If yes, have you been able to incorporate any of the strategies or new concepts into your role as project director for this grant?

Enhancing Interagency Services

For the purpose of the SS/HS national evaluation, the following are working definitions of Coordination and Service Integration:

Coordination refers to two or more agencies working together to address a particular issue, increasing understanding of other agency services, and facilitating the development of new protocols and practices for purposes of enhancing the effectiveness and efficiency of service delivery. Examples of coordination activities include multidisciplinary training, development of referral protocols, and development of information sharing protocols.

Service integration is defined as two or more agencies/organizations working together to deliver a unified and more comprehensive range of services for a given client population, where the intent is to enhance the effectiveness and efficiency of service delivery. Examples of service integration include multidisciplinary teams and case management.

21. In the past year, have you coordinated or integrated services across agencies? If so, in what ways were services integrated or coordinated? Which agencies were involved, and what did they do? Did the SS/HS grant help make these changes? If so how?
 - a. In the past year, have there been any formalized agreements or systems established to coordinate and integrate services (e.g., referral system, information sharing agreement?)
 - b. If services have not yet been coordinated or integrated across agencies, do you have plans to do so? Has the partnership been involved in planning of integrated services and if so, who was involved and what did they plan? (e.g., planning of a county-wide referral system)
 - c. In the past year, have you shared resources across agencies/organizations? If so, in what ways have you shared resources? (e.g., sharing of staff or facility space)
 - d. In the past year, have you conducted joint/multi-disciplinary trainings across agencies? If so, what types of trainings?

22. What facilitated or assisted in coordinating and integrating services across agencies? What barriers or challenges have you experienced in coordinating and integrating services? What has been done to address these barriers/challenges?

Sustainability

23. What are your plans, if any, for sustaining **the partnership** after Federal grant money has ended?
 - a. Has a formal sustainability plan been developed? (if so, obtain copy) What parts of the plan have been implemented, and to what extent (e.g., not at all, in progress, partially completed, fully completed)?

24. Have you applied for additional funding since the receipt of your grant? What other types of funding has your partnership sought and for what purpose? Which of those funding types were obtained? Has there been any realignment or redistribution of existing funds?
- a. Do you have plans for obtaining additional funds for SS/HS programs or activities? If yes: What parts of the plan have been implemented?

Partnership Contributions (over the past year)

25. How would you characterize the overall contribution that the required partners in your SS/HS project have made to **planning for the SS/HS project**?

***Definition:** Determining the most critical SS/HS element-related needs, and then choosing and implementing programs that address those needs. Examples might include conducting a needs assessment; canvassing the array of services and activities that might address the identified needs of the project; reviewing and considering the importance and implications of specific implementation requirements of a recommended practice (such as training, materials, duration); and choosing the programs and practices that the SS/HS project will implement.*

- No contribution
- Minor contribution (e.g., have participated in partnership meetings)
- Moderate contribution (e.g., have provided data or information to the partnership)
- Significant contribution (e.g., have provided data or information and participated in partnership decisionmaking)
- Leading contribution (e.g., led the partnership's decisionmaking in this area)
- No activities in this area occurred during the referenced period

26. How would you characterize the overall contribution that the required partners in your SS/HS project have made to **implementing the SS/HS project**?

***Definition:** Providing continued and ongoing support needed for implemented programs and practices to succeed. Examples might include disseminating information related to the program or practice across the grantee area or to intended participants, ensuring the availability of ongoing training, contributing time or resources that assist in the implementation of the program or practice, or providing advice based on prior experience with the program or knowledge of the target population.*

- No contribution
- Minor contribution (e.g., have participated in partnership meetings)
- Moderate contribution (e.g., have provided data or information to the partnership)
- Significant contribution (e.g., have provided data or information and participated in partnership decisionmaking)

- Leading contribution (e.g., led the partnership's decisionmaking in this area)
- No activities in this area occurred during the referenced period

27. How would you characterize the overall contribution that the required partners in your SS/HS project have made to **monitoring implementation of the SS/HS project**?

***Definition:** Undertaking consistent monitoring of the implementation of programs and practices. This might include, for example, monitoring the duration and intensity of program delivery, how the content is delivered, the characteristics of the participants (in relation to those with whom the program or practice was validated), the qualifications and experience of the person or people delivering the program or providing the service, and the location.*

- No contribution
- Minor contribution (e.g., have participated in partnership meetings)
- Moderate contribution (e.g., have provided data or information to the partnership)
- Significant contribution (e.g., have provided data or information and participated in partnership decisionmaking)
- Leading contribution (e.g., led the partnership's decisionmaking in this area)
- No activities in this area occurred during the referenced period

28. How would you characterize the overall contribution that the required partners in your SS/HS project have made to **formulating policy changes related to the SS/HS project outside the school district**?

***Definition:** These activities might include, for example, formulating policy approaches to address cross-system jurisdictional issues, changing eligibility requirements to enhance interagency service delivery, or seeking legislative change.*

- No contribution
- Minor contribution (e.g., have participated in partnership meetings)
- Moderate contribution (e.g., have provided data or information to the partnership)
- Significant contribution (e.g., have provided data or information and participated in partnership decisionmaking)
- Leading contribution (e.g., led the partnership's decisionmaking in this area)
- No activities in this area occurred during the referenced period

29. How would you characterize the overall contribution that the required partners in your SS/HS project have made to sustaining the SS/HS project?

***Definition:** Developing strategies and plans to continue the successful programs and activities funded by the SS/HS grant beyond the life of the funding period, and to enhance partnerships and systems built prior to or during the SS/HS project. Examples of sustainability efforts might include building support, acquiring resources, planning for integration into existing systems, implementing targeted dissemination, or expanding training related to the programs and practices to be sustained.*

- No contribution
- Minor contribution (e.g., have participated in partnership meetings)
- Moderate contribution (e.g., have provided data or information to the partnership)
- Significant contribution (e.g., have provided data or information and participated in partnership decisionmaking)
- Leading contribution (e.g., led the partnership’s decisionmaking in this area)
- No activities in this area occurred during the referenced period

30a. I am going to list the agencies that we understand to be the required partner organizations involved in your SS/HS project. As I mention each organization, could you rate their contribution to the overall SS/HS project?

Organization	1 No Contribution	2 Minor Contribution	3 Moderate Contribution	4 Significant Contribution	5 Leading Contribution
(School District) _____					
(Juvenile Justice Authority) _____					
(Mental Health Agency) _____					
(Law Enforcement Agency) _____					

30b. I am going to list the agencies that we understand to be key partner organizations that have played an important role in decisionmaking related to the planning and implementation of most or all SS/HS activities. As I mention each organization, could you rate their contribution to the overall SS/HS project?

Agency Type and Name	1 No Contribution	2 Minor Contribution	3 Moderate Contribution	4 Significant Contribution	5 Leading Contribution
(other) _____					
(other) _____					
(other) _____					
(other) _____					
(other) _____					
(other) _____					
(other) _____					
(other) _____					
(other) _____					
(other) _____					
(other) _____					
(other) _____					

Status of the Local Evaluation

31. Please describe the status of your local evaluation. Have you made any changes to the evaluation plan since last year? If so, please describe what changes you have made.
32. What challenges, if any, have you experienced in implementing your local evaluation design? If you experienced challenges, what were they, and how were they addressed?
33. What are the plans for disseminating local evaluation data and findings, including implementation fidelity findings, back to the SS/HS partnership and to the community? How will local evaluation findings be used?

Wrap-Up

Thank you for taking the time to talk about your project. We have a better understanding of its implementation status, evaluation plan, as well as the partnership's history and structure. We have discussed how the project has led to or may lead to enhanced interagency service systems or structures. Is there anything else about the project that you believe we should know to better understand your project?

Year 2/3/4 Site Visit Interview—Required Partners and Other Key Partners

Status of Implementation

1. How would you describe your agency's role or participation on your SS/HS partnership?
2. Please describe any significant accomplishments achieved by the project or your SS/HS partnership, or any improvements in the collaborative working relationship of the partnership from the start of year [3/4] until today.
3. During your [third/fourth] grant year, what helped the implementation of the programs, services, or activities? What challenges have you experienced in implementing (or attempting to implement) them? How are they being resolved?

SS/HS School–Community Partnership

4. How does the partnership keep its members and leaders informed? What are the mechanisms for communication between key partners, staff, and other members? What is the quality of communication among members? How frequently do partners communicate with one another? Has this changed from how you communicated with one another last year? If so, how?
5. How are decisions about partnership operations, grant funds, and programs/services made for your partnership? Would you characterize this process as formal (i.e., explicitly written out somewhere) or informal (i.e., known among partners but not stated)? Has this changed from how decisions were made last year? If so, how and why? In what types of grant decisions do you perceive your organization to be influential)?
6. Over the past year, what helped with collaboration among your partners? What impeded or served as a challenge to collaboration? What, if anything, did your partnership do to attempt to address these challenges?
7. Over the past year, what helped with school buy-in of SS/HS programs and services?
8. What impeded or served as a challenge to school buy-in of SS/HS programs and services? What did your partnership do to address the challenge(s)?
9. How has the project director encouraged participation from you in the past year? How has the project director incorporated your input?

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11. What facilitated or assisted in coordinating and integrating services across agencies? What barriers or challenges have you experienced in coordinating and integrating services? What has been done to address these barriers/challenges?

Sustainability

12. What would you hope to accomplish at the conclusion of the grant? What aspects of your SS/HS grant activities or partnership are important to continue after the grant?

13. What are your plans, if any, for sustaining **the partnership** after Federal grant money has ended?
 - a. Has a formal sustainability plan been developed? What parts of the plan have been implemented and to what extent (e.g., not at all, in progress, partially completed, fully completed)?

14. Have you applied for additional funding since the receipt of your grant? What other types of funding has your partnership sought and for what purpose? Which of those funding types were obtained? Has there been any realignment or redistribution of existing funds?
 - a. Do you have plans for obtaining additional funds for SS/HS programs or activities? *If yes:* What parts of the plan have been implemented?

Wrap-Up

Thank you for taking the time to talk about your project. We have a better understanding of its implementation status, evaluation plan, as well as the partnership's history and structure. We have discussed how the project has led to or may lead to enhanced interagency service systems or structures. Is there anything else about the project that you believe we should know to better understand your project?