

Interview Date: _____

Interviewee Name: _____

Agency or Organization Representing: _____

Site: _____

Introduction

[Program name or initiative] is collecting data for an evaluation of [program name or initiative]. The purpose of the evaluation is to determine the effectiveness of the [program name or initiative] in helping victims receive appropriate and adequate services and to document the development and implementation of the service delivery so that others can learn from their experiences and implement similar programs successfully in their communities.

The confidentiality of the information you provide is guaranteed. Only members of the evaluation research team will have access to information that could identify individuals. [Program name or initiative] will never have access to what you as an individual say during this interview. Your responses to these questions will be reported only in aggregate and will never identify you as an individual.

Your participation in this evaluation is completely voluntary. You may decline to participate in the study or withdraw your participation from the study at any time without consequences or penalties. The interview will last approximately 60 minutes.

Do you have any questions before we begin?

I'm going to start by asking you a few questions about your involvement with the initiative.

1. What is your role with [program or initiative name]? How did you become involved?
2. What do you hope to achieve with the initiative? What are the goals of the initiative? If you classify your initiative as *successful*, how are you defining success?
3. Does the initiative have a special focus or concentration?

Now, I want to ask you a few questions about the key factors to successful planning of your initiative.

4. What has your initiative accomplished during the planning year?
5. What factors contributed to the success of the initiative during the planning phase?
6. What barriers or challenges did you experience in planning the initiative? How did you overcome them?
7. At this stage in your initiative, what advice would you give to other providers planning a comprehensive services model for victims?

Now, I want to ask you a few questions about the key factors to successful implementation of your initiative.

8. How would you describe your initiative's service provision model? What does it look like?
9. What is the status of your initiative's model? Have you begun implementing your initiative's model? [If not implemented, skip to question 13.]
10. How would you describe the transition from the planning phase to the implementation phase? (Probe: Did it go smoothly? Were there problems?)
11. What have been some of the successes of implementing the model?
12. What have been some of the barriers or challenges in implementing the model? How have you handled them?

Now, I want to ask you a few questions about victim service provision.

13. With what kinds of victims are you/will you be working?
14. How will/have policies/procedures/protocols change(d) to better identify and serve victims?
15. For those victims you are currently serving under this initiative, how were the victims/clients identified? What outreach was done or will be done to access these victims?
16. What services are you/will you be providing? (Probe: Is there a difference in service provision based on the type of victim?) What needs are you meeting or will you meet?
17. What services are you not able to provide? What needs are you unable to meet?
18. What impacts are these services having or expected to have on victims?
19. What additional or enhanced services have been created or made accessible through the collaborative efforts of the initiative?
20. How have the nature and types of services that are being offered to victims changed as a result of the initiative?
21. Do you think the initiative contributes to streamlining services and providing adequate services to victims? If yes, to what extent? If no, please explain why not.
22. What is the most valuable aspect of the initiative for victims?

Finally, I want to ask you a few questions about your plans for sustaining the initiative.

23. What plans are in place for sustaining the initiative? What type of support is needed to sustain this type of initiative?

24. What factors will contribute to the sustainability of the initiative?

25. Are there any key partners or collaborations that are needed to ensure sustainability that are not currently part of the initiative? (Probe: Other key federal or state agencies? Local colleges/universities? Local or national victim service agencies?)

26. What do you anticipate to be some of the barriers or challenges to sustaining the initiative? How will you overcome them?

27. As you look ahead, what additional assistance do you anticipate needing to move forward with your initiative?

Thank you for taking the time to share your thoughts with us!