

## Supplementary Interview Guide: NHBS-Trans Surveillance Evaluation

*Provide via email or in person: List of objectives for formative research*

**Introduction:** Good (morning/afternoon/evening), my name is Julie Rushmore and I'm working with the NHBS team to evaluate the transgender women (Trans) cycle you're working on.

The goal of the evaluation is to assess what's working well for sites and to identify potential areas for improvement. I'd greatly appreciate the opportunity to interview you and hear your feedback about how the cycle is going in (site name). The interview should take about 1 hour.

I won't use your name in my notes or reports. I may be interested in using some of your direct quotes - if you consent to this. Your name won't be associated with any of your statements. I'll cite all direct quotes from my evaluation as being provided by anonymous staff members. Please feel free to skip any questions you don't want to answer. Your participation is voluntary, and you can stop the interview at any time. Your candid responses during our interview will be incredibly valuable for refining and improving the Trans cycle.

### **Start of the Interview:**

**A. Role of Interviewee:** *First, I'd like to learn more about your role.*

1. What is your role on the NHBS-Trans cycle team at this site?
2. How long have you been working with the project?
3. Have you worked on NHBS cycles previously?
  - a. PROBE: If yes – which cycles?

NOTE. *If participant is the principal investigator...*

4. Why did you decide to apply for this cycle?
5. How do you think you will use the data from this cycle?

**B. Formative Research:** *Ok great, these next questions are about your Trans cycle formative research in [site name]. **Here is the list of formative research objectives to help guide our conversation.** Feel free to take a minute to review them before we get started.*

6. What was your role in conducting the formative research for this cycle? *(if minimal, move on to next section)*
7. What are your general feelings about the formative research conducted for the Trans cycle?
8. In thinking about the formative research objectives:
  - a. Was there anything that seemed particularly easy/straightforward to complete?
    - i. PROBE: If yes – what?
  - b. Was there anything that seemed particularly challenging to complete?
    - i. PROBE: If yes – what? Why was it difficult?
9. What do you think about the formative research now that you started the data collection?
  - a. Did the objectives and findings from formative research prepare you for data collection?
    - i. PROBE: If yes - In what ways?
    - ii. PROBE: If no – Why not?
  - b. Has anything proved to be useful?
    - i. PROBE: How so?
  - c. Does anything from formative research stand out as not useful or less useful for data collection?
    - i. PROBE: What?

PROBE: If participant does not speak about specific objectives, ask about each one here using the list as a guide.

**C. NHBS-Trans Implementation:** *Now I'll ask you some questions about implementing the Trans cycle.*

10. What are your general feeling about the **implementation** so far?
  - a. What is going well?
    - i. PROBE: Why do you think it's going well?
  - b. What are areas that are not running as smoothly?
    - i. PROBE: Why do you think these areas have been challenging?
  - c. How is HIV testing going?
  - d. Has HIV testing in this population been different than in other cycles?
    - i. PROBE: If yes – how so?
    - ii. PROBE: If not going well – what solutions have you tried?
  - e. Were there issues not covered in research objectives that you think should have been explored during formative data collection?
  - f. What information do you wish you currently had that you do not, if any?
    - i. PROBE: Why don't you have this information? What could have been done to get you this information?
11. Did your site form a **Community Advisory Board (CAB)**?
  - a. PROBE: If yes –
    - i. Can you tell me about your interactions with the CAB?
    - ii. Have you found the CAB useful to the Trans cycle? Why/why not?
    - iii. Do you have suggestions for how to improve the CAB's role in the Trans cycle?
  - b. PROBE: If no –
    - i. Why not?
    - ii. Do you think having a CAB would have helped with the Trans cycle? Why/why not?
12. What are your general thoughts on how **seed identification** has gone?
  - a. What is going well?
    - i. PROBE: Why do you think it's going well?
  - b. What aspects of seed selection have not been running as smoothly?
    - i. PROBE: Why do you think these aspects have been challenging? What have you tried to overcome these barriers?
13. How do you think **recruitment** is going?
  - a. What is working well? Why?
  - b. What is not working as well? Why?
  - c. What do you think the barriers are, if any, to recruitment?
    - i. PROBE: What solutions have you tried?
    - ii. PROBE: If reports trying solutions – what has worked and what hasn't worked?
  - d. Do you think seed selection has affected recruitment? Why/why not?
  - e. What segments of the population, if any, do you think are being missed in recruitment?
    - i. PROBE: Why do you think this is the case? What do you think could be done to overcome these barriers?
14. What feedback have you been getting from the community about the **incentives** you're offering?
  - a. Do you personally think the incentive levels are appropriate? Why/why not?

**D. Support:** *Now I would like to ask you about support you received from CDC and the Trans project officers.*

15. What has been helpful in terms of support? Why?
16. What has been less helpful?
  - a. PROBE: How could this be improved?
17. Do you have any specific feedback for the project officers or team moving forward?

**E. Other Comments:** *Finally, since you are the first people I've spoken to about the evaluation, it would be great to get your insights to inform the questions I ask other sites.*

18. What haven't we talked about that you would like to share with us?

19. If we were to do this cycle again, how do you think it should be implemented moving forward?

20. Would you want to do this cycle again?

a. PROBE: why?

**End of the Interview:** *Thank you for taking the time to talk with me. I appreciate your insight and thoughtful feedback. Please reach out to me if you have any questions or think of additional feedback you want to provide.*