

## YEP: External Stakeholder Interview Protocol

Outline (60 minutes)

1. Introduction, consent, introduction of participants to each other (10 minutes)
2. Protocol questions (40 minutes)
3. Conclusion - advice to other stakeholders and compensation (10 minutes)

### Introduction

#### *Welcome and consent*

Hello! Thank you for taking the time to talk with us today. I'm \_\_\_\_\_ and this is \_\_\_\_\_ from Child Trends, a research organization that is partnering with the Conrad N. Hilton Foundation to learn more about how youth have engaged in policy advocacy.

**Purpose:** As you may know, we are working with [organization name] to learn more about how youth have been engaged in policy advocacy efforts. For this project, youth engagement refers to the active involvement of youth in advocating for policy change through various activities directed towards a range of policymakers such as developing policy agendas or campaigns, coalition and relationship building, and serving on decision-making bodies. Given your experience working with [organization name], we are hoping to learn more about [summarize policy win]. Today we'll talk about how you engaged youth in this effort, what factors contributed to youth engagement in this effort, and how this engagement has influenced policy advocacy and outcomes.

**Time:** This discussion should last about an hour.

**Verbal consent:** [Share link to study information sheet.] As shared on the study information sheet, participation in today's conversation is voluntary. Perspectives and experiences that you share today will be kept confidential. This means we will combine what you share with what we hear from other youth and adults to highlight what successful examples of youth engagement in policy advocacy look like.

We will be taking notes during our conversation today. Our notes will be kept secure and no one outside of the research team at Child Trends will have access to them. We will compile a summary document, without including your name, of what we learn in this conversation, which may include general information about your experience being engaged in policy advocacy. This summary document will be shared with the Hilton Foundation's staff, [organization name], and members of our research group who are collaborating with us to conduct this study.

Additionally, based on what we learn from our conversations, we will develop individual organizational profiles, in summary format, that highlight examples of youth engagement in policy advocacy, as well as a summary report of our learnings. This may include general information about this policy advocacy effort, factors that helped or hindered youth engagement, successes and challenges related to youth engagement in this effort, and changes that occurred related to this effort. These individual profiles and summary report will be shared with [organization name], the Hilton Foundation's staff, and publicly available on the Child Trends' website to increase knowledge about youth engagement in policy advocacy.

If you have questions about the [Authentic Youth Engagement in Policy Project](#), please contact co-Principal Investigators Amy McKlindon at [amcklindon@childtrends.org](mailto:amcklindon@childtrends.org) and Samantha E. Holquist at [sholquist@childtrends.org](mailto:sholquist@childtrends.org).

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**Confidentiality:** We will not use your name in any reports. We may use some anonymous quotes (without names) because it is a helpful way to highlight important themes from our discussion. While we're talking, please let us know if you say something that you wouldn't want us to quote, and we will be sure to keep that information private. We ask that you respect one another's privacy and do not share what is discussed in the group with anyone outside of this conversation. However, we cannot guarantee this will not happen.

You may feel uncomfortable answering certain questions, and you may refuse to answer any questions you are not comfortable answering or leave at any time. If you would like to leave, please let me know. You will receive a \$50 electronic gift card via email within 24 hours of our conversation.

**[Permission to record:]** Before we get started, we'd like to request your permission to record our conversation. Like the notes, recordings will be kept secure, however we will not be sharing this recording at all and no one outside of the research team at Child Trends will have access to them. We'll reference them only to catch anything we missed during the note taking.

Do you have any questions on the information I've provided so far?

Are you willing to participate in this discussion?

*{Wait to ensure that you receive a verbal YES from all participants.}*

Are you willing to be recorded?

**[If the participant is not willing to be recorded, ask if they would be willing to proceed with the interview without recording it. Instead, the notetaker will take notes during the discussion. If one participant is not willing to be recorded, forgo asking this question for the following participants.]**

Thank you for providing your agreement to participate in today's conversation.

If you have any questions about your rights as a participant, you can reach our Institutional Review Board by email: [irbparticipant@childtrends.org](mailto:irbparticipant@childtrends.org). If you have questions about our study, please contact Amy McKlindon: [amcklindon@childtrends.org](mailto:amcklindon@childtrends.org). **[Start recording].**

### Protocol Questions

Throughout this conversation, we'd like to understand your experience of being engaged by or interacting with youth and/or [organization name] related to [policy win]. This includes how you interacted with youth, previous experience you've had being engaged by youth on policy issues, supports you received in interacting with youth, factors that have helped or hindered [organization name's] ability to engage with youth on [policy win], and changes that have occurred based on this effort.

1. Share your name, title, organization/agency, and your role in engaging and/or interacting with youth on [policy win]?
2. Prior to [policy win], did you have any experience engaging with youth advocates on policy issues?

- a. **Probe:** In what ways was your experience with [policy win] different from your previous experience?
3. How would you describe your experience engaging with youth on [policy win]?
  - a. **Probe:** How did you interact with youth in [policy win]?
  - b. **Probe:** What was positive about this experience?
  - c. **Probe:** Was this experience persuasive in your decision-making on [policy issue]? How?
  - d. **Probe:** What was challenging about this experience?
4. What assistance and/or resources did [organization name] provide you with during your interactions with youth on [policy win]?
  - a. **Probe:** What training did you receive?
  - b. **Probe:** What resources did you receive?
5. In recent years, what shifts have there been any shifts in opportunities to engage with youth on [policy win]?
  - a. **Probe:** What factors have contributed to these shifts in opportunities to engage with youth in policy change?
6. What local contextual factors have impacted your level of engagement with youth on [policy win]?
  - a. **Probe:** How has your geographic environment impacted opportunities for youth involvement in policy change related to [policy win]?
  - b. **Probe:** How has your political environment impacted opportunities for youth involvement in policy change related to [policy win]?
7. Can you describe any subsequent accomplishments achieved as a result of youth engagement in [policy win]?
  - a. **Probe:** Can you describe how youth engagement on [policy win] has supported other policy changes related to the win?
8. Based on your experience being engaged with youth on [policy win], can you describe any lessons you have learned from youth about [policy win]?
  - a. **Probe:** How, if at all, has your involvement with youth related to [policy win] influenced your subsequent decision-making on other policy issues?
9. In what ways have you seen shifts in your local community related to how youth are engaged in policy change?

**Conclusion**

10. What is one tip you would share about how to effectively engage or interact with youth on policy change?
11. We want to ensure individuals are compensated for their time and participation in our conversation today. Are you able to receive a gift card compensation for your participation today?
12. Anything else you would like to share?