

YEP: Organizational Staff Interview Protocol

Outline (90 minutes)

1. Introduction, consent, introductions of participants to each other (15 minutes)
2. Protocol questions (60 minutes)
3. Conclusion – advice to other organization and compensation (15 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 have engaged youth 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 and a half.

Verbal consent/assent: [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

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

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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.

As a thank you for your time today, you will receive a \$50 electronic gift card via email within 24 hours of our conversation.

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 once we begin, please let me know; you will still be compensated for your time.

[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. If you have questions about our study, please contact Amy McKlindon: amcklindon@childtrends.org. **[Start recording].**

Protocol Questions

Throughout this conversation, we'd like to understand how [organization name] engaged youth to support [policy win]. This includes your decision-making and advocacy priorities, what [organization name] role was/is in this effort, supports provided to staff and youth related to this effort, relationships

built with others, factors that impacted youth engagement opportunities in this effort, and any results from [policy win].

Before we begin, we'd like to share our definition of youth engagement for the purpose of this project. Youth engagement refers to:

The active involvement of youth in advocating for policy change through various activities such as developing policy agendas or campaigns, coalition and relationship building, and serving on decision-making bodies. (Notetaker add this definition to the chat)

1. Share your name, title, organization, and [organization name's] definition of youth engagement in policy advocacy.
2. How did [organization name] decide to prioritize [overall policy win issue]?
 - a. **Probe:** How were youth involved in this decision?
3. What was the vision and goal for youth engagement in [policy win]?
4. How were youth recruited to become involved in [policy win]?
 - a. **Probe:** What were barriers to recruiting youth for [policy win]?
5. What was youth's role in advocating for [policy win]?
 - a. **Probe:** What was your relationship like working with youth?
 - b. **Probe:** What helped you build your relationship with youth?
 - c. **Probe:** What challenges did you face building your relationship with youth?
 - d. **Probe:** What helped you support youth building relationships with each other?
 - e. **Probe:** What challenges did you face supporting youth building relationships with each other?
6. What training and/or resources did you receive to support youth in this [policy win]?
 - a. **Probe:** What types of training did you receive?
 - b. **Probe:** What types of other resources did you receive?
 - c. **Probe:** Were these trainings and resources helpful?
 - d. **Probe:** What training or resource would you have liked to receive?
7. What training and/or resources were provided to youth to support them in this [policy win]?
 - a. **Probe:** What types of training did you provide youth?
 - b. **Probe:** What types of other resources did you provide youth?
 - c. **Probe:** What challenges did you face providing youth training or resources?

8. What did youth engagement in [policy win] look like?
 - a. **Probe:** How were youth involved in decision-making processes related to the advocacy priority and strategy development?
 - b. **Probe:** What were successes achieved by engaging youth in [policy win]?
 - c. **Probe:** What barriers did you face when engaging youth in [policy win]?

9. How did youth engage with key decision-makers on [policy win]?
 - a. **Probe:** Which decision-maker(s) did youth engage?
 - b. **Probe:** What training or resources did you provide to decision-makers to engage with youth?

10. What local contextual factors have impacted your ability to engage youth in [policy win]?
 - a. **Probe:** How did/has the geographic environment impacted youth engagement in [policy win]?
 - b. **Probe:** How did/has the political environment in [jurisdiction of organization] impacted youth engagement in [policy win]?

11. What were the outcomes of the [policy win]?
 - a. **Probe:** How did policy change?
 - b. **Probe:** What did you learn?
 - c. **Probe:** How did [organization name] measure the success of youth engagement in [policy win]?

12. Have youth been engaged in other policy changes or actions related to [policy win]?
 - a. **Probe:** Have youth been involved in implementation of policies related to this effort?
 - b. **Probe:** Have youth provided guidance on enacting this policy?
 - c. **Probe:** In what ways have you supported youth in these actions?

13. How has [organization name] changed the way youth are engaged in policy advocacy based on [policy win]?
 - a. **Probe:** How has [organization name] worked to sustain these changes over time?

14. In what ways have you seen shifts in your local community related to how youth are engaged in policy change?

Conclusion

15. What is one tip you would share about how to effectively engage or interact with youth on policy change?

16. We want to ensure individuals are compensated for their time and participation in our conversation today. Can you confirm whether you are able to receive a gift card compensation for your participation today?

17. Anything else you would like to share?