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Appendix A: Interview Guide

Hello, my name is [name of interviewer].

Thank you for taking the time to talk with us today about your experience so far with implementing +STEP in your clinic. Your input will help us to evaluate implementation and variation in the +STEP program within and between facilities. We want to understand the challenges and successes of adopting and implementing +STEP so that we can maximize the likelihood that other sites will be successful with implementation. We will be interviewing multiple people at your facility to gain multiple perspectives.

I'm going to ask you a few questions. There are no right or wrong answers to these questions. The purpose of this interview is to understand your perspective and thoughts. You do not have to answer every question and you are welcome to skip a question or exit the interview at any point.

This interview will be audio recorded so that we have an accurate record of your thoughts. Please be assured that the tapes and your transcript will be kept confidential. Leadership at your facility and other co-workers will not have access to any of your responses nor will they be able to connect your responses to you personally. Once your interview has been transcribed, only a site identifier will be linked to the transcripts, while any information linking you to the transcript will be destroyed. The audio recording will be destroyed as soon as the transcript is verified and analyzed by research staff.

Do you have any questions for me?

If you are ready to begin, I will start recording now.

1. How would you describe your role within your facility?
 - a. What is your role on +STEP?
 - b. How have you been involved in the implementation of +STEP so far?
 - c. Has your role in +STEP been clearly defined for you?
2. In your own words, please tell me what you believe are the core components of +STEP.
3. How would you describe the implementation of +STEP at your site?
 - a. How did your site prepare to implement +STEP?
 - b. What were some workflow changes you made to accommodate +STEP?
4. What were the barriers you experienced when implementing each of the components?
5. What were the facilitators you experienced when implementing each of the components?

6. How much time and effort do you think is needed to continue the +STEP program on a day-to-day basis?
 - a. What resources would be needed to keep +STEP going on a long-term basis?
7. To what degree was there “competition” for funds, time, or attention because of other initiatives that may have been taking place concurrently?
8. How would you describe leadership at your clinic?
 - a. How involved was leadership in the process of implementing +STEP?
 - b. What kind of support did they provide?
9. How effective is communication on +STEP so far, both internally from leadership and externally from UAB?
 - a. How do you regularly receive communication on changes and updates regarding +STEP?
 - b. How could communication be improved?
10. Within the context of your clinic, how successful do you think +STEP is at identifying patients with mental health and substance abuse needs and increasing access to appropriate treatment?
11. If you had the option, would you recommend continuing +STEP at your site? Why or not?
12. What type of justification would you need to show in order to keep this intervention going long-term? [
 - a. What is needed to sustain +STEP at your site?
13. What suggestions do you have for other sites who have not implemented +STEP yet?
14. Those are all of my formal questions. Is there anything regarding +STEP that we did not cover that you would like to discuss?

Thank you for your time and input!