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| **ASAP "100 Cups of Coffee" Interview Guide**  **Cover Sheet** |

Interview completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Interview date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participant Background**

*Please complete as much of this information as possible before meeting with the participant and please wait to update any remaining information until the end of the conversation*.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Community sector (select only one sector): | |
| ❒Business  ❒Civic and volunteer groups  ❒Healthcare professionals  ❒Justice/Corrections  ❒Law enforcement  ❒Media | ❒Parents  ❒Schools  ❒Spiritual or fraternal organizations  ❒Local government agency  ❒Youth serving organization  ❒Other prevention organization |

Organizational affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please copy the participant's responses to the following questions from the conversation*:

Was this participant familiar with the coalition prior to the conversation? ❒Yes ❒No

Is this participant interested in becoming involved with the coalition? ❒Yes ❒No ❒Maybe

Would this participant like to be added to the mailing/newsletter list? ❒Yes ❒No

In what ways would this participant be willing to help in the coalition's efforts?

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Are there other people who this participant thinks could be involved in the coalition?

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| Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Organization  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email/Phone  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Would this participant like to receive key findings from these interviews? ❒Yes ❒No

***Please detach this sheet and submit it to Elle Mark!***

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| **ASAP "100 Cups of Coffee" Interview Guide** |

**Introduction**

I am here to talk to you on behalf of the Winona County Alliance for Substance Abuse Prevention (ASAP).

First, I would like to give you some information about this conversation and ASAP, and then I would like to learn a little more about your opinions about ASAP’s goals.

(*Hand interviewee informational sheet or brochure about coalition sheet*)

ASAP is funded by a Drug Free Communities grant that serves the school districts of Winona and Lewiston, and the surrounding communities. Our mission is to work together to create a culture free from the misuse of alcohol, tobacco and other drugs for our youth through community-wide collaboration. And, we are working on two main goals:

1. Build community collaboration around youth substance abuse prevention
2. Reduce underage drinking, marijuana use and vaping

We are conducting one-on-one conversations to gain a better understanding of the opinions of community stakeholders, and learn about prevention successes and needs. Your perceptions and opinions will be especially helpful when ASAP applies for an additional five years of DFC funding this winter. You were identified by a member of ASAP as a key community member to talk to about these issues.

Our coalition will use the information gathered to help guide our work addressing substance use issues in Winona County communities. Your participation is completely voluntary and you don't need to answer any questions you do not want to answer. Your responses will be shared with our evaluator; your name will not be included with your responses. Our evaluator will summarize key findings from across all of the one-on-one interviews.

Don't worry if you don't think you're an expert on these issues. I just want to hear about your opinions and experiences.

Do you have any questions before we get started?

Participant's sector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interview Questions**

1. I am going to be asking you questions about "your community." Which community do you most identify with? *(i.e., Winona, Lewiston)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. When thinking about the youth in your community, what are your greatest concerns? *(Doesn't have to be specific to alcohol, tobacco and drugs.)*

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3. How knowledgeable do you feel you are on the topic of youth use of marijuana (i.e., hash, weed, cannabis, dab)?

❒ Very knowledgeable ❒ Somewhat knowledgeable ❒ Slightly knowledgeable ❒ Not at all knowledgeable

4. What else would you be interested in learning more about when it comes to youth marijuana use? *(i.e., health risks, legal consequences, academic consequences, the changing legal landscape)*

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5. To what extent are you concerned about youth use of marijuana?

❒ Very concerned ❒ Somewhat concerned ❒ Slightly concerned ❒ Not at all concerned

6. How knowledgeable do you feel you are on the topic of youth use of alcohol?

❒ Very knowledgeable ❒ Somewhat knowledgeable ❒ Slightly knowledgeable ❒ Not at all knowledgeable

7. What else would you be interested in learning more about when it comes to youth alcohol use? *(i.e., health risks, legal consequences for both youth and adult providers, academic consequences)*

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8. To what extent are you concerned about youth alcohol use?

❒ Very concerned ❒ Somewhat concerned ❒ Slightly concerned ❒ Not at all concerned

9. How knowledgeable do you feel you are on the topic of youth vaping (i.e., JUULing, e-cigarette use)?

❒ Very knowledgeable ❒ Somewhat knowledgeable ❒ Slightly knowledgeable ❒ Not at all knowledgeable

10. What else would you be interested in learning more about when it comes to youth vaping? *(i.e., health risks, legal consequences for youth, academic consequences)*

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11. To what extent are you concerned about youth vaping?

❒ Very concerned ❒ Somewhat concerned ❒ Slightly concerned ❒ Not at all concerned

12. Are you aware of any efforts currently taking place in your community to reduce youth alcohol, vaping and/or drug use?

❒Yes ❒No

12a. If yes, please describe these efforts. *(Probe, as needed and as appropriate, to determine which efforts are directed at alcohol, marijuana, prescription drugs, or other drugs.)*

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13. What else do you think could be done to address youth alcohol, vaping and drug use in your community? *(Probe for more detail as needed and as appropriate.)*

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14. T21 is a policy that some communities have passed to restrict sales of tobacco products, including vaping products, to individuals age 21 and older. Would you support such a policy in your community? ❒Yes ❒No

14a. Why or why not?

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15. A Social Host Ordinance (SHO) is an ordinance which holds individuals accountable for knowingly allowing underage drinking in their home or on their property. Would you support a county-wide SHO? ❒Yes ❒No

15a. Why or why not?

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Before we finish, I would like to ask you about your interest in the coalition and the findings from these interviews.

16. Were you familiar with the ASAP coalition before this conversation? ❒Yes ❒No

17. Are you interested in becoming involved with the coalition? ❒Yes ❒No ❒Maybe

18. Would you like to be added to the coalition's mailing list? ❒Yes ❒No

19. Are there other people who you think could be involved in the coalition or do you have recommendations for additional people that we could talk to?

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| Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Organization  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email/Phone  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

20. Would you be interested in receiving a summary of key findings from our interviews? ❒Yes ❒No

27. Is there anything else you would like to share?

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***Thank you for your time!***

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| **ASAP "100 Cups of Coffee" Interview Guide**  **Interviewer Reflections** |

As soon as possible after the interview, please take a few minutes to go through your notes. Please add any detail you didn't have a chance to write down during the interview, and please make sure your notes are legible for our evaluator. As your going through your notes, think about key findings and common themes. Also reflect on any of the interviewee's non-verbal reactions to questions.

What were the common themes that came up during this interview?

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What was most surprising?

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What themes most closely fit with what you expected to hear?

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What is new information?

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What were the two or three most important things you learned?

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