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: __________________________________________________

Which of the following does the participant represent? (Please select all that apply.)

- Business
- Law enforcement/corrections
- PreK-12 school staff/teacher
- Civic/volunteer organization
- Local government
- Social services
- Community member
- Media
- Student
- Faith community
- Mental/behavioral health
- University/college staff/faculty
- Healthcare (public health, clinic)
- Parent/caregiver
- Youth-serving organization
- Other: ________________________________

Organizational affiliation (if applicable): _________________________________________________

Contact information: ________________________________________________

*After the interview, please copy the participant’s responses to the following questions from the conversation (questions 11-15):*

Was this participant familiar with Adverse Childhood Experiences?  ☐ Yes  ☐ No

Had this participant attended a Community Resilience Conversation?  ☐ Yes  ☐ No

Would this participant like to be added to the listserv?  ☐ Yes  ☐ No

In what ways would this participant be interested in getting involved in community efforts?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are there other people who this participant thinks should be interviewed?

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Email/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
<td>________________________________</td>
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<tr>
<td>_________________________</td>
<td>________________________________</td>
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</tr>
</tbody>
</table>

*Please detach this sheet and submit to your Follow-Up Contact.*

The intention of the Cover Sheet is to provide information for follow-up, which should strengthen connections. Use the information to develop a list of potential future interviewees, follow up on skill sharing opportunities, create email subscriber lists, etc.
"100 Cups of Coffee" Community Resilience Interview Guide

Introduction

I am here to talk to you on behalf of the [insert name of Collaborative or community resilience initiative]. We are conducting one-on-one community conversations to gain a better understanding of the experiences, perceptions, and recommendations of community stakeholders like yourself.

[Insert brief paragraph about your community's current goals to prevent ACEs and build individual, family, and community resilience.]

Our [insert name of Collaborative or community resilience initiative] will use the information gathered to help guide our work in [insert name of county or community]. 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 Interview Compiler; your name will not be included with your responses. Our Interview Compiler will summarize key findings from across all of the interviews being conducted.

Do you have any questions before we get started?
Participant’s sector(s): _____________________________________________

Interview Questions

1. I am going to be asking you questions about “your community.” Which community do you most identify with? (i.e., town, neighborhood, etc.) _____________________________________________

2. What are the most important challenges facing your community?
__________________________________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3. What can we do to address those needs or challenges?
__________________________________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

4. What is at least one thing your community does well to support the health, safety, and healing of people in your community?
__________________________________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

5. What are the values most important to your community?
__________________________________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

6. What’s something you know that you wish people in your community knew and paid attention to?
__________________________________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

7. What’s one thing the community could do right now that would make a difference for you or your family?
__________________________________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

8. What is one thing we could collectively address that would have the greatest impact on creating healing in your community?
__________________________________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
9. In your community, how often do you...

<table>
<thead>
<tr>
<th>Activity</th>
<th>Never-1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Very often-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Help a neighbor/community member in need</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Receive help from a neighbor/community member</td>
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<tr>
<td>c. Volunteer at community events</td>
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<tr>
<td>d. Participate in community events</td>
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<td></td>
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<tr>
<td>e. Greet children in your neighborhood by name</td>
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<tr>
<td>f. Volunteer elsewhere in the community, such as at a school, food shelf, community center, etc.</td>
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</tr>
</tbody>
</table>

10. Community members may have different experiences and perceptions about opportunities to work towards positive community change. To what extent do you agree, or disagree, with each of the following statements?

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly disagree-1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Strongly agree-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. There are opportunities to share ideas with community policy-makers.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>b. There are opportunities to discuss community strengths and challenges with other community members.</td>
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<tr>
<td>c. I feel a sense of belonging in my community.</td>
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<tr>
<td>d. There are people I can turn to for help in my community.</td>
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</tr>
<tr>
<td>e. There are adequate support services in our community for individuals and families.</td>
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</tr>
</tbody>
</table>

Expand on any responses from Question 10, if necessary:

11. How would you like to help take a participatory role in our self-healing communities work? (Select all that apply.)

- [ ] Help gather information from community members (i.e., conducting community member interviews).
- [ ] Go door-to-door to invite community members to take part in conversations.
- [ ] Help implement strategies recommended by community members.
- [ ] Contribute music or art for a community event.
- [ ] Provide carpentry or maintenance skills for community members in need.
- [ ] Give rides to community members so they can attend community meetings and events.
- [ ] Become a mentor or coach for someone.
- [ ] Other:
  
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

- [ ] I am not able to contribute at this time.
Before we finish, I would like to ask you a few questions about your familiarity with, and interest in, our initiative.

12. Were you familiar with Adverse Childhood Experiences before this conversation?  ☐ Yes  ☐ No

13. Have you attended a Community Resilience Conversation?  ☐ Yes  ☐ No

14. Would you like to be added to our initiative's listserv?  ☐ Yes  ☐ No

15. Are there other people who you think we should interview?

<table>
<thead>
<tr>
<th>Name</th>
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</tbody>
</table>

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

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

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Thank you for your time!
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 Interview Compiler. As you’re going through your notes, think about key findings and common themes.

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

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

What was most surprising?

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

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

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

What is new information?

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

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

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

What are the most important follow-up steps that should be taken to respond to the interviewee’s ideas, and to continue relationship-building and engagement?

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
"100 Cups of Coffee" Community Resilience Interview Guide

Instructions

**PURPOSE**

The purposes of the “100 Cups of Coffee” interviews are to:

- Inform Collaboratives about community attitudes
- Collect information about existing resources, which could be the interviewees themselves, and/or resources the interviewees share
- Build collaborative relationships in the community
- Supplement and support Community Resilience Conversations
- Provide assessment and evaluation data for the Collaborative

Benefits are:

- More inclusive community collaboration
- Increased community participation in the Collaborative and Community Resilience Conversations
- Gather community voices and stories
- Reach more people in diverse sectors
- Themes and information from interviews will inform the Collaborative’s action plan
- Interviews will provide a means of continued community engagement

**PROCESS**

This interview template can be adapted to meet your community’s needs. First, the Introduction is customizable to include your Collaborative’s name, location, and specific goals or areas of focus. Second, questions can be changed to meet your community’s needs. For example, you may be interested in specific skills, such as catering or tutoring, and may add those to Question 11, and/or omit less relevant skills.

**Before the Interview (FOR THE COLLABORATIVE)**

Before beginning the interviewing process, define the responsibilities in your interviewing group.

- One member should act as the **Interview Compiler** or **Program Evaluator**. This person will:
  - Receive the interview questions and responses
  - Summarize the responses, highlight themes, and create a report of key findings for the Collaborative, partners, and other stakeholders, such as school superintendents, law enforcement, or other community leaders
- Another member should act as the **Follow-Up Contact**. Remember that it takes more than one cup of coffee to build a relationship! This person will:
  - Receive the cover sheets
  - Compile the names and sectors of participants
  - Follow up on projects or duties for which interviewees have expressed interest: give people opportunities to contribute!
  - Contact participants’ suggested interviewees
  - Add participants to the listserv

And may also:

- Follow up with thank you notes to participants
- Distribute summaries to participants who request them

The Collaborative may want to offer opportunities for new interviewers to understand the purpose of the interviews and practice with others. It may also be helpful for the Collaborative to provide brochures, cards or flyers with contact and other information about the Collaborative. Interviewers can give these to people who may want to know about the Collaborative or share other ideas.
Before the Interview (FOR THE INTERVIEWER)
There are a number of things to remember as an interviewer. Before the interviewing begins, go through the interview itself, to familiarize yourself with the questions. Notice which questions are filled in before, during, and after the interview. Practice the interview with friends, family members, or other Collaborative or community members.

At the interview, remember to bring information on the Collaborative, coalition, task force, etc., including contact information and ways to get involved beyond the interview.

If possible, fill in the top half of the cover sheet before the interview. (The second half should be filled in after the interview; when completed, the Cover Sheet will be detached, so as to anonymize the interviewee’s responses.)

During the interview
Follow general interviewing guidelines, especially the following:
- Try to avoid bias
- Stick to the questions as they’re written
- Learn to encourage responses without leading the interviewee.

A useful interviewing tip sheet can be found here: http://www.evaluatod.org/assets/resources/evaluation-materials/atod-ii/one-on-one-conversations-follow-up/interview-tip-sheet.pdf

After the interview
Remember to complete the interview paperwork by filling in anything you may have not had time to write down during the interview. Then finish the Interviewer Reflections. Your summary is an important component of the interview. Before finishing the packet, make sure to copy Questions 11-15 to the Cover Sheet, remove the cover sheet, and give it to the Follow-Up Contact. The other sheets should go to the Interview Compiler.