

Voluntary, School-based HPV Vaccination – Lessons Learned Paper

Interview Guide – 1 ½ hr interview

INTRO SCRIPT

INTERVIEWER: Thank you for talking with us today. We really appreciate your time and interest. [Name and introduce note taker/others on call] is with me on the call and will be helping take notes. As we mentioned before we're interested in better understanding the program that provides the HPV vaccine to adolescents in schools. On this call, I'll be referring to the voluntary, school-based vaccination program that includes HPV vaccination as 'the program'.

INTERVIEW GUIDE

Hello Questions:

How did you come to work on school-based vaccination?

What we know about the program so far is that you [KH to have a few bullet points prepped from qualtrics/summary doc].

Planning (45 minutes)

I'm going to first ask about how you planned the program.

1. Can you tell me a little about how the program got started?

- Probes:
 - Who initiated the effort?
 - Who provided initial funding?
 - What partners were involved in the early stages? How were they engaged?
 - What are the stated goals of the program?

2. Let's talk about the time before the program started. How much support or resistance was there for giving the HPV vaccine to adolescent girls in your community?

- Probe:
 - This could be among parents, adolescents, school administration or teachers.
 - This includes providing HPV vaccine in schools or in other settings.

3. Back then, were any HPV vaccine promotion activities yet taking place in the program schools or in their communities?

- Probe:
 - Can you tell me about them?
 - Was the program involved in these?

4. How did you build support for the program?

- Probe:

o How did you gain parental support? Provider? Community member? School support?

5. How did your program partner with schools to plan the program?

- Probes:
 - What levels of school leadership did you engage? This might include school boards, local administrators, PTA, state-level education leadership, or other groups.
 - How did you select these schools as partners?
 - Did your program approach schools directly, did a partner agency (such as a local health department) approach schools, or did you use a different approach?
 - Were school health centers involved?

6. What were some successes and challenges when planning the program?

- Probe:
 - Are there any other successes and challenges specific to HPV vaccine?

Implementation (45 minutes)

Let's change gears and talk about how you implemented the program.

7. I have a few specific questions about the HPV vaccination clinic overall.

- 7a. Who is the lead agency on-site?
- 7b. How many school sites are there?
- 7c. Do you roll out the vaccination activities one school at a time or all at once?
- 7d. How many days is the program on-site for giving vaccinations at each school?
 - *[Probe to understand context (i.e. for which doses, make-up days, etc.)]*
- 7e. What reminder or recall systems does the program use?
- 7f. What do you do if a student misses a dose?
 - *[Probe if they're able to do make-up days, what if they miss make-up day, etc.]*

8. We're also interested in learning more about the configuration and staffing of the HPV vaccination clinic. Can you walk me through the process step by step?

- Probes:
 - Which staff is utilized at each step from greeting the student to delivering the dose?
 - Who administers the vaccines (school nurses, health department staff, etc.)?
 - How and when do you confirm parent consent?
 - About how long does it take for each student to go through the entire process?
 - Is there anything else about how you run the clinic that you'd like to mention?

[KH note: Following 3 cost questions very important!]

Now I'd like to ask you about the costs of the vaccine for the program and for students.

9. Does the program provide HPV vaccine through a state-funded program, such as the Vaccines for Children program?

- Probes:
 - Describe how the program pays for HPV vaccine that's obtained through the Vaccine for Children's Program.
 - How does the program verify VFC eligibility?
 - What costs, if any, do VFC eligible students pay to receive each dose of HPV vaccine?
 - Does the program cover administration fees for students?
 - What happens if a VFC-eligible student is unable to pay the necessary fees to get HPV vaccine?

10. Describe how the program pays for HPV vaccine for privately insured students.

- Probes:
 - Do you bill private insurance companies? Can the program bill all private insurances?
 - What costs, if any, do privately insured students pay to receive the HPV vaccine?
 - Does the program help cover co-pays, deductibles, or administration fees for students? How? About how much does this cost a year?
 - What happens if a privately insured student is unable to pay the necessary fees to get HPV vaccine?

11. Describe how the program pays for HPV vaccine for underinsured students?

- Probes:
 - What costs, if any, do underinsured students pay to receive the HPV vaccine?
 - Does the program help cover the cost of getting HPV vaccine for these students? How?
 - What happens if a student is unable to pay the necessary fees to get HPV vaccine?
 - Does the program offer sliding scale fees for students?

12. How did the program publicize the availability of HPV vaccine in the clinic?

- Probes:
 - Who did you target?
 - How did you publicize to parents?
 - What messages did you use to promote the HPV vaccination clinic?

13. What were some successes and challenges when implementing the program?

- Probes:
 - Are there any other successes and challenges specific to HPV vaccine?

Current Status

We're getting close to the end of the interview. Now let's talk about the program as it is now.

14. What is the status of the program?

15. Other than your program, are additional HPV vaccine promotion activities now taking place in the program schools or communities?

- Probes:
 - Was your team involved in planning/implementing these activities?

Lessons Learned

Here's my last question.

16. What other advice do you have for people who want to do school-based HPV vaccination programs?

- Probes:
 - What was especially successful?
 - How would you have done things differently?

Thank you for talking with us today about your program. We appreciate your time. I'll be in touch soon about next steps based on how you indicated you'd like to be involved in our project. We may also contact you with brief follow-up questions. Thanks again and have a great day.