

**STUDY OF THE FOOD DISTRIBUTION PROGRAM ON
INDIAN RESERVATIONS (FDPIR)**

**SITE VISIT DATA COLLECTION INSTRUMENTS
REVISED DRAFT**

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INTERVIEW PREPARATION AND DATA COLLECTION

Tailoring interviews using discussion “modules”

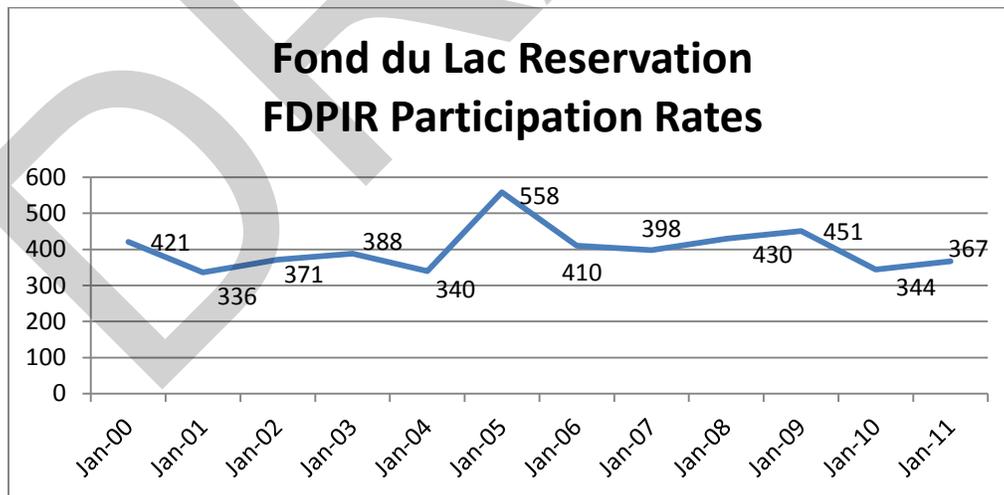
The following modules have been designed so that interviewers can tailor a discussion based on a respondent’s role in FDPIR: FDPIR manager, FDPIR nutritionist/ health education provider, other program manager, and Tribal leaders. Each module focuses on a separate topical area and may not be relevant to each person interviewed, though some modules are relevant for all possible discussants. The modules allow for flexibility in tailoring the discussion for each respondent.

Prior to visiting a site, the research team including Urban, NORC, and SSI will have established contact with the tribe and regional FDPIR staff in order to coordinate the schedule, and they will identify appropriate staff at each program site to be interviewed. This information will be used to develop a preliminary agenda for each site visit. Interviewers are to pre-select modules according to the interviews on their agenda. This list of modules by interview will be created for every site visit prior to departure.

Preparing secondary data

Additionally, the guides require the interviewer to be familiar with FDPIR participation rates over the past 10 years for the ITO to be visited. Specifically, the interviewer must locate participation trends since 2000, and note whether there have been increases or decreases. The research team has already acquired monthly participation numbers for each program for fiscal years 1989 through 2011. Researchers participating in the visit are to acquire data for the given site and incorporate this into field notes prior to departure for the site.

An example of the figure to be included in field notes is included for the Fond du Lac Reservation below.



KEY INFORMANT INTERVIEW INTRODUCTION AND INFORMED CONSENT

Introduction

My name is _____ and I'm a researcher from the Urban Institute, a non-profit organization in Washington, DC that conducts policy research on a range social welfare and economic issues [substitute SSI or NORC as appropriate]. I'm here today because the Urban Institute, with its partners NORC at the University of Chicago and Support Services International (SSI), was awarded a contract from USDA's Food and Nutrition Service (FNS) to conduct a national study of FDPIR and its participants. This study will provide an updated description of participants and programs, gain a better understanding of why FDPIR participation has been declining in some places, and provide FNS with information needed to improve the program. Benefits of the study for FNS and Tribes include identifying the needs of participants and ways to make the program more beneficial to them. An additional benefit of the study is to provide knowledge that can be shared among Tribes and Indian Tribal Organizations (ITO).

The study will provide current, nationally representative information on FDPIR participants through case record reviews and interviews with a sample of participants in 25 FDPIR programs. Key topics for the case record review include household characteristics, employment, economic hardship, and FDPIR eligibility. Topics that will be covered in the survey are food storage and preparation, FDPIR contribution to the household's food supply, access to the FDPIR program and barriers to access, food costs, participation in FDPIR and other food assistance programs, nutrition education and other health-related services, and satisfaction with the program.

This study will also provide updated information on local program operations across the nation through program visits. Our visit to [name of tribe/ITO] is one of 17 such visits. At these visits, we are interviewing staff such as yourself, holding discussion groups with FDPIR participants and non-participants, and touring FDPIR facilities. In this interview, we will cover information, such as nutrition education activities, food distribution methods, factors affecting participation, and coordination between FDPIR and other programs and services.

Confidentiality Statement

[Site visitors: this must be reviewed with each respondent before proceeding—if required substitute the written informed consent form to be signed by each respondent]

Before beginning the interview, I (we) want to thank you for agreeing to participate in this study. I (we) realize that you are busy and will try to be as brief as possible. We have many questions and are going to talk to many different people, so please do not feel as though we expect you to be able to answer every question. Your participation is voluntary, and you can decide not to answer any specific questions. You also may end the interview at any point. The interview should take about one hour. In addition, before we start, I want to let you know that although we will take notes during these interviews *[if taping, ask permission to tape]*, information is never repeated with the name of the respondent. When we write our reports and discuss our findings, information from all the people we speak with is compiled. *[Additional wording to be finalized after discussion with UI IRB and Tribal Leadership]*

Do you have any questions before we begin?

Respondent information

Name
Title
Contact Information
Length of time in this position, similar positions

KEY INFORMANT INTERVIEW QUESTION MODULES

MODULE A: INTERVIEWEE AND ORGANIZATION BACKGROUND

[INTERVIEWER INSTRUCTION: *The goal of this section is to gather general program information and initiate a conversation about FDPIR activities and the area in which it operates. The background of the organization should be obtained once at the beginning of an interview with any single organization (e.g. FDPIR, Non-FDPIR program, Tribal Council, etc.). A brief background should be obtained from each individual interviewee for documentation purposes and to provide context for the pending conversation. Review background in advance and use this section to confirm information as well as to obtain additional detail. Questions specific to a particular organization are indicated in **bold.**]*

A1. Describe your position with this organization.

- a. Probe: How long have you held this role? What was your previous job/activity? What, if any, specific qualifications or certifications does the job require?

FDPIR staff:

A2. Describe the organizational structure of this FDPIR program (leadership; staffing; where it fits in the structure of the tribal government, etc.). Has this structure changed over time and, if so, how has it changed?

A3. How many staff are employed? Do you use volunteers?

Non-FDPIR staff:

A4. What is the mission of your program? How would you describe its primary goal? What does it hope to achieve?

A5. Describe your program and how it operates?

A6. How does your organization interact with Tribal government? The FDPIR program? Other service agencies operating in the area?

A7. How is your organization funded?

Tribal Leader:

A8. Did you ever serve in this position prior to your current term? (If YES): How many terms did you serve, and what is your total number of years serving in this position?

A9. Have you served the Tribal government in other governmental positions besides your current position? (If YES): Could you tell us what those positions were and how many total years you have served?

MODULE B: PERCEPTIONS OF SOCIAL AND ECONOMIC CONDITIONS, TRENDS, AND ISSUES IN THE AREA

[INTERVIEWER INSTRUCTION: *The goal of this section is to gather information about the socioeconomic conditions of the geography served by the FDPIR program. Questions are intended for **Managers/Directors of the FDPIR program, Managers of Non-FDPIR programs, and Tribal Leaders, as necessary. Questions can be further tailored using background secondary data gathered prior to the site visit.***]

- B1. What is the service area for this program (one tribe/multi-tribe; on/near reservation or tribal service area)?
- B2. Will you please describe the geography of the [reservation/tribal area] and how it varies in terms of physical terrain, climate, settlement patterns, urban/rural; condition of roads; travel distances and travel times, etc.?
- B3. Does the [reservation/tribal area] include shopping, employment, education, etc.?
- B4. Does the [reservation/tribal area] provide public transportation to venues for shopping, employment, education, etc.?
- a. After the above, ask the following for those that serve areas outside of reservation/tribal area boundaries: Will you please similarly describe the geography of this outside service area: how it varies in terms of physical terrain, climate, settlement patterns, access to transportation, shopping, employment, education, etc.?
- B5. What is your overall assessment of the economic conditions in the area?
- a. Probe: Have you witnessed an impact of the recession on employment, economic activity, and need for assistance (e.g., food, income, housing, etc.)? Please describe the changes over the past 3-4 years.)
- B6. What are the major sources of employment in your area? Have there been any significant changes in the tribal economy or tribal economic development, over the past 5 years, for example new industries, gaming, new businesses or employers?
- a. [If YES] How have these affected the region?
- B7. Describe your perception of poverty and unemployment in this area? Is this a general problem? Has this changed over time?
- B8. What types of problems do households face in the area?
- a. Probe: Substance abuse, lack of job, transportation, educational opportunities, lack of access to healthcare, health issues? Etc.

B9. Describe the population in the area.

- a. Probe for: Average age; Household composition and size; Average length of time in program; Employment status, Income, Residential location (on-off [reservation/tribal area]), Housing type, etc.

MODULE C: Food Program Participant Households and Household Food Choices

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about the households that participate in FDPIR and other service programs within its service area, as yet to be determined. Questions are intended for **Managers/ Directors of the FDPIR program, Nutritionists or Health Education providers affiliated with FDPIR, should they be on staff, and Managers of Non-FDPIR programs, as necessary. Questions specific to a particular organization are indicated in bold.]**

- C1. Data retrieved for this study from FNS indicates that this program serves approximately [X] households, right now. Can you confirm this?
- C2. Does the number of households vary much during the course of the year?
 - a. [IF YES]: Why?
- C3. Please describe your client base.
 - a. Probe: Average age; Household composition and size; Average length of time in program; Employment status; Income; Residential location (on-off reservation/tribal area), Housing type, etc.
- C4. Have you noticed any changes in the demographics over time?
- C5. How would you describe participating households' food storage and preparation facilities? Do any households lack food storage or preparation resources? If yes, about what proportion?
- C6. What portion of a participating household's food supply do you think comes from FDPIR, other food assistance programs, and other sources?
- C7. Are there other nutrition assistance programs available to individuals living on or near this reservation/tribal area?
- C8. If so, are any of these programs provided by a Tribal agency on the [reservation/tribal area]? Are any provided by churches or other community groups? How big of a role do these programs play in ensuring adequate food supplies for low-income residents?
- C9. Approximately what portion of a participating household's food supply comes from FDPIR?
 - a. Probe: What percentage from other food assistance? Other sources?

Nutritionist/ Health Educator:

- C10. How would you describe participating households' ability to cook (interest and knowledge)?
- C11. Generally, what proportion of participants has some type of health insurance? From what source(s)?
- C12. Do FDPIR participants receive health services on the [reservation/tribal area]? If yes, from what source?
- C13. Are there prevalent health issues related to diet, such as obesity or diabetes? If so, how does this factor into your programming? Are there other health issues among participants that you need to accommodate or address in your programming?
- C14. Are there other nutrition assistance programs available to American Indians living on or near this [reservation/tribal service area]?
- a. If, so what are they and to what extent are they used by FDPIR participants?

Non-FDPIR Program Staff:

- C15. About what proportion of your clients receive food assistance? Of those how many participate in FDPIR?

MODULE D: ENROLLMENT AND CERTIFICATION

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about certification procedures and challenges and practices involved in this process. Questions are intended for *Managers/Directors of the FDPIR program*, or staff within the FDPIR program, as necessary.]

- D1. Please describe the process for certifying individuals for participating in the FDPIR program?
- a. Probe: How do participants apply, what are the requirements for documentation, etc.?
- D2. Would you describe any systems that are in place to track certification periods of participants? (e.g. to ensure that they are not participating in FDPIR and SNAP/Food Stamps during the same period)
- D3. What challenges exist in the enrollment and certification process? Have you attempted to address these challenges in any way?
- D4. What proportion of FDPIR cases requires expedited service?
- D5. What proportion of initial certifications is conducted in the office, by fax, or at remote locations such as tailgate sites? If certifications are conducted in remote locations, describe the accommodations for clients.

D6. How do you handle applicants who inquire over the phone?

D7. To what extent are computers used to screen households for eligibility, initiate an application, collect client information, validate information, and check against dual participation in SNAP/Food Stamps?

MODULE E: REASONS FOR DECLINE/INCREASE IN FDPIR PARTICIPATION

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about the decline in FDPIR participation. Questions are intended for *Managers/ Directors of the FDPIR program, FDPIR food education staff, and Tribal Leaders, as necessary.*]

E1. Besides needing food assistance, what are the three most important reasons you think people choose to sign up for FDPIR

- a. Interviewer probe with following categories is respondent needs prompting:
 - Access (e.g., easier access to FDPIR, long distance to shopping options)
 - Program eligibility requirements (e.g., less burdensome or restrictive than for other food assistance programs)
 - Quantity of food
 - Quality of food
 - Food choice
 - Program-related services (e.g., nutrition education, recipes, cooking classes, home delivery)
 - Access to, or coordination with, other programs
 - Positive perception of the program
 - Participant/household characteristics (i.e., age, household size, etc.)

E2. What are the key reasons you think people who need food assistance do not sign up for FDPIR?

- a. Interviewer probe for reasons in addition to those associated with SNAP/Food Stamps.

E3. Have preferences for food packages declined in favor of SNAP/Food Stamps benefits or other nutrition assistance? If so, what are the reasons for the change in preferences?

E4. Have barriers to SNAP/Food Stamps or other nutrition assistance diminished over time, making these alternatives to FDPIR more appealing to customers? (e.g. supermarket more accessible than in the past?)

E5. Are there any cyclical factors in the community that might affect the number of individuals that are eligible for FDPIR? (e.g., seasonal fluctuations in income or food supply, per capita payments,)

- a. Please describe.

E6. What other economic factors may have a significant influence on FDPIR participation?

E7. Are there barriers that affect participation in FDPIR?

- a. (If YES): How do these barriers affect participation? Do they pertain to any specific FDPIR policy or local operation? Do they pertain to a specific subgroup of eligible households?

E8. We've seen data that show the number of participants here has (increased / decreased) over the past 10 years. Why do you think that has happened?

- a. PROBE: What has happened in your Tribe that may have led to this increase/decline?

E9. For FDPIR with increasing participation:

- a. Most FDPIR programs have posted declines in the number of program participants. The program here has gained participants. Based on what you know about FDPIR in other locations, what do you think might be different about the program here or the people it serves that might explain the growth?

MODULE F: PARTICIPANT SWITCHING BETWEEN FDPIR AND SNAP/Food Stamps

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about participants that switch between FDPIR and SNAP/Food Stamps. Questions are intended for **Managers/ Directors of the FDPIR program, or staff within the FDPIR program, as necessary.]**

F1. What is your understanding of SNAP/Food Stamp eligibility requirements in your state?

F2. About what proportion of FDPIR clients would you estimate are also eligible for SNAP/Food Stamp?

F3. Do you think individuals on and near the [reservation/tribal service area] are aware of both programs and their eligibility requirements?

F4. Are you aware of participants switching between FDPIR and SNAP/Food Stamps? (If yes), approximately what proportion of FDPIR participants also received SNAP/Food Stamps benefits in the last year? In the course of a year about how many months do these households participate in FDPIR? In SNAP/Food Stamps?

F5. Do you see more switches to FDPIR or to SNAP/Food Stamps?

- a. Why do you think that is? (ask only if not already answered earlier in interview)

F6. Has this pattern changed in the past few years?

- a. Why do you think that is?

- F7. Have preferences for food packages declined in favor of SNAP/Food Stamps benefits or other nutrition assistance?
- a. If so, what are the reasons for the change in preferences?
- F8. Do you know if participants that do switch from FDPIR to SNAP/Food Stamps (and vice-versa) do so without losing benefits in the transition?

MODULE G: ACCESS TO FOOD SOURCES

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about the ability of households in the area to easily access food sources, both retail, and FDPIR distribution sites in and around the FDPIR service area. Questions are intended for *Managers/ Directors of the FDPIR program, Managers of Non-FDPIR programs, and Tribal Leaders, as necessary.*]

- G1. How accessible do you think SNAP retailers are for those living on/in the [reservation/tribal service area]? For others served by FDPIR (if applicable)?
- G2. How much of an issue is access for participants in deciding between SNAP/Food Stamps and FDPIR?
- a. Probe: Distance/ Transit to distribution sites, certification offices, nearest food retail store that sells fresh produce, nearest full-service authorized SNAP retailer (supermarket), and nearest authorized SNAP retailer that is not a supermarket?
- G3. What means of transportation do your clients use to access FDPIR sites or other food retailers?
- a. Probe: Interested in knowing how they get to food retail stores and apply for benefits.
- G4. Is lack of transportation a problem for many people in going to grocery stores or FDPIR distribution sites?
- G5. Are other options for getting food available in the area?
- a. Are there grocery stores in the area? Convenience stores? Farmers markets? Warehouse stores or department stores such as Target, Wal-Mart that sell groceries?
 - b. How far are they from residences of [reservation/tribal area] members, and to what extent are they used by FDPIR and SNAP/Food Stamps participants??
 - c. Are prices reasonable / expensive?
 - d. Is the food selection limited or broad?
 - e. Are fresh foods (meats, vegetables, fruits) available?
 - f. Do people grow any food / raise animals for meat/hunt/fish for themselves or their household?
- G6. How many and what kinds of food retail stores exist within or near the [reservation/tribal area], how far are they from residences of [reservation/tribal service area] members, and to what extent are they used by FDPIR and SNAP/Food Stamps participants?

Warehouse Staff

- G7. Can participants pick up food at the warehouse and at distribution sites?
- G8. What proportion of participants uses an authorized representative to pick up their food on a regular basis?
- G9. Approximately how far do most participants travel to pick up food?
- G10. What is the farthest anyone travels?
- G11. What percent of participants receive home delivery?
- G12. Who uses this service? (Elderly, disabled, parents with infants, families without transportation, etc.)
- G13. Are all the access sites available year round (regardless of weather)?
- a. If NO, what happens to distribution when access is limited?
 - b. Are there things that could be done to increase year round access?
 - i. E.g., improve stock of delivery vehicles, etc.

MODULE H: NUTRITION EDUCATION ACTIVITIES AND IMPACT

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about nutrition education programs offered by the FDPIR program as well as other agencies and programs operating in the area. Questions are intended for either *Managers/ Directors of the FDPIR program or FDPIR food education staff (where applicable) and Managers of Non-FDPIR programs*. Questions regarding staffing and funding are included in module I.]

- H1. What nutrition education or other health promotion programs does FDPIR/ your organization offer participants? Do you offer workshops, such as cooking, food-budget management, etc.?
- a. Please describe.
- H2. For each program described:
- a. How often do you offer each of these programs / workshops?
 - b. Length of each session?
 - c. How do you inform people about the programs?
 - d. Where are the programs held?
 - e. Are these programs only for FDPIR participants or open to others as well?
 - f. How many people usually participate in any given program / workshop?

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- H3. Are there nutrition education programs for different age groups, such as children, teenagers, parents, or elderly, etc.?
- H4. What kinds of information or literature about nutrition, gardening, food preparation, and the use of FDPIR foods are provided to participants? Where are these materials available (e.g., at the warehouse or food pick-up location, on the web, at other tribal programs, etc.)
- H5. Are these classes/activities open only to participants in your program (e.g., IHS, WIC) or are they offered to a broader group. If yes (a broader group), please describe.

Impact

- H6. Approximately what proportion of FDPIR participants receives nutrition education?
- H7. Have you seen changes in behavior and or attitudes about diet, cooking, shopping, or exercise?
- H8. How do you learn about the effect of the programs on clients? Do participants complete any type of program evaluation?
- H9. Are the programs valuable to participants? Do they have an impact on participants' practices?
- H10. Which programs / workshops do you think are the most valuable? Why?
- H11. What kinds of feedback or responses have you gotten from clients?

MODULE I: NUTRITION EDUCATION STAFFING AND FUNDING

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about the funding staffing and funding sources of any nutrition education programs operating in the FDPIR service area. Questions are directed to **FDPIR program managers or nutrition educators of programs where such activities are offered]**

Staff

- I1. Who leads these programs / workshops? Do you have any of the following on staff?
- a. FDPIR staff?
 - b. USDA Extension Staff?
 - c. IHS staff?
 - d. WIC Staff?
 - e. Contract dietician?
 - f. Tribal college staff?
 - g. FDPIR Nutrition Education Grantee staff?
- I2. What are the qualifications of those who teach these classes?
- a. Probe: program affiliation and education background, training, or certification.

13. Are all FDPIR staff that provides nutrition education/health information trained as a dietician?
14. Is there a need/interest in receiving nutrition education training for staff?
15. Have you arranged any nutrition education training for staff?
16. Have you explored any resources for such training?

Funding

17. How are the nutrition education services funded?
18. How much funding is spent on nutrition education?
19. How are “regular” nutrition education funds (FDPIR nutrition education administrative funding) spent?
110. Has this FDPIR program applied for an FDPIR competitive nutrition education grant (e.g. FDPNE) since that program began in 2008? Have you applied more than once, how many times?
 - a. If no, why hasn't your program applied?
 - b. If yes, was your program a part of a consortium/committee that applied for funds?
 - c. If yes, have you ever received a grant under that program; for what time period?
 - i. What activities were funded? How did the grant improve the programs?
 - ii. About what percent of funding for nutrition education activities came from the grant during that time period?
111. Are there nutrition education services you would like to see offered that aren't available at present?
 - a. What? Why?

MODULE J: WAREHOUSE, FOOD PACKAGE COMPONENTS AND DECISIONS

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about the program's warehouse and which foods go into the package. Questions are intended for *Managers/ Directors of the FDPIR program* or the *Warehouse Staff of the FDPIR program*, as necessary.]

- J1. Please describe your warehouse:
 - a. Size
 - b. Food storage capacity (amount and food type –freezer, refrigeration, shelf space)
 - c. Vehicles available to transport food
- J2. Have there been any upgrades to the warehouse in the last year? Please describe the upgrades.

- J3. Are there changes to the facility you would like to see?
- What? Why?
- J4. Please describe the inventory management system:
- Manual / electronic inventory
 - USDA Foods ordering procedures
 - Frequency
 - Automatic v. manual
- J5. Have there been changes to the management practices of the warehouse in the last year? Please describe the changes.
- J6. Are there changes in management practices you would like to see?
- What? Why?
- J7. How do you decide what food items are ordered for the food package? Please describe the process of selecting the food items.
- J8. Are there seasonal preferences or other factors related to acceptability or household preferences that affect the order?
- J9. Are there other factors you consider in selecting the foods that are ordered?
- J10. Is there variation in the food items over the course of a year?
- Please describe how the food items vary.
 - Why do they vary?
- J11. Does participant feedback influence what foods are made available? Do you solicit feedback from participants on what foods to offer?
- J12. What foods have participants mentioned they would like to see made available? Are any of these foods considered cultural/traditional foods?
- J13. Do participants make comments to you about the appearance of the labels on the food they receive?"
- J14. Are there limitations in storage or distribution that affect the selection of foods, particularly for fresh, frozen, or refrigerated products? If so, what is needed to address these limitations?
- J15. Do you participate in the fresh produce program?
- If YES:
 - How long have you been participating?

- c. Has this program been popular with participants?
- d. What are the main products you get through the fresh produce program?
- e. Have there been any challenges in participating? (e.g., quality of products, variety of products, storage, etc.)
- f. What items are most popular with participants?
- g. Add: If not participating in the fresh produce program, why not?

MODULE K: FOOD PACKAGE DISTRIBUTION

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about the food package distribution. Questions are intended for *Managers/ Directors of the FDPIR program* or the *Warehouse Staff of the FDPIR program* as necessary.]

- K1. What are participants' options for receiving food?
 - a. (PROBE: Warehouse pick-up; supermarket-style pick-up sites; distribution sites/tailgates; home delivery?)
- K2. [IF THERE IS MORE THAN ONE]: What proportion of participants is served by each of these approaches?
- K3. [IF HOME DELIVERIES ARE AN AVAILABLE OPTION]: How many home deliveries are made to FDPIR participants each month?
- K4. Is access to pick-up sites a problem for many people? Reasons for access problems (e.g., weather, lack of transportation, inconvenient or limited hours, disabilities, etc.)
- K5. What means of transportation do participants use to pick up food from distribution sites? What are the average [and approximately longest?] travel distances in miles from home to the FDPIR certification site, food distribution point?
- K6. How many distribution sites are there? How/why were these sites selected?
- K7. Do the sites ever change depending upon the location of participants?
- K8. How are distributions scheduled?
- K9. If distributions are directly from warehouses, are there other satellite warehouses?
 - a. IF YES: Do they have the same storage capacity?
- K10. Do satellite warehouses operate on the same schedule as the main warehouse? If not, how do they differ?

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- K11. If tailgate distributions to remote sites are necessary, what are the reasons clients cannot access central warehouses? About how many miles do staff drive each month to distribute FDPIR food?
- K12. If tailgate distributions are used, do the vehicles have refrigeration and freezers?
- K13. Does the distribution method affect the composition of the package? If so, how (e.g., do you have to pre-pack food packages or limit variety?)?
- K14. In general, what, if any, other services are provided at the time of distribution to participants?
- K15. Are there aspects of the distribution system that affect participation?
- K16. Are there aspects of food availability that affect participation?

MODULE L: COORDINATION AND OUTREACH BETWEEN FDPIR, OTHER PROGRAMS AND TRIBAL LEADERS

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about how FDPIR and other programs coordinate efforts and communicate with the public. Questions are intended for either Managers/ Directors of the FDPIR program or FDPIR food education staff (where applicable) and Managers of Non-FDPIR programs.]

Coordination

- L1. How do you coordinate with other programs or tribal colleges to offer services or programs, such as nutrition education, gardening or food preservation education, cooking, health promotion, fitness, or food-budget management?
- L2. What other local groups and leaders do you work with regularly in carrying out this work? Which ones are most important to you and why?
- L3. Do you coordinate any activities with other programs, such as combined applications, outreach or enrollment activities, education programs, transportation? Please describe.
- L4. Can you describe the partnership(s) with other programs?
 - a. Probe: How often do you talk with each other? Plan programs together? How long have you been working together? Do you refer clients to each other's programs? What is the quality of the partnership?
- L5. Which partnerships are most successful and which are most important to you? Why?
- L6. Is this program co-located with other assistance programs (e.g., TANF, Social Security, and housing assistance)? Is the program near other community services (e.g., senior citizens programs, schools, community or cultural centers)?

L7. Please describe your interaction with Tribal leaders in this area.

- a. Probe: In what ways do they support you? Do Tribal leaders facilitate coordination between your program and other programs, or hinder it? Are there ways that Tribal leadership can better support your program?

Outreach

L8. What types of outreach activities do you have to inform people about the [FDPIR / other program] (e.g., flyers, applications at public agencies and community locations, web site, partnerships with community agencies)?

L9. Which outreach method seems to be most successful? How do you gauge your outreach efforts and determine their success?

L10. How else do you interact with and communicate your work to the general community? Other service providers? Tribal leaders?

MODULE M: TRIBAL GOVERNMENT ADMINISTRATION AND THE FDPIR PROGRAM

[INTERVIEWER INSTRUCTION: The goal of this section is to gather information about the tribal government's role in service provision and get a more macro-level perspective on social service provision in the tribal service area. Questions are intended for **Tribal Leaders or their designees as necessary. Questions can be further tailored using background secondary data gathered prior to the site visit.]**

M1. What social services are administered by the tribal government?

M2. Describe the tribal government structure and how FDPIR is situated within it. Who has authority over its budget, administration, and decision-making?

M3. Do agencies compete for limited resources? If yes, how does this affect their relationships?

M4. Do social service agencies serving the residents of this reservation/tribal service area collaborate or combine efforts, such as through common computer systems, caseworkers serving multiple programs, sharing space, etc.?

- a. If yes, does this collaboration include the FDPIR program? Please describe that.

M5. How would you describe FDPIR in relation to other health and social services programs administered by your Tribe (e.g., in terms of size, importance to the tribe, importance to individual participants)?

MODULE N: SUCCESSES AND CHALLENGES

[INTERVIEWER INSTRUCTION: *The goal of this section is to get information on successes and challenges faced by FDPIR programs. This module is meant to be asked in all interviews. These questions also serve as a wrap up to the interview.]*

- N1. Overall, what do you think are the best aspects of the program in terms of meeting people's food assistance needs?
- N2. What are the major challenges to the program's ability to serve participants?
- N3. [If ITO serves more than one area or if program is state-operated] Please describe the process of operating the distribution program for two or more areas.
 - a. Probe: What are the challenges and benefits?
- N4. If you were able to implement one change that would increase the number of program participants, what would it be?
- N5. If you were able to implement one change that would improve diet and nutrition of program participants, what would it be?
- N6. What recommendations do you have, in general, for improving FDPIR?
- N7. Are there other things about USDA Foods that we haven't talked about that you think are important to know?

OBSERVATION CHECKLISTS

FDPIR Warehouses

Date of Site Visit	
Site Location (reservation/tribal area/county/city, state)	
Name(s) of Researchers	

Key Contacts			
Name	Title	Phone	Interview (Y/N)

Location (address, distance to Distribution Site(s))	
Schedule of operation (days, hours)	
Storage capacity (square footage of storage space)	Regular
	Refrigerated
	Freezer
Inventory management system	
Schedule of food receipt	
Observations on food ordering process	

The Study of Food Distribution Programs on Indian Reservations (FDPIR)
 Draft Site Visit Instrument Package: Site Visit Observation Checklists – Distribution Sites

FDPIR Distribution Sites

Date of Site Visit	
Site Location (reservation/tribal area/county/city, state)	
Name(s) of Researchers	

Key Contacts			
Name	Title	Phone	Interview (Y/N)

Locations (addresses)	Centralized
	Decentralized (number of sites)
Schedule of operation (days, hours)	
Storage capacity	Regular
	Refrigerated
	Freezer
Transportation resources	
Delivery capacity	Number and type of vehicles
	Regular

The Study of Food Distribution Programs on Indian Reservations (FDPIR)
 Draft Site Visit Instrument Package: Site Visit Observation Checklists – Distribution Sites

	Refrigerated
	Freezer
Inventory management system	
Client Accommodations	
Loading Area	
Parking	
Waiting Area	
Children's Area	
Assistance (loading or carrying packages)	
Separate area for conducting nutrition education	
Related services	What (food demonstrations, nutrition information, well-being seminars, etc.)
	When
	Where
	Frequency

FDPIR Certification Office/Site

Date of Site Visit	
Site Location (reservation/tribal area/county/city, state)	
Name(s) of Researchers	

Key Contacts			
Name	Title	Phone	Interview (Y/N)

Location (address, at warehouse &/or distribution site, distance to warehouse/distribution site)	
Collocation with other programs	
Distance to residential and business area densities	
Schedule of operation (days, hours)	
Signage related to program participation	
Information about other food-support programs	
Facility e.g., sufficient space, waiting area, private space for eligibility interview	

DISCUSSION GROUP MATERIALS

Introductory Script

Hello, my name is _____. I am from the [Urban Institute/ Support Services International], a nonprofit research organization located in Washington, DC. Thank you for taking the time to participate in this group discussion. [Introduce colleague—second site visitor.]

We're here today because the Urban Institute, on behalf of the U.S. Department of Agriculture (USDA), is studying the Food Distribution Program on Indian Reservations. The purpose of this study is to describe the population of people participating in the FDPIR program; explore trends in FDPIR participation; examine key aspects of FDPIR operations, and learn about participant satisfaction with the program.

We're especially interested in learning how people choose between different food assistance programs and what you think about the food and services you receive from FDPIR and other food programs. All of you are either current or former food program participants or could be eligible for FDPIR or SNAP/ Food Stamps, but are not enrolled. Some of you responded to an advertisement to participate for this focus group, and for others, your tribe provided your contact information for inviting you to this focus group.

The information we collect will be useful to the USDA, Congress, and tribes in understanding changes in FDPIR participation and ways that FDPIR and other food assistance programs can work together to meet the nutrition needs of those who live on reservations and/or tribal service areas.

I want to remind you that your participation in the group discussion is voluntary; we want to stress that your participation is not required in order to continue receiving benefits or to receive them at any point in the future. We very much appreciate your willingness to come today. This session will last approximately one and a half hours. You will receive a \$25 payment to thank you for coming, even if you decide not to stay to participate in the discussion.

This is a discussion, not a survey, so you can feel free to talk amongst yourselves and respond to what others are saying. Please make sure to be respectful of other people's opinions.

Importantly, we ask everyone here today to respect people's privacy. What is said in the room should stay in the room. Information from this discussion will be included in a report to USDA, but all information you give us will be kept entirely confidential. We will use only first names in today's discussion; we will not identify you even by first name in our records, and we will not tell program staff what you said. The information that you tell us will not affect your relationship with the program and will not affect your benefits in any way.

We value the information you will share with us today and want to make sure we capture all of it. So we will be taping the session and [name of person] will be taking notes on a laptop computer. However, we destroy the tapes as soon as we have made complete notes of the meeting, and those notes will **not** use your names. Does anyone have an objection to taping this group? Also, as we said, we will not use your names in preparing any reports and will disguise

your comments so that no one can identify who made specific comments. We will ask you to sign for your \$25 payment in order to account for our financial disbursements, but we pass on only a coded identifier, not your name, to our accounting department.

Do you have any questions or concerns about what we plan to do? Again, your participation is voluntary and you may leave at any time during the course of the meeting.

PAUSE AND ADDRESS ANY QUESTIONS

GETTING STARTED

Ok, we're just about ready to get started. Focus groups may be new to many and perhaps all of you—so let me make a few general points about what to expect. As the facilitator, I just ask the questions and moderate the discussion. What's really important is for all of you to speak up and participate so that we can have a lively and informative discussion. This will be an informal discussion. There are no right or wrong answers to the questions we ask. We are interested in learning each of your opinions. We very much appreciate your input.

It is important that only one person at a time speak so that we can follow what each of you say. There may be times during the discussion when I need to interrupt—either to ask you to explain what you have just said more clearly, or to move on to the next question to keep us on schedule. Again, this happens just to make sure that everyone has a chance to answer each of the questions, and that we listen to what each person says. We're hoping that each of you will speak up, and tell us your thoughts and feelings. In the past, most people have told us they enjoy these focus groups very much because it gives them a chance to share their experiences and hear about others' experiences. Your participation here is voluntary and you may refuse to answer any question if you wish.

We will talk for about 1 to 1 and a half hours. There will be no formal breaks. Please feel free to get up at any time to stretch, go to the bathroom, or get something to eat or drink. At the conclusion there is a very brief information form to complete. Then we will distribute payments and you will be asked to sign a receipt form.

Once again, we are very pleased to have you here today. Are there any questions before we get started?

Note to facilitator: When a question asks "how many," be sure to say the count out loud so that it is recorded on the tape.

To start, ask, "Does everyone know each other? And then go around the room with first name introductions.

Discussion Group Guide

A. Program Participation, Household Characteristics, and Access to Food Assistance

- A1. How familiar are you with the nutrition assistance programs that are available in your area, including FDPIR and SNAP/Food Stamps?

MODERATOR: PROBE USING LIST OF NUTRITION ASSISTANCE PROGRAMS, IF NECESSARY

- A2. How easy is it for you to get to the FDPIR office to apply or certify, or recertify? How easy is it for you to get to the nearest SNAP/Food Stamps office?

- A3. How easy is it for you to get to grocery stores or FDPIR distribution points?

PROBE: How far is the grocery store from your residence?

- A4. How many food stores on or near the [reservation/tribal service area] do you have to choose from and how often do you go to them?

- A5. How would you describe your households' facilities for storing and preparing food?

Probes: space for storage, including refrigeration, freezers, cooking appliances, etc.

- A6. How would you describe your health and the health of the other members of your household? Are there any dietary needs or restrictions?

B. Contribution to Food Supply

- B1. For those enrolled in FDPIR, is FDPIR your household's primary source of food? What portion of all of your household's food comes from the FDPIR food package? What are your household's other sources, if any?

MODERATOR: PROBE USING LIST OF NUTRITION ASSISTANCE PROGRAMS, IF NECESSARY

- B2. Are there other nutrition assistance programs available near the [reservation/tribal service area]?

MODERATOR: PROBE USING LIST OF NUTRITION ASSISTANCE PROGRAMS, IF NECESSARY

- B3. Please describe them:

Probe: Are any of these programs provided by a Tribal agency on the [reservation/tribal service area]? How big of a role do they play in ensuring adequate food supplies for low-income residents?

C. Reasons for Participating in Food Programs

- C1. For those of you who currently participate in FDPIR, why did you decide to enroll in that program?

PROBE:

Is food access a factor? / Distance to shopping options?
Program eligibility requirements?
Quantity of food?
Quality of food?
Food choice?
Program-related services (e.g., nutrition education, recipes, cooking classes, home delivery)?
Access to, or coordination with, other programs?
How the program is perceived?
Participant characteristics (i.e., age, household size, etc.)

- C2. For those of you who do not currently participate in FDPIR,

C2a. Have you ever participated in FDPIR?

C2b. Why did you decide not to apply for FDPIR, or to leave FDPIR?

PROBE:

Quantity, quality, variety of food unsatisfactory
Better access to SNAP/Food Stamps
More benefits in SNAP/Food Stamps
Program eligibility requirements for FDPIR (e.g., more burdensome / restrictive than for other food assistance programs)
Lack of related services offered through FDPIR (e.g., nutrition education, recipes, cooking classes, home delivery)
Negative perception of the FDPIR program
Household characteristics (i.e., age, household size, etc.)

- C3. For those of you who have ever participated in FDPIR, how does it compare to other food assistance programs you have participated in?

- C4. Have you switched between FDPIR and SNAP/Food Stamps? And if so, why?

PROBE: Preference for types of food, availability of desired foods, variety of foods available, value of food provided by each program

C4a. How often have you switched between the two programs?

D. FDPIR Operations

- D1. For those currently participating in FDPIR, how does the program contact you about services and programs, new opportunities and changes to the service? Could this be better?
- D2. For those not participating in FDPIR, do you ever learn about the program through any form of public communication, such as public announcements, newsletters, web sites, advertisements, local radio? Are there any other forms of outreach that you can think of?
- D3. For those currently participating in FDPIR, are any other types of programs or services conducted or made available in the same locations as FDPIR?
- D4. For those of you who are participating in FDPIR, does the program make any nutrition or educational programs available? Do they provide literature or any other kind of information about preparing foods (FDPIR package or other), health tips, cooking techniques, etc.?
- D4a. Has this information changed your eating habits? Why or why not?
- D5. Are any other services provided at the same time the FDPIR food package is distributed?
- D5a. [IF YES]: What are they?

E. Participant Satisfaction

- E1. What parts of FDPIR do you think work well?
- E2. What do you like best about FDPIR?
- E3. Do you think the nutrition education activities and information sources are worthwhile? Why?
- E4. What nutrition education or information would you like to receive?
- E5. How do you think FDPIR could be improved?
- PROBE for changes to distribution process (i.e. facility, frequency), quality and types of food, interaction with program staff
- E6. If there was one thing about FDPIR that you could change, what would it be?

Probes for Factors Affecting Program Selection/Participation:

Delivery Modes

FDPIR - warehouse pick-up, stores, remote delivery sites (e.g. tailgates), home delivery
Once per month, spread over month
SNAP - electronic transfer used at grocery stores; accessibility of stores accepting SNAP or Food Stamp benefits; spread over month

Co-location of programs/services

FDPIR - administrative office located near WIC, TANF, etc.; program certification offered at food pick-up sites; health/fitness or nutrition-related programming offered at food pick-up sites

Food

FDPIR – amount, type (staples, ‘regular,’ traditional), ease of preparation, labeling (generic v. commercial), degree of choice, unwanted products, fresh produce/meat, nutritious value
SNAP – amount, type, ease of prep, prices, choice, nutritious value

Eligibility

FDPIR / SNAP – criteria, ease/difficulty proving eligibility, frequency, residency (on res/near res/ineligible for FDPIR due to location), income variability over year, benefits cliff

Participant Characteristics

FDPIR / SNAP – age, HH size, cooking ability/interest, employment status, and receipt of TANF, Social Security, SSI, and WIC (might steer to one program over other)

Other Factors

Seasonal factors (winter > snow affects delivery/pick-up options OR increased lay-offs lead to participation increase; summer > out of town OR children home from school); proximity to nearest grocery / access to transportation; interactions with program staff (un/comfortable); word-of-mouth ‘news’ about programs; general perceptions of programs (e.g., food v. welfare)

List of Other Nutrition Assistance Programs:

- Supplemental Nutrition Assistance Program (SNAP)/Food Stamps
- WIC – Women, Infants, and Children
- Child & Adult Care Food Program (CACFP)
- School Lunch and Breakfast Programs (Free and Reduced Price Breakfast/Lunch)
- Summer Meals
- Elderly Nutrition Program
- The Emergency Food Assistance Program (TEFAP)
- Commodity Supplemental Food Program

Discussion Group Participant Information Form

Please complete this form. The information will be used only to summarize participant information at this meeting. Please DO NOT write your name or address on this form.

Site: _____

Date: _____

Time: _____

1. I am:
 Male
 Female

2. My age is:
 17 years or less
 18-25 years
 25-29 years
 30-39 years
 40-49 years
 50-59 years
 60 or above

3. Number of children (under age 18) living with me: _____

4. Total number of people living with me: _____

5. I am currently:
 Not employed
 Working less than 20 hours a week
 Working more than 20 hours a week

6. I currently participate in:
 Food Distribution Program on Indian Reservations (FDPIR).
 Supplemental Nutrition Assistance Program (SNAP)/Food Stamps
 A nutrition assistance program other than FDPIR or SNAP/Food Stamps.
Program: _____
 No nutrition assistance programs

7. I currently reside:
 Within a [reservation/tribal service area].
Name of [reservation/tribal service area]: _____
 Outside of a [reservation/tribal service area]

8. My household owns 1 or more automobiles.
 Yes
 No

THANK YOU FOR YOUR HELP!

The Urban Institute
Participant Payment Confirmation

Site: _____

Date: _____

Time: _____

By signing below, I confirm that I received \$25 as a compensation for my time and expenses associated with participating in a discussion group conducted by the [Urban Institute/Support Services International] regarding food assistance programs, including the Food Distribution Program on Indian Reservations.

Name (please print)	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____