**Small Group Discussions**
**DHHS/ASPE Self Governance Evaluation Feasibility Study**

**<u>Questions for the Technical Working Group</u>**

1. How can the small group discussions be useful to conducting the current feasibility study?

2. What recommendations do you have regarding the locations, times, and arrangements described in the Discussion Protocol?

3. What other Topic Areas and Prompt Questions would add to those suggested in the draft Discussion Protocol?

# Small Group Discussions

# Draft Discussion Protocol

**Purpose:** The Small Group Discussions will bring together experienced managers and technical experts in self-governance program management to discuss issues relevant to the study and outlined in the Discussion Guide. It will provide qualitative data, which is derived through interactive review and refinement from within each group discussion. These Small Group Discussions will be analyzed to identify "major themes and issues" that emerge across the board. These major themes will inform additional research, site visit inquiry and overall data analysis.

**Target Participants:** People who will be recruited to participate in the Small Group Discussions include tribal management and technical staff with direct experience in the administration of Self Governance compacts, including financial managers, MIS directors, legal or regulatory analysts, program administrators and related positions. A $50 honorarium will be provided to each participant. Sign-up sheets will be provided prior to the groups to make sure we have the appropriate mix of expertise in each session and no more than four people per category (ie, financial, MIS, program managers).

**Setting, Size, Numbers, Format and Materials:** The project design calls for six (6) Small Group Discussions to occur at two (2) different locations. Two major conferences or gatherings will be identified which promise to attract the types participants we will recruit to the discussion groups. At each conference we will hold three (3) different discussion groups. Each discussion group will involve not more than 10 to 12 individuals who represent a mix of interests and areas of expertise. Individuals will be recruited through fliers or inserts in conference packets. The contractor will work closely with conference organizers to ensure that our Discussion Groups are a part of the formal agenda if possible. A monetary payment will be provided to Discussion Group participants. Rooms will be set up in a semi-circle arrangement with flip-chart in the front for recording purposes. A one page hand-out summarizing the project will be provided to each participant. Each participant will be asked to introduce themselves and the Topic Areas and Prompt Questions will act as a general guide for the discussion. It is expected that each Small Group Discussion will last approximately 2 hours each.

**Conferences:** The Small Group Discussions will occur between February and April, 2003. The following conferences may be utilized for the discussion groups:
> NCAI Executive Council Winter Session: Feb. 24-26, 2003; Washington, DC, Wyndham Hotel, Pre-Registration is Feb. 7, Hotel Reservations By Jan. 30.
> IHS Self-Governance Spring Conference: Dates and locations have not been set by the IHS to date.

**DHHS/ASPE Self Governance Evaluation Feasibility Study**

**Draft Small Group Participant
Discussion Guide**

Thank you for agreeing to participate in this Small Group Discussion for the DHHS's Self Governance Evaluation Feasibility Study.  This study is being funded through the Assistant Secretary for Planning and Evaluation (ASPE) and conducted by ASPE contractor Westat, Inc. with subcontractors Project HOPE and Kauffman and Associates, Inc. (KAI) (a one-page hand-out summarizing the project is attached).

The information generated will provide qualitative data, which is derived through interactive review and refinement from within each group discussion.  These Small Group Discussions will be analyzed to identify "major themes and issues" that emerge across the board.  These major themes will inform additional research, site visit inquiry and overall data analysis.

It is expected that this meeting will last approximately 2 hours.

The following Topic Areas represents a guide for the Small Group Discussion; not all topics may be covered.  We hope to engage in an open discussion.  Prompt questions, below, are provided to stimulate a meaningful exchange.

**Topic Areas and Prompt Questions:**

1.      Beginning the Self-Governance process
   - What would you advise a tribe that is thinking about SG compacting?
   - Are there certain steps to help ensure a smooth transition?
   - How would this differ between IHS and other HHS programs?
2.      Measuring success
   - What data exists to evaluate success?  How is it used?
   - What other means exist to evaluate success?
   - How would this differ between IHS and other HHS programs?
3.      Areas of Concern or Difficulty
   - What are the "pitfalls" you experienced?
   - What potential difficulties do you see for new compacts?
   - How would you fix these problem areas?
4.      Keys for Success
   - What are the most important ingredients to a successful project?
   - What are the keys to success for other HHS programs as compared to IHS programs?

**DHHS/ASPE Self Governance Evaluation Feasibility Study**

**Project Description**

The Office of the Assistant Secretary for Planning and Evaluation, DHHS, has funded a one-year project to assemble background information and to assess the availability of data and the feasibility of conducting an evaluation of the effectiveness and impacts of administering and managing health and/or other social service programs under Self-Governance.  The primary tasks that will be conducted by Westat and its subcontractors, Project HOPE and Kauffman and Associates, Inc., include:

- Compilation and synthesis of background information and existing research on the legislative history, experience, and effectiveness of Tribal Self-Governance, including identification of gaps in the research and limitations of previous studies.
- Identification of a sample group of Self-Governance Tribes that meet specific criteria, management and data capabilities sufficient to support an evaluation of Tribally-managed programs, and indicating an interest in/willingness to participate in an evaluation.
- Identification of likely research questions for an evaluation and the data that would be required to address each question.
- Assessment of data availability, completeness, and comparability for Tribally-managed programs, relative to data that are available from Federal and State agencies that provide services to non Self-Governance Tribes.
- Consultation and ongoing communication with Tribal leaders and Tribal organizations in designing, conducting, and reviewing findings of the feasibility study.

A Technical Working Group (TWG), consisting of 10 Tribal leaders, directors of Tribally-managed programs, representatives of Tribal organizations (plus informal, ex officio, research and data experts) will advise the project on key issues and review interim and final project findings.

This study extends work begun by IHS (under the now-repealed Section 305 of ISDEAA, including the Baseline Measures Workgroup) and, more recently, grew out of the experience of DHHS' participation in the Federal-Tribal consultation on Title VI of P.L. 106-260 that mandated a study of the feasibility of conducting a demonstration of Tribal Self-Governance of non-IHS programs.  Since evaluation would be a part of a demonstration, and since there has been no conclusive evaluation of Tribal Self-Governance of health programs, the current study will provide information relevant to the possible conduct of an evaluation of Tribal Self-Governance of either health or social services programs, or both.

# DHHS/ASPE Self Governance Evaluation Feasibility Study

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