

LAMHA QUALITATIVE INTERVIEW ADOLESCENT INTERVIEW PROTOCOL

A. Prior to Interview

- Review both adolescent and parent surveys.
- Compile notes regarding migration (Section G), acculturation (Section I), discrimination (Section D), and ethnic identity (Section D). The interviews are designed to help us better interpret these items asked on the survey and paint a fuller picture regarding these themes. We are particularly interested in the how adolescents interpret or make meaning out of their experiences.
- Photocopy interview guideline and note CASEID on the top right corner of the interview guide. This will be used to link the adolescents' qualitative interview to their survey.
- Carry both a digital and mini-tape recorder. Check the batteries on both before you leave and make sure they are working. Sign them out of Dr. Perreira's office in Rm 204C.

B. During Interview

- Position the digital recorder near the respondent. It is more important to pick up their answers than your questions. As a backup, turn on the tape recorder too. This can be positioned nearer to you.
- Be affirming. Listen attentively and affirm what your respondent is telling you. You are not there to judge them or advise them. You are there to listen to their stories.
- Let your respondent do the talking. If you ask a question and the respondent is silent, wait a little before you probe again. Don't rush to fill the silence. Let the respondent fill it.
- Probe continually for understanding. Remember that if you don't understand, we won't either.
- Avoid yes/no questions. Use questions that begin with how, what, when, where, and who.
- Take at least one bathroom break about half way through the interview. This will give you time to review your notes and make sure that you have covered key topics.
- Take notes throughout the interview. The notes should complement the recording by identifying the adolescent's tone, behaviors, and expressions when discussing each theme. The notes should include information about the context of the interview including ongoing distractions in the background (e.g. TV), the presence of other people in the room, or interruptions in the interview. If the TV is on, ask to turn the TV off. The notes should also include key ideas that came up during the interview. These will be extremely important if any equipment failure occurred during the interview.

C. Immediately After Interview

- Record your post-interview notes at the end of the recording. This should take at most 15 minutes.
- Before you leave the respondent, check to make sure that the recording was successful. If not, you will need to immediately write down everything you can remember about the interview. This may take some time but needs to be done immediately following an interview in the event of equipment failure. If the equipment does fail, go question by question through the interview and write down everything you can remember.
- Download the interview to the LAMHA directory on the CPC server. The server is backed up daily. So, this will help to ensure that the interview is not lost. A second copy of the interview should be immediately saved onto a disk. Label the disk with the adolescent's id number, adolescent's pseudonym, your name, and the date of the interview.
- File the disk and your interviewer notes in the LAMHA project office.
- Return the digital and tape recorders in Dr. Perreira's office and sign and date the return. If the equipment has been broken, stolen, or lost, report this immediately.

D. Transcription Guidelines

- Interview transcriptions should be completed within 72 hours (3 days) of the interview. This will avoid memory lapses and provide time for the interviews to be read and evaluated prior to the next interview.
- In the upper left corner, create a header that includes: (1) CASEID, (2) adolescent's pseudonym, (3) your name, (4) date and time of the interview, (5) date of the transcription, (6) language of interview, and (7) a page number.
- In the transcript, the interviewer's questions should be preceded by "I:" and the respondents answer should be preceded by "R:"
- Each question and answer should start a new paragraph. The paragraphs should be single spaced. However, there should be a double space between paragraphs.
- Interviewer comments should be italicized and set apart in brackets within the paragraph. Interviewer comments may include comments on the quality of the recording (e.g., Voices fade and are inaudible) or behaviors (e.g., Respondent cried, respondent whispered, respondent looked about nervously) of the respondent.
- If the interview with the adolescent was conducted primarily in Spanish, be sure to translate the meaning of the response and not the literal translation. Be aware of Spanish terms that have different meaning in different countries of origin.
- If the English translation cannot fully capture the meaning of a phrase and the particular word choice in Spanish is important (e.g. salary (*sueldo*) vs. money (*dinero*), note the Spanish after the English in parentheses and italics. This will be especially important for colloquial phrases and slang.
- Inaudible phrases should be noted with three consecutive dots [...]

For example:

I: Well what do you think are the reasons that they came to live here?

R: Mmm. Because here its better, its better here, ...because over there, it is like, the houses are really different from here, and like the money (*dinero*) and stuff, and things like at the store they cost families less, and over there everything is kind of really expensive and stuff, and over here we wouldn't really have to buy, or like make our own things, like the houses, and all the rooms and stairs and stuff that you have to add to it. Yeah, I think that is probably it. [*Interviewer Comment*]

- The transcription should be saved as a text file (.txt). This will allow it to be easily read into ATLAS.ti for coding.
- Save the transcription the LAMHA directory on the CPC server. Save a back-up copy of the transcription to the disk containing the digital interview and refile it.
- E-mail Drs. Perreira and Chapman that the interview transcription has been completed. They will then be able to access it directly from the CPC server. For data security reasons, interviews should never be e-mailed via the internet.

E. Post-Interview Debriefing

- The qualitative process is an iterative one. We learn from each interview and use this information to improve the quality of the next interview and evaluate hypotheses that we are developing as the interview progress. For this reason, we will have a debriefing after each interview. You should prepare for the debriefing by thinking about how this interview might have been improved and what you have learned from the interview.
- The debriefings will be lead by Dr. Perreira at CPC and should be scheduled with her prior to the next interview planned. These will be one-to-one meetings with Dr. Perreira and should last no more than 1 hour. If Dr. Perreira is not available to meet, Dr. Chapman or the LAMHA project manager will lead the debriefing.
- Dr. Perreira will provide a summary of each debriefing during the LAMHA weekly project meetings. During the project meetings, the LAMHA team will also discuss coding and begin developing our analysis.