

# State Justice Communities Planning Initiative Evaluation

## Interview Protocol<sup>1</sup>

State \_\_\_\_\_

Person interviewed <sup>2</sup> \_\_\_\_\_ Focus \_\_\_\_\_

Organization/Affiliation \_\_\_\_\_ Title \_\_\_\_\_

Role/Relationship to State Planning Process \_\_\_\_\_

Interviewer \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

As you know, in 1998 the Legal Services Corporation articulated a series of requirements for each state to engage in systematic planning for the use of legal services resources throughout the state. I am part of a team evaluating \_\_\_\_\_'s progress with those planning requirements – referred to as the state justice communities planning initiative. The team will compile all of the information we gather and provide the state with specific feedback of all aspects of its planning process, plan implementation, and the results of planning. The state will receive a written report of the evaluation findings and will have an opportunity to comment on them. Our objectives are to assess the state's compliance with LSC's planning requirements, to provide helpful feedback to the state to strengthen its planning process, and to improve the state justice communities planning initiative itself.

If there is a question about confidentiality of information volunteered, the answer is that we will not treat any information as confidential. We will use the information we receive with professional discretion. Our client is LSC; we will report to LSC all information that we deem important for it to have in overseeing the use of LSC funds.

1. What have been your role and your institution's role in developing and implementing the state plan?
  
2. Who do you consider the leaders of the state planning process in your state?

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<sup>1</sup> Before using this instrument, the team member should be clear about the language used in the state to refer to the state planning process, the name of the state planning body, and the names and affiliations of the principal leaders in legal services in the state.

<sup>2</sup> The specific questions asked should be tailored to the level of the interviewee's knowledge about the state planning process and to any sensitivities identified by the state's principal contact.

3. What is the state plan attempting to accomplish in your state?
  
4. Are all the right people and institutions involved in the planning process? Has anyone important to the process been left out, or declined to participate?
  
5. How has the state planning process actually worked?
  
6. Do you think the planning process is client-centered? (By “client-centered” we mean that the client service delivery structure and resource allocation are driven by client community input and by information relating to client demographics, characteristics, critical needs and barriers to service delivery. The antithesis of client-centeredness is planning based solely on historic patterns of organizational structure and resource allocation or based upon political or ideological considerations not related to these sorts of client community-driven factors.
  
7. How effective has the state planning process been?
  
8. What have been the greatest successes of state planning?
  
9. The greatest challenges?

10. What are the major issues facing legal services in your state?

Specific questions for this interviewee concerning the plan, the planning process, or the implementation of specific actions contained in the plan:

Is there anything else we need to know to be able to fairly assess the justice communities planning process in your state?

Thank you very much for your time and interest.