

**Additional file 2.** Cooking for a Lifetime of Cancer Prevention (C4L) Instructor Interview Guide

Interview Questions	Goal of questions	
<b>Work Experience</b>	<p><b>I will begin by asking you a few introductory questions about yourself and the inclusion of Cancer Cooking School into your programming.</b></p> <p><b>How many years have you worked for Cooperative Extension?</b></p> <ul style="list-style-type: none"> <li>• How long have you been working in your current county?</li> <li>• How many years have you worked as a FACS Extension Agent?</li> </ul> <p><b>Was this your first Cancer Cooking School*? YES / NO</b></p> <ul style="list-style-type: none"> <li>• [If No] How many years have you participated in the program in the past?</li> </ul> <p><b>How many schools have you done this year?</b></p> <ul style="list-style-type: none"> <li>• [If more than one] Great. For the purposes of this interview, I would like to focus on the first Cancer Cooking School you did this year.</li> </ul>	<p><u>Characteristics of individuals</u></p> <p><i>To learn the interviewee's background to understand their experience with Extension and C4L program.</i></p>
<b>Program Need</b>	<p><b>Is there a strong need for the Cancer Cooking School in your community?</b></p> <ul style="list-style-type: none"> <li>• Is there a reason why you feel this way?</li> </ul> <p><b>How does the Cancer Cooking School fit with your goals and mission as a FACS agent?</b></p>	<p><u>Inner Setting</u></p> <p><i>To learn if the agent is motivated by a perceived need for the CCS. (implementation climate, tension for change)</i></p>
	<p><b>Does the Cancer Cooking School compliment your current programming?</b></p> <ul style="list-style-type: none"> <li>• In what ways?</li> </ul>	<p><i>To learn if C4L makes sense with other Extension programming. (compatibility)</i></p>

	<p><b>Why did you pick Cancer Cooking School over other opportunities?</b></p> <ul style="list-style-type: none"> <li>• Did you decide not to do another program so you could do Cancer Cooking School?</li> </ul>	<p><i>To learn what influences the agent to commit to C4L, and if it must replace other programs.</i></p>
	<p><b>Finally, on a scale of 1-5, with 1 being “implementation was poor” to 5 being “implementation was excellent,” how well do you think the Cancer Cooking School was implemented?</b></p> <p>What led you to choose this number instead of a (higher, lower) number?</p>	
	<p><b>I would now like to discuss your process for planning the school, including recruiting the target audience. I would like to know what methods you employed and if they seemed to be helpful.</b></p>	
<b>Planning</b>	<p><b>Can you describe your plan for implementing the Cancer Cooking School?</b></p> <ul style="list-style-type: none"> <li>• How detailed was the plan?</li> </ul> <p><b>Was anyone else involved in the planning process?</b></p> <ul style="list-style-type: none"> <li>• What was his/her/their role?</li> <li>• How engaged were these individuals?</li> <li>• How often did you communicate with these partners?</li> </ul> <p><b>What role did the plan of work you completed at training play in your planning of the Cancer Cooking School?</b></p> <p><b>Were there revisions or refinements to the plan?</b></p>	<p><u>Process</u></p> <p><i>To learn if the agent made any additional plans, timelines, or checklists to aid in planning the school. (planning)</i></p> <p><i>To understand the partnership between the Extension agent and the ACS or Health Dept. representative.</i></p> <p><i>To understand if the plan of work activity during training is helpful and serves to shape the actual C4L.</i></p>

<b>Recruitment</b>	<p><b>How did you recruit and communicate with potential participants of the Cancer Cooking School? Describe this process.</b></p> <ul style="list-style-type: none"> <li>• What methods were used?</li> <li>• How often / how long were advertisements run? (i.e. if newspaper advertisement, when was it run, how often, proximity to CCS location)</li> <li>• Who was involved?</li> <li>• Was the screening tool used? (how, by whom)</li> </ul> <p><b>Did you feel that the recruitment process was successful?</b></p> <ul style="list-style-type: none"> <li>• [If Yes] What made it successful?</li> <li>• [If No] How could it be improved?</li> </ul>	<p><u>Process</u></p> <p><i>To understand all of the methods used to reach the target audience. (intervention participants)</i></p>
<b>Implementation</b>	<p><b>Now we are going to talk about your experience on the day of the Cancer Cooking School program. Many of these will be simple Yes/No questions. Remember, you will not be in trouble for any of the responses that you give. We want to know about your honest experience. First,</b></p> <p><b>Have you sent in your evaluations?</b></p> <ul style="list-style-type: none"> <li>• [If Yes] Did you include the coversheet?</li> </ul>	
	<p><b>YES – Great, thank you for doing that! We will talk through some of this information again briefly, because I have a few additional questions related to the program.</b></p> <p><b>NO – That is fine. Would you mind if we talk through the questions asked on the coversheet during the interview?</b></p>	

	<p><b>Where did you conduct your school? (i.e., the event location)</b></p> <p><b>How many people registered?</b></p> <p><b>How many people attended?</b></p> <p><b>Was an ACS Navigator Present?</b></p> <ul style="list-style-type: none"> <li>• [If Yes] Who is your client navigator?</li> <li>• [If No] Was someone else available? <ul style="list-style-type: none"> <li>• [If Yes] Who was available?</li> </ul> </li> </ul> <p><b>Was the ACS presentation given?</b></p> <ul style="list-style-type: none"> <li>• [If No] Why?</li> </ul> <p><b>Was the Extension presentation given?</b></p> <ul style="list-style-type: none"> <li>• [If No] Why?</li> </ul> <p><b>Were the consent forms completed?</b></p> <ul style="list-style-type: none"> <li>• [If Yes] How many?</li> </ul> <p><b>Was the consent information read to participants or did they read it themselves?</b></p> <p><b>Did you have difficulty collecting informed consent documents?</b></p> <ul style="list-style-type: none"> <li>• [If Yes] Why do you think it was difficult?</li> <li>• [If No] What do you think made the process successful?</li> </ul> <p><b>Were evaluations completed?</b></p> <ul style="list-style-type: none"> <li>• [If Yes] How many?</li> </ul>	<p><u>Process</u></p> <p><i>To understand how the activities that are central to C4L were executed, and if any components presented problems.</i></p> <p><i>(executing)</i></p>
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	<p><b>Were recipes demonstrated?</b></p> <ul style="list-style-type: none"><li>• How many?</li><li>• Which ones?</li><li>• When during the cooking school did you demonstrate the recipes?</li><li>• Is there anything else you want to tell me about the recipe demonstration and tasting?</li></ul> <p><b>Were gift cards or door prizes drawn for?</b></p> <ul style="list-style-type: none"><li>• [If Yes] What were the prizes?<ul style="list-style-type: none"><li>• When was the drawing done?</li></ul></li><li>• [If No] Why?</li></ul> <p><b>What issues or complications arose during the Cancer Cooking School?</b></p> <ul style="list-style-type: none"><li>• How did you handle this?</li></ul> <p><b>Did you have to make changes or alterations to the CCS in order for it to work effectively?</b></p> <ul style="list-style-type: none"><li>• [If Yes] What changes did you make?<ul style="list-style-type: none"><li>• Were they effective?</li><li>• Why did you make those changes?</li></ul></li></ul> <p><b>Were you able to implement the Cancer Cooking School the way you had planned?</b></p> <ul style="list-style-type: none"><li>• Why or why not?</li></ul>	
	<p><b>Thank you for providing that insight into how the Cooking School went for you. In the next few questions, I would like to discuss the current resources available for the program, like the training session, ACS grant money, and print materials. I would also like to know your overall thoughts about the Cancer Cooking School program.</b></p>	

Preparedness / Resources	<p><b>Did you feel prepared to implement the Cancer Cooking School?</b></p> <ul style="list-style-type: none"> <li>• [If Yes] What made you feel prepared?</li> <li>• [If No] What would have made you feel more prepared?</li> </ul>	<p><u>Characteristics of individuals</u></p> <p><i>To learn if the agent training was adequate, if agents still felt uneasy about certain components. (individual stages of change)</i></p>
	<p><b>How did you feel about implementing the Cancer Cooking School?</b></p> <ul style="list-style-type: none"> <li>• Did you have feelings of anticipation? Stress? Enthusiasm?</li> <li>• Why?</li> </ul> <p><b>On a scale of 1 to 5, with 1 being “not at all confident” and 5 being “extremely confident,” how confident were you that you would be able to successfully implement the CCS?</b></p> <ul style="list-style-type: none"> <li>• What would make you feel more confident? (e.g., 4 instead of a 2)</li> </ul> <p><b>Did you feel that the materials provided for the program (PowerPoint, handouts, cookbook) were adequate?</b></p> <ul style="list-style-type: none"> <li>• Did you find that some materials were not needed?</li> <li>• What other materials would be helpful?</li> <li>• Do you have suggestions for how the materials could be improved?</li> </ul> <p><b>Did you have sufficient resources to implement and administer the Cancer Cooking School?</b></p> <ul style="list-style-type: none"> <li>• [If Yes] Are there any other resources you would like to receive?</li> <li>• [If No] What other resources you would like to receive?</li> </ul>	<p><i>To understand how agents view C4L, is it enjoyable for them or stressful. (knowledge and beliefs about intervention)</i></p> <p><i>(self-efficacy)</i></p> <p><u>Intervention characteristics</u></p> <p><i>To learn if all of the materials are useful / necessary. Do agents use everything we provide? (design quality and packaging)</i></p> <p><i>Resources could include training, time, money, or materials to use in the intervention. (cost)</i></p>

	<p><b>Did you have grant money left over?</b></p> <p><b>Overall, did it take you more, less, or about the same amount of time you expected to implement the Cancer Cooking School?</b></p>	
<b>Overall</b>	<p><b>Was the number of schools you applied for an appropriate goal for you?</b></p> <ul style="list-style-type: none"> <li>• Why or why not?</li> </ul> <p><b>Did you feel that the participants enjoyed the Cancer Cooking School?</b></p> <ul style="list-style-type: none"> <li>• What part of the class seemed to be their favorite?</li> <li>• Were there parts of the class that they did not seem to enjoy?</li> <li>• Is there anything that you feel would make the class more enjoyable?</li> </ul>	<p><i>(complexity)</i></p> <p><u>Process</u></p> <p><i>To learn about the agent's perception of the audience's reaction to the program. Were certain components received negatively / positively? (intervention participants)</i></p>
	<p><b>Did you think the Cancer Cooking School was effective?</b></p> <ul style="list-style-type: none"> <li>• Why or why not?</li> </ul> <p><b>On a scale of 1 to 5, with 1 being “not at all successful” and 5 being “extremely successful”, how successful do you believe the Cancer Cooking School was?</b></p> <ul style="list-style-type: none"> <li>• What do you think would have made the school more successful? (e.g., 4 instead of a 2)</li> </ul> <p><b>If you were to do a Cancer Cooking School next year, would you do anything differently?</b></p> <p><b>Overall, how well do you think the Cancer Cooking School fits with the goals of FACS Extension Nutrition and Chronic Disease Prevention / Health?</b></p>	<p><u>Characteristics of Individuals</u> <i>(knowledge and beliefs about intervention)</i></p> <p><u>Process</u> <i>(executing)</i></p> <p><u>Inner Setting</u> <i>(compatibility)</i></p>
<p>*Internally, the program is referred to as “Cancer Cooking School,” and thus, that terminology was used with the Extension Professionals (C4L instructors) during the interviews.</p>		