Team Member Interview Tips

- Prior to the visit:
  - Review the survey and note any clarifying questions you have of various staff or team members.
  - Decide which peer will take the lead in each interview.
- During the visit:
  - Keep a page of notes for follow-up questions to ask other team members during interviews or throughout the visit, as information or questions arise.
  - Briefly introduce yourself to each interviewee and explain the purpose of the visit if needed.
- Peer review team members should briefly introduce themselves to each interviewee and explain the purpose of the visit (unless this already occurred previously, such as during the pre-court staff meeting).
- Designated interviewer (and others as needed) should provide a brief background on the peer review process to all interviewees (unless this already occurred previously, such as during the pre-court staff meeting).
- The primary role of the designated interviewer should be to obtain information from team members regarding best practices of the court (particularly those practices that were marked "no" in the best practices table), and priority areas that are identified by the peer review team (based on the program's survey responses, other interviews, etc.).
- Avoid asking leading questions:
  - **Do** ask "How often to you perform drug testing? What is your procedure?"
  - Do **not** ask "Do you think that one drug test per week is enough?"
  - **Do** ask "Do you have any suggestions to improve treatment services in your program?"
  - Do **not** ask "Do you think you need MAT services/resources, etc.?"
- Ensure all best practices information and priority areas (according to their best practices results) are addressed before the interview is finished.
- Exchange of information between peer review team and interviewees can be beneficial, as learning from one another gives insight into each other's programs. However, be careful of getting sidetracked with conversations that compare your program with their program, particularly during focus groups. Discussions around specific program practices (such as admission procedures, issuing warrants, etc.) are encouraged, but the designated interviewer should ensure that all priority questions and best practices are addressed before the interview concludes.