**Key Informant Interview**

Date:

Name: Title:

Agency:

Counties Served:

# of centers/buildings:

# of children enrolled/families served:

# of staff:

* Describe your staff (roles, length of employment, basic demographics, etc.):
  + What percentage of your staff do you believe uses tobacco products?
* Describe the families you serve (age range, race/ethnicity, family makeup, other demographics, etc.)
  + What percentage of parents/caregivers do you believe use tobacco?
  + What percentage of the pregnant people in your program do you believe use tobacco?
* Has your organization participated in any tobacco education programs in the past? If yes, describe and share how it was received.
* How comfortable are you and your staff with discussing tobacco use with the parents/caregivers you serve?
* Describe your current policy on tobacco use. What areas are covered (inside, outside grounds, vehicles, etc.)? Which tobacco products does it cover? How long has it been in place? How is the policy communicated to staff/parents? How is it enforced? What has your experience been communicating the policy to staff and parents?
* What training requirements/schedule are currently in place for staff? Are in person of virtual trainings preferred??

Additional Comments: