**Background at HBPC**

1. What is your position here? **[LPOSITION] [LORGCHART]**
2. Is your role clinical, administrative, or both? **[LROLE]**
3. What are the main types of activities that you are involved in with the HBPC program? **[LACTIVITIES]**
4. How long have you been in your position? **[LTIMEPOS]**
5. Since the time you have been working in HBPC, has your program responded to a natural disaster? If so, please describe. **[LPROGDISASTER?]**

**Policies**

*We would now like to refer to the GLA* ***HBPC Emergency Management and Disaster Plan*** *that we attached to your reminder email.*

1. How did your local protocol get developed? **[LPROTDEV] [LTOOLSDEVELOPED]**
2. Are there any national HBPC policies regarding disaster preparedness protocols? **[LPOLICYNATL]**
	1. Did they influence the local protocol development (if not mentioned) **[LNATLPOLINFL]**
	2. Was there anything else that influenced the protocol? **[LPROTINFL]**
		1. Needs assessment? **[LNEEDSASSMTINFL]**
		2. Had you had a previous experience you were functioning from? **[LPREVEXPINFL]**
		3. Did the Katrina/Northridge experience influence the development? **[LKAT/NORINFL]**
3. Did HBPC receive a directive from the medical center to establish an EMDP? **[LMEDCTRDIR]**

If yes, probe:

* Did the medical center give specific directions or a template to follow? **[LMEDCTRTEMPL]**
	+ If yes, was strict adherence required? **[LMEDCTRADHERE]**
	+ If no, MC directives/strict adherence, were you able to/did you borrow from other orgs/who? **[LBRRWTEMPL]**
1. We noted the risk assessment scale in your ***HBPC Emergency Management and Disaster Plan***.
	1. When is this information collected? **[LRSKINFOWHEN]**
	2. Is it ever updated? **[LRSKINFOUPDTE]**
	3. What is done with the risk assessment information, once it is collected by the providers? **[LRSKINFOUSE]**
		1. Do the providers in the field have access to the risk categories? **[LRSKINFOFLDACCESS]**
2. What do you do with the information regarding the patient’s disaster preparedness gathered during the initial assessment? **[LASSESSINFO]**

PROBE: Is this information shared with other members of the HBPC team? If so, how? **[LASSESSINFOSHARE]**

PROBE: How is this information used in the development of the interdisciplinary team plan? **[LASSESSPLAN]**

1. Please describe patient assessment for risk categorization and triage **[LASSESSRISKTRIAGE]**
2. Just to be sure we understand the system for risk categorization, we would like to describe a patient and see how you would assign a risk category for him. Mr. Jones is home-bound with functional limitations and is on oxygen. He, however, has a spouse that is with him all the time. What risk category would he be? **[LMRJONES]**
3. How were you influenced when establishing your choice of scale for risk categories and rankings?  **[LRSKCATINFL]**

Probe: Were you influenced by the MC, other organizations, your own HBPC providers? **[LRSKCATINFLWHO]**

#### Staff Training

1. Does HBPC staff receive any training specific to assisting home bound patients with preparing for public health emergencies and disasters? **[LSTAFFTRAIN]**

 If yes, briefly describe the training:

 Content? **[LTRAINCONTENT]**

 Frequency? **[LTRAINFREQ]**

 Format? (i.e., on-line) **[LTRAINFORMAT]**

 Mandatory for ALL staff? **[LTRAINMAND]**

 If no, probe for which staff members are/aren’t required to attend. **[LTRAINWHO]**

1. Are staff members generally receptive to attending these trainings? **[LTRAINRECEPTIVE]**
2. What type of additional staff training do you think is needed and for whom? **[LTRAINADDL]**

**Challenges/Barriers**

1. What are the challenges/barriers to increasing preparedness among your patient population? **[LCHALLENGE] [LPATIENTPREPARED]**
2. How do you think those challenges might be addressed? **[LADDRESSCHALLENGE]**
3. Are there HBPC patients that require more support than what the program can provide in order for them to be adequately prepared in the event of a public health emergency or disaster? **[LPATIENTNEEDS]**
	1. Do you ever recommend your patients evacuate to a hospital in the case of an emergency? **[LRECMMEVAC]**
4. Have you ever experienced a disaster or participated in the response to a disaster?

If yes, probe for:

1. When & where **[LDISASTERWHERE], [LDISASTERWHEN]**
2. Nature of the disaster and response **[LDISASTERNATURE]**
3. Role if part of response **[LDISASTERROLE]**
4. Effect on local disaster prep activities? **[LEFFECTDISASTERPREP]**

**Final Questions**

1. Is there anything we have not asked you about that you feel you’d like to share with us? **[LADDLINFO]**
2. Is there anyone that you feel whom we should make sure to speak with regarding HBPC disaster preparedness activities? **[LREFERRAL]**

Thank you for your time!

**Additional codes that emerged during analysis:**

Educational level **[LEDUCATION]**

Is there an Emergency Management manual? [**LEMERGENCYMANUAL]**

Discussion of the emergency plan **[LEMERGENCYPLAN]**

Discussion of a phone tree **[LPHONETREE]**

HBPC structure (e.g., the chain of command) PHBPCSTRUCTURE

What information about disaster preparedness is routinely given to the new HBPC patient at the follow-up? **[LASSESSFUPINFO]**

 a. When does that happen? **[LASSESSFUPINFOWHEN]**

b. What type of materials are provided (e.g., pamphlets, checklists)? **[LASSESSFUPINFOTYPE]**