**Appendix I.**

**Focus Group Facilitation**: Open with broad “opening question” below. Check off each of the specific topics as they come up organically, or ask directed questions to address them if they do not.

**Opening question:** What would you say are the characteristics of a successful MCA? What are the facilitators and barriers to success for an MCA?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Overarching Topics** |  | **Specific Topics** | **Successes/Facilitators** | **Challenges/Barriers** | **Other** |
| Org. Structure / Leadership | Current org structure? |  |  |  |
| Current leadership? |  |  |  |
| Ideal org structure? |  |  |  |
| Ideal leadership? |  |  |  |
| Relationships | MCA-Hospital |  |  |  |
| MCA-EMS Agency |  |  |  |
| MCA-MCA |  |  |  |
| Meeting frequency |  |  |  |
| Competition / collaboration |  |  |  |
| Ideal relationships? |  |  |  |
| Evaluation / QI | What does it look like now? |  |  |  |
| Internal vs. external |  |  |  |
| Results sharing / in process learning |  |  |  |
| How could it be useful to you? |  |  |  |
| How should this be done? |  |  |  |

# Appendix II.

# Interview Questions

* + 1. Facilitators and Barriers to Success
1. What would you say are the characteristics of a successful MCA or what are the elements of success for an MCA?
	1. …in general?
	2. …or for specific MCAs (e.g. Rural, Suburban, or Urban)?
2. What are barriers faced by MCAs?
	1. …in general…
	2. …or for specific types (e.g. Rural, Suburban, or Urban)?
		1. Organizational Structure and Leadership
3. Can you describe the organizational structure of your MCA?
	1. How does that lend itself to success for your MCA?
	2. How does that stand as a barrier for your MCA?
4. Can you describe the leadership of your MCA?
	1. How does that lend itself to success for your MCA?
	2. How does that stand as a barrier for your MCA?
5. How do you think an MCA *should* be organized or led?
	1. Organized
	2. Led
6. What is the funding situation for your MCA?
7. Does your MCA have any paid staff?
	* 1. MCA Relationships
8. How frequently does your MCA and its stake-holders meet?
9. Is there any turnover in representatives for your MCA?
10. What kind of relationship does your MCA have with local hospitals?
	1. Can you mention aspects of an MCA-Hospital relationship that are helpful?
	2. Can you mention aspects of an MCA-Hospital relationship that are not helpful?
11. What kind of relationship does your MCA have with local EMS agencies?
	1. Can you mention aspects of an MCA-Hospital relationship that are helpful?
	2. Can you mention aspects of an MCA-Hospital relationship that are not helpful?
12. What kind of relationship does your MCA have with other MCAs?
	1. Can you mention aspects of MCA-MCA relationship that are helpful?
	2. Can you mention aspects of an MCA-MCA relationship that are not helpful?
13. How does your MCA manage competition or collaboration between its member agencies?
14. What kind of relationship *should* MCAs have with its stake-holders?
	* 1. Evaluation
15. Does your MCA or any external organization conduct any evaluation of your MCA?
16. How would you describe your MCAs evaluation process?
17. Do you have any challenges to measuring quality at the MCA level?
18. How do you use quality measures to improve prehospital care?
19. Do you share quality results, if so, how and with whom?
20. How *should* MCAs be evaluated, either in terms of criteria or methods?

**Appendix III.**

**Rapid Analysis Template**

Guidelines for use: bullet notes are best, success, barrier, neutral, **theme,** *quote*, add observations about the notes as relevant (e.g. this set of notes has a lot of rich discussion of this domain, worth reviewing if more interpretation is needed, etc.)

FG Composition / Interviewee Role:

Success

Barrier

MCA Structure and Leadership

Organizational Structure:

*

Leadership:

Funding:

*

Relationships:

MCA-Hospital Relationship:

MCA-EMS Agency Relationship:

MCA-MCA Relationship:

Meeting Frequency:

Competition/collaboration:

Evaluation/QI

Existing Evaluations:

Results sharing/In-Process Learning:

Ideal Evaluation:

MIEMSIS:

Other: