

**YEP 6: Practice writing your focus group protocol or survey draft.**

Brainstorm what you would want to learn from your participants – remember to think about what this group of people can tell you. What knowledge do they possess that you could learn the most from? ​You can use what you wrote in YEP 4 and 5 to guide you. Then, **decide if you need a survey or focus group to collect the data**.

If you choose to do a Focus group, continue with the steps below. If you choose to do a survey, continue to page 3.

**Step 1: Brainstorm - What is the goal for the Interview/Focus Group?**

Think about your goals for this specific data collection activity, either the interview or focus group. **What do you really want to know from this interview/focus group?** What will participants be able to tell you? Write those things here.

# **Step 2: Create 5 Questions to Ask in the Interview/Focus Group**

What can you ask to help you get at **what you really want to know from this interview/focus group? Max of 5 questions.**

**Step 3: Activities and Timeframes**

Create a timeframe and list possible activities (if applicable) for each of the 5 questions above.

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| **Interview/Focus Group Question** | **Timeframe (how much time do you want to spend on this question)** | **Possible Activity (skip this column for interviews)** |
| Ex. How did you feel about evaluation before participating in the summer institute vs. how do you feel about it now? | 10 minutes | Gingerbread person, individual |
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**If Survey:**

Check out the example below and do your own on the following page.

Your Evaluation Goal: Identify barriers to showing up to appointments.

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| **Information needed to answer evaluation question (constructs)​** | **Specific variables​** | **Draft questions** |
| Barriers: Geographic constraints​ | Transportation | How do you usually get to your appointments?   * I drive my own car * Someone drives me * I take the bus * I use a ride share service (taxi, Uber) |
| Barriers: socioeconomic/family ​ | Inflexible work hours​  Caregiving responsibilities​  Perception of cost of services (co-pay, unexpected billing) ​ | Have you been unable to make it to an appointment in the past two weeks?   * Yes * No * Not sure * Do not recall   Which of the following best describes the reason for your most recently missed appointment.   * Forgot I had the appointment * Could not leave work * Provided care for a relative * Concerns about having to pay for it * Did not have transportation * Other. Please describe. |

Your Evaluation Goal:

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| --- | --- | --- |
| **Information needed to answer evaluation question (constructs)​** | **Specific variables​** | **Draft questions** |
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