



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.

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

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.

Information needed to answer evaluation question (constructs)	Specific variables	Draft questions
Barriers: Geographic constraints	Transportation	How do you usually get to your appointments? <input type="checkbox"/> I drive my own car <input type="checkbox"/> Someone drives me <input type="checkbox"/> I take the bus <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/> Do not recall Which of the following best describes the reason for your most recently missed appointment. <input type="checkbox"/> Forgot I had the appointment <input type="checkbox"/> Could not leave work <input type="checkbox"/> Provided care for a relative <input type="checkbox"/> Concerns about having to pay for it <input type="checkbox"/> Did not have transportation <input type="checkbox"/> Other. Please describe.

Your Evaluation Goal:

Information needed to answer evaluation question (constructs)	Specific variables	Draft questions