**County**:

**Stakeholder Group**:

**Date**:

**Number of focus group participants**:

**Provide description of make-up for the focus group[[1]](#footnote-1)**:

**Facilitator(s)**:

**Note Taker(s)**:

**Purpose statement**:

**Assent statement reviewed with focus group participants**: □ Yes □ No, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions**: *List questions in sequential order. Please include follow-up questions, if used. (Add/Subtract question numbers as needed)*



**Notes**:

|  |  |  |
| --- | --- | --- |
| **Question #[[2]](#footnote-2)** | **Notes[[3]](#footnote-3)** | **Note Taker/Facilitator Comments[[4]](#footnote-4)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

**Additional comments**:

|  |
| --- |
|  |

1. Provide information that describes the focus group participants. Be as descriptive as possible without identifying individual private provider agencies or individual participants. For example: For a focus group of private providers, describe what kind of services are provided by the group of providers (i.e. in home services, out of home services, etc.). For a focus group of older youth, describe the age range of participants, years in care, etc. [↑](#footnote-ref-1)
2. Add/Subtract question numbers as needed [↑](#footnote-ref-2)
3. Please provide raw notes, quotes (not attributed to specific people) and information gathered. Please do not summarize or make inferences based on statements by focus group participants. [↑](#footnote-ref-3)
4. If applicable, facilitators and note takers are able to provide additional context to provide additional clarification/information to those conducting analysis of the information provided. Examples of comments may include the following:

   One or two participants dominated the discussion related to this question

   Staff who have been at the agency a shorter period of time didn’t feel that they could respond to this question due to lack of involvement in these efforts

   There was consensus of all focus group participants related to this area of focus [↑](#footnote-ref-4)