

Process Query (PQ) Meeting Logistics

**Group
Number:**

**Session
Number:**

Date of Session:

Organizing Agency:

Session Location:

Zip Code:

Comments about the Logistics (e.g., changes; something unexpected):

Attendees

Number Anticipated to Attend:

Actual Attended:

Age Range:

Race/Ethnicity:

Gender:

Additional Comments (e.g., arrived late; left early; level of interest; etc.):

Layout/Style of the Group Meeting

Description/Drawing:

Delivery Style of Leader:

Curriculum Delivery

Topic Focus of this group:

Observations (e.g., response of attendees; questions raised; conflict around a topic; confusion about a topic; very interested in certain topics):

Materials Disseminated:

Meeting Feedback

Administration of Measures: Only the sign-in sheet

Other (from trainer or attendees):

Observation Summary

Final Thoughts (patterns/challenges/key findings):

Strengths/Opportunities:

Outreach Specialist Interview Questions

The Outreach Specialists play a critical role in implementing the Community Voice program. Your responses to our questions are important to the evaluation process and will be used to help us write the annual evaluation report due March 2009. We very much appreciate your time and assistance!

COMMUNITY VOICE COURSE CONTENT AND DELIVERY

1. What are your overall impressions about the course content?
2. What do you think really works for you in delivering the content (e.g., certain locations, techniques, topics)?
3. What are the design advantages and disadvantages of delivering the content over five weeks?
4. What are the challenges that you experienced in delivering the content?
5. Do you think the incentives for the LHAs are a major motivator for LHA further participation?
6. Is there anything you would want to change about the course content and/or delivery?

ROLE OF THE OUTREACH SPECIALIST

1. How would you describe your primary responsibilities as an Outreach Specialist?
2. Thinking back on the preparation to become an Outreach Specialist, do you have any recommendations on how to improve preparatory process?
3. How would you describe the process for communication and coordination among Community Voice co-workers?

COMMUNITY IMPACT OF THE COMMUNITY VOICE PROGRAM

1. Do you think that all aspects of the course content are appropriate for Memphis?
2. What challenges do you see specifically related to the recruitment process?
3. What challenges do you see related to assuring follow-ups with LHAs?
4. In what ways has the community taken ownership of Community Voice?
5. Based on your experience, what would you recommend to strengthen community ownership?

Program Administrator Interview Questions

Program administration plays a critical role in leading and managing the implementation of the Community Voice program. Your responses to our questions are important to the evaluation process and will be used to help us write the annual evaluation report due March 2009. We very much appreciate your time and assistance!

COMMUNITY VOICE COURSE CONTENT AND DELIVERY

1. What are your overall impressions about the course content?
2. What do you think has proven to work best in being able to effectively deliver the content (e.g., certain locations, techniques, topics, five week delivery)?
3. Is there anything you would want to change about the course content and/or delivery?

ROLE OF THE ADMINISTRATOR

4. How would you describe your primary responsibilities?
5. [If knowledgeable] Thinking back on the preparation of the Outreach Specialists, do you have any recommendations on how to improve preparatory process?
6. How would you describe the process for communication and coordination among Community Voice partners? Between the Core Leadership Group and the CV team?
7. How would you describe the challenges of coordinating this program?

COMMUNITY IMPACT OF THE COMMUNITY VOICE PROGRAM

8. Do you think that all aspects of the course content are appropriate for Memphis?
9. What challenges do you see specifically related to the LHA recruitment process?
10. What challenges do you see related to assuring follow-ups with LHAs?
11. Describe some of the resources you have found in the Community Voice partners.
12. Which organizations have proven most helpful? What other groups/other organizations would you like to see CV partnering with?
13. Based on your experience, what would you recommend to strengthen community ownership?

Community Voice Focus Group Question Guide

Thank you all for agreeing to participate in this group discussion. Your opinions and advice will help make Community Voice the best program possible. Let me first ask if we can tape record the discussion, as we want to make sure we keep up with your suggestions and accurately reflect your comments. We will not use people's names in our notes. Do we have your permission? Thank you/no problem [If yes, start recorder, then repeat question so verbal approval is on tape] Please note that there are no 'right' or 'wrong' answers to our questions, so all feedback is equally welcome. We also need everyone's opinion, so we ask that you all join in the discussion. Let's start by asking everyone to give their first name, and if you can recall, tell us when you completed training, and which person ran your training: Brenda or Eskedra.

COURSE CONTENT & DELIVERY

1. What are your impressions about the course content?
2. What are your impressions about the person who ran your training?
3. Do you feel the course content of Community Voice fits Memphis?
4. Is there anything else you would want to change about the course?

ROLE OF LHA

1. How would you describe your primary responsibilities as a Lay Health Advisor?
2. Has the content influenced your health behavior? If so, how?
3. Did you feel prepared to be a Lay Health Advisor?

COMMUNITY IMPACT

1. How has the community responded to Community Voice?
2. Tell us about your experiences in speaking with people about Community Voice
3. We are extremely grateful to everyone who submitted Contact Reporting Forms, as this allows us to demonstrate that Community Voice is "Taking it to The People." Can you all tell us how to improve this reporting process?

Thank you all again for participating in this discussion; we have learned a lot! Do you have any further recommendations, or any questions?