County of Los Angeles – Department of Public Health

Substance Abuse Prevention and Control

**Key Informant/Focus Group Recruitment and Incentive Plan**

**[INSERT AGENCY NAME AND AGENCY CODE]**

**PURPOSE:** To develop an agency specific plan on key informant interview and focus group recruitment efforts and incentives with the Environmental Prevention Services (EPS) and Comprehensive Prevention Services (CPS) agencies in the target Service Planning Area (SPA) to ensure a coordinated and non-overlapping SPA plan for the key informant interview and focus group sections of the Comprehensive Community Assessment. The plan will outline what cities and/or regions the agency proposes for the key informant interviews and focus groups and include specific details about what topics and participants will be selected and why (e.g., findings from local data key findings summary, environmental scan, survey data).

**NOTE:** Agencies may select focus groups and key informant interview participants from the communities in which they plan to provide services (and not necessarily from the same areas in which they conducted surveys). To ensure that agencies have the data they need to complete this form, EPS and CPS agencies must work together to identify the community(ies) from which each agency will draw participants and obtain data from SPA partners who did conduct surveys, archival data searches, and environmental scans in those areas.

**A. STAFFING, LANGUAGE AND TRANSLATION PLANS**

In the two tables below, please list the staff members who will be conducting or documenting key informant interviews and focus groups.Requirements for facilitators and/or recorders include:

* An agency employee assigned to the EPS or CPS contract who is 18 years of age or older (evaluator permitted);
* Livescan fingerprint clearance through DOJ/FBI on-file;
* Certificate of completion for the Department of Public Health (DPH) Institutional Review Board (IRB) Human Subjects Protection training or an alternate IRB training if pre-approved by Substance Abuse Prevention and Control (SAPC) on-file;
* Attendance documented at the CCAT *Conducting Key Informant Interviews and Focus Groups* training*;* and
* Other agency conducted training to ensure safety and compliance with all contract/program requirements in advance of participating in interviews or focus groups.

If key informant interview and/or focus group sessions will be conducted in a language other than English, please insert the language in the last column heading and indicate who will conduct the interview in that language, take notes, and translate proceedings (e.g., notes) into English.

**NOTE:** As outlined in SAPC’s DPH IRB application, informed consent documents **cannot** be translated/interpreted in the field. If the informed consent needs to be translated it must be done in advance of conducting focus groups and key informant interviews, approved by SAPC and the IRB, and be the same version used for all SPAs. Each agency conducting key informant interviews and focus groups in a language other than English must ensure that administering and supporting staff are qualified to read, speak, and translate effectively.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY INFORMANT INTERVIEW STAFFING, LANGUAGE AND TRANSLATION PLANS** | | | | |
| **Role** | **Name** | **ID Code** | **In English**  **Yes/No** | **In [INSERT LANGUAGE]**  **Yes/No** |
| **Person conducting interviews:** |  |  |  |  |
|  |  |  |  |
| **Person taking notes/audio-recording:** |  |  |  |  |
|  |  |  |  |
| **Person translating notes into English:** |  |  |  |  |
|  |  |  |  |
| **Insert as many rows as needed to indicate all staff members who will be conducting key informant interviews or providing supporting services.** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FOCUS GROUP STAFFING, LANGUAGE AND TRANSLATION PLANS** | | | | |
| **Role** | **Name** | **ID Code** | **In English**  **Yes/No** | **In [INSERT LANGUAGE]**  **Yes/No** |
| **Person conducting focus groups:** |  |  |  |  |
|  |  |  |  |
| **Person taking notes/audio-recording:** |  |  |  |  |
|  |  |  |  |
| **Person translating notes into English:** |  |  | N/A |  |
|  |  | N/A |  |
| **Insert as many rows as needed to indicate all staff members who will be conducting focus groups or providing supporting services.** | | | | |

**B. INCENTIVES PLAN**

The DPH IRB and SAPC require that each EPS and CPS contractor in the SPA be consistent in the value of the key informant interview and focus group incentives provided to participants. This also must be consistent with SAPC’s IRB approved research design. The purpose of incentives is to encourage participation and fairly compensate the participants for their time. Please complete the following table with the information as agreed by other SPA-based EPS/CPS agencies. Note: Cash is not permitted.

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY INFORMANT INTERVIEW INCENTIVES PLAN** | | | |
| **Young Adult (18-24)**  **gift card brand** | **Amount** | **Adult (25+)**  **gift card brand** | **Amount** |
|  |  |  |  |
| **FOCUS GROUP INCENTIVES PLAN** | | | |
| **Young Adult (18-24)**  **gift card brand** | **Amount** | **Adult (25+)**  **gift card brand** | **Amount** |
|  |  |  |  |

|  |
| --- |
| **Describe any conditions or circumstances when your agency would not provide an incentive because it would not be appropriate or could not be accepted (e.g., government employees, those participating on behalf of official employment duties).** |
| (FIELD WILL EXPAND AS NEEDED) |
|  |

**C. PROPOSED KEY INFORMANT PARTICIPANTS, TOPICS AND QUESTIONS**

The primary purpose of key informant interviews is to collect in-depth information from individuals who have first-hand experience or knowledge about a particular topic. In each Key Informant Interview table below (up to the maximum number required of your agency), indicate the date and location of the interview, the initials and agency or affiliation of the participant (e.g., local sheriff), the city or community the participant is from, a proposed topic for the interview (e.g., effects of marijuana dispensaries on surrounding communities), the rationale for the topic (i.e., a brief description of data from the needs assessment that should be investigated further), the source of the data on which the rationale is based (e.g., Local Key Findings Summary, Environmental Scan, Survey Summary form), and the specific questions proposed for each topic. Proposed participants, topics and questions will be developed in agreement with other SPA-based EPS/CPS agencies to avoid duplication and ensure an adequate range of participants.

Agencies are strongly encouraged to conduct more key informant interviews than required by their contracts to better ensure that the priority problems and contributing factors are accurately identified for the target community(ies).

**D. PROPOSED FOCUS GROUP PARTICIPANTS, TOPICS AND QUESTIONS**

Focus groups are organized, moderated discussions among a select group of community members for the purpose of understanding shared attitudes, perceptions, and experiences on topics related to alcohol and other drug (AOD) use and community conditions. In the Focus Group tables below, indicate the description of each of the four proposed groups (e.g., marijuana dispensaries/local residents), the city or community the participants are from, a proposed topic for the discussion, the rationale for the topic (i.e., a brief description of data from the needs assessment that should be investigated further), the source of the data on which the rationale is based (e.g., Local Key Findings Summary, Environmental Scan, Survey Summary form), and the specific questions proposed for the topic. Proposed participants, topics and questions will be developed in agreement with other SPA-based EPS/CPS agencies to avoid duplication and ensure an adequate range of participants.

Agencies are strongly encouraged to conduct more focus groups than required by contract to better ensure that the priority problems and contributing factors are accurately identified for the target community(ies).Complete the tables below for focus groups.

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY INFORMANT INTERVIEW #1**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Key informant initials:** | **Agency or affiliation:** | **City or community:** | |
| **TOPIC**  **(Choose 1-2 topic areas with up to 10 questions each. Add rows as needed)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
| [Topic 1] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6 |
| 7. |
| 8. [insert more lines for additional questions] |
| [Topic 2 – if applicable] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. [insert more lines for additional questions] |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY INFORMANT INTERVIEW #2**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Key informant initials:** | **Agency or affiliation:** | **City or community:** | |
| **TOPIC**  **(Choose 1-2 topic areas with up to 10 questions each. Add rows as needed)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
| [Topic 1] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6 |
| 7. |
| 8. [insert more lines for additional questions] |
| [Topic 2 – if applicable] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. [insert more lines for additional questions] |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY INFORMANT INTERVIEW #3**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Key informant initials:** | **Agency or affiliation:** | **City or community:** | |
| **TOPIC**  **(Choose 1-2 topic areas with up to 10 questions each. Add rows as needed)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
| [Topic 1] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6 |
| 7. |
| 8. [insert more lines for additional questions] |
| [Topic 2 – if applicable] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. [insert more lines for additional questions] |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY INFORMANT INTERVIEW #4**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Key informant initials:** | **Agency or affiliation:** | **City or community:** | |
| **TOPIC**  **(Choose 1-2 topic areas with up to 10 questions each. Add rows as needed)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
| [Topic 1] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6 |
| 7. |
| 8. [insert more lines for additional questions] |
| [Topic 2 – if applicable] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. [insert more lines for additional questions] |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY INFORMANT INTERVIEW #5**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Key informant initials:** | **Agency or affiliation:** | **City or community:** | |
| **TOPIC**  **(Choose 1-2 topic areas with up to 10 questions each. Add rows as needed)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
| [Topic 1] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6 |
| 7. |
| 8. [insert more lines for additional questions] |
| [Topic 2 – if applicable] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. [insert more lines for additional questions] |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY INFORMANT INTERVIEW #6**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Key informant initials:** | **Agency or affiliation:** | **City or community:** | |
| **TOPIC**  **(Choose 1-2 topic areas with up to 10 questions each. Add rows as needed)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
| [Topic 1] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6 |
| 7. |
| 8. [insert more lines for additional questions] |
| [Topic 2 – if applicable] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. [insert more lines for additional questions] |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY INFORMANT INTERVIEW #7**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Key informant initials:** | **Agency or affiliation:** | **City or community:** | |
| **TOPIC**  **(Choose 1-2 topic areas with up to 10 questions each. Add rows as needed)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
| [Topic 1] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6 |
| 7. |
| 8. [insert more lines for additional questions] |
| [Topic 2 – if applicable] |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. [insert more lines for additional questions] |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOCUS GROUP #1 (Age range: \_\_\_\_\_\_\_\_)**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF PARTICIPANTS \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Group description (e.g., Homemakers):** | | **City or community:** | |
| **TOPIC**  **(Choose 1 topic area with a maximum of 4-5 questions.)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
|  |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOCUS GROUP #2 (Age range: \_\_\_\_\_\_\_\_)**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF PARTICIPANTS \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Group description (e.g., Homemakers):** | | **City or community:** | |
| **TOPIC**  **(Choose 1 topic area with a maximum of 4-5 questions.)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
|  |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOCUS GROUP #3 (Age range: \_\_\_\_\_\_\_\_)**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF PARTICIPANTS \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Group description (e.g., Homemakers):** | | **City or community:** | |
| **TOPIC**  **(Choose 1 topic area with a maximum of 4-5 questions.)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
|  |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOCUS GROUP #4 (Age range: \_\_\_\_\_\_\_\_)**  **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF PARTICIPANTS \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Group description (e.g., Homemakers):** | | **City or community:** | |
| **TOPIC**  **(Choose 1 topic area with a maximum of 4-5 questions.)** | **RATIONALE FOR TOPIC**  **(from needs assessment data)** | **DATA SOURCE**  **(Local Key Findings Summary, Environmental Scan, Survey Summary Form)** | **SPECIFIC QUESTIONS** |
|  |  |  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |

This document constitutes the agency’s *Key Informant/Focus Group Recruitment and Incentive Plan*. Submitting this document to SAPC constitutes agreement to the above plan unless otherwise agreed in writing. This plan must be consistent with the EPS/CPS agencies in your target SPA, and key informant interview and focus group participants may not overlap with other contractors. In other words, an individual may only participate in one key informant interview or focus group for this entire Community Needs Assessment process unless otherwise agreed to by SAPC. Each agency must maintain this agency specific plan on-site and ensure its availability to the SAPC Contract Program Auditor upon request.

The individual authorized by the agency to commit to this plan must sign below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date