

Focus Group Discussion (FGD) Guide

1. **Participants:** A typical FGD can range from 10-12 people.
2. **Duration:** 60-90 minutes.
3. **Materials required**
 - a. Consent: All participants verbally acknowledge the acceptance of the consent form which provides details about the objectives of FGD, the risks and benefits, compensation and voluntary nature.
 - b. Recording device & permission: To ensure that the facilitators are able to capture the information, please make sure you record the discussion in some format.
4. **Roundtable/ FGD Format**
 - a. Welcome: Facilitation leaders will introduce themselves and provide an overview of the objectives of the meeting.
 - b. Consent: Summarize the consent form and ask all participants to verbally acknowledge their acceptance to participate. Zoom also has a notification button for participants to acknowledge the session is being recorded.
 - c. Ground rules: Utilize the Federal Administrative Office of the U.S. Rules of Discourse:
 - i. *Wait to be recognized by the moderator before speaking.*
 - ii. *Don't interrupt or talk over someone else who is speaking.*
 - iii. *Listen for content in the statements of others, even if you disagree.*
 - iv. *Don't engage in side conversations that distract from the speaker who has the floor.*
 - v. *Don't assume you know what someone else means. Ask questions that help you understand perspectives different from your own.*
 - vi. *Follow the direction of the discussion. Don't repeat what has already been said.*
 - vii. *Relate your comments to those of previous speakers.*
 - viii. *Don't get personal. No demeaning or inappropriate comments, facial expressions, or gestures.*
 - ix. *Differentiate between facts and opinions. Both are valid when expressed appropriately.*
 - x. *Listen more than you speak.*
 - xi. *Keep your eye on the systemic issues, not individual cases.*
 - d. Interview questions - The SOAR: Strengths, Opportunities, Aspirations, Results Format will be used for the focus groups. SOAR is a strategic planning instrument that allows an organization to focus on current strengths and to project its vision for the future. This approach engages individuals at all levels of the organization or system who are invested in the issue or program (Stavros & Hinrichs, 2009).

- e. Reflections: The participants and facilitators should take time to reflect on the major insights from the meeting and see how it fits in with the broader objective of informing and improving current policy and practice.
- f. Closing & next steps: Facilitation leader should provide information about next steps and how the feedback from the discussion will be incorporated into action items. Talk through follow-up, feedback and timeline. Also provide an option to provide any additional feedback offline if possible.

5. Focus Group Listing Dates and Times – Zoom TBD

- a. CYFD Workers
 - i. August 1 11:00 – 12:30 PM
- b. Courts and CCIC
 - i. August 2 11:00 AM – 12:30 PM
- c. Schools, Advocates and Community Supports
 - i. August 2 2:00 PM – 3:30 PM
- d. Resource Families, Adoptions and Guardianships
 - i. August 2 6:00 – 7:30 PM
- e. Parents' Voices
 - i. August 3 6:00 – 7:30 PM
- f. Youth with Lived Experience
 - i. August 10 6:00 – 7:30 PM
- g. Multi-disciplinary Team/Children Advocacy Center
 - i. August 12 8:30 – 10:00 AM
- h. Native Families and Children
 - i. August 15 6:00 – 7:30 PM
- i. CYFD Workers
 - i. August 16 6:00 – 7:30 PM