County of Los Angeles – Department of Public Health

Substance Abuse Prevention and Control

**Key Informant Interview & Focus Group Summary FORM**

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| **AGENCY** |  | **AGENCY CODE** |  |
| **CONTRACT TYPE**  |  | **DATE**  |  |

**PURPOSE:** The purpose of the *Key Informant Interview & Focus Group Summary*is to provide an overview of qualitative responses and document providers’ experiences collecting data using qualitative methods. Along with the *Local Data Key Findings Summary*, *Environmental Scan*, and *Survey Summary Form,* the *Key Informant Interview & Focus Group Summary**Form* will help agencies identify prevalent alcohol and other drug (AOD) problems and contributing factors to inform program development in target community(ies).

**DIRECTIONS:** Completing this form will help agencies organize, interpret and communicate qualitative data and identify whether findings support or refute results from other sources. After the interviewer/moderator and note taker have agreed on the content of the sessions, use the session notes or transcripts to determine key findings and enter responses to the questions below. To determine key findings, identify patterns in the conversation (i.e., similar answers given to different questions or expressed in different ways) or frequencies of responses (i.e., the number of times a concept comes up). At least two individuals familiar with the session should agree on the interpretation of key findings. The evaluator can be a key resource in identifying patterns/frequencies and prioritizing, comparing and presenting the information. Presented information should illustrate key findings related to the topic of the session, whether or not these findings are consistent with other findings or reflect the agency’s mission or expectations.

Please be sure to document verbatim responses during interviews and focus groups. A verbatim response is an individual’s answer reproduced **in exactly the same words**, word for word, without removing, adding or otherwise modifying content. Do not correct grammar or slang or attempt to clarify or elaborate. Do not add emphasis with bolding, italics or underlining unless such emphasis was present in the original statement. If the session notes are unclear about a participant’s wording, do not guess or estimate. Refer to the audio tape for clarification where possible. Do not document a response as verbatim where there is any uncertainty of exact wording. Enter the verbatim response in quotation marks.

**SCOPE & TIME COMMITMENT:** Responding to the following questions could take a week or more of dedicated staff time depending on level of experience evaluating qualitative data. SAPC recommends that agencies work with their evaluator regarding this qualitative analysis where possible.

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| **In your view, what were the purpose, goals and objectives of conducting the key informant interviews and focus groups? Did you expect to learn anything in particular? Were the agency’s goals and objectives met?** |
| **Key Informant Interviews** [INSERT RESPONSE HERE]: |
| **Focus Groups** [INSERT RESPONSE HERE]: |

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| **For each key informant interview conducted, list the interview topic, participant agency or affiliation, city/community of interest, 1-3 key findings related to the topic (e.g., “Participant reports that he and the other cops in his department feel calls from community members about house parties are a low priority”), and 1-3 verbatim quotes that illustrate key findings. Insert boxes/rows as needed to list all interviews conducted.** |
| **KEY INFORMANT INTERVIEW #1** |
| **Topic:**  \_\_\_\_\_\_ | **Participant Agency/Affiliation:** \_\_\_\_ | **City/Community:** \_\_\_\_\_ |
| **Key Findings:****1.** **2.****3**. |
| **Verbatim Quotes (use quotation marks):****1.****2.****3.** |
| **KEY INFORMANT INTERVIEW #2** |
| **Topic:**  \_\_\_\_\_\_ | **Participant Agency/Affiliation:** \_\_\_\_ | **City/Community:** \_\_\_\_\_ |
| **Key Findings:****1.** **2.****3**. |
| **Verbatim Quotes (use quotation marks):****1.****2.****3.** |

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| **For each key informant interview conducted, list the interview topic, participant agency or affiliation, city/community of interest, 1-3 key findings related to the topic (e.g., “Participant reports that he and the other cops in his department feel calls from community members about house parties are a low priority”), and 1-3 verbatim quotes that illustrate key findings. Insert boxes/rows as needed to list all interviews conducted.** |
| **KEY INFORMANT INTERVIEW #3** |
| **Topic:**  \_\_\_\_\_\_ | **Participant Agency/Affiliation:** \_\_\_\_ | **City/Community:** \_\_\_\_\_ |
| **Key Findings:****1.** **2.****3**. |
| **Verbatim Quotes (use quotation marks):****1.****2.****3.** |
| **KEY INFORMANT INTERVIEW #4** |
| **Topic:**  \_\_\_\_\_\_ | **Participant Agency/Affiliation:** \_\_\_\_ | **City/Community:** \_\_\_\_\_ |
| **Key Findings:****1.** **2.****3**.  |
| **Verbatim Quotes (use quotation marks):****1.****2.****3.** |

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| **For each key informant interview conducted, list the interview topic, participant agency or affiliation, city/community of interest, 1-3 key findings related to the topic (e.g., “Participant reports that he and the other cops in his department feel calls from community members about house parties are a low priority”), and 1-3 verbatim quotes that illustrate key findings. Insert boxes/rows as needed to list all interviews conducted.** |
| **KEY INFORMANT INTERVIEW #5** |
| **Topic:**  \_\_\_\_\_\_ | **Participant Agency/Affiliation:** \_\_\_\_ | **City/Community:** \_\_\_\_\_ |
| **Key Findings:****1.** **2.****3**. |
| **Verbatim Quotes (use quotation marks):****1.****2.****3.** |
| **KEY INFORMANT INTERVIEW #6** |
| **Topic:**  \_\_\_\_\_\_ | **Participant Agency/Affiliation:** \_\_\_\_ | **City/Community:** \_\_\_\_\_ |
| **Key Findings:****1.** **2.****3**. |
| **Verbatim Quotes (use quotation marks):****1.****2.****3.** |

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| **For each key informant interview conducted, list the interview topic, participant agency or affiliation, city/community of interest, 1-3 key findings related to the topic (e.g., “Participant reports that he and the other cops in his department feel calls from community members about house parties are a low priority”), and 1-3 verbatim quotes that illustrate key findings. Insert boxes/rows as needed to list all interviews conducted.** |
| **KEY INFORMANT INTERVIEW #7** |
| **Topic:**  \_\_\_\_\_\_ | **Participant Agency/Affiliation:** \_\_\_\_ | **City/Community:** \_\_\_\_\_ |
| **Key Findings:****1.** **2.****3**. |
| **Verbatim Quotes (use quotation marks):****1.****2.****3.** |

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| **For each focus group conducted in each age group, list the focus group topic, group description, city/community of interest, 1-3 key findings related to the topic (e.g., “a majority of participants agreed that marijuana dispensaries have led to an increase in marijuana use among youth”), and 1-3 verbatim quotes that illustrate key findings. Insert rows as needed to list all focus groups conducted.** |
| **YOUNG ADULT (18-24)** |
| **FOCUS GROUP #1** |
| **Topic:** \_\_\_\_\_\_  | **Group Description:** \_\_\_\_\_\_\_\_  | **City/Community:** \_\_\_\_\_\_ |
| **Key Findings:****1.** **2.****3.** |
| **Verbatim Quotes (use quotation marks)**:**1.****2.****3.** |
| **YOUNG ADULT (18-24)** |
| **FOCUS GROUP #2** |
| **Topic:** \_\_\_\_\_\_  | **Group Description:** \_\_\_\_\_\_\_\_  | **City/Community:** \_\_\_\_\_\_ |
| **Key Findings:****1.** **2.****3.** |
| **Verbatim Quotes (use quotation marks)**:**1.****2.****3.** |

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| **For each focus group conducted in each age group, list the focus group topic, group description, city/community of interest, 1-3 key findings related to the topic (e.g., “a majority of participants agreed that marijuana dispensaries have led to an increase in marijuana use among youth”), and 1-3 verbatim quotes that illustrate key findings. Insert boxes/rows as needed to list all focus groups conducted.** |
| **For each focus group conducted in each age group, list the focus group topic, group description, city/community of interest, 1-3 key findings related to the topic (e.g., “a majority of participants agreed that marijuana dispensaries have led to an increase in marijuana use among youth”), and 1-3 verbatim quotes that illustrate key findings. Insert boxes/rows as needed to list all focus groups conducted.** |
| **ADULT (25 and over)** |
| **FOCUS GROUP #3** |
| **Topic:** \_\_\_\_\_\_  | **Group Description:** \_\_\_\_\_\_\_\_  | **City/Community:** \_\_\_\_\_\_ |
| **Key Findings:****1.** **2.****3.** |
| **Verbatim Quotes (use quotation marks)**:**1.****2.****3.** |
| **ADULT (25 and over)** |
| **FOCUS GROUP #4** |
| **Topic:** \_\_\_\_\_\_  | **Group Description:** \_\_\_\_\_\_\_\_  | **City/Community:** \_\_\_\_\_\_ |
| **Key Findings:****1.** **2.****3.** |
| **Verbatim Quotes (use quotation marks)**:**1.****2.****3.** |

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| **Do the key informant interview or focus group results reinforce or refute the agency’s previous assessment findings (Archival Data Review, Media Coverage Review, Political Record Review, Environmental Scan, or survey results)? In what ways?** |
| **Key Informant Interviews**: |
| **Focus Groups**: |

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| **What were the main difficulties conducting the key informant interviews and focus groups and/or interpreting the data?** |
| **Key Informant Interviews**: |
| **Focus Groups**: |