

SEED Method – Evaluation Module

MODULE INSTRUCTIONS: This Evaluation Module is included in the SEED Method Toolkit for users who want to assess project processes or outcomes.

The Evaluation Module includes the following tools and instruments. We recommend modifying these to fit the specifics of your project:

- Group Readiness questionnaire
- Group Dynamics questionnaires
- Personal Information questionnaire
- Training Satisfaction questionnaires
- Stakeholder Matrix document
- Stakeholder Matrix questionnaires
- Topic group facilitated activity Observation logs
- Topic group facilitated activity Activity logs
- Topic group facilitated activity satisfaction questionnaire
- After Action Review guide
- End of project interview guide
- Research Agenda Evaluation questionnaire
- Conference Evaluation questionnaire
- Meetings notes template

The Evaluation Module also includes an **Evaluation Matrix** which outlines the timing and administration of each evaluation activity and tool.

In order to maintain participant confidentiality, we recommend using the **SEED Study ID document** to have participants assign themselves a project ID number which they use on all evaluation questionnaires throughout the project. A record linking Study ID numbers and participants' names should be kept in a secured location by the project coordinator or another project staff member. (With focus group and key informant interview participants (SCAN), SEED Study ID numbers can be assigned by project coordinator, as only one questionnaire is administered to this group of participants.)

SEED Evaluation Matrix

SEED Study Activity	Evaluation Instrument/Activity	Administration		Construct Measured
		When	Participants	
RESEARCH TEAM				
Research Team Trainings	Satisfaction Questionnaire (Trainings)	After Trainings (CITI, Focus groups, Interviewing)	All research team members	Participant Satisfaction
Research Team Meetings	Group Readiness Questionnaire	After team meeting #4	All research team members	Group readiness
	Meeting Notes/Audio Recording	During each meeting	Research team (Admin members only)	Group decision making process
				Group dynamics
				Participant engagement
Participant Personal Information	During first team meeting	All research team members	Participant recruitment	
Research Team Meetings	Group Dynamics Questionnaire	After research team meetings (recommended: Meetings #10 and #23)	All research team members	Group activities
				Demographics
				Prior history with health topic
				Group decision making process
				Group dynamics
Stakeholder Matrices (Patient Stakeholder Identification, Patient Recruitment, Service Provider Stakeholder, Other Stakeholder)	Completed Matrices	After meeting	All research team members	Participant engagement
				Participant recruitment
	Matrix Activity Log	Immediately after meeting	Facilitator (research team member)	Group decision making process
				Participant engagement
				Activity implementation
	Matrix Observation Log	During meeting	Member from research (Admin.) team	Strengths/Weaknesses of activity
Future recommendations				
Participant engagement				
				Activity implementation
				Strengths/Weaknesses of activity
				Future recommendations

Stakeholder Matrices	Matrix Document	After using set of Stakeholder Identification and Recruitment Matrices	Research Team (All Admin members)	Effectiveness of matrices
	Matrix Questionnaire	After using set of Stakeholder Identification and Recruitment Matrices (around meeting #7)	All research team members	Usefulness of Matrices
Mid-way through project	Interim Project Interviews	Mid-way through project (around Week 17)	All research team members	Group decision making process
				Group dynamics
				Participant engagement
Last Research Team Meeting	Group Dynamics Questionnaire	End of project (Week 34)	All research team members	Participant satisfaction
				Group decision making process
				Group dynamics
				Participant engagement
				Participant satisfaction
Last week of project	End of Project Interview	End of project (Week 34)	All research team members	Benefits/costs of participating
				Familiarity with SEED method
				Group decision making process
				Group dynamics
				Participant engagement
TOPIC GROUPS				
Research Trainings (OPTIONAL)	Satisfaction Questionnaire (Trainings)	After Trainings (Focus groups, Interviewing)	Topic group members	Participant Satisfaction
Topic meetings	Group Readiness Questionnaire	During Topic group meeting BEFORE Facilitated Activity #1	All Topic group members	Group readiness
	Meeting Notes/Transcripts	During each meeting/ Facilitated Exercises	Research Team (Admin)	Group decision making process
				Group dynamics
				Participant engagement
Participant Personal	During one Topic group meeting (recommended)	All Topic group members	Demographics	

	Information	meeting (recommended: Meeting #1 or #2)	All Topic group members	Prior history with health topic
Conceptual mapping Exercise (Facilitated Activity #1)	After Action Review	Immediately following study activity	Topic group #1 - Led by Evaluation Committee member; Staff/Research Team of other two Topic groups	Group decision making process Group dynamics Participant engagement Strengths/Weaknesses of activity Changes made to training Future recommendations
	Satisfaction Questionnaire	Immediately following study activity	Other 2 Topic groups (#2 and #3)	Strengths/Weaknesses of activity Future recommendations Participant Satisfaction
	Activity Log #1	Immediately following study activity	Topic group facilitator	Training implementation
	Observation Log #1	During study activity	Research Team (Admin)	Group decision making process Group activities Training implementation
	Output Evaluation	After study activity	Research Team	Differences in indicators, pathways across conceptual models
Question development Exercise (Facilitated Exercise #2)	After Action Review	Immediately following study activity	Topic group #2 - Led by Evaluation Committee member; Staff/Research Team of other two Topic groups	Group decision making process Group dynamics Participant engagement Strengths/Weaknesses of activity Changes made to training Future recommendations
	Satisfaction Questionnaire	Immediately following study activity	Other 2 Topic groups (#1 and #3)	Strengths/Weaknesses of activity Future recommendations Participant Satisfaction
	Activity Log #2	Immediately following study activity	Topic group facilitator	Training implementation
	Observation Log #2	During study activity	Research Team (Admin)	Group decision making process Group activities Training implementation
	Output Evaluation	After study activity	Research Team	Differences in questions across groups
			Topic group #3 - Led by Evaluation Committee	Group decision making process Group dynamics

Question prioritization Exercise (Facilitated Exercise #3)	After Action Review	Immediately following study activity	Evaluation Committee member; Staff/Research Team of other two Topic groups	Participant engagement Strengths/Weaknesses of activity Changes made to training Future recommendations
	Satisfaction Questionnaire	Immediately following study activity	Other 2 Topic groups (#1 and #2)	Strengths/Weaknesses of activity Future recommendations Participant Satisfaction
	Activity Log #3	Immediately following study activity	Topic group facilitator	Training implementation
	Observation Log #3	During study activity	Research Team (Admin)	Group decision making process Group activities Training implementation
	Output Evaluation	After study activity	Research Team	Differences in contributions across groups
Last Topic meeting	Group Dynamics Questionnaire	During last Topic group meeting	All Topic group participants	Group decision making process Group dynamics Participant engagement Participant satisfaction Benefits/costs of participating Familiarity with SEED method
SCAN PARTICIPANTS				
Focus Groups	Focus Group Notes/Summaries	Immediately following focus group	Research team member completes	Group dynamics Group activities
	Participant Personal Information	Immediately following focus group	Focus group participants	Demographics Prior history with health topic
Interviews	Participant Personal Information	Immediately following interview	Interview participants	Demographics Prior history with health topic
OTHER				
Post-study evaluation	Research Agenda Evaluation	After dissemination of research agenda	Community Partner organizations, diverse stakeholders	Effectiveness of research agenda (understandable and informative) Stakeholder involvement (Satisfaction with stakeholder participation) Future Work (Intention and ability to incorporate research agenda into future

				work)
Post-conference presentation	Research Conference Evaluation	After conference presentation	Conference attendees	

Key Terms				
	Research Team = Community Researchers, Administrative members			
	Topic groups = Groups of stakeholder participants			
	SCAN participants = Focus group and interview participants			

Construct Measured (What we are measuring)	Conceptualization (How we define and interpret construct)
Group readiness	Factors that influence a group's ability, willingness, or capacity to work in groups.
Group decision making process	Factors that influence a group's ability, willingness, or capacity to work with groups; process of making decisions within group
Group dynamics	Behaviors and processes that occur within a group, such as: Leadership, communication, management, problem solving
Participant engagement	Involvement and participation of participants in study activities
Participant recruitment	How participants were recruited to participate in study activities; Effectiveness of recruitment strategies
Group activities	What activities were or were not carried out; Were agenda items met?
Participant satisfaction	How satisfied participants are with their involvement in the study; Satisfaction with trainings and facilitated exercises
Benefits/costs of participating	Barriers and benefits/incentives to participating in the study
Familiarity with SEED method	Participants are knowledgeable about and comfortable with the SEED method
Usefulness of Matrices	Usefulness and effectiveness in both identifying and recruiting stakeholders; Ease of use; Recommendations or changes to make to matrices
Changes made to training	Any changes or deviations that were made to facilitated trainings and training guides
Future recommendations	Recommendations and suggestions related to SEED method, evaluation process, tools, etc.
Training implementation	The extent to which training was implemented as intended
Differences in indicators, pathways across conceptual models	Comparison of model components and relationships (e.g., unique variables and pathways); relate differences in the models to 1) pertinent Topic group characteristics and 2) process factors that may be related to the development of the models
Differences in questions across groups	Comparison of questions across Topic groups; match the contribution of new/unique research questions with characteristics of the Topic group that created them; identify relevant factors related to the group processes that may have facilitated those contributions.
Differences in contribution across groups	Assess the contribution of the Topic teams in creating a research agenda that is innovative and assess how the processes used throughout the study facilitated those contributions
Satisfaction with stakeholder participation; satisfaction with final product	Stakeholders are satisfied with their involvement in the study; Report satisfaction with prioritized research questions/agenda
Effectiveness of research agenda (understandable and informative)	The extent to which the prioritized research questions and agenda is understandable and informative
Intention to incorporate research agenda into future work	Stakeholders and community partner organizations likelihood of using research agenda in their future work

Activity Log – Conceptual Model Training

Topic Group Conceptual Model Training

Instructions: This activity log is intended to be completed after the Topic group training on Conceptual Models/Path Diagrams by the training facilitator. We are interested in knowing more about your experience leading this training, as well as how Topic group members engaged throughout the activity. There are no right or wrong answers. All information will be used to evaluate and improve this activity.

Facilitator's Name:

Topic Group:

Date:

Training Start Time:

Training End Time:

Activity Log – Conceptual Model Training

Please rate how engaged the Topic group members were with each part of this facilitated activity. *Engagement describes a person's willingness and ability to fully participate in an activity.* Please add any additional information in the 'Comments' section that more fully explains your response.

Activities:	Not at all engaged	Partially engaged	Fully engaged		Were activity objectives met?	
Path Diagram Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		YES	NO
Comments:						

Please answer the following questions about facilitating this activity. Please add any additional information in the 'Comments' section that more fully explains your response.

	I stuck with the script closely	I used the script a lot but also used my own language	I used the script mostly as a guide	I didn't use the script very much
How closely did you stick to the activity script?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Log – Conceptual Model Training

In your opinion, how successful were you at:

	Not at all successful	Somewhat successful	Very successful
Staying on schedule with activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Responding to questions from Topic group members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

What activities do you think worked well, and which did not?

Activity Log – Conceptual Model Training

Was there anything that helped or hindered today’s activity? (Examples include: Classroom comfort, tardiness of group members, noise level, etc.)

Do you have any suggestions for how this set of activities could be improved in the future?

Please describe the participants’ behavior and participation during the session:

Activity Log – Facilitated Activity #1

Topic Group Facilitated Activity 1: Factor Identification and Conceptual Models

Instructions: This activity log is intended to be completed after the Topic group facilitated activity '*Factor Identification and Conceptual Models*' by the activity facilitator. We are interested in knowing more about your experience leading this exercise, as well as how Topic group members engaged throughout the activity. There are no right or wrong answers. All information will be used to evaluate and improve this activity.

Facilitator's Name:

Topic Group:

Date:

Activity Start Time:

Activity End Time:

Activity Log – Facilitated Activity #1

Please rate how engaged the Topic group members were with each part of this facilitated activity. *Engagement describes a person's willingness and ability to fully participate in an activity.* Please add any additional information in the 'Comments' section that more fully explains your response.

Activities:	Not at all engaged	Partially engaged	Fully engaged	Were activity objectives met?	
Part I: Identifying factors affecting the health outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
Comments:					
Part II: Modeling the health outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
Comments:					

Please answer the following questions about facilitating this activity. Please add any additional information in the 'Comments' section that more fully explains your response.

	I stuck with the script closely	I used the script a lot but also used my own language	I used the script mostly as a guide	I didn't use the script very much
How closely did you stick to the activity script?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Log – Facilitated Activity #1

In your opinion, how successful were you at:

	Not at all successful	Somewhat successful	Very successful
Staying on schedule with activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Responding to questions from Topic group members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

What activities do you think worked well, and which did not?

Activity Log – Facilitated Activity #1

Was there anything that helped or hindered today's activity? (Examples include: Classroom comfort, tardiness of group members, noise level, etc.)

Do you have any suggestions for how this set of activities could be improved in the future?

Please describe the participants' behavior and participation during the session:

Activity Log – Facilitated Activity #2

Topic Group Facilitated Activity 2: Question Development

Instructions: This activity log is intended to be completed after the Topic group facilitated activity '*Question Development*' by the activity facilitator. We are interested in knowing more about your experience leading this exercise, as well as how Topic group members engaged throughout the activity. There are no right or wrong answers. All information will be used to evaluate and improve this activity.

Facilitator's Name:

Topic Group:

Date:

Activity Start Time:

Activity End Time:

Activity Log – Facilitated Activity #2

Please rate how engaged the TOPIC group members were with each part of this facilitated activity. Engagement describes a person’s willingness and ability to fully participate in an activity. Please add any additional information in the ‘Comments’ section that more fully explains your response.

Activities:	Not at all engaged	Partially engaged	Fully engaged	Were activity objectives met?	
Part I: Review models	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
Comments:					
Part II: Training on research question development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
Comments:					
Part III: Question development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
Comments:					
Part IV: Listing questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
Comments:					

Activity Log – Facilitated Activity #2

Please answer the following questions about facilitating this activity. Please add any additional information in the 'Comments' section that more fully explains your response.

	I stuck with the script closely	I used the script a lot but also used my own language	I used the script mostly as a guide	I didn't use the script very much
How closely did you stick to the activity script?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In your opinion, how successful were you at:

	Not at all successful	Somewhat successful	Very successful
Staying on schedule with activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Responding to questions from Topic group members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Activity Log – Facilitated Activity #2

What activities do you think worked well, and which did not?

Was there anything that helped or hindered today's activity? (Examples include: Classroom comfort, tardiness of group members, noise level, etc.)

Activity Log – Facilitated Activity #2

Do you have any suggestions for how this set of activities could be improved in the future?

Please describe the participants' behavior and participation during the session:

Activity Log – Facilitated Activity #3

Topic Group Facilitated Activity 3: Question Prioritization

Instructions: This activity log is intended to be completed after the Topic group facilitated activity ‘*Question Prioritization*’ by the activity facilitator. We are interested in knowing more about your experience leading this exercise, as well as how Topic group members engaged throughout the activity. There are no right or wrong answers. All information will be used to evaluate and improve this activity.

Facilitator’s Name:

Topic Group:

Date:

Activity Start Time:

Activity End Time:

Activity Log – Facilitated Activity #3

Please write down the list of research questions that were selected by the group during multi-voting step (Part I) and any criteria they used to make the selections.

Activity Log – Facilitated Activity #3

Please rate how engaged the Topic group members were with each part of this facilitated activity. Engagement describes a person’s willingness and ability to fully participate in an activity. Please add any additional information in the ‘Comments’ section that more fully explains your response.

Activities:	Not at all engaged	Partially engaged	Fully engaged	Were activity objectives met?	
Part I: Prioritization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
Comments:					
Part II: Making research questions patient-centered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO
Comments:					

Please answer the following questions about facilitating this activity. Please add any additional information in the ‘Comments’ section that more fully explains your response.

	I stuck with the script closely	I used the script a lot but also used my own language	I used the script mostly as a guide	I didn’t use the script very much
How closely did you stick to the activity script?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Log – Facilitated Activity #3

In your opinion, how successful were you at:

	Not at all successful	Somewhat successful	Very successful
Staying on schedule with activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Responding to questions from Topic group members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

What activities do you think worked well, and which did not?

Activity Log – Facilitated Activity #3

Was there anything that helped or hindered today's activity? (Examples include: Classroom comfort, tardiness of group members, noise level, etc.)

Do you have any suggestions for how this set of activities could be improved in the future?

Activity Log – Facilitated Activity #3

Please describe the participants' behavior and participation during the session:

After Action Review (AAR) Agenda and Questions

TOOL INSTRUCTIONS: Please modify this tool to fit the goals of your project. We recommend adapting the interview questions used in this guide to best suit your needs. An After Action Review should take no more than 30-45 minutes to conduct. We advise facilitating one After Action Review with a single Topic group after each Facilitated Exercise – for example, Topic Group #1 will participate in an AAR after Exercise #1, Topic Group #2 will participate in an AAR after Exercise #2, etc.

Purpose of After Action Review: Conducting an After Action Review after each of the Topic Group Facilitated Exercises helps Topic group teams reflect on their experiences in the exercises and allows for improvement to the SEED Method process.

Participants: Topic Group Members

After Action Review Facilitator: A neutral party, ideally someone who was not involved in facilitating the Topic Group Facilitated Exercises

I. Welcome, introduction, and context for this review

1. After Action Review – a time for us to reflect and discuss the activity we just participated in; allows us to learn more about what happened, what went well, and what can be improved
2. The goal is to reflect on and improve the activity (this project)
3. There are always weaknesses to improve and strengths to sustain

II. Ground rules and role of facilitator

1. Active participation – we would love everyone to participate and share something
 2. Everyone’s views are important!
 3. Honest opinions and feedback – we want you to feel welcome to share
 4. There are no right or wrong answers! Everyone’s experience with today’s activity may be different, so there may be disagreement and that’s OK!
-

III. After Action Review Questions:

1. “What was supposed to happen?”
 - i. What were your expectations?
 - ii. What did the group originally set out to do today?
 - iii. What was the purpose of today’s activity?
 - iv. What were the goals of today’s activity?

After Action Review (AAR) Agenda and Questions

2. **“What actually happened?”**
 - i. Why were there differences (in expected and actual)?
3. **“What went well, and why?”**
 - i. What went really well in today’s activity? Why do you think they went well?
 - ii. What had the greatest impact on the success that was achieved?
4. **“What can be improved, and how?”**
 - i. What would you do differently next time?
 - ii. What could have gone better?
 - iii. What advice would you give yourself if you were to go back to where you were at the start of the activity?
 - iv. What would be your advice to future project teams based on you experiences here?

IV. Closing comments with summary of key points (summarize key points identified in the discussion)

After Action Review Notes

After Action Review of [Topic group activity]		
[Date]	[Time]	[Meeting Location]
Type of meeting	After Action Review – Evaluation Activity	
TOPIC group		
Facilitator		
Note taker		

What was supposed to happen?

What actually happened?

What went well, and why?

What can be improved, and how?

End of SEED project Interview Guide – Research Team Members

TOOL INSTRUCTIONS: Please modify this tool to fit the goals of your project. Where noted, fill in the name of the **Community Research Team**. We also recommend adapting the questions used in this guide to best suit your needs.

Goal of interview: These interviews focus on participant expectations and experiences, personal and project outcomes, the CBPR process, and future plans for community engagement. Results focus on identifying successful features of the project, challenges to overcome in similar projects, and the range of experiences reported by members of the Community Research team.

Participants: Research Team Members

Introduction:

“This end of project interview will help us to better understand [**Community Research team name**]'s experience with the SEED method. The information gathered from these interviews will be used to evaluate and improve this project.

In this interview, we want to hear your opinions and experiences being a part of [**Community Research team**] and the SEED method. Please feel free to speak how you like; there are no right or wrong answers. Your response will be kept confidential and will only be used to improve the SEED method. Any questions before we begin?”

Interview Questions:

I. Personal Reflection

1. What have you liked about participating in the SEED project? What have you disliked?
2. How do you feel you have personally grown by participating in this project?
 - a. Have your skills and knowledge increased as a result of working on this project? How so? Can you give an example?
3. What do you think has been your strongest contribution in this project so far?
 - a. How satisfied are you with this contribution? Is there something you didn't get a chance to participate in?
 - b. How do you feel about your involvement in the project? Has it been adequate – why or why not?

II. Group Dynamics and Processes

4. How would you describe the relationships within the [**Community Research team name**] team?

End of SEED project Interview Guide – Research Team Members

- a. What types of problems or conflicts come up in the group? How are the conflicts addressed?
5. Can you remember a time when the group dealt with a conflict or difficult issue? Were you satisfied with the team's response? Do you think it could have gone better?
6. Has the group been effective in achieving its goals? Why or why not?
7. How much trust and openness exists between [Community Research team name] members? Has the amount of trust changed at all since the kick-off meeting?
8. What has helped you understand your responsibilities as a team member? What has confused you regarding your responsibilities?
9. To what extent are roles and tasks shared by other [Community Research team name] members?

III. The SEED Method

10. If you had the opportunity, how would you improve the SEED process?
 - a. How do you feel about the timeline of the project? Has it been appropriate?
 - b. How was the pacing of the project? Did the project move too fast or too slow?
11. Did you feel prepared for each step of the process?

IV. Final Reflection

12. What was the most rewarding or memorable experience for you during this project?
13. Looking back, is there anything that you would do differently or change?

Facilitated Activity Satisfaction Questionnaire – Topic groups

Date: _____ Study ID: _____

Facilitated Activity: _____

Instructions: Thank you for your involvement with the SEED study. We are interested in knowing more about your experience participating in this facilitated activity. Please read each question carefully and choose the response that best matches your opinion. There are no right or wrong answers. All information is confidential and will be used to evaluate and improve this project.

To what extent do you **AGREE** or **DISAGREE** with the following statements. Please check the box that best matches your opinion.

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. The goals of this activity were clearly defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The goals of this activity were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The activity was organized and easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The facilitator was well prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. This activity is an important step in creating stakeholder driven research questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Overall, how would you rate today's activity?

Excellent Good Fair Poor

7. What did you think was effective about today's activity?

8. What, if anything, about today's activity could be improved, and how?

Group Dynamics Questionnaire (Research Team)

Date: _____

Study ID: _____

Instructions: Thank you for your involvement with the SEED study. We are interested in knowing more about your experiences participating in this project, and working within your project team. Please read each question carefully and choose the response that best matches your opinion. There are no right or wrong answers. All information is confidential and will be used to evaluate and improve this project.

To what extent do you **AGREE** or **DISAGREE** with the following statements. Please circle the answer that best matches your opinion.

Group Dynamics	Strongly Agree	Agree	Disagree	Strongly Disagree
1. I can talk openly and honestly at team meetings.	4	3	2	1
2. Team members respect each other's point of view even if they might disagree.	4	3	2	1
3. My opinion is listened to and considered by other team members.	4	3	2	1
4. All team members are made to feel welcome regardless of income, age, race, gender, or education level.	4	3	2	1
5. Our team has been successful in completing project tasks.	4	3	2	1
6. It takes too much time for the team to reach decisions.	4	3	2	1
7. Everyone in the team has a voice in the decisions.	4	3	2	1
8. Some members of the team hold onto their ideas too tightly.	4	3	2	1

Group Dynamics Questionnaire (Research Team)

Please answer the following questions about how **SATISFIED** or **DISSATISFIED** you are with your involvement with your SEED project team. Please check the box that best matches your opinion.

Group processes	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
9. How satisfied are you with the way team meetings are facilitated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. How satisfied are you with the way the team works together?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. How satisfied are you with the way the decision-making process is working in your team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. How satisfied are you with the way the team deals with problems that come up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. In your opinion, what (if any) have been the major points of conflict or disagreement within the group?

a. How well do you feel these conflicts were handled by the team?

Group Dynamics Questionnaire (Research Team)

Logistics	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
14. How satisfied are you with the FREQUENCY of team meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. How satisfied are you with WHERE team meetings are held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. How satisfied are you with WHEN team meetings are held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. How satisfied are you with the compensation you receive as part of your involvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. In your opinion, what could be done to improve the team's effectiveness?

Personal experiences	Strongly Agree	Agree	Disagree	Strongly Disagree
19. I understand my role in the SEED project.	4	3	2	1
20. I am satisfied with my own contributions to the project.	4	3	2	1
21. Participating in this project has provided personal growth for me.	4	3	2	1
22. Since starting to work on this project, my skills and knowledge have increased.	4	3	2	1
23. Participating in this project has helped me develop skills that I can use in other situations.	4	3	2	1

Group Dynamics Questionnaire (Research Team)

24. What do you like about participating in the SEED project?

25. What do you NOT like about participating in the SEED project?

26. What do you feel have been your strongest contributions in this project?

Group Dynamics Questionnaire (Research Team)

27. What is the greatest impact that working in this team on the SEED project has had on YOU as an individual?

Group Dynamics Questionnaire (Topic Groups)

Date: _____

Study ID: _____

Instructions: Thank you for your involvement with the SEED study. We are interested in knowing more about your experiences participating in this project, and working within your project team. Please read each question carefully and choose the response that best matches your opinion. There are no right or wrong answers. All information is confidential and will be used to evaluate and improve this project.

To what extent do you **AGREE** or **DISAGREE** with the following statements. Please circle the answer that best matches your opinion.

Group Dynamics	Strongly Agree	Agree	Disagree	Strongly Disagree
1. I can talk openly and honestly at team meetings.	4	3	2	1
2. Team members respect each other's point of view even if they might disagree.	4	3	2	1
3. My opinion is listened to and considered by other team members.	4	3	2	1
4. All team members are made to feel welcome regardless of income, age, race, gender, or education level.	4	3	2	1
5. Our team has been successful in completing project tasks.	4	3	2	1

Group Dynamics Questionnaire (Topic Groups)

Please answer the following questions about how **SATISFIED** or **DISSATISFIED** you are with your involvement with your SEED project team. Please check the box that best matches your opinion.

Group processes	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
6. How satisfied are you with the way team meetings are facilitated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. How satisfied are you with the way the team works together?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. How satisfied are you with the way the team deals with problems that come up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Logistics	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
9. How satisfied are you with WHERE team meetings are held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. How satisfied are you with WHEN team meetings are held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. How satisfied are you with the compensation you receive as part of your involvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group Dynamics Questionnaire (Topic Groups)

To what extent do you **AGREE** or **DISAGREE** with the following statements. Please circle the answer that best matches your opinion.

Personal experiences	Strongly Agree	Agree	Disagree	Strongly Disagree
12. I understand my role in the SEED project.	4	3	2	1
13. I am satisfied with my own contributions to the project.	4	3	2	1
14. Participating in this project has provided personal growth for me.	4	3	2	1
15. Participating in this project has helped me develop skills that I can use in other situations.	4	3	2	1

16. What do you like about participating in the SEED project?

17. What do you NOT like about participating in the SEED project?

Group Readiness

Date: _____

Study ID: _____

Instructions: Thank you for your involvement with the SEED study. We are interested in knowing more about your initial experiences participating in this project as you begin working with your project team. Please read each question carefully and choose the response that best matches your opinion. There are no right or wrong answers. All information is confidential and will be used to evaluate and improve this project.

To what extent do you **AGREE** or **DISAGREE** with the following statements. Please circle the answer that best matches your opinion.

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. I am open to learning new skills throughout this project (i.e. leadership, decision making, research methods).	4	3	2	1
2. I am open to sharing my opinions and life experiences with other group members.	4	3	2	1
3. I am interested in learning from others throughout this project.	4	3	2	1
4. I have a clear picture of the time it will take to be involved in this project.	4	3	2	1
5. I understand my role within this project.	4	3	2	1
6. My group represents a range of stakeholder perspectives, experiences, and backgrounds that are relevant to this project	4	3	2	1

Group Readiness

	Strongly Agree	Agree	Disagree	Strongly Disagree
7. Our group members are networked to the community and understand its history, politics, and needs.	4	3	2	1
8. I can communicate a compelling case for working together in this project.	4	3	2	1
9. I believe this project will benefit patients and stakeholders.	4	3	2	1
10. I believe this project will benefit my community.	4	3	2	1
11. I think I will benefit from participating in this project.	4	3	2	1

12. What, if any, concerns do you have about you or your group's ability to work on this project?

SEED Methodology Meeting Notes

[Meeting Title]		
[Date]	[Time]	[Meeting Location]
Type of meeting		
Facilitator		
Note taker		
Attendees		
Absentees		

[Agenda Topic]		
[Time allotted]	[Facilitator]	
Discussion		
Conclusions:		
Action Items:	Person Responsible	Deadline

[Agenda Topic]		
[Time allotted]	[Facilitator]	
Discussion		
Conclusions:		
Action Items:	Person Responsible	Deadline

[Agenda Topic]		
[Time allotted]	[Facilitator]	
Discussion		

SEED Methodology Meeting Notes

Conclusions:		
Action Items:	Person Responsible	Deadline
Other items discussed:		
Other major decisions made:		
Other upcoming deadlines/events:		
Assessments given during meeting:		

Observation Log – Conceptual Model Training

Topic Group Conceptual Model Training

Instructions: This observation log is intended to be completed by a member of the SEED Administrative Team during the Topic group training on Conceptual Models/Path Diagrams. We are interested in knowing more about how the activity was facilitated and how the Topic group members engaged throughout the activity. All information will be used to evaluate and improve this activity.

Facilitator's Name:

Topic Group:

Name of Person Completing Observation Log:

Today's Date:

Training Start Time:

Training End Time:

Observation Log – Conceptual Model Training

Activities:	Activity Start Time	Activity End Time	Total Amount of Time Spent	Were activity objectives met?	
Path Diagram Training	___ : ___	___ : ___		YES	NO
Comments:					

	Stuck with the script closely	Used the script a lot but also used their own language	Used the script mostly as a guide	Didn't use the script very much
How closely did the facilitator stick to the activity script?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

What activities do you think worked well, and which did not?

Observation Log – Conceptual Model Training

Was there anything that helped or hindered today's activity? (Examples include: Classroom comfort, tardiness of group members, noise level, etc.)

Do you have any suggestions for how this set of activities could be improved in the future?

Observation Log – Facilitated Activity #1

Topic Group Facilitated Activity 1: Factor Identification and Conceptual Models

Instructions: This observation log is intended to be completed by a member of the SEED Administrative Team during the facilitated activity '*Factor Identification and Conceptual Models*'. We are interested in knowing more about how the activity was facilitated and how the Topic group members engaged throughout the activity. All information will be used to evaluate and improve this activity.

Facilitator's Name:

Topic Group:

Name of Person Completing Observation Log:

Today's Date:

Activity Start Time:

Activity End Time:

Observation Log – Facilitated Activity #1

Activities:	Activity Start Time	Activity End Time	Total Amount of Time Spent	Were activity objectives met?	
Part I: Identifying factors affecting the health outcome	____ : ____	____ : ____		YES	NO
Comments:					
Part II: Modeling the health outcome	____ : ____	____ : ____		YES	NO
Comments:					

	Stuck with the script closely	Used the script a lot but also used their own language	Used the script mostly as a guide	Didn't use the script very much
How closely did the facilitator stick to the activity script?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Observation Log – Facilitated Activity #1

What activities do you think worked well, and which did not?

Was there anything that helped or hindered today’s activity? (Examples include: Classroom comfort, tardiness of group members, noise level, etc.)

Do you have any suggestions for how this set of activities could be improved in the future?

Observation Log - Facilitated Activity #2

Topic Group Facilitated Activity 2: Question Development

Instructions: This observation log is intended to be completed by a member of the SEED Administrative Team during the facilitated activity '*Question Development*'. We are interested in knowing more about how the activity was facilitated and how the Topic group members engaged throughout the activity. All information will be used to evaluate and improve this activity.

Facilitator's Name:

Topic Group:

Name of Person Completing Observation Log:

Today's Date:

Activity Start Time:

Activity End Time:

Observation Log - Facilitated Activity #2

Activities:	Activity Start Time	Activity End Time	Total Amount of Time Spent		Were activity objectives met?	
Part I: Review models	___ : ___	___ : ___			YES	NO
Comments:						
Part II: Training on research question development	___ : ___	___ : ___			YES	NO
Comments:						
Part III: Question development	___ : ___	___ : ___			YES	NO
Comments:						
Part IV: Listing questions	___ : ___	___ : ___			YES	NO
Comments:						

Observation Log - Facilitated Activity #2

	Stuck with the script closely	Used the script a lot but also used their own language	Used the script mostly as a guide	Didn't use the script very much
How closely did the facilitator stick to the activity script?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

What activities do you think worked well, and which did not?

Was there anything that helped or hindered today's activity? (Examples include: Classroom comfort, tardiness of group members, noise level, etc.)

Observation Log - Facilitated Activity #2

Do you have any suggestions for how this set of activities could be improved in the future?

Observation Log - Facilitated Activity #3

Topic Group Facilitated Activity 3: Question Prioritization

Instructions: This observation log is intended to be completed by a member of the SEED Administrative Team during the facilitated activity '*Question Prioritization*'. We are interested in knowing more about how the activity was facilitated and how the Topic group members engaged throughout the activity. All information will be used to evaluate and improve this activity.

Facilitator's Name:

Topic Group:

Name of Person Completing Observation Log:

Today's Date:

Activity Start Time:

Activity End Time:

Observation Log - Facilitated Activity #3

Please write down the list of research questions that were selected by the group during multi-voting step (Part I) and any criteria they used to make the selections.

Observation Log - Facilitated Activity #3

Activities:	Activity Start Time	Activity End Time	Total Amount of Time Spent	Were activity objectives met?	
Part I: Prioritization	___ : ___	___ : ___		YES	NO

Comments:

Part II: Making research questions patient-centered	___ : ___	___ : ___		YES	NO
--	-----------	-----------	--	-----	----

Comments:

	Stuck with the script closely	Used the script a lot but also used their own language	Used the script mostly as a guide	Didn't use the script very much
How closely did the facilitator stick to the activity script?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Observation Log - Facilitated Activity #3

What activities do you think worked well, and which did not?

Was there anything that helped or hindered today's activity? (Examples include: Classroom comfort, tardiness of group members, noise level, etc.)

Do you have any suggestions for how this set of activities could be improved in the future?

SEED Method Participant Personal Information Questionnaire

Date: _____ Study ID: _____

Instructions: Thank you for your involvement in the SEED study. We are interested in knowing more about you and the different types of stakeholders that participate in this study. Please read each question carefully and choose the response that most applies to you. All information is confidential and will be used to improve and evaluate this study.

I. SEED participant type:

1. What is your primary role in the SEED study? Please select one response.

- Research team member – [insert Community Research team name] member
- Topic Group member
- Focus Group participant
- Interview participant
- Other (Please specify: _____)

II. Demographics: [special note: for the following demographics questions, please modify and adapt to fit the needs and preferences of your project]

2. What is your current age? Please select one response.

- 21-44 years
- 45-64 years
- 65 years or older

3. What is your racial/ethnicity group? Please check all that apply.

- African-American
- Hispanic
- Asian/Pacific Islander
- White
- Native American
- Other (Please specify: _____)

4. What is your gender? Please select one response.

- Male Female Transgender Other

5. What is the highest level of education you've completed? Please select one response.

- Less than high school
 Some high school (no diploma)
 High school (diploma or GED)
 Some college
 College (2 year degree)
 College (4 year degree)
 Some graduate/professional school
 Graduate/professional degree

III. Prior experience with [insert health topic]: [special note: for the following questions, please modify and adapt to fit the needs and preferences of your project]

6. Have you or a family member been diagnosed with [insert health topic]?

- Yes No

7. Have you ever been a personal caregiver for a person with [insert health topic]?

- Yes No

8. Have you ever been a professional caregiver for a person with [insert health topic]?

- Yes No

9. Are you a physician?

- Yes (Go to #12) No (Go to #10)

10. Are you a nurse?

- Yes (Go to #12) No (Go to #11)

11. Are you another type of health professional?

- Yes (Go to #11a) No (Go to #12)

11a. If YES, please specify: _____

12. Do you work to raise awareness, raise money, or impact policy decisions surrounding [insert health topic]?

- Yes No

13. Do you work for an organization that provides medical care to people with [insert health topic]?

- Yes No

14. Do you work for an organization that provides non-medical services to people with [insert health topic]?

- Yes (Go to #14a) No (Go to #15)

14a. Please list the types of services: _____

15. Prior to participating in the SEED study, would you say that you had either formal education, general knowledge, or experience with [insert health topic]?

- Yes (Go to #15a) No

15a. Please check which health conditions you have had formal education, general knowledge, or experience with? Please check all that apply.

- [insert health topic]
- [insert health topic]
- [insert health topic]
- None of these health conditions

Research Agenda Evaluation

Date: _____ Organization: _____

Instructions: Thank you for your involvement with the SEED project. We are interested in obtaining your feedback about the SEED Method Research Agenda on diet compliance for diabetes and hypertension. Here we refer to the “**Research Agenda**” as the entire set of questions that was produced, and the “**Research Questions**” as the individual questions in the Research Agenda.

Please read each question carefully and choose the response that best matches your opinion. There are no right or wrong answers. Your responses will be used to improve the SEED method and this Research Agenda.

To what extent do you **AGREE** or **DISAGREE** with the following statements? Please check the box that best matches your opinion.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
1. The method for developing this research agenda was clearly presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The research questions are clearly stated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The rationale for selecting the research questions is clearly described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I can use this research agenda to generate discussion with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I think this research agenda makes an important contribution to research in this field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
6. This stakeholder created research agenda is of interest to me/my organization for:					
6a. Creating a plan for research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6b. Creating a plan for internal funding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6c. Creating a plan to fund grants/contracts to other organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6d. Generating awareness of patient/stakeholder interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6e. Raising awareness about diet compliance for diabetes and hypertension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6f. Meeting the needs of patients and stakeholders through changes in education, practice, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6g. Addressing policy issues related to diabetes/hypertension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I might be able to use this research agenda, or particular parts of it, in my work within the next 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Incorporating these research questions into my/my organization's work would be easy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Stakeholder developed research questions could be useful to me/my organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Please describe how you/your organization might use the research agenda and what might help or hinder this process?

11. How could the research questions be presented to maximize interest and impact?

To what extent do you AGREE or DISAGREE with the following statements? Please check the box that best matches your opinion.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
12. The SEED Method uses an effective process to include a range of stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The participants included in this project represent an important segment of the stakeholders for this topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The participants in this project provide unique insights that are worth paying attention to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The SEED method seems to be a good way to tap into a range of stakeholder perspectives on a specific health topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The research agenda created by the SEED Method is important because it was generated by patients and other stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. What suggestions do you have for improvement in the method or the final product?

18. Who else might be interested in this research agenda and how might we reach them?

A large empty rectangular box intended for handwritten or typed responses to the question above.

SEED Method – CEnR Conference Evaluation Questionnaire

1. How might engagement like this help you think differently about developing research questions?

2. Are there elements of this activity that you could use in your work to engage communities?

3. How might questions generated in this participatory way be different from those created in a different setting/process?

4. How was this exercise different from other model building and conceptualization you've done in the past?

SEED Method – CEnR Conference Evaluation Questionnaire

5. To what extent do you AGREE or DISAGREE with the following statements? Please check the box that best matches your opinion.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
a. The SEED Method uses an effective process to include diverse stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The SEED Method seems to be a good way to tap into a range of stakeholder perspectives on a specific health topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The research questions created by the SEED Method are important because they are generated by patients and other stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Would there be interest within your organization for using the SEED Method?

- Yes
- No
- Unsure
- Not applicable

7. If YES, what is the name of your organization?

8. What suggestions do you have for improving the SEED Method?

9. Contact information if would like more information on the SEED Method.

SEED Study ID

Instructions: Please print your full name and create a SEED Study ID that you will remember and use throughout this project. This Study ID should be unique to you, and will allow the SEED Administrative Team to maintain confidentiality of all evaluation assessments you complete throughout the project. Please choose a Study ID that is five numbers in length and is something you can easily remember. *Please do NOT use part of your social security number or birthdate.*

Name (please print): _____

SEED Study ID: _____

(Please pick a combination of **five numbers**. Example: 10421)

Matrix 1 Document: Patient Stakeholder Identification

Name:

SEED Project Role:

Date:

Instructions: This document is intended for use by a member of the SEED project administrative team. Please complete this document using the completed Matrix 1 filled out by the Research Team, and attach the completed Matrix 1 to this document.

Please refer to the **Patient Stakeholders** as recorded in Column 1 'Who is affected':

Number of Sub-groups Identified during brainstorm: _____

Types of categories of patient stakeholder sub-groups:

- Demographic (i.e. age, sex, race)
- Socio-economic (i.e. education, income)
- Health/medical (i.e. multiple health conditions)
- Health behaviors (i.e. smokers)
- Other (please list: _____)

Please list all **decision criteria** used, as recorded in subsequent columns:

Please list all patient subgroups that were chosen to recruit from, as recorded in last column labeled 'Decision':

Matrix 2 Document: Service Provider/Other Stakeholder Identification

Name:

SEED Project Role:

Date:

Instructions: This document is intended for use by a member of the SEED project administrative team. Please complete this document using the completed Matrix 2 filled out by the Research Team, and attach the Matrix 2 to this document.

Please refer to the **Service Provider/Other Stakeholder subgroups** as recorded in Column 1 'Who is involved':

Number of Sub-groups Identified during brainstorm: _____

Types of categories of provider/other stakeholder sub-groups:

- Primary Care
- Specialists
- Ancillary Care Providers
- Non-Service Providers
- Payers
- Researchers
- Public Policy
- Other Stakeholders: (please list: _____)

Please list all **decision criteria** used, as recorded in subsequent columns:

Please list all provider/other stakeholder subgroups that were chosen to recruit from, as recorded in last column labeled 'Decision'

Matrix 3 Document: Stakeholder Recruitment

Name:

SEED Project Role:

Date:

Instructions: This document is intended for use by a member of the SEED project administrative team. Please complete this document using the completed Matrix 3 filled out by the Research Team, and attach the completed Matrix to this document.

Please list all types of **sources of stakeholders**, as recorded at the top of Matrix 3 columns. Next, count the number of **unique** organizations that were identified for each source of **Patient (Part 1), Service Provider (Part 2), and Other (Part 3) stakeholders**.

Types of sources for stakeholders	Number of organizations		
	Patient Stakeholders	Service Provider Stakeholders	Other Stakeholders
Source 1:			
Source 2:			
Source 3:			
Source 4:			
Source 5:			
Source 6:			
Source 7:			
Source 8:			
Source 9:			
Source 10:			

Were there any 'sources of stakeholders' in which no organizations were identified for **patient stakeholders (Part 1)**? If so, please write the 'type of source' below:

Were there any 'sources of service provider stakeholders' in which no organizations were identified for **service provider stakeholders (Part 2)**? If so, please write the 'type of source' below:

Were there any 'sources of other stakeholders' in which no organizations were identified for **other stakeholders (Part 3)**? If so, please write the 'type of source' below:

Matrix Questionnaire – Administrative Team

Date: _____

Instructions: Thank you for your involvement with the SEED project. We are interested in your feedback on this SEED activity and the **set of Stakeholder Identification and Recruitment** matrices you recently completed. Please read each question carefully and choose the response that best matches your opinion. There are no right or wrong answers. All information is confidential and will be used to evaluate and improve this project.

To what extent do you **AGREE** or **DISAGREE** with the following statements. Please check the box that best matches your opinion.

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. The set of matrices were easy to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The written facilitation instructions for completing the matrices were clear and helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. It took a reasonable amount of time to fill out each matrix.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The matrices helped our group make decisions about where to recruit stakeholders for this project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. At times, the matrices were complicated to fill out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Our research team members had enough data and information to make decisions about stakeholder groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I would recommend these tools for use in other projects that engage stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions about the helpfulness of the matrices. Check the box that best matches your opinion.

How helpful was the set of matrices in.....	Very Helpful	Mostly Helpful	A little Helpful	Not at all Helpful
8. Identifying where to recruit stakeholders from.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Deciding on which stakeholder groups to recruit stakeholders from.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Matrix Questionnaire – Administrative Team

	Very Helpful	Mostly Helpful	A little Helpful	Not at all Helpful
10. Staying organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. How helpful was the 'Sample Matrix' that was provided as an example?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. How helpful were the facilitation guides for Matrix 1 and 2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. What did you like about using this set of matrices?

14. What did you not like about the matrices?

Matrix Questionnaire – Administrative Team

15. What recommendations do you have for how to improve the matrices and this activity?

16. What recommendations do you have for how to improve the matrix facilitation guides?

Matrix Questionnaire – Research Team Members

Date: _____

Study ID: _____

Instructions: Thank you for your involvement with the SEED project. You recently spent the last several weeks identifying who should participate as stakeholders in the SEED Topic groups and determining where to recruit stakeholders from. We are interested in your feedback on this activity. Please read each question carefully and choose the response that best matches your opinion. There are no right or wrong answers. All information is confidential and will be used to evaluate and improve this project.

To what extent do you **AGREE** or **DISAGREE** with the following statements. Please check the box that best matches your opinion.

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. I understood the purpose of this activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The instructions provided by the person leading this activity were clear and helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. It took a reasonable amount of time to decide on stakeholder groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. This activity helped our group make decisions about where to recruit stakeholders for this project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. At times, the activity was too complicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Our group had enough data and information to complete this activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I would recommend this activity for use in other projects that engage stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions about the helpfulness of the activity. Check the box that best matches your opinion.

How helpful was the activity in.....	Very Helpful	Mostly Helpful	A little Helpful	Not at all Helpful
8. Identifying where to recruit stakeholders from.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Deciding on which stakeholder groups to recruit stakeholders from.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Staying organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Matrix Questionnaire – Research Team Members

11. What did you like about this activity?

12. What did you not like about this activity?

13. What recommendations do you have for how to improve this activity?

Training Satisfaction Questionnaire – Research Team

Date: _____ Study ID: _____

Training Topic: _____

Instructions: Thank you for your involvement with the SEED project and for participating in this training. Please read each question carefully and choose the response that best matches your opinion. There are no right or wrong answers. All information is confidential and will be used to evaluate and improve this training.

To what extent do you **AGREE** or **DISAGREE** with the following statements. Please check the box that best matches your opinion.

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. The learning objectives of the training were clearly defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The content was organized and easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The training experience will be useful in my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The trainer was well prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I learned something new in this training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Overall, how would you rate today's training?

Excellent Good Fair Poor

7. What did you like most about today's training?

8. What, if anything, about today's training could be improved?

Observation Log Example – Conceptual Model Training

Topic Group Conceptual Model Training

Instructions: This observation log is intended to be completed by a member of the SEED Administrative Team during the Topic group training on Conceptual Models/Path Diagrams. We are interested in knowing more about how the activity was facilitated and how the Topic group members engaged throughout the activity. All information will be used to evaluate and improve this activity.

Facilitator's Name: Emily Zimmerman

Topic Group: #1

Name of Person Completing Observation Log: Susan Smith

Today's Date: Friday July 10, 2015

Activity Start Time: 10:45AM

Activity End Time: 11:55AM

Observation Log Example – Conceptual Model Training

Activities:	Activity Start Time	Activity End Time	Total Amount of Time Spent	Were activity objectives met?	
				YES	X
Path Diagram Training	10:45 AM	11:55 AM	70 min.	YES	X

Comments:

The group understood path diagram vocabulary (predictor, outcome, and mediator), however they are in need of a better understanding of how to draft a simple path diagram; They understand the components of the diagram but no necessarily how to create the path to the outcome.

	Stuck with the script closely	Used the script a lot but also used their own language	Used the script mostly as a guide	Didn't use the script very much
How closely did the facilitator stick to the activity script?	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Comments:

Facilitator didn't use the script but he knew the main concepts and points to cover while facilitating the training, such as conceptual model terms (predictor, outcome, mediator); how to create paths, etc.

What activities do you think worked well, and which did not?

What worked well:

- Passing laser pointer around group to point out paths and explain relationships in the 'buy a car' example worked really well and got the group thinking about how the factors are related and kept the group engaged
- Brainstorming ideas about what may influence someone to get a flu vaccine or not

What didn't work well:

- Having people decide where these factors belonged in the model and drawing arrows/relationships between factors did not work well, as this was difficult for the group. Engagement trickled off at this point.

Observation Log Example – Conceptual Model Training

Was there anything that helped or hindered today's activity? (Examples include: Classroom comfort, tardiness of group members, noise level, etc.)

Half of the group was late to the meeting: Arrived between 10:30AM and 10:45 AM, causing us to delay beginning the training until 10:45/50 AM. This really limited the amount of time we were able to spend on the training and flu example.

Do you have any suggestions for how this set of activities could be improved in the future?

- Projecting 'car' example model and have 'outcome' and 'predictor' pop-up and flash on the powerpoint would be helpful to drive home appropriate path diagram terms
- When facilitating 'flu shot' activity, start from the outcome and move backwards as a way to create the path diagram naturally (have group brainstorm ideas, write on stickies, line up stickies in a vertical row, and then work right from left in creating relationships and establishing which variables come first)
- Facilitators should be trained in how to create conceptual models in order to know how to best teach other people in how to create these models.