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:

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.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **The written facilitation instructions for completing the matrices were clear and helpful.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **It took a reasonable amount of time to fill out each matrix.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **The matrices helped our group make decisions about where to recruit stakeholders for this project.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **At times, the matrices were complicated to fill out.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **Our research team members had enough data and information to make decisions about stakeholder groups.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **I would recommend these tools for use in other projects that engage stakeholders.** | ⧠ | ⧠ | ⧠ | ⧠ |

**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** |
| 1. **Identifying where to recruit stakeholders from.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **Deciding on which stakeholder groups to recruit stakeholders from.** | ⧠ | ⧠ | ⧠ | ⧠ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Very Helpful** | **Mostly Helpful** | **A little Helpful** | **Not at all Helpful** |
| 1. **Staying organized.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **How helpful was the ‘Sample Matrix’ that was provided as an example?** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **How helpful were the facilitation guides for Matrix 1 and 2?** | ⧠ | ⧠ | ⧠ | ⧠ |

1. **What did you like about using this set of matrices?**
2. **What did you not like about the matrices?**
3. **What recommendations do you have for how to improve the matrices and this activity?**

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

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.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **The instructions provided by the person leading this activity were clear and helpful.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **It took a reasonable amount of time to decide on stakeholder groups.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **This activity helped our group make decisions about where to recruit stakeholders for this project.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **At times, the activity was too complicated.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **Our group had enough data and information to complete this activity.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **I would recommend this activity for use in other projects that engage stakeholders.** | ⧠ | ⧠ | ⧠ | ⧠ |

**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** |
| 1. **Identifying where to recruit stakeholders from.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **Deciding on which stakeholder groups to recruit stakeholders from.** | ⧠ | ⧠ | ⧠ | ⧠ |
| 1. **Staying organized.** | ⧠ | ⧠ | ⧠ | ⧠ |

1. **What did you like about this activity?**
2. **What did you not like about this activity?**

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