

Focus Group/Guided Discussions Notetaker Guide

Intro for Notetaker (not to read aloud):

Use this template to take notes during the discussion.

- **Please make the notes as detailed as possible.**
- **Highlight quotes from participants that you feel are important.**

Don't worry about whether the notes you take fit exactly with each question being asked. During the discussion, participants are likely to jump ahead to different topics, so their answers may not fit with the specific question the facilitator is asking – please still write down their answers.

Feel free to adapt this document to suit your needs. If you are printing this out and handwriting notes, you may want to make the spaces bigger between each question.

Name of organization conducting discussion: _____

Verbal consent given: ____Yes ____No [Participant must leave room]

Name of facilitator: _____

Name of notetaker: _____

Number of family units participating in discussion: _____

Pre-Screening Question

1. When it is time, do you renew your child's Medicaid through your county's Department of Social Services (DSS) or do you renew online?

Note: All participants should say "through my county's DSS." Otherwise, they cannot participate, as the following questions do not apply to them.

Notes:

Warm Up Question

- Can you please introduce yourself (first name only), your County, and tell us something enjoy doing with your child(ren)?!

Do not document the participants' names.

Notes:

Discussion Questions

2. Have you seen ads on tv, social media, billboard, etc. reminding you to renew your child's Medicaid coverage?

Notes:

3. Do you recall getting letters telling you it is time to renew? If so, was the language clear in the letter that was sent to you? Was the letter sent in the language you prefer?

Notes:

4. When it is time to renew your child's Medicaid coverage, does anyone help you?
Are they from the Department of Social Services?

Notes:

5. Do you use any other resources in your community to help you with renewing your child's Medicaid coverage?
 - a. If yes, do you find their help makes it easier for you to keep your child covered in Medicaid. Why? Why not?

Notes:

6. What do you find frustrating or challenging about the renewal process?

Notes:

7. What do you wish people understood about the challenges of renewing your child's Medicaid coverage?

Notes:

8. Are there any challenges specific to your child's disability that make renewing their Medicaid coverage difficult?

Notes:

9. What would make renewing Medicaid coverage easier for you?

Notes:

Wrap Up Questions

- Is there anything else you would like to share?