

Qualitative Data Collection Post-COVID-19: An Overview of the Conduction of Virtual Focus Groups and Interviews

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Abstract

The outbreak of the COVID-19 pandemic required a virtual shift in qualitative data collection within research studies. The Laboratory to Combat Human Trafficking, a non-profit organization seeking to end human trafficking in Colorado, is one such institution that utilized online research modalities for the latest iteration of their longitudinal research study, the Colorado Project. Specifically, the 2023 iteration of the Colorado Project conducted focus groups and individual interviews via Zoom to explore how elements of trust, equity, and effectiveness function within the Colorado anti-human trafficking movement. The goal of this manuscript is to detail the process of implementing virtual focus groups and individual interviews in a large-scale, multidisciplinary research study. Our hope is that researchers can utilize our process of switching to a virtual, qualitative data collection modality to inform the creation of future virtual research studies.

Keywords: Qualitative Research, Focus Groups, Interviews, Technology-Based Research Studies

1. Introduction

After the COVID-19 outbreak, there was a concerted, collaborative effort within the research community to advance knowledge around the trajectory of the virus (Tremblay et al., 2021). As advances were made, the conduct of research itself was modified to support our new virtual realities. Qualitative research, a methodology historically optimized through in-person modalities (McCoyd & Kerson, 2006), was one such domain that researchers transformed to accommodate the necessary, virtual research platforms during the COVID-19 pandemic (Dodds & Hess, 2020; Lobe et al., 2020). This transition was historic in its coalescence of ethics, ease, and effectiveness to achieve symbiosis within research execution and dissemination (Newman et al., 2021; Hensen et al., 2021). In this effort, virtual platforms (e.g., Zoom, Webex, & Microsoft teams) with video recording capabilities facilitated qualitative research studies (Varma et al., 2021; Lobe et al., 2020) and secure, online data storage sites (e.g., DropBox, OneDrive) hosted participant data (Newman et al., 2021; Hensen et al., 2021).

In general, the impact of COVID-19 was pervasive across institutional lines, as researchers across academic, academic medicine, and non-profit organizations (to name a few) were challenged to adapt their current practices to respect safety standards set during the pandemic (Lingam and Suresh Sapkal, 2020). The Research and Action program of the Laboratory to Combat Human Trafficking (LCHT), a non-profit organization seeking to end human trafficking in Colorado, is one such example that made the shift towards online research modalities (LCHT, 2023). Namely, for the organization's more recent research venture in 2023.

Since 2013, LCHT has conducted a point-in-time longitudinal research study, with data collection occurring every 5 years, known as the Colorado Project to Comprehensively Combat Human Trafficking (Colorado Project). The goal of the Colorado Project is to provide a data-informed assessment of anti-human trafficking efforts in Colorado (LCHT,

2023) via quantitative (e.g., online surveys) and qualitative (e.g., focus groups and interviews) research methods. The third iteration of the Colorado Project in 2023 (Colorado Project 2023) gathered insights on how trust, equity, and effectiveness impact the ways in which anti-trafficking partnerships operate in Colorado (LCHT, 2023). Unique to previous iterations, Colorado Project 2023 required a virtual delivery plan due to the lasting impact of COVID-19. As both the research team and participants recognized the need to continue this important work to end human trafficking through the pandemic, the research team configured all study protocols to adhere to virtual platforms. The aim of the following manuscript is to outline the process of implementing virtual focus groups (FGs) and individual interviews (IIs) in a large-scale, multidisciplinary research study. As offering virtual participation modalities remain an important aspect of research studies due to the pandemic, the hope of this manuscript is to aid the creation of similar qualitative, virtual modalities in future studies. This work succeeds the first manuscript published that details the collaborative and community-based participatory research efforts of the Colorado Project in each iteration (Miller et al., 2022).

2. Methodology

2.1 Considerations for Conducting Virtual and Hybrid Focus Groups and Interviews

Population and Recruitment

Participants were members of 24 Anti-Human Trafficking Task Forces (TFs) around the state of Colorado. TFs range in size from 3 to 60 active members and are composed of individuals representing organizations that contribute to the anti-human trafficking movement (e.g., representatives from the district attorney's office, hospitals, police officers and first responders, school districts, human service organizations, etc.). Thus, within a TF, organizations unite to collaborate on initiatives aimed to end human trafficking in their part of the state. Structurally, all TFs are headed by a TF leader, who is elected as such among their peers, some of whom are supported by a TF board (e.g., secretary, social media coordinator, etc.).

We elicited the help of TF leaders to recruit their members to participate in a focus group either before or after scheduled TF meetings. All FGs from a singular TF with more than 12 participants were split into two separate groups, and participation in FGs ranged from 3 to 30 TF members. Conversely interviews were arranged with TFs members individually, with an average of 3 members interviewed per TF.

2.2 Technology

All focus groups and interviews for Colorado Project 2023 were conducted via Zoom One Pro. Zoom One Pro was the preferred platform due to its promise of confidentiality, ability to host up to 100 participants, unlimited session time frames, provision of 5GB of cloud recording storage, and transcript acquisition feature (Zoom, 2023). The following documents were collected during both the focus group and interview: transcript file (with participant names replaced with random IDs), video file, and audio recording. All documents were stored in SharePoint, a Microsoft Office sponsored, web-based, secure, data storage platform.

2.3 Protocol Training and Implementation

The conduction of Colorado Project 2023 protocols required two facilitators, a co-facilitator, and a lead facilitator. The lead facilitator verbally ran through the FG and II protocols and answered participant questions. The co-facilitator led all technological aspects of the groups. For instance, they monitored the group chat, facilitated the consent process, and managed any technical difficulties that arose either on zoom or the consent platform. Importantly, co-facilitators also managed zoom recordings and transcription acquisitions, both essential factors in post-group qualitative coding.

All lead and co-facilitators in Colorado Project 2023 were required to participate in two training sections: Education and Role Play. The education section covered both protocols, discussing topics like zoom requirements and etiquette, consent facilitation, and the importance of rapport building during sessions (to name a few). Additionally, the role play section required facilitators-in-training to illustrate their knowledge of the protocols. Training moderators created pairs of facilitators-in-training and instructed them to run through an entire FG and II protocol. Members of the pairs would oscillate between playing lead or co-facilitator, identifying any strengths or weaknesses in their facilitation skills in the process. Upon the completion of role plays, the research director and assistants “approved” the pairs to begin facilitating FG/II.

2.4 Administration and Participant Monitoring

Great efforts were made to preserve uniformity, and thereby validity, among study sessions. Each FG and II strictly adhered to their respective protocols, with lead facilitators exacting the protocol scripts (**Appendices A and B**). All confidential study documents and protocols were stored in HIPAA compliant Microsoft SharePoint System. Please see **Figure 1** for a visual representation of the virtual FG and II process.

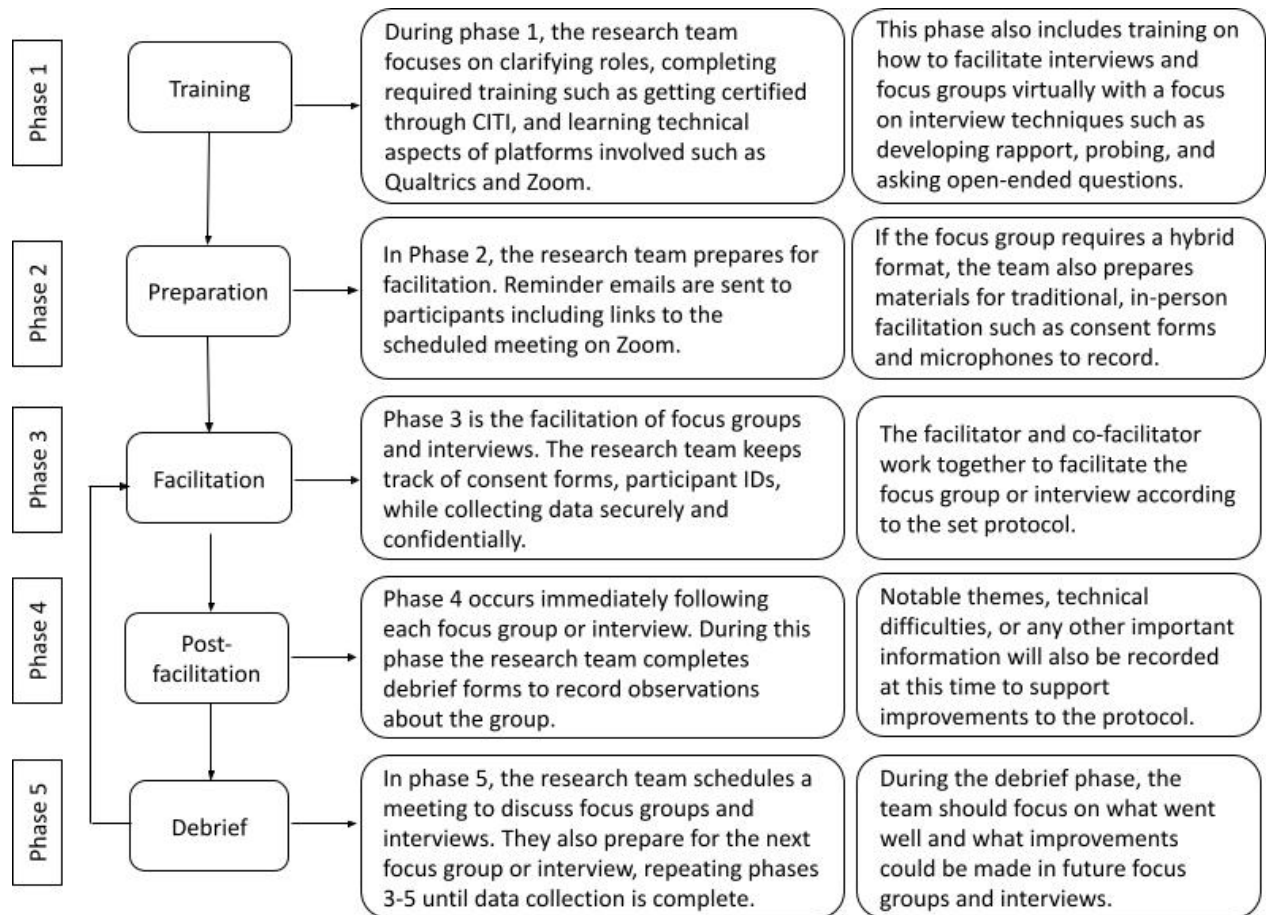


Figure 1. 5-Phase Model for Conducting Virtual Focus Groups and Interviews

2.5 Overview of Model/ Structure for Virtual Focus Group and Interview Conduction

Each virtual II and FG, while distinct in their protocol questions, shared the following components to maintain symmetry throughout the study: Introductions, Zoom Name Modifications, Ground Rules, Primary Questions, Closing Statements, and Debrief Forms. Please see detailed explanations of each section below.

2.6 Virtual, Hybrid, and In-Person Protocol Analysis

Introductions. Both participants and facilitators were asked to introduce themselves *before* the recording process began to preserve confidentiality within transcriptions. To establish rapport, all members stated their names, backgrounds, and time spent in the task force. An overview of the introduction process can be found in **Appendix A** and **Appendix B**.

Zoom Name Modifications. To preserve participant confidentiality, the co-facilitator changed all names to a random ID number following participant introductions. Before doing so, participants were briefed on the purpose of this change and were asked to not mention any participant names during the FG or II. An overview of the zoom name modification process can be found in **Appendix A** and **Appendix B**.

Consent Process. The consent process was conducted through Qualtrics, an online survey software. Participants were sent a Qualtrics survey consent link via the Zoom chat feature. Participants were presented with an overview of the consent forms and asked to voice any questions before signing. While participants completed the consent form, the co-facilitator monitored the Qualtrics survey page to ensure all signed consents were received. As by this point in the study visit, zoom name changes had already been made, participants were informed that their consent document was the only document in the study containing their names. This allowed the research team to link participant consent forms to their responses to ensure they provided their approval to participate in the study. Once all participants completed their consent forms, the study protocol commenced. An overview of the consent process can be found in **Appendix A** and **Appendix B**.

Ground Rules. The first element of the official study protocol were the ground rules implemented by the lead facilitator. In this section, the lead facilitator kindly asked participants to not speak over one another, refrain from taking phone calls, and maintain respect for the opinions of others throughout the session. The implementation of these ground rules was a substantive element in the efficient nature of the FGs and IIs. An overview of the ground rules can be found in **Appendix A** and **Appendix B**.

Primary Questions. The primary questions differed between the FGs and IIs and thus required adherence to varying protocols. The co-facilitator pasted the questions in the chat for participants and was tasked with monitoring the zoom chat in case questions arose or malfunctions occurred. While the questions differed, it is important to note that sections preceding (i.e., Introductions, Zoom Name Modifications, and Consent Process) and following (i.e., Closing Statements) the questions remained the same across FGs and IIs. The only section not included in the II was Ground Rules, as it involved only one participant rather than a group. See the section reserved for Primary Questions in **Appendix A** and **Appendix B**.

Closing Statements. The closing statement of FGs and IIs consisted of the study team's humble thanks for the participants' involvement in the study as well as an overview of next steps (e.g., when study results may be distributed). An overview of closing statements can be found in **Appendix A** and **Appendix B**.

Debrief Forms. All co-facilitators were required to complete a debrief form (both for FGs and IIs) to close out a study visit. This form asked co-facilitators to summarize the FG or II, such as successes or challenges faced during the study visit. All debrief forms were stored in the secure SharePoint system and accessed to improve study visit facilitation throughout the duration of the research study. The debrief forms can be found in **Appendix C** and **Appendix D**.

Maintaining Accessibility via Zoom: It is important to consider accessibility needs and modify accordingly during an FG or II. For instance, some participants were only able to join the study session via phone call. In these instances, extra attention was placed to ensuring the participants entering via call were aware of each stage of the study. Additionally, as technical difficulties are inevitably whilst using digital platforms, the research team made sure to

provide alternate avenues of participation. If a participant was unable to turn on their video, the team ensured they were apprised of each protocol stage. If a participant's sound function was inoperable, we kindly asked them to utilize the zoom chat to send us their responses. We then included these responses into the final transcript noting the time in which they were recorded. Lastly, if participants had trouble hearing the facilitators, we would utilize the zoom chat to share our instructions. These modifications were essential in promoting inclusivity throughout the study.

3. Implications

3.1 Tenets of a Successful Focus Groups or Individual Interviews

Rapport Building. The importance of building rapport cannot be understated as the participants usually did not know the lead or co-facilitator. Thus, introductions and establishing a comfortable, relaxed atmosphere were important. As the lead and co-facilitator became more comfortable in their roles, they were able to begin FGs and IIs more conversationally and that relaxed atmosphere supported increased communication of FGs and IIs. Rapport also increased if the same lead and co-facilitator worked together. The team would know and anticipate the rhythm of the other facilitator.

Flexibility and Back Ups. Technology is wonderful, until it does not work! As much as one can, alternative plans need to be considered, discussed, and practiced prior to the FGs and IIs, and in some instances when the FGs and IIs are taking place. When technology fails, having already discussed and practiced possible back up plans allowed the FGs and IIs to continue and be completed.

Additionally, when working with individual participants who do not use technology very frequently, they may become frustrated, confused, or anxious about what they were supposed to do. Having the co-facilitator guide them through the technology using the direct messaging function on zoom was very effective. This allowed the group to move forward and continue with the FG questions, rather than being distracted by a participant.

Mission Oriented. Finally, remembering why the FGs and IIs are being conducted is very important. Both the facilitators, as well as the participants, are committed to helping end human trafficking. The better that that gets articulated, the better the facilitators can seamlessly ask and record their questions and participants can share their expertise and knowledge.

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Appendix A

Focus Group Checklist & Protocol

Purpose of document. This document guides you through the focus group process.

Lead facilitator roles are in blue.

Co-facilitator roles are in green.

Example scripts are in orange.

This document follows a 6-step process:

Step 1: Welcome-Before Obtaining Consent

Step 2: Introductions & Project Description

Step 3: Obtaining Consent

Step 4: Execution of Focus Group Protocol

Step 5: Wrapping up the Focus Group

Step 6: Co-facilitator Tasks After Focus Group

Checklist

Before Focus Group

- Please make sure you have the most updated zoom version.
- **Helpful phone numbers.** Please feel free to text Contact A (Phone Number), Contact B (Phone Number), Contact C (Phone Number) or Contact D (Phone Number) if you have any questions during your group.

Focus Group Protocol

Date	
Facilitator Name	
Co-Facilitator Name	
Focus Group Name	
Zoom link	

Step 1: Welcome-Before Obtaining Consent

- Once everyone enters the zoom room, the **lead facilitator** conducts quick initial greetings and introductions with the participants.

LEAD: My name is [insert lead facilitator name] from the XYZ institution. Thank you all for coming. Before we begin, I will be pasting my email in the chat in case we experience technical difficulties, and you need to reach me.

LEAD PASTE IN CHAT. [insert lead email address]

LEAD: I have just added my email to that chat. Now, our co-facilitator, [insert co-facilitator name], will be changing all your names to unique IDs so that your names will not be tied to your responses. The only document that will have your name is the consent form, but this form will be stored in a secure database and only the research team will have access to it. Now, let's go around and have everyone introduce themselves.

Step 2: Introductions & Project Description

LEAD: Thank you for sharing! I will now start with an overview of the project. **[Insert Project Description Here]**. I am pasting the link to our website with more information on our research if you are interested to learn more.

LEAD PASTE IN CHAT. [Insert Website Link Here]

[INSERT DETAILED EXPLANATION OF OVERARCHING PROJECT HERE]

Does anyone have any questions?

Great, now before we get started with our focus group questions, we have a few housekeeping items to get through. I am going to pass the baton to my colleague [insert co-facilitator name] who will walk everyone through the consent process.

Step 3: Obtaining Consent

- **Lead facilitator** tells participants that before they begin with questions, the **co-facilitator** will be walking everyone through the consent process. **Lead facilitator then hands over the speaking role to the co-facilitator.**
- The **co-facilitator** says they will take the next few minutes to go through the consent form before starting the focus group questions.

CO-FACILITATOR PASTE CONSENT IN CHAT

CO-FACILITATOR: Hello everyone! Now, we are going to move on to completing the consent form before we get into the questions for today. I have just pasted a link in the chat,

please click on that link to complete the consent form. The consent form first gives you information on the nature of our study and then it will ask you to choose “I consent” or “I do not consent.” After that, you will need to electronically sign the form and then submit it. If you have any questions, please feel free to ask.

- The **co-facilitator** will tell the **lead-facilitator** when all consents have been completed. There may be some troubleshooting needed too.
- Once all consent forms are complete, the **lead-facilitator** will begin asking the focus group questions.

Step 4: Execution of Focus Group Protocol

- The **lead facilitator** will tell the participants they will begin the focus group questions. The **lead facilitator** will say that this group will be recorded.

LEAD: Thank you all for completing the consent form! Before we get started with the questions, I just want to double check that everyone is all right with and aware of the focus group being recorded? We will start the recording and open the live transcript.

[Pause for response]

(CO-FACILITATOR Start recording)

- The **co-facilitator** will start the recording. Remember to save to the secure zoom cloud not their computers.
- The **co-facilitator** will **open “live transcript”** to make sure it is being recorded. Remember to save the transcript periodically.
- The **co-facilitator** will tell the **lead facilitator** when they have started the recording and opened the live transcript.

LEAD: Together, we respect everyone’s time and want to end on time. At various points I may need to stop a discussion on one of the topics to move onto another topic we would like to cover.

Over the next hour, we’ll discuss [XYZ].

You have all signed the informed consent which states that you are voluntarily participating in this focus group and that your answers will be kept confidential. I would also like us to review some common ground rules for this focus group to run smoothly:

- As the **lead facilitator** verbally explains the ground rules, the **co-facilitator** will paste in the “ground rules” from the focus group protocol into the zoom chat.

CO-FACILITATOR PASTE IN CHAT:

Ground Rules:

1. First names only.
2. You do not have to answer any questions you are uncomfortable with.
3. Please only speak one at a time to respect everyone's turn.
4. Please keep your cell phones silent.
6. Respect all opinions.
7. Protect confidentiality.

Confidentiality: We work hard to make sure that everything that's said in the group stays in the group. We like to keep information from the group private, but we can't guarantee it. This means there is a potential for breach of confidentiality. We can't control what someone might say about this when they go home. Please respect everyone's privacy by not repeating what you hear in the group today to anyone else outside of the group.

LEAD: Are there any additional ground rules needed to make everyone feel comfortable in this space? Before we begin the focus group, please remember to **verbally say your answers, and not type your answers in the chat.**

- The **lead facilitator** will walk through the entire focus group protocol.
- During the focus group protocol questions, the **co-facilitator** will monitor:
 - Whether any participants dropped off from the meeting
 - If any participants need technical assistance
 - The **co-facilitator** periodically **saves** live transcript.
 - **Co-facilitator** to message the **lead-facilitator** if you are running short on time.

FOCUS GROUP DATA COLLECTION	Notes
QUESTION 1 [Insert Focus Group Question Here]	
QUESTION 2 [Insert Focus Group Question Here]	
QUESTION 3 [Insert Focus Group Question Here]	

QUESTION 4 [Insert Focus Group Question Here]	
QUESTION 5 [Insert Focus Group Question Here]	
QUESTION 6 [Insert Focus Group Question Here]	
QUESTION 7 [Insert Focus Group Question Here]	
QUESTION 8 [Insert Focus Group Question Here]	
QUESTION 9 [Insert Focus Group Question Here]	
QUESTION 10 [Insert Focus Group Question Here]	

Step 5: Wrapping up the Focus Group

- The **lead facilitator** should ask the group if there is anything else they would like to expand on that were not covered in the questions.
- After this last question, the **lead facilitator** will thank the participants and tell the **co-facilitator** to stop the recording and save the transcript.
- The **co-facilitator** will stop the recording and save the transcript.

LEAD: We appreciate the time you have taken this afternoon, in helping to represent your group. Any additional notes/ comments, [insert co-facilitator name]? Thank you again for participating in this focus group.

Step 6: After the Focus Group for Co-Facilitator

- Save the following documents to your data storage system.
 - Completed focus group debrief form.
 - Focus group transcript.
 - Focus group audio file.
 - Focus group video file.

Appendix B

Interview Checklist & Protocol

Purpose of document. This document guides you through the interview process.

Lead facilitator roles are in blue.

Co-facilitator roles are in green.

Example scripts are in orange.

This document follows a 4-step process:

Step 1: Welcome-Before Obtaining Consent.

Step 2: Execution of Interview.

Step 3: Wrapping up the Interview.

Step 4: After the Interview for Co-Facilitator.

Checklist

Before Focus Group

- Please make sure you have the most updated zoom version.
- **Helpful phone numbers.** Please feel free to text Contact A (Phone Number), Contact B (Phone Number), Contact C (Phone Number) or Contact D (Phone Number) if you have any questions during your group.

Interview Protocol

Date	
Facilitator Name	
Co-Facilitator Name	
Interview Name	
Zoom link	

Step 1: Welcome-Before Obtaining Consent

- Once the participant enters the zoom room, the **lead facilitator** conducts quick initial greetings and introductions with the participant.

Welcome (LEAD): My name is [insert lead facilitator name] from [insert org/institution] Today, I have [insert co-facilitator name] with me, and they will be helping me with the technical side of things. Thank you for joining us.

LEAD: Now, I will be pasting my email in the chat in case we experience technical difficulties, and you need to reach me.

LEAD PASTE IN CHAT. Lead email address

LEAD: Great, I have just added my email to that chat. Now, our co-facilitator, [insert co-facilitator name], will be changing your name to a unique ID so that your name will not be tied to your responses. The only document that will have your name is the consent form, but this form will be stored in a secure database and only the research team will have access to it.

- The **Co-facilitator** will rename the participant on the screen to a random number.

LEAD: Great, if you hover over your screen, you will see that your name has been changed. Now, would you mind telling me a little more about your background?

LEAD: Thank you for sharing! I will now start with an overview of the project. **[Insert Project Description Here]**. I am pasting the link to our website with more information on our research if you are interested to learn more.

LEAD PASTE IN CHAT. [Insert Website Link Here]

[INSERT DETAILED EXPLANATION OF OVERARCHING PROJECT HERE]

Do you have any questions?

Great, now before we get started with our Interview questions, we have a few housekeeping items to get through. I am going to pass the baton to my wonderful colleague [insert co-facilitator name] who will walk you through the consent process.

- **Lead facilitator** tells the participant that before they begin with questions, the **co-facilitator** will be walking everyone through the consent process. **lead facilitator then hands over the speaking role to the co-facilitator.**
- The **co-facilitator** says they will take the next few minutes to go through the consent form before starting the interview questions. *Before we get into the questions for today. I have just pasted a link in the chat, please click on that link to complete the consent form. The consent form first gives you information on the nature of our study and then it will ask you to choose “I consent” or “I do not consent.” After that, you will need to electronically sign the form and then submit it. If you have any questions, please feel free to ask.*

- While the participants complete their consent form, the **co-facilitator** will ensure they are completed in real time.

CO-FACILITATOR: Thank you for completing your consent form! I will now hand the baton back to [enter lead facilitator’s name].

LEAD: Thank you, [enter co-facilitator’s name]! Next, I just want to double check that you are all right with and aware of the interview being recorded? If you would feel more comfortable with your camera off, please let us know as we can adjust accordingly.

[Pause for response]

(CO-FACILITATOR Start recording)

- The **co-facilitator** will start the recording and remember to save to the secure zoom cloud not their computers.
- The **co-facilitator** will **open “live transcript”** to make sure it is being recorded. Remember to save the transcript periodically.
- The **co-facilitator** will tell the **lead facilitator** when they have started the recording and opened the live transcript.

LEAD: Together, we respect your time and want to end on time. At various points I may need to stop a discussion on one of the topics to move onto another topic we would like to cover. Do you have any questions before we begin?

Step 2: Execution of Interview

LEAD: We are now going to begin the interview. Please remember to **verbally say your answers and not type your answers in the chat.**

INTERVIEW DATA COLLECTION	Notes
QUESTION 1 [Insert Interview Question Here]	
QUESTION 2 [Insert Interview Question Here]	
QUESTION 3 [Insert Interview Question Here]	
QUESTION 4 [Insert Interview Question Here]	
QUESTION 5	

[Insert Interview Question Here]	
QUESTION 6 [Insert Interview Question Here]	
QUESTION 7 [Insert Interview Question Here]	
QUESTION 8 [Insert Interview Question Here]	
QUESTION 9 [Insert Interview Question Here]	
QUESTION 10 [Insert Interview Question Here]	
Before Ending the Meeting <ul style="list-style-type: none"> ● Ask the interviewee if there is anything else they would like to expand on that were not covered in the questions. 	

Step 3: Wrapping up the Interview.

- The **lead facilitator** will thank the participant and tell the **co-facilitator** to stop the recording and save the transcript.
- The **co-facilitator** will stop the recording and save the transcript.
- The **lead facilitator** will thank the participant for their time and end the meeting.

LEAD: We appreciate the time you have taken this afternoon, in helping to represent your coalition. Any additional notes/ comments, [insert co-facilitator name]? Thank you again for your work and dedication in this field.

Step 4: After the Interview for Co-Facilitator

- Save the following documents to your data storage system.
 - Completed Interview debrief form.
 - Interview transcript.
 - Interview audio file.
 - Interview video file.

Appendix C

Focus Group Debrief Form Example

List Focus Group Name/ID Here

Lead Facilitator Name	
Co-Facilitator Name	
Focus Group Name	
Focus Group Date	
Overall Focus Group Quality	
Duration of Audio Recording	

Research Agenda:

Please describe how thoroughly the following sections were discussed:

QUESTION 1 [Insert Focus Group Question Here]	
QUESTION 2 [Insert Focus Group Question Here]	
QUESTION 3 [Insert Focus Group Question Here]	
QUESTION 4 [Insert Focus Group Question Here]	
QUESTION 5 [Insert Focus Group Question Here]	
QUESTION 6 [Insert Focus Group Question Here]	

Here]	
QUESTION 7 [Insert Focus Group Question Here]	
QUESTION 8 [Insert Focus Group Question Here]	
QUESTION 9 [Insert Focus Group Question Here]	
QUESTION 10 [Insert Focus Group Question Here]	

The Focus Group:

- 1. Please list any successes experienced during the facilitation of the focus group:**
- 2. Please list any challenges experienced during the facilitation of the focus group:**
- 3. Please list any technical difficulties experienced during the facilitation of the focus group:**
- 4. General Observations:**
- 5. Main takeaways:**
- 6. Lessons Learned:**

Attendance:

- 1. What group did you conduct the focus group with?**

Appendix D

Interview Debrief Form Example

List Interview ID Here

Lead Facilitator Name	
Co-Facilitator Name	
Interviewee Name	
Interview Date	
Overall Interview Quality	
Duration of Audio Recording	

Research Agenda:

Please describe how thoroughly the following sections were discussed:

QUESTION 1 [Insert Interview Question Here]	
QUESTION 2 [Insert Interview Question Here]	
QUESTION 3 [Insert Interview Question Here]	
QUESTION 4 [Insert Interview Question Here]	
QUESTION 5 [Insert Interview Question Here]	
QUESTION 6 [Insert Interview Question Here]	
QUESTION 7 [Insert Interview Question Here]	
QUESTION 8 [Insert Interview Question Here]	
QUESTION 9 [Insert Interview Question Here]	

QUESTION 10

[Insert Interview Question Here]

The Interview:

Please list any successes experienced during the facilitation of the interview:

Please list any challenges experienced during the facilitation of the interview:

Please list any technical difficulties experienced during the facilitation of the interview:

General Observations:

Main takeaways:

Lessons Learned:

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