



Capturing Individual Focus Group Information

Person Completing Form: _____
Completion Date: _____

Use this summary sheet to summarize your impressions after each focus group.

Facilitator: _____
Date: _____
Location: _____
Focus Group Composition Description: _____
Number of Invited Participants: _____
Number of Participants that actually showed up: _____

How did you identify, contact, and/or screen participants?

What were the main themes, issues, and reactions you witnessed during this session?

What key points resonated with other information you have collected?

What, if any, key points contradict other information you have collected?

Were there any problems encountered during the focus group?



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Analyzing Focus Group Information

Person Completing Form: _____

Completion Date: _____

*Use this summary sheet to help capture the general themes that emerged from **all** your focus groups, as well as differences that you noticed.*

How many focus groups did you conduct?

How many participants attended in total?

- *Please attach:** ethnicity and age breakdown for each focus group (worksheet provided)
 Focus group protocol (questions asked)
 Copies of any questionnaires administered

List the categories of people that attended the focus groups:

What were the common themes:

...regarding drinking?

...regarding smoking?

...regarding other tobacco use?

...regarding other topics?

What did you learn about the intervening variables and contributing factors?

Were there any significant differences in among the various focus groups? If yes, please describe.