

APPENDIX G

Form Approved
OMB No. _____
Exp. Date _____

Focus Group Guide: Focus Group with Women¹

Introductions and Focus Group Process (10 minutes)

Interviewer: Explain the purpose of the focus group session by saying:

We want to welcome you and thank you for coming. We are studying the relationship between economic needs and risk for becoming infected with HIV and STDs. We have asked you to come to today's session because we are interested in learning from your ideas, opinions, and experiences. We don't expect you to answer our questions in any particular way. You are the experts, and we would like to learn from you. Everything you are thinking is important to us and we value your opinion.

The discussion will take about two hours. Following the discussion, I will ask you to complete a brief questionnaire that should take about 5 minutes. After completing the group discussion and the brief questionnaire, you will receive \$25 for your participation.

Now, we would like to share with you some group rules to help us learn as much as possible from each other.

Group Rules

- You are the experts! We are here to learn from you.
- Everyone's ideas count. Please respect everyone's right to their opinions.
- There are no right or wrong answers. Everything you have to say is valuable. If something is important to you, it's important to us.
- Please speak one person at a time; otherwise it will be hard for us to understand what is recorded on the tape.
- The discussion today is private and should remain in this room.
- Please try to avoid using your name or anyone else's name. Name cards (or name tags) have been provided for you to make up a name that you want others in the room to call you by. Any names (real names or made-up names) used during the discussion will be removed from transcripts to protect everyone's privacy.
- Neither (RECORDER'S NAME) nor I will reveal any personal information to other people, and I ask that you also do not share the details of this discussion with others.
- Please turn off all cell phones and pagers or place them on silence or vibrate mode.

¹ Public reporting burden of this collection of information is estimated to average 1 hour 55 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, GA 30333; ATTN: PRA (0920-XXXX).

Focus Group Question Frames

Interviewer: The tone of the focus group should be conversational and respectful of the expertise of the participants. Be prepared to explore answers to questions using prompts such as “Can you tell me more about that?” “What makes you say that?” “Can you explain that to me please?” Additionally, be prepared to explore unanticipated topics that may be raised by participants during the course of the discussion.

- What types of work are available to women in the community; to young women in particular?
- What are the other types of income/ways that women support their families?
 - o For example, any support from agencies?
 - o Any support from family, friends, sex partners?
 - o What are the most important sources of income for women that you know?
- Please describe how much income is needed for housing, food, school for children, auto, and other needs in this part of Palm Beach County.
- What are the barriers to obtaining work in this community that you or others may have experienced?
- What kinds of jobs are needed in the community; that is, what are the needs in the community that could be met by women at work?
 - o What kinds of services or goods are needed?
 - o What would the community like to have that women could supply?
- What kind of work would women like to do, in your opinion?
 - o Starting own business
 - o Being employed
- What types of jobs would women who are unemployed or employed only part time like to have?
- What kind of training might be needed?
- Are there other things about working and getting jobs or income in this community that you think we should know about?

Wrap Up (5 minutes)

How did you feel about participating in this session? What was easy? What was hard?

We appreciate all of your great ideas. You have been a big help, and we want to thank you very much for all the information you have shared with us today. Thank you once again for your participation. We really appreciate you!

Before you leave today, we would like for you to complete a brief questionnaire. This should take about 5 minutes. If you have a question, please do not hesitate to ask.

After completing the questionnaire, you will receive your stipend and you are free to go.

Thanks again for participating!

Materials Needed:

Food and beverages
Newsprint & markers
Consent forms
Masking tape
Incentives

Questionnaires
Batteries
Pens

Voice recorders