

Appendix C: Health Hazard Evaluation Final Reports

I. Introduction (10 minutes)

- [Moderator introduces herself/himself.]
- [Explain:] This is a group discussion to learn about peoples' ideas and opinions (compared to telephone or written surveys).
- My job is to facilitate the discussion and make sure that everyone has an opportunity to speak **and to make sure that no one dominates the conversation.**
- Housekeeping – Toilets and refreshments.
- [Mention ground rules.]
 - There are no right or wrong answers; we're interested in your honest and candid opinions and ideas.
 - Our discussion is totally anonymous. We will not use your names in any report.
 - Our discussion is being recorded. These recordings allow us to write a more complete report, and to make sure we accurately reflect your opinions. Please speak one at a time, so that the recorder can pick up all your comments.
 - A representative from NIOSH is joining our session (or is located in another room and will be joining us afterwards).
 - It is important to tell us YOUR thoughts, not what you think others will think, or what you think others want to hear.
 - Please turn off cell phones
 - As a token of our appreciation for your participation, we will give you \$75 as you leave.
 - Relax and enjoy. We hope to have a lively discussion.
- We're going to spend our time today talking about the Health Hazard Evaluation final reports that are produced by CDC/NIOSH. More specifically, we will discuss the:
 - Report content
 - Report organization
 - Report graphics (tables, charts, photos, etc)
 - Report conclusions and recommendations

- Any questions about the purpose of our discussion or the ground rules before we begin?
- I'd like you each to introduce yourselves. Please tell us:
 - o Your FIRST name
 - o Your job title/responsibilities
 - o The number of years you have worked for this company

2. Overall Perception of Health Hazard Evaluations (10 minutes)

[Moderator starts off by briefly summarizing and confirming with participants why HHE program was asked to evaluate their company.]

1. Do you know where you can get a copy of the HHE report produced for your company? Where would that be?
2. Now that you have had a chance to read the final report for your company, what are your top-of-mind thoughts about the report? [Moderator to summarize key themes on flip chart.]

Now let's take a look at specific aspects of the report.

3. Report Content (15 minutes)

First we're going to focus just on the content of the report, not on how it looks or is organized – just on the content.

3. Was the report easy to read? (Probe on why or why not.) What would have made it easier to read?
4. Was the report easy to understand? (Probe on why or why not.) What would have made it easier to understand?
5. Are there specific words that you think some employees or employers might not understand? (Probe on what and how this could be improved.)
6. Did any of the content seem unnecessary to you? (Probe on what and why.)
7. Is there any other content that would be useful to include? (Probe on what and why it would be important to include.)

4. Report Organization (10 minutes)

Now let's talk about how the report is organized – how the information is put into sections and the order of the sections.

8. What do you think of how the report is organized? (Probe on major strengths and weakness of the report organization. i.e., Were the important items easy to find?)

9. What are your top recommendations for improving the report organization? (Probe on why these changes would improve the usefulness of the report.)

Check with client to see if there are any other questions before moving on.

5. Report Cover (8 minutes)

10. The cover of the reports is the first thing people see. What is your overall impression of the cover? (Probe on -- is it eye-catching, does it make you want to read more, does it contain the needed information)
11. What do you especially like about the cover?
12. If you could change just one thing about the cover, what would it be?

6. Usefulness of Tables, Graphs, and Photos (12 minutes)

1. How useful were the tables, graphs, and photos? (Probe on specific tables, graphs, and photos that they found particularly useful or not useful.)
11. What are your top suggestions for improving the usefulness of tables, graphs, and photos? (Probe on why these changes would improve the usefulness of the report.)

7. Usefulness of Conclusions and Recommendations (15 minutes)

12. Did the conclusions make sense to you, regardless of whether you agreed or disagreed with them? Why or why not?
13. What were some of the major recommendations for your company?
14. Did the recommendations seem practical for your company? Are the recommended changes doable?
15. Did the findings and recommendations motivate you to take action? If yes, what types of action?
16. What are your top suggestions for improving the report recommendations? (Probe on why these changes would improve the usefulness of the report.)

Check with client to see if there are any other questions before moving on.

8. Wrap Up (10 minutes)

17. Do you have any unanswered questions after reading the report? How could the content, organization, or tables, graphs and photos have helped answer those questions?

18. [Moderator to summarize key findings from the group.]

19. Any other comments that you would like me to pass on to the NIOSH about the report?