

DRAFT FOCUS GROUP PROTOCOLS OTHER STAKEHOLDERS

Moderator Preamble

Small Talk (5 minutes)

[Create a warm and friendly environment and put participants at ease]

Introduction (5 minutes)

Welcome. My name is [Name of moderator _____].

In response to the COVID-19 global pandemic, the Regional Educational Laboratory Southeast (REL Southeast) at Florida State University has been modifying and developing evidence-based tools and resources that can be used by parents and caregivers to support at-home learning. The REL Southeast is working to better understand the use and utility of the online resources for different stakeholders, notably parents and caregivers. As part of this discussion, we would also like to understand the best ways to get evidence-based resources to parents and caregivers. Part of this work entails talking to (insert the stakeholder group) to learn about their experiences with accessing and using online resources to support at-home learning. You were invited here today because we value your insight. We would like to draw upon your experience to learn about how you have used these resources and the extent to which they have been useful, as well as, hear your opinions about what other resources may be useful for parents and caregivers to support at-home learning, particularly during this time. The transcript from your discussion will be analyzed by the REL Southeast to inform the ongoing development of resources to support at-home learning for families.

We invite you to participate in a discussion, sharing your views, experiences, and ideas. In some instances, you may find that you do not share your peers' perspectives. In others, you may find that you agree. We value what every individual has to say. There is no right or wrong answer to a question. Please provide us with your genuine thoughts and feelings about any given issue.

My role is to facilitate this discussion. Please feel free to respond and ask questions of each other, and me as well. My colleague, [Name of co-moderator _____], is here to help. We appreciate the time you are taking to be with us and will make every effort to end on time.

We have several categories of questions. Sometimes we may probe further to make sure we understand your perspective. We will have about 90 minutes for this discussion once we get started.

To make sure we capture this important discussion, [Name of co-moderator] will take notes. We will also be audiotaping this discussion to accurately

capture what you say. At any time, you are welcome to ask us to turn off the recorder.

Any written documents generated from the discussion will be void of names and any other identifying information. We also ask that you do not identify each other by name during the discussion. Because this is a group setting, we also ask each of you to maintain confidentiality of those participating in the session.

Do we have your permission? Your continued participation is acknowledgement of your consent. If you do not feel comfortable, please feel free to not participate.

[People acknowledge consent (or feel free to leave the session).] At this time, we will get started.

[Turn on digital recorder.]

Questions

We are going to begin by asking some general questions about the webinar and resources that were shared and are available on the REL Southeast's Supporting Your Child's Reading at Home site. Then we will ask you about how you used the resources.

Implementation

First, we are going to ask you a few questions general questions to learn about your role in supporting families and about how you generally learn about opportunities to support them.

- What is your organizations' role in supporting parents and families to increase literacy outcomes?
- What is your specific role and responsibilities in supporting families?
- How did the webinar and online resources support you in meeting your organization's goal in supporting families?
 - o your specific role and responsibilities?

Prod with questions about general access

- So, how did you learn about the webinar?
- How do you typically learn about similar opportunities designed to support families?

Now I am going to ask you about the online resources.

Prod with questions about use

- How has the information and use of resources informed your work, generally?

- o support to families?
 - o practices?
 - o policies?
 - What specific resources did you use?
 - o How did you use the resources?
 - o How did you use the resources to, specifically, help families support at-home learning?
- [Probe for]
- Inform programming
 - Conduct activities
 - Increase awareness

How might the online resources be enhanced to help further support you in meeting your

Prod about suggestions for improvements

- What online resources did you find most useful?
 - o Please explain how the resources were useful.
- What online resources were least useful?
 - o Please share a little more about their lack of usefulness.
 - [Probe for]
 - content
 - ease of use
- How might the online resources be improved?
 - [Probe for] specific suggestions for
 - modifications
 - additions
 - deletions

Now I going to ask some about how you shared the resources, as well as other methods that we might use to get additional materials and resources to parents.

Prod with questions about dissemination.

- How did you share information with families about the webinar?
 - the online resources?
- What specific [information] did you share?
 - [tools]
 - [resources]
 - o Who did you share it with?
 - [Probe for]
 - with families?
 - with colleagues?
 - with others?
 - o What did you consider in your decision to share specific information and/or resources?
- What other external resources (that is, outside of the general information and resources shared by your school, LEA, etc) have you

shared with others, particularly parents, to support at-home learning since the COVID-19 pandemic?

- o What specific resources did you share?
- o What did you consider in your decision to share those resources?
 - [Probe for]
 - Evidence-based
 - Ease of use
- How do you typically vet/screen resources to share resources with families to support at-home learning?
 - o [Probe for] specific methods
 - What additional support might you need to help with this process?

Final Questions

We are almost done and have two final questions.

Prod about other/additional resources?

- What other kinds of resources do you think would be helpful to support learning at home?
[Probe about specific content and format]
 - o content of the information?
 - o format for this information?
- What specific recommendations do you have for us regarding developing resources with parents?
 - o sharing resources

Thank you so very much for your time and sharing your insights.

Public Burden Statement

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