Attachment 7C. Focus Group Internal Tracking Sheet

**Focus Group (FG) Tracking Sheet**

- Name → Enter the first and last name of the potential participant
- Email → Enter the email address used by the potential participant
- Source → Indicate the social media platform that the participant was recruited from. Codes include FB=facebook, CL=craigslist, OSM=other social media
- Sex → Codes include M=male, F=female
- Age group → Codes include 18-64, 65+
- Consent form shared → FGTL will indicate if s/he emailed the consent form to the potential participant. Indicate Y for yes, N for no
- Signed consent form returned → FGTL will indicate if s/he received a signed consent form back from the potential participant. Indicate Y for yes, N for no

- FG date/time → Enter in MM/DD/YY, ##:## am/pm. Use EST for consistency in this record.
- Link shared → FGTL will indicate if s/he emailed the appointment time and the link to access the focus group
- Participated in focus group → FGTL will indicate if the potential participant did attend the focus group. Indicate Y for yes, N for no
- Incentive sent → FGTL will indicate if s/he sent the electronic gift card incentive via email *after* participation

| Full Name | Email address | Source | Sex | Age group | Consent form shared | Signed consent form returned | FG date/time | Link shared | Partipated in FG | Incentive sent |
|---|---|---|---|---|---|---|---|---|---|---|
| Jane Smith | jane.smith@gmail.com | FB | F | 65+ | Y | Y | 03/10/21, 02:00 pm | Y | Y | Y |
| Jason Wang | JW111@yahoo.com | CL | M | 18-64 | Y | N | 03/10/21, 02:00 pm | N | N | N |
| Becky Weber | bweber@ncsu.edu | FB | F | 18-64 | Y | Y | 05/20/21, 10:00 am | Y | N | N |
| Sam Lopez | sam.lopez@gmail.com | FB | M | 18-65 | Y | Y | 05/20/21, 10:00 am | Y | Y | Y |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Attachment 7C. Focus Group Internal Tracking Sheet