

Appendix F.10. Second Concept Mapping Meeting Facilitator Guide

Overview

This guide provides instructions for the facilitators managing the two stakeholder meetings for the concept-mapping study conducted under the *Puerto Rico Health and Well-Being Study* project. It details the objectives, process, and questions the facilitators will use to gather feedback from the stakeholders.

Meeting 2

The objectives of the second meeting are to—

- ❓ Assess the results of the sorted and prioritized lists of recommendations.
- ❓ Gather detailed feedback on the recommendations for the final report.

Instructions and Agenda (10 minutes)

Welcome the stakeholders and thank them for their work.

Briefly review the agenda and the meeting process, explaining that the meeting will cover—

- ❓ Discussion of sorted and prioritized recommendations
- ❓ Additional feedback on recommendations

Discussion of Sorting and Prioritization Results (30 minutes)

Begin with the concept maps that illustrate how different groups of stakeholders have sorted and ranked the recommendations. Ask the stakeholders:

- ❓ What similarities and differences do you see in how different groups of stakeholders have sorted the policy and administrative recommendations?
- ❓ What similarities and differences do you see in how different groups of stakeholders have sorted the research recommendations?
- ❓ What similarities and differences do you see in how different groups of stakeholders have ranked the policy and administrative recommendations?
- ❓ What similarities and differences do you see in how different groups of stakeholders have ranked the research recommendations?

To conclude the above questions, ask:

- ❓ Do any of the similarities and differences raise any issues or concerns about the consensus on the recommendations?

Review the aggregate prioritized recommendations for policy and research. Ask the stakeholders:

- ❓ Do you agree with the list of the prioritized policy recommendations?
 - Should any be moved up or down the list?
 - Should any be removed from the list?
- ❓ Do you agree with the list of the prioritized research recommendations?
 - Should any be moved up or down the list?
 - Should any be removed from the list?

Feedback on the Recommendations (50 minutes)

Start at the top of the prioritized list of policy recommendations and work through as many as possible in approximately 30 minutes. Explain to the stakeholders that they will help provide additional context and details for each recommendation to include in the final report. Ask the stakeholders:

- ❓ Do you have any additional details that should be included to further develop this recommendation?
- ❓ Do you have any suggestions for how to implement it (e.g., funding sources, which stakeholders to involve)?
- ❓ Do you have any other considerations that should be included in the final report?

Take the final 20 minutes to work through as many research recommendations as possible. Ask the stakeholders:

- ❓ Do you have any additional details that should be included to further develop this recommendation?
- ❓ Do you have any suggestions for how to implement it (e.g., funding sources, which stakeholders to involve)?
- ❓ Do you have any other considerations that should be included in the final report?

At the end of the meeting, thank the stakeholders. Ask for one volunteer to coordinate comments on the final report. Explain that Insight will make the draft report available for review and comment, and the volunteer will help coordinate responses for the stakeholder group.

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