

Appendix F.4. First Concept Mapping Meeting Facilitator Guide

Overview

This guide provides instructions for the facilitators managing the first group concept mapping meeting for the concept-mapping study conducted under the Puerto Rico Health and Well-Being Study. It details the objectives, process, and questions the facilitators will use to gather feedback from the interested parties.

Meeting 1

The objectives of the first meeting are to—

- ▶ Explain the purpose of the *Puerto Rico Health and Well-Being Study*
- ▶ Describe the Concept Mapping data collection methodology and the participants role in Group Concept Mapping.
- ▶ Provide participants with a guided demonstration of the brainstorming, sorting, and rating activities they will perform using the groupwisdom™ online platform.
- ▶ Review CM timeline and discuss project logistics (i.e., helpdesk, processing honorarium payments)

Introductions and Agenda (10 minutes)

Introduce Westat Concept Mapping Team and FNS. Briefly review the agenda and the meeting process, explaining that the meeting will cover—

- Review of the project timeline.
- An overview of the *Puerto Rico Health and Well-Being Study* purpose and objectives
- An introduction of the group concept mapping process
- Instructions for accessing and contributing recommendations using the groupwisdom™ online platform
- Next steps

Project Objectives (10 minutes)

- ▶ Purpose of the study.
- ▶ Project objectives
 - Objective 1. Produce descriptive statistics on key sociodemographic and economic variables, including household food security, in a representative sample of Puerto Rico households.
 - Objective 2. Produce descriptive statistics on key sociodemographic and economic variables, including household food security, in the following representative subsamples in Puerto Rico:

households with children, households with one or more person(s) 60 or older, and households that include an individual with a disability. These subsamples will be stratified according to the following classifications: NAP participants and low-income nonparticipants, racial and ethnic groups, employment status, educational level, and urban/rural residence.

- Objective 3. Produce descriptive statistics for each subsample in Puerto Rico on key social, geospatial, and other policy-relevant elements of health and well-being associated with household food security.
- Objective 4. Characterize the social context and, in particular, the life course of individuals as they define their experiences with low food security through in-depth interviews with individuals within the NAP participant and low-income nonparticipant subgroups.
- Objective 5. Develop a detailed concept/problem map of the systemic factors that shape the implementation of the NAP program, particularly as a disaster relief tool.

Overview of Food Security in Puerto Rico (25 Minutes)

- ▶ During this part of the presentation, the facilitator will review the current research and understanding of food security in Puerto Rico.
 - Provide an overview of the NAP program and contrast this program with SNAP
 - Discussion of how natural disasters impact food security in Puerto Rico
 - Discuss other programs that influence household economic stability and could affect food security

Introduction to the Concept-Mapping Process and the online platform (15 minutes)

- ▶ Provide a high level, non-technical explanation of the Group Concept Mapping approach.
 - Explain that the purpose of the process is to gather ideas from diverse participants on recommendations to improve policies that address the food security of NAP-eligible individuals and families.
 - Participants sort ideas into meaningful categories and rate each idea on a set of criteria questions.
 - Sortings and ratings produce a dataset
 - Analytics are used to summarize findings and generate visualizations
- ▶ Steps in the Group Concept Mapping Process
 - Participants will provide ideas using the groupwisdom™ online platform.
 - Westat will summarize and synthesize the ideas
 - Participants will sort and rate the ideas using the groupwisdom™ online platform.
 - Westat will conduct analyses and develop a set of data visualizations that summarize participant input.

- Participants will meet a second time to review the results and provide additional feedback on the recommendations.
- ▶ Introduce to focus prompt
- ▶ Ask the participants if they have any questions about the process.

Introduction to the groupwisdom™ process online platform (20 minutes)

- ▶ Present group concept mapping timeline
- ▶ Interactive demonstration
 - Logging on for the first time
 - Confirm project page
 - Set up password
 - Landing page
 - Brainstorming
 - Adding ideas
 - Returning to the brainstorming page
 - General guidelines for brainstorming
 - Sorting
 - Logging back onto the platform
 - Using the drag-and-drop sorting feature
 - Guidelines for creating sorts
 - Returning to complete sorting
 - Completing your sorts
 - Rating
 - Rating questions
 - Using the rating features
 - Guidelines for rating ideas
 - Returning to complete ratings
 - Completing your ratings

Next Steps (10 minutes)

- ▶ Explain the honorarium payment and processing
- ▶ Thank the participants for their participation and remind them they have 2 weeks to enter additional information.

- ▶ Explain they will receive follow-up instructions with more details by email. Participants will then receive a link via email to access the groupwisdom™ platform. The email will also include information on where they can get help accessing the platform if needed.

Public Burden Statement

This information is being collected to assist the Food and Nutrition Service (FNS) in understanding food security status and economic well-being among Puerto Rico residents. This is a voluntary collection. FNS will use the information as a baseline for future assessments of food security and the Nutrition Assistance Program, particularly in the context of natural disasters. This collection does not request personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0674. The time required to complete this information collection is estimated to average 90 minutes per response, including the time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314. ATTN: PRA (0584-0674). Do not return the completed form to this address.