

## Appendix F.6.1. Sorting and Rating Instructions

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Thank you again for contributing your ideas on how to address the food security needs of NAP-eligible households. We would like you to return to the groupwisdom™ platform to sort and rate the ideas you and other participants provided. You can conduct the sorting and rating any time between [DATE1] and [DATE2]. After [DATE2], the sorting and rating phase of the project will be closed.

We are using Concept Systems Incorporated's groupwisdom™ platform to facilitate data collection. Our project can be accessed using this link:

<https://participant.groupwisdom.tech/login>

Please use your email address and the password you created during the brainstorming phase of the study to access the platform. If you forget your password, you can reset your password by clicking on “forgot password?” on the login page.

**Sorting.** As we discussed at the first virtual meeting, sorting involves grouping ideas that are similar into a set and adding a label that describes the set of ideas. Please consider the following best practices and instructions when sorting the ideas:

- Sort the ideas into sets that make sense to you
- You may create as many sets as you would like, but you must create at least 3 sets
- Each set must include two or more ideas
- After you've finished sorting all the ideas, label each set with a name that makes sense to you

**Rating.** After you complete the sorting task, we would like you to rate each idea. Ratings are used to develop ranking ordering of ideas along dimensions that are important to help us understand the food security needs of Nutrition Assistance Program (NAP) participants in Puerto Rico. You will find the following rating questions on the groupwisdom™ platform:

- On a scale of 1 (not at all likely) to 4 (very likely), how likely is this idea to reduce the number of food insecure families in Puerto Rico?
- How ready is Puerto Rico to implement this idea? Please rate this idea from 1 (not at all ready) to 4 (very ready).
- On a scale of 1 (difficult to accept) to 4 (easy to accept), how acceptable would this idea be to decision makers in Puerto Rico?

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If you have any questions, please contact Ms. Iliana Feliz at [ifeliz@insightpolicyresearch.com](mailto:ifeliz@insightpolicyresearch.com)

#### **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 58 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.*