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| Key Stakeholder Interview Form |

Complete one form for each interview. The interviewee, elevator speech, issues to discuss, and interview questions will be completed by the workgroup in Meeting #2. Notes can be taken directly on the form during the interview but still record the interview, if possible.

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| **Interviewee Name:**  | **Interviewee Agency:** |
| **Interview Date:** |
| **Elevator Speech Talking Points (from meeting minutes)** |
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| **Issue(s) (from meeting minutes)** |
| *List the prioritized issue you are asking about* |
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| **Interview Questions** |
| *List the specific questions being asked in the interview*  |
| ***Knowledge Gap 1: Issue Specification***1. Which [issue] problems do people in our community experience?
	* Example: Which mental health problems do people in our community experience? (e.g., stress, isolation, depression, etc.)
	* Example: Which physical health problems do people in our community experience? (e.g., diabetes, heart disease, etc.)

 *Ask them to be more specific if needed.* 1. How big of a problem is [specified issue]?
	* Example: How big of a problem is depression/diabetes, etc. in our community?

*If not a problem or a low priority, ask*: What is a bigger problem around [issue]? * Example: What is a bigger mental health/physical health, etc. problem?

***Knowledge Gap 2: Priority Population***1. Are there neighborhoods or populations in our community that struggle with [this specified issue] more? What about among [focus population discussed in Meeting #2]?
* Example: Are there certain neighborhoods, racial/ethnic groups, or age groups in our community that struggle with depression more? (e.g., Latina teen girls; LGTBQ youth; etc.)

***Knowledge Gap 3: Contributing Factors***1. What do you see as contributing to or causing [specified issue] in the community?  *If specific populations were identified by the workgroup or in question 3, ask about those groups  specifically.*
	* Example: What do you see as contributing to or causing depression in the community?
	* Example: What do you see as contributing to or causing depression among Latina teens girls in the community?

**Available Resources** 1. What resources do you know of that are available to help prevent or treat [specified issue], either in your  organization or in the broader community?
	* Example: What resources do you know of that are available to help prevent or treat depression/diabetes, etc. either in your organization or in the broader community?
2. What do we need to do to help prevent or address [specified issue]?
	* Example: What do we need to do to help prevent or address diabetes?
	* Example: What do we need to do to help prevent or address youth alcohol and marijuana use?
3. Does your organization collect any data related to [specified issue] that you could share with us? Or do you know of a really important data source we should review?
	* Example: Does your organization collect any data related to diabetes that you could share with us?

***Closing***1. Is there anything else about [specified issue] you’d like to add?
	* Example: Is there anything else about depression/diabetes, etc. you’d like add?
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| **Interview Notes** |
| *Notes from the interview (taken during the interview and/or summarized from the transcript)* |
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**Data Summary Tool**

After each interview or after you have reviewed each graph or chart, fill this tool out to summarize what you learned. If applicable, attach supporting documents (graphs, transcripts, etc.). Do NOT stress about filling this tool out “incorrectly”!

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| **Issue:**  |
| **Data Source and Year(s)** |
| *List the source(s) and year(s) the information represents. For people, provide name, agency, and date interviewed.*  |
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| ***For “number” data only:* What question or issue does the data address? Does it reflect what we’re interested in knowing?**  |
| *Describe what question or point the data is making. Look at the title of the data table/figure for help.*  |
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| **Who is represented in the information? Is it close enough to our focus population?** |
| *List demographic information (where they live, gender, age, etc.) to determine how well the data represents your target population.* |
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| **What concerns do you have about the data or the interview?** |
| *List any concerns, such as low sample size, poor fit to your target population, old data, how a survey was sampled, biased interviewee, etc.*  |
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| **What does the information mean?** |
| *Summarize the data you found, focusing on what it says about your issue or knowledge gap.*  |
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| **Other notes** |
| *Other general thoughts or comments on the sources/data.* |
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