

## **Tool 8. Stakeholder Meeting Debriefing Guide**



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Location:	Participant Type:
Date:	Number of People:
Time Began:	Time Ended:
Moderator:	
Note Taker:	

1. Describe any logistical difficulties.

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2. How would you describe the mood/personality of this group?

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3. Was there any revealing body language or other nonverbal behavior that those listening to the tape should be aware of? Did anyone dominate or not speak freely?

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4. What major themes, opinions, norms, or ideas came out of this stakeholder meeting? How were these different from what was expected?

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5. How does this group compare to other groups?

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6. Were there any quotes that stood out?

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7. Were there any questions that worked particularly well?

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8. Were there any questions that did not work at all?

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9. Should we do anything differently for the next group?

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10. Were there any problems with this group that should be taken into account in the analysis?

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11. Was this a good stakeholder meeting? Why?

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12. In the table below, indicate which stakeholder groups were present at the meeting and the number of individuals representing each stakeholder group.

Category	Present?	Number
Subcategory	(Y / N)	
<b>Technology and health information experts</b>		
Privacy and security experts/compliance officers		
Health IT consultants		
Electronic health records experts		
Quality improvement organizations		
Regional health information organizations		
Health information management organizations		
Technology organizations/vendors		
Other health data and technology experts		
<b>Providers</b>		
Hospitals/health systems		
Physicians and physicians groups		
Professional associations and societies		
Clinicians		
Community clinics and health centers		
Mental health and behavioral health		
Pharmacies/pharmacy benefit managers		
Long-term care facilities and nursing homes		
Federal health facilities		
Homecare and hospice		
Emergency medicine		
Laboratories		
Safety net providers		
Other health care providers		
<b>Legal counsel/attorneys</b>		
<b>Public health agencies or departments</b>		
<b>Other government</b>		
Medicaid/state government except public health		
County government		
<b>Payers</b>		
<b>Medical and public health schools/research</b>		
<b>Consumers</b>		
Consumer organizations and advocates		
Individual consumers		
<b>Employers</b>		
<b>Law enforcement and correctional facilities</b>		
<b>Foundations/other policy consultants</b>		
<b>Other (describe):</b> _____		