

TCS PROGRAMS REVIEW: FOCUS GROUP PROTOCOL

Participant Group:

Location:

Moderator:

Date/Time:

ADVANCED PREPARATION

Schedule an online conference at a comfortable time and date and make sure that participants get the invites in advance.

Start the waiting room 5-10 minutes ahead of schedule	Have visual up that reminds participants of starting time	Have available job aids, visuals, and media in advance	Prep cameras and desk items (water, pencils, notecards)
"Start Share" for computer audio in waiting room?	'Stop Share' at the top of the meeting screen?	Use Timer to Monitor Time	Start Recording

1. Welcome / Yá'át'ééh: Announce the following:

- a. **Test sound.** Thank attendees for their participation.
- b. **Participation** is voluntary and informed consent.
- c. **Recording and Confidentiality:** We are **recording** for note-taking purposes only. Participation is strictly *confidential*, however, some statements from *unidentified* participants will be transcribed for briefings and publication in reports. **We wish to use pictures of the Zoom meeting screen as well.**
 - i. Although we go to great lengths to assure confidentiality on our end, that doesn't mean that other participants couldn't discuss the conversation with others in the community.

- d. **About me/the moderator:** 30 seconds.

About the focus group: Describe the purpose of this focus group:

- e. Annual review previously was required by the Bureau of Indian Education (BIE) and the Navajo Nation Department of Diné Education (DODE).
 - i. **The review is now conducted for internal assessment and capacity building purposes.**
- f. TCS is interested in how the school programs are doing. TCS is also interested in what it's people think about its programs and services.
- g. We're interest in seeing what participants think about the following:
 - i. The quality and effectiveness of TCS programs.
 - ii. What participants think programs can do to improve their services.
 - iii. What participants appreciate most about the TCS programs.