

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.

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

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?

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

5. How does this group compare to other groups?

6. Were there any quotes that stood out?

7. Were there any questions that worked particularly well?

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

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

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

11. Was this a good stakeholder meeting? Why?

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

Category Subcategory	Present? (Y / N)	Number
Technology and health information experts		
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		
Providers		
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		
Legal counsel/attorneys		
Public health agencies or departments		
Other government		
Medicaid/state government except public health		
County government		
Payers		
Medical and public health schools/research		
Consumers		
Consumer organizations and advocates		
Individual consumers		
Employers		
Law enforcement and correctional facilities		
Foundations/other policy consultants		
Other (describe): _____		