**MTN-034**

**Early FGD Debriefing Report**

***Purpose:***

1. *Given that this FGD won’t be transcribed and coded, the Debrief Report must be as detailed as possible.*
2. *Record information that might not be reported otherwise (i.e. context and meaning of behaviors; e.g. non-verbal cues, emotional states, body language, etc.)*
3. *Deliver preliminary constructs of analysis (e.g. subjective impressions of the participants’ behavior, emerging themes, etc.)*

***Instructions:***

*This report is to be completed by the Facilitator on the same day as the focus group discussion and forwarded to RTI within one week of focus group completion.   
The note-taker should be consulted to verify content and add detail where applicable. This report should be uploaded to the SFTP site as a Word document. Any relevant visual tools (photos)should be uploaded at the same time as the debrief report.*

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| **PTID (s) & Pseudonyms:** | 123-12345-1 | Pseudonym |
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| **Site** | Choose an item. | |
| **FGD date:** | Date of FGD | |
| **FGD #:** | XX | |
| **Facilitator:** | Facilitator’s Name | |
| **Other staff present:** | Staff Name(s) | |
| **Person completing form:** | Staff Name(s) | |
| **Duration of FGD:** | XXH:XXM:XXS | |
| **FGD Language(s):** | Language(s) | |
| **Current product use (ring, tablet, neither, or mix):** | Ring, Tablet, Neither, or Mix | |
| **Site reviewer:** | **No:** If “no,” reason why not  **Yes:** If “yes,” initials of reviewer | |

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| --- |
| **Debriefing Summary:** |

1. **What are your general impressions from the FGD today?** (*Describe in detail your subjective impressions of how the participants behaved, their emotional states [social, timid, excited, sad, laughed, bored, confused, uncomfortable, [dis]engaged etc.], and any other important information about the context, non-verbal communication and experience that might not be gathered from what will be transcribed).*

Sample text of general impressions

1. **REACH study Participation** *(Describe in detail the most important ideas discussed within each of the FGD main topic areas and any important issues that were raised).*
   1. **Experience participating in REACH** *(e.g. study procedures, challenges from people in the community, clinic experience, study expectations, etc.):*

Sample text about participating in REACH

* 1. **Motivation for joining REACH (***e.g. health reasons, influencers, trust in the study product, etc.).*

Sample text about joining REACH

* 1. **Contraceptive Method** *(e.g. feelings around contraceptive product chosen and being required to use contraceptive in order to participate in REACH.)* **(If relevant):**

Sample text about contraceptive method

* 1. **Products Education/Information** *(e.g. trust/mistrust in product information given, comfort around staff, thoughts on the REACH video, etc.)*

Sample text about product information

1. **Social Context** *(Describe in detail the most important ideas discussed within each of the FGD main topic areas and any important issues that were raised).*
   1. **Disclosure with social circle** *(e.g. reasons, motivation, and feelings around disclosure; others’ reactions, reasons for nondisclosure to certain people, etc.):*

Sample text about disclosure with social circle

* + 1. **Partner Disclosure** *(e.g. knowledge or reaction to study products, REACH study, etc.)* **(if relevant):**

Sample text about partner disclosure

1. **Study product acceptability ACTIVITY PROCESS** (*Describe briefly how this exercise went, any challenges experienced for you or for the participant(s), and any suggestions for improving the activity for future focus groups.*)**:**

Sample text about activity process

1. **Study product acceptability and experience Activity Data** *(Be sure to describe their motivations for use, suggestions on how to improve counseling, and word descriptions of current feelings about REACH, suggested changes in REACH, etc.):*

Sample text about activity data

* 1. **Ring Users** *(e.g. common topics, concerns and worries, ring storage, barriers and facilitators to ring use, experiences with counselors around disclosure, ring results, etc.):*

Sample text about ring users

* 1. **PrEP Users (***(e.g. common topics, concerns and worries, tablet storage, barriers and facilitators to PrEP use, experiences with counselors around disclosure, access, PrEP results, etc.):*

Sample text about PrEP users

1. **Were there any other important issues, unexpected or unanticipated findings?** *(Record anything unexpected, unanticipated, or new that was learned from this FGD; positive or negative mentions of staff; other important issues)***:**

Sample text about other findings

1. **Were there any potential Social Harms (SH), Adverse Events (AE), or Protocol Deviations (PD) mentioned in the interview today**?

No  Yes *(Record what was mentioned during the interview and the action taken to report the potential AE/SH/PD or refer the participant, if applicable.)*

[Sample text about social harms, adverse events, or protocol deviations]