**Introductions:**

1. Start with introductions: Who we are, the purpose of the focus group, and reporting/confidentiality. Explain that we would like to record the discussion so we can be part of the conversation instead of taking notes, and get approval before proceeding.
2. Describe how the focus group will work: free flowing conversation, everyone’s opinion is important, be honest as much as possible, tell us any problems you see- even what might seem trivial, what is said here is confidential, be mindful of recording quality and take turns speaking if possible.
3. Questions/concerns.

**Questions:**

1. Let’s start with some background, tell me a little bit about your centers. Like, how many children do you have, what ages do they span?
2. Have you heard of the ASQ? (show Flyer)
   1. Did anyone from OCDE, either a coach or trainer, or someone from Help Me Grow tell you about the ASQ?
   2. Did they show you how it works and what families have to complete?
3. As you understand it, what is your role with the ASQ?
4. What is it like trying to get families to complete the ASQ?
   1. How is it for you to get them to complete the survey?
      1. Is it hard or easy to do so? Can you describe a scenario…
   2. What kind of things do you hear from the families?
5. Last year, did you have any families that completed the ASQ?

**If yes:**

* 1. What do you think made it easy for families to complete the ASQ?
  2. Do you know if they faced any problems while completing it?
     1. If yes, how did they overcome it?
     2. If no, why not? (if appropriate, bring up barriers described from other focus group or anecdotal information. I.e. Smart phones, Wi-fi availability)

**If No:**

* 1. What do you think were some issues that kept families from completing the ASQ?
     1. Tell me more about this
     2. What other issues do you think they faced in trying to complete the ASQ
     3. Was it trouble on you?

1. In your opinion, what else can be done to get your families to complete the ASQ?
   1. How can we make it easier for them?
   2. What information do **you** need?
   3. What information do **they** need?
   4. Are there any tools or other things we should consider?
2. Do you have any other thoughts about all this?