Collecting Demographic Information

# ****Purpose:****

To collect and organize demographic information from Discovery participants while ensuring privacy is protected. This form will help your Culture Change Coalition to analyze the information at your focus group or interviews effectively.

# ****Instructions:****

1. When people agree to participate in a Discovery session or interview, record the following demographic information using the chart templates below.
2. These charts can also help you keep track of your interviews or sessions and ensures all groups are consistent with documenting the process.
3. When filling out the chart, give each participant a pseudonym or code number so we can link it with their interview recording (while protecting their identity).
4. Please label (or save) all recordings (digital files or cassette tapes) with the date of the interview or session, and either the participant pseudonym/code (for interviews) or the Discovery session.
5. Once you have finished your Discovery, you can remove the participant’s name from the chart and bring it with you to our next meeting.

See charts on the following page.

# **Demographic information chart for care partners and family members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Pseudonym** | **Date and time, or session** | **Gender** | **Relationship to person with dementia** |
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# **Demographic information for clients/residents**

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| --- | --- | --- | --- | --- |
| **Name** | **Pseudonym** | **Date and time, or session** | **Gender** | **Relationship to person with dementia** |
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# **Demographic information for staff**

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| --- | --- | --- | --- | --- |
| **Name** | **Pseudonym** | **Date and time, or session** | **Gender** | **Relationship to person with dementia** |
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