



If you agree to be included in the human-centered design focus groups, you will be asked to complete an **informed consent**, a **questionnaire** (5-10 mins.), and answer **optional demographic information**.

Data will be collected beginning **Oct. 1, 2026**, and continue through approximately **Jan. 31, 2027**, using both in-person and virtual focus groups. You may access the questionnaire and join focus groups directly from your computer.

For questions, contact Talentdevelopment@oa.mo.gov.

Focus Group Participant FAQs

- **Who will have access to my data/information?** Your information will be protected under the strictest confidentiality standards. Access to the Qualtrics data is limited solely to the analysis team within the Division of Personnel (DOP), whose role is focused on interpreting and translating the outcomes. Data will be shared only with the survey committee for review, and any interpretations will be made carefully and responsibly within this controlled process.
- **Am I required to participate in this initiative?** Participation in this initiative is voluntary. You may withdraw at any time prior to your session attendance, without penalty.
- **What happens if I need to withdraw?** If you withdraw prior to your session, all of your information will be retracted. Your decision to participate—or not—will always be respected.
- **Are there any direct benefits for me, such as compensation or incentives?** No, thank you in advance for your time.

Privacy and Data Security FAQs

- **Will the survey committee ever be able to link my data/responses back to me?** No. The survey committee will not be able to link your responses back to you. Protecting your privacy and anonymity is central to this process, and all data is handled in a way that ensures your responses cannot be tied to your identity.



Privacy and Data Security FAQs Continued

- **What information will facilitators use to guide the discussion in the room (name, address, work location, or other identifying material, such specific demographics, etc.)?** None of your information will be shared beyond the facilitator, and your responses cannot be linked back to you. Participation in this study is voluntary, and any data collected will be used solely to guide the focus group discussions.
- **How and where will my data be protected (electronic and hard copy)?** All data, such as electronic survey responses, informed consent, and demographic information, will be stored within the Qualtrics platform that is password protected. Protecting your privacy and anonymity is essential, and no data will be linked back to you.
- **Will artificial intelligence (AI) software be used?** Yes. AI will be used in a limited capacity to compile the data and perform a sentiment analysis on statements gathered during the focus groups. This process supports organizing the information but does not identify participants.
- **Who will have access to the protected data?** A designated DOP analysis team will have access to the data. Survey committee members may also review the data and responses as part of the process.
- **Where and how will the signed informed consent forms be secured?** The consent response of "I agree" will be stored with the rest of the data on the Qualtrics platform. A copy of the consent form may be in the confirmation email sent to you post registration.
- **What does "presentation of informed collection" mean in this process?** Presentation of informed collection refers to how findings from the initiative will be shared. Data will be compiled into an aggregated report for department leadership and the Governor's Office. The DOP analysis team will work collaboratively with the survey committee to prepare this report, ensuring privacy and anonymity throughout the process.
- **Can the data collected in this human-centered design initiative be used for future research without additional consent?** Data collected from this initiative may be used for future research efforts without additional informed consent.