

## Annual Interview Guide

**Purpose:** Semi-structured interview guide for CPAG members to be completed annually and at the end of the study.

**Preamble:** *Thank you for agreeing to take part in this interview. Before we begin, I want to remind you that the interview will take no more than 1 hour and will be recorded so that it can be transcribed and analyzed later. Your name and any other identifying information will be removed from the transcript, and only our transcriptionist and I will have access to the audio file. With your permission, I am going to start recording our conversation using a digital recorder.*

*During this interview, I will remind you about the activities that the Care Partner Advisory Group has completed for the In-Touch study over the past year. Then, I will ask you some questions to understand your experiences and perceptions as a member of the Care Partner Advisory Group. As you answer these questions, please reflect on your experience [over the last year or over the time that you have been part of the CPAG].*

### About your involvement:

1. Tell me about your experience as a member of the Care Partner Advisory Group.
  - a. What did you like?
  - b. What challenges have you experienced as a member of the group?
  - c. What would you like to do differently?
2. What was it like to work on activities that informed or impacted the research?
3. Could you tell me about a time when you felt that you were contributing the most, or having the biggest impact as a member of the Care Partner Advisory Group?
  - a. What activities were the most meaningful to you?
  - b. What activities would you like to do more?
4. What moments have stood out to you from the meetings in this past year?
5. What are the benefits of having a Care Partner Advisory Group as part of the In-Touch study?
6. What impacts do you think the Care Partner Advisory Group has had on the In-Touch study?
7. What other people do you think would be a good addition to the Care Partner Advisory Group?

### About the meetings:

In these next questions, I'd like to get your feedback on our meetings.

8. We are interested in your feedback or suggestions about:
  - a. the communication that you have received about meetings,
  - b. the meeting materials (e.g., agenda, minutes),
  - c. study documents that you have received,
  - d. the timing and frequency of the meetings - are the meetings too frequent or not frequent enough?
9. What challenges or barriers could make it difficult for someone to participate in the meetings?
10. Is there anything that you would like to change about the meetings or how the group works going forward? What are these changes?
11. How could we better support your involvement in the Care Partner Advisory Group?
12. Do you have any other feedback or comments about the Care Partner Advisory Group that you would like to share?

*Thank you for taking part in this interview. We value your perspectives and appreciate the ideas you have shared today.*