
STAKEHOLDER HUI EVALUATION TOOL INSTRUCTIONS

HE PIKINGA WAIORA IMPLEMENTATION FRAMEWORK

Background information

Stakeholder engagement is a key part of the He Pikinga Waiora Implementation Framework. Specifically, the research shows that intervention quality and implementation effectiveness are stakeholders are engaged throughout the process. One key tool for this engagement is the use of stakeholder hui; meetings where multiple stakeholders are brought together to learn about the complexity of particularly health problems and also attempt to develop interventions to address the complex issues identified.

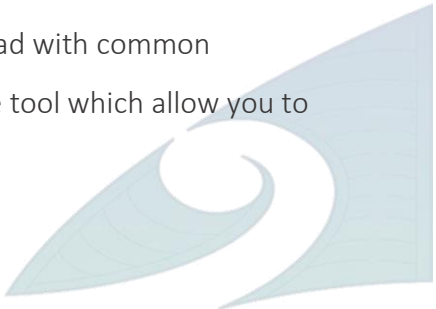
The Stakeholder Hui Evaluation Tool is designed as process evaluation and help the team move forward with further stakeholder engagement. The tool is composed of three sections: 1) usefulness and open-ended feedback, 2) closed-ended questions measuring three key areas—system thinking, engagement and participation, and outcomes, and 3) demographic information. This tool should be administered at the end of the hui and participants should complete it anonymously. It can also be administered electronically through a survey-monkey type device. If in person, the data need to be entered into a spreadsheet for analysis (e.g., SPSS, Excel, etc.). The remainder of this document discusses how to use the information for evaluation purposes.

Using the information for evaluation

The information gathered from this tool should be used to reflect on what worked well in the hui and how to move forward if future meetings are required. The first step is identify where you partnership is at (i.e., data analysis). The second step is to figure out what it means and what next steps should be (i.e., reflecting on the data).

Data Analysis

The data can be analysed in multiple ways. Qualitative data can be read with common responses noted. There are a number of open-ended questions in the tool which allow you to





get people's perspectives in their own words. Usually, the analysis of the qualitative data is to get a flavour of how people felt about the hui—what they liked and didn't like.

Quantitative data (closed-ended questions) usually provide descriptive information about perceptions related to the three areas in section 2. The descriptive information about perception can consider individual items within the three categories or at broad category level (average of each of the items for systems thinking, engagement & participation, and outcomes). Typically, a mean and standard deviation from all of the participants are provided. The scores of each item or average will range from 1 (not at all) to 6 (complete extent). Scores that are in the 5-6 range generally indicate high performance on the item or area. Scores in the 3-4 range indicate room for improvement, while scores in the 1-2 range demonstrate problematic areas. High standard deviation (>1) indicates a lot of difference in the responses, while low standard deviation ($<.5$) indicates consistent responses. The first item in section one is rated on a 1-5 scale so scores >4.5 are high, 3.5-4.5 as somewhat high, and <3 as need for improvement.

Frequency counts can be obtained for the demographics. We don't recommend comparing the information in section 2 along demographic lines as these hui usually don't involve more than 20 people.

Reflecting on the Data

The data analysis simply tells us what is and where there might be some areas of concern. The next step is to take the data back to the participants, organisers or other collaborators and have a conversation about the meaning of the data. This opportunity for reflection is critical to the development of strong stakeholder hui. These meetings have strengths and areas for improvement and if future meetings are planned, some adjustments in the structure or participants may be indicated from the data. For example, we have one hui where participants really like the hui and perspectives shared and also suggested that a broader range of stakeholders and end users be included in future hui. This reflection doesn't have to be a major undertaking—sometimes a short meeting can be sufficient to self-evaluation, reflect and move to the work.

