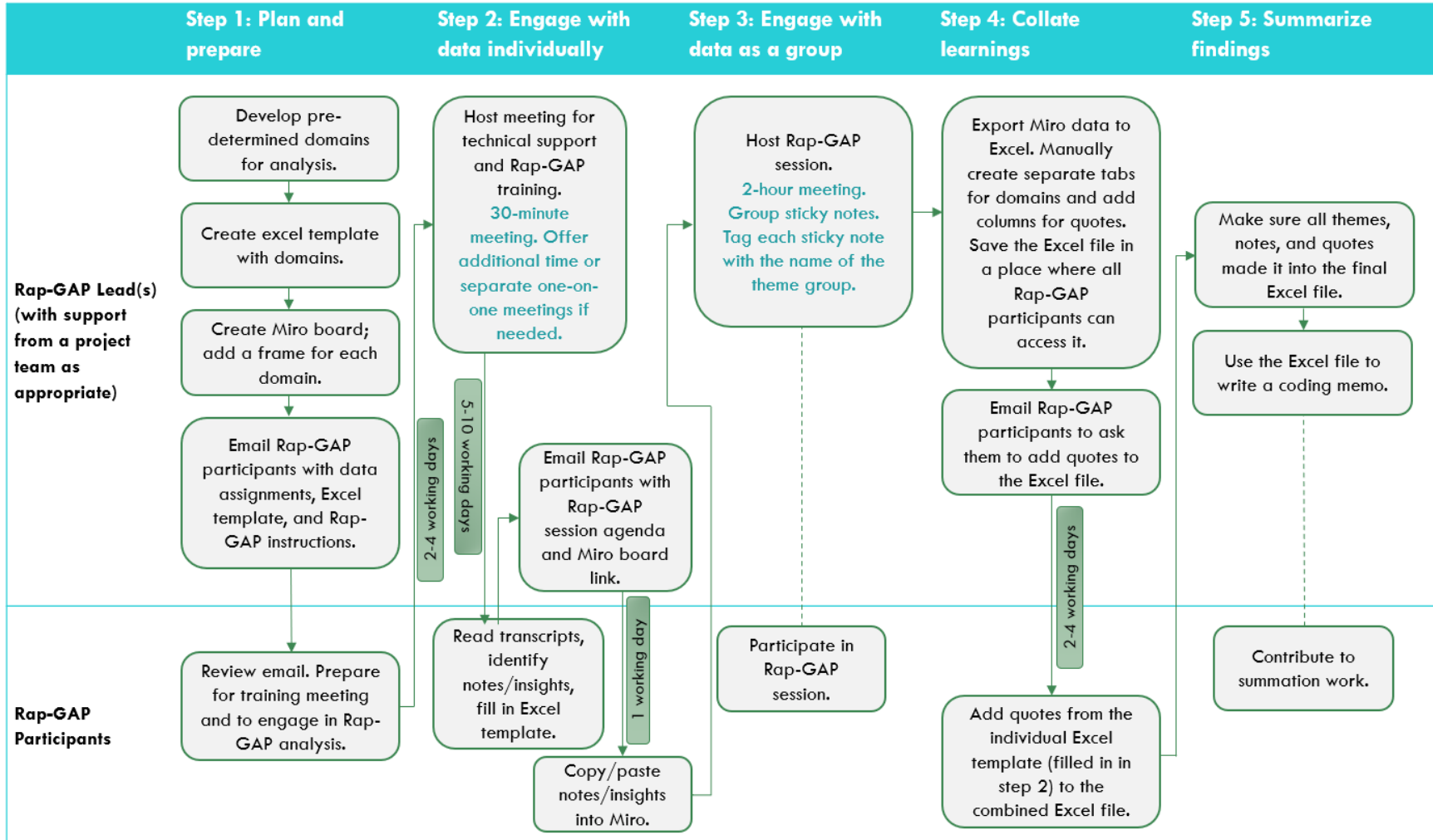# Rapid Group Analysis Process (Rap-GAP): Instructions & templates

This document provides instructions, templates, and tips for leading a Rap-GAP. It includes step-by-step instructions for technical tasks as well as example emails, agendas, and instructions for Rap-GAP participants. We encourage users to adapt these instructions and processes as needed. See "Rapid Group Analysis Process (Rap-GAP): a Novel Approach to Expedite Qualitative Health Research" for more information about this method.

Contents

Rap-GAP process workflow

ACT CENTER
Accelerating Care Transformation

	Step 1: Plan and prepare	Step 2: Engage with data individually	Step 3: Engage with data as a group	Step 4: Collate learnings	Step 5: Summarize findings
Rap-GAP Lead(s) (with support from a project team as appropriate)	Develop pre-determined domains for analysis.	Host meeting for technical support and Rap-GAP training. 2-4 working days 30-minute meeting. Offer additional time or separate one-on-one meetings if needed.	Host Rap-GAP session. 2-hour meeting. Group sticky notes. Tag each sticky note with the name of the theme group.	Export Miro data to Excel. Manually create separate tabs for domains and add columns for quotes. Save the Excel file in a place where all Rap-GAP participants can access it.	Make sure all themes, notes, and quotes made it into the final Excel file.
	Create excel template with domains.				Use the Excel file to write a coding memo.
	Create Miro board; add a frame for each domain.			Email Rap-GAP participants to ask them to add quotes to the Excel file.	
	Email Rap-GAP participants with data assignments, Excel template, and Rap-GAP instructions.	Email Rap-GAP participants with Rap-GAP session agenda and Miro board link.			
Rap-GAP Participants	Review email. Prepare for training meeting and to engage in Rap-GAP analysis.	Read transcripts, identify notes/insights, fill in Excel template.	Participate in Rap-GAP session.		Contribute to summation work.
		Copy/paste notes/insights into Miro. 1 working day		Add quotes from the individual Excel template (filled in in step 2) to the combined Excel file.	

5-10 working days   2-4 working days

Credit to Jane Anau who developed the first draft of this workflow.

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2

Technical tasks

This section is meant to help Rap GAP lead(s) manage technical tasks. As part of Rap-GAP Step 1, create an Excel template with pre-determined domains for participants to use during Step 2. A blank template is available to download here.

Figure 1. Example of Excel spreadsheet template used for analysis.

	A	B	C	
1	1. Descriptions of LTOT experience	*(examples to include their experience with using LTOT, pros, cons, side effects- don't need their injury history)*		
2	Notes/Insights	Quote 1	Quote 2	Quote 3
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

◄ ► | **1. Desc LTOT exp** | 2. Desc taper exp | 3. Communication | 4. Patient knowledge effects | 5. Alt tx ... ⊕ ⋮ ◄

To prepare for Rap-GAP Step 3, create an account at https://miro.com/. Create a board and add a frame for each domain.

Figure 2. Example of Miro board before participant-identified notes/insights are added.

To easily add notes/insights identified by participants to Miro as sticky notes, select, right click, and copy the cells in Excel and paste them (using Ctrl + V) onto the appropriate frame. If prompted by Miro, select "Paste as sticky notes" to add the notes/insights as individual sticky notes. You may choose to color-code the sticky notes to indicate different team members or differences in data sources (e.g., characteristic of interviewees).

Figure 3. Example of copying the notes/insights from Excel.
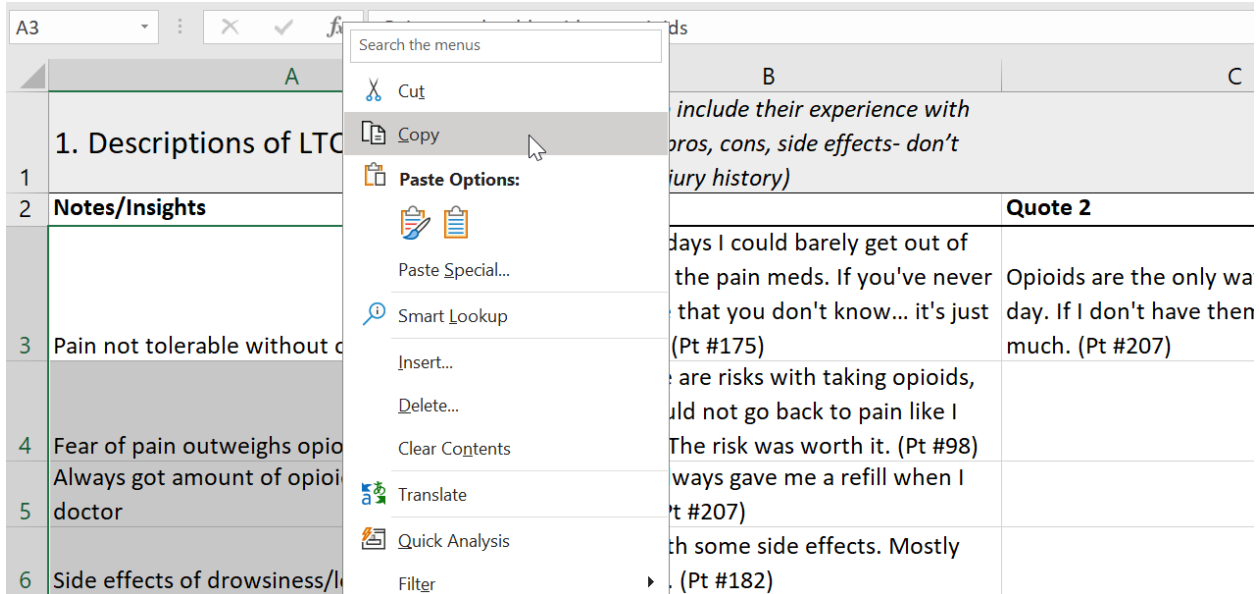
Figure 4. Example of pasting the notes/insights within frames on the Miro board, and then resizing them.

Figure 5. Example of a frame within the Miro board after notes/insights added but before they are sorted. These sticky notes are color-coded by Rap-GAP participant.
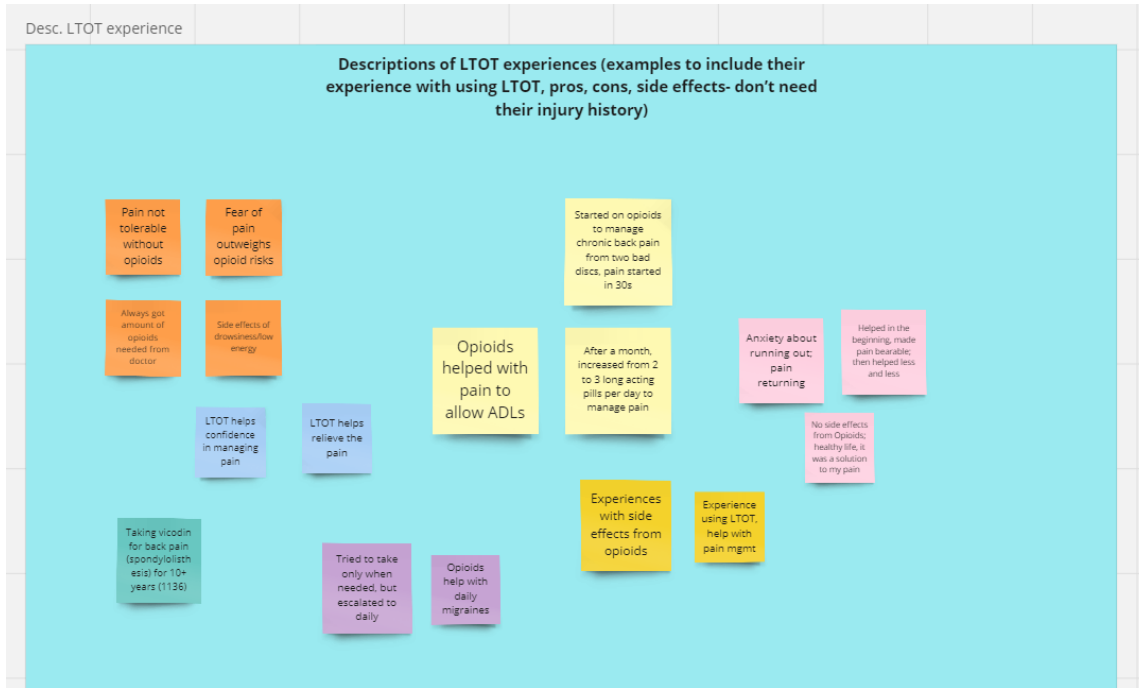
Figure 6. Example of a frame within the Miro board after the sticky notes have been sorted. The white sticky notes act as grouping labels.
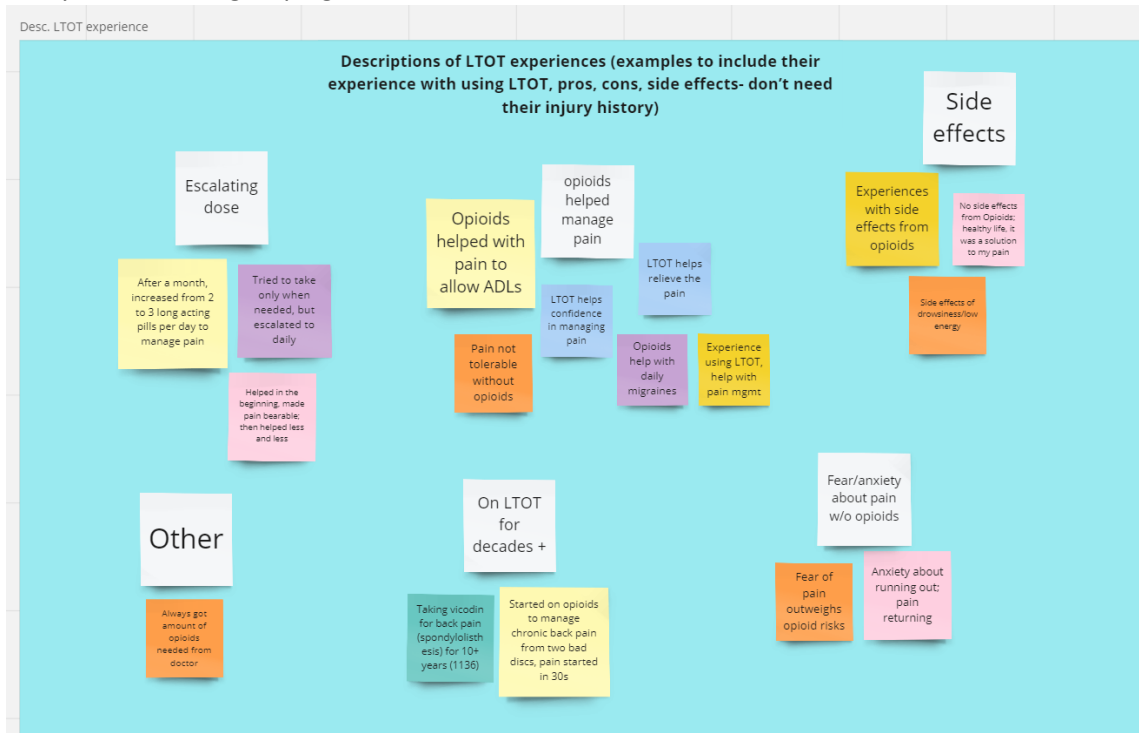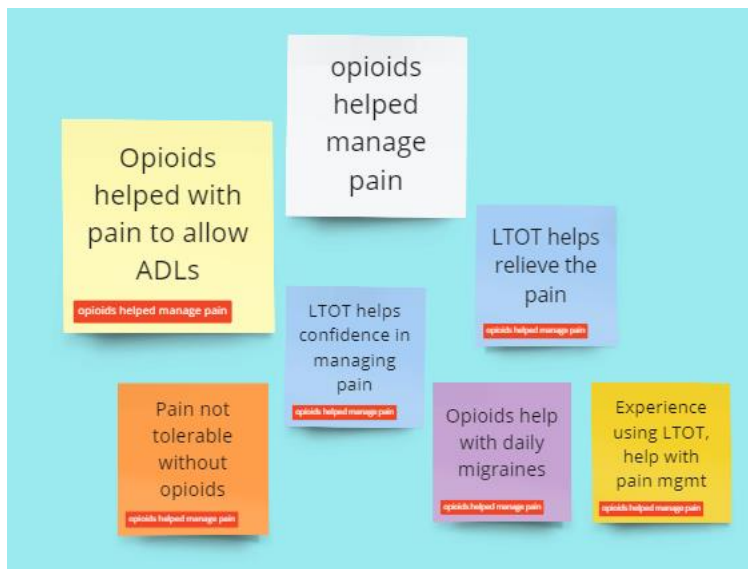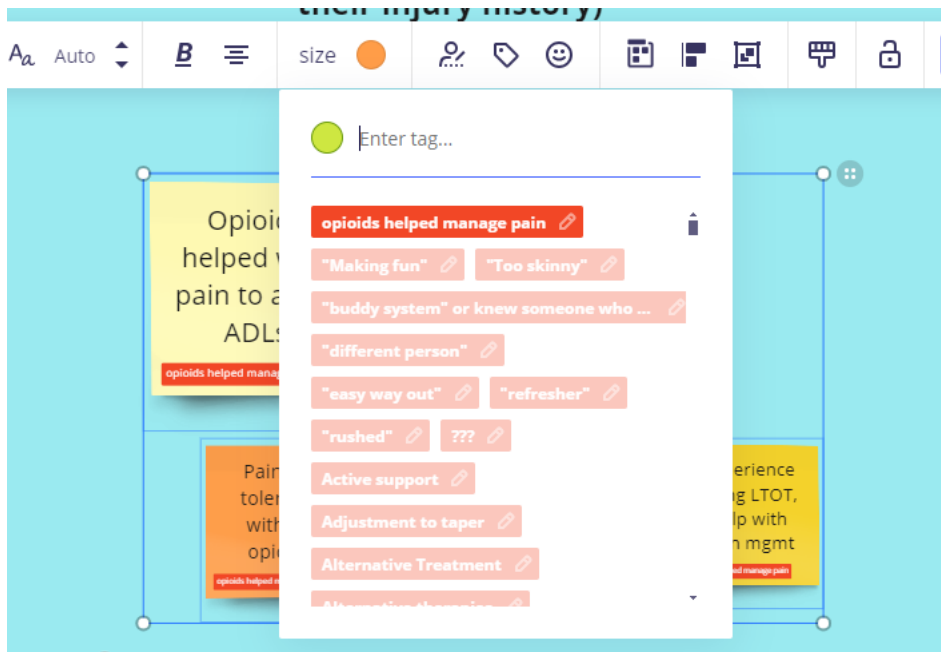
After Rap-GAP Step 3, label sticky note groups with "tags" in Miro.

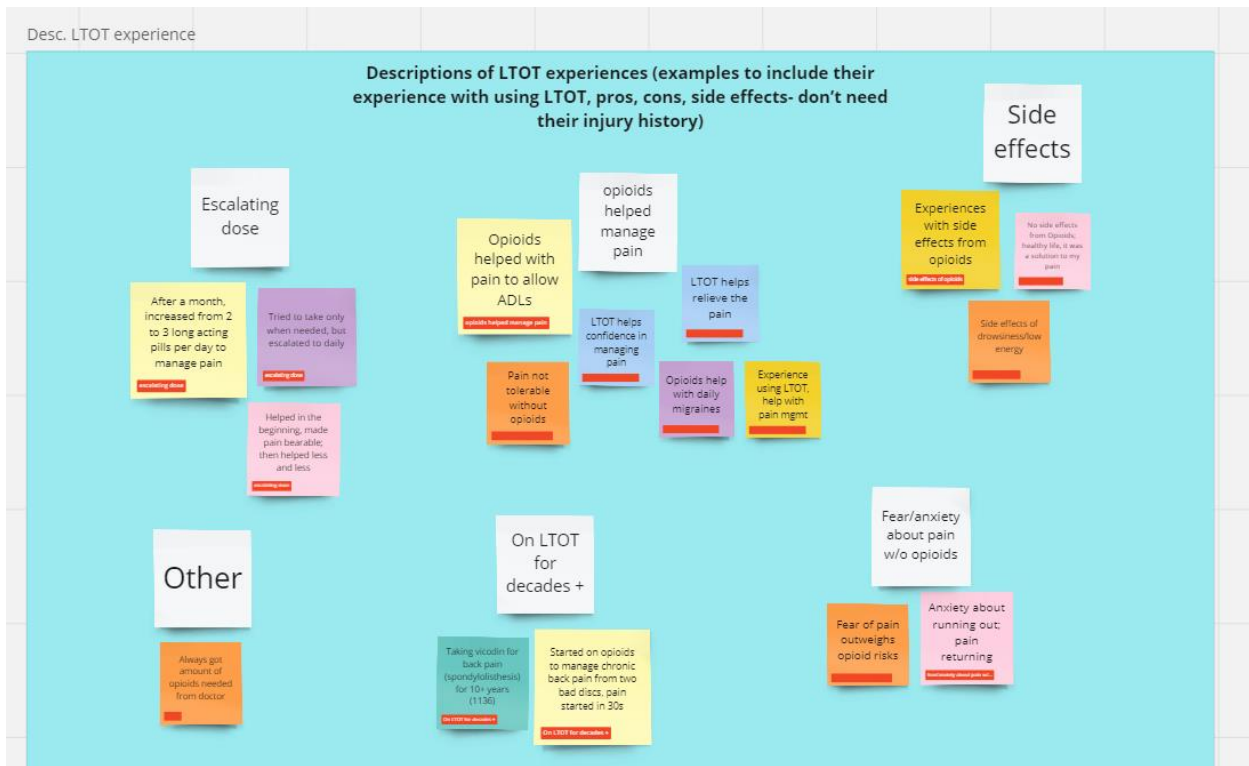**Figure 7**. Steps for labelling sticky notes with tags in Miro.
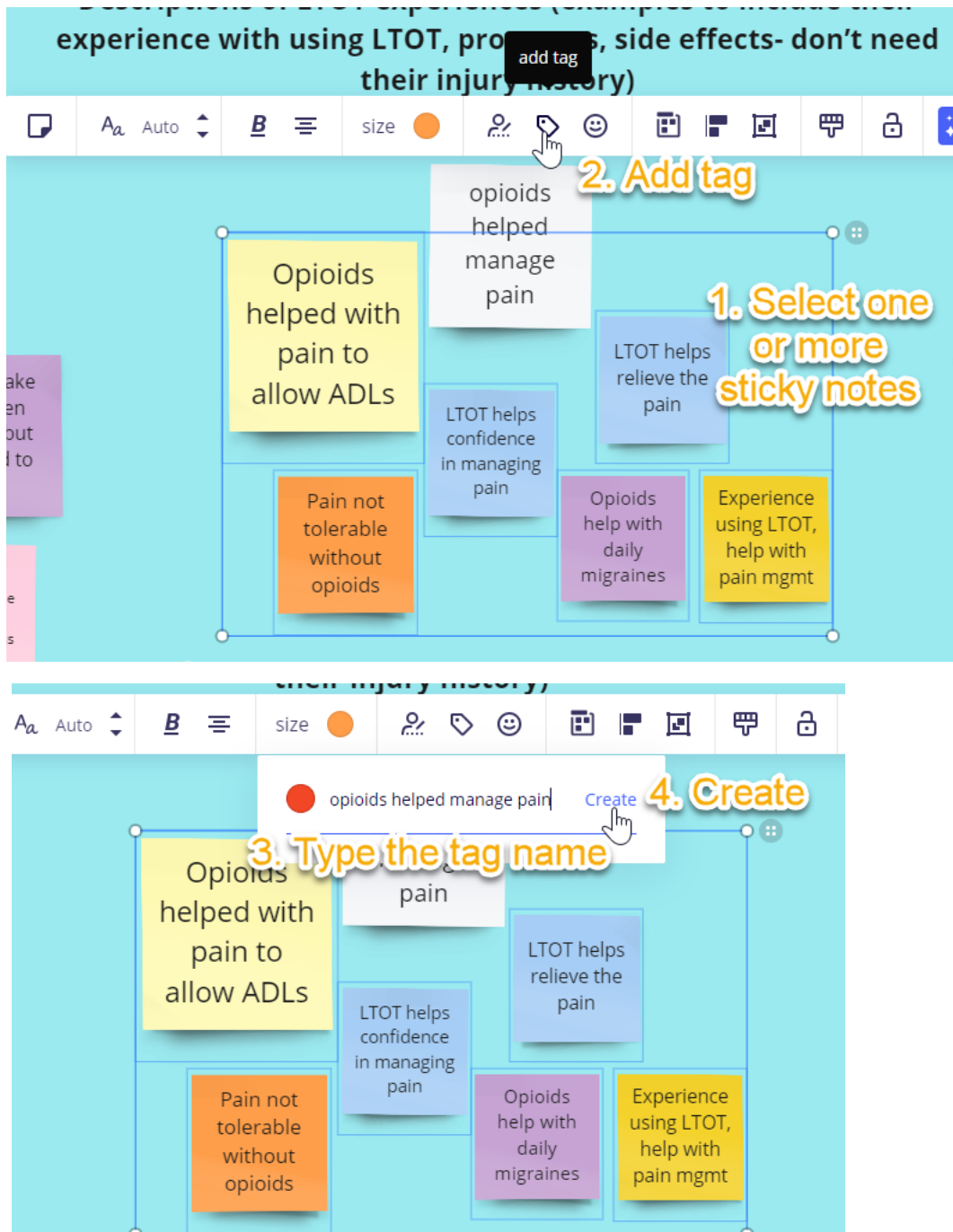
The tag that is applied will appear in bright color and other existing tags will be muted. One sticky note can have multiple tags, but for Rap-GAP it is best if each only has one.
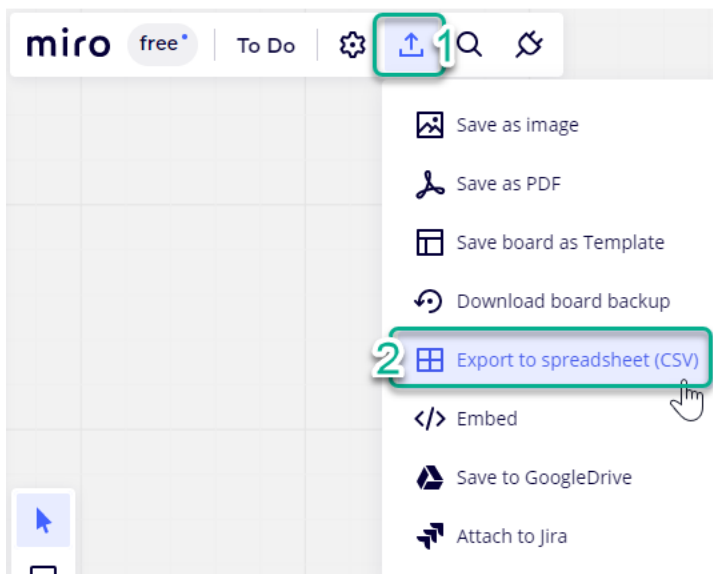
Figure 8. Example of a frame within the Miro board after the sticky notes have been sorted and tagged.

After all sticky notes are labelled with tags, export the board as a spreadsheet.

Figure 6. Steps for exporting the board as a spreadsheet.

When a board is downloaded as a spreadsheet, Miro automatically creates columns for frames (i.e., domains), sticky notes (i.e., notes/insights), and tags (i.e., group labels/themes). The Rap-GAP lead(s) will need to manually create separate tabs for domains as needed, add columns for quotes which are associated with notes/insights, and add the quotes to the final summary document. We recommend using Excel's filter/sort feature to organize notes/insights into tags/themes.

Figure 7. Example of final collated data set after analysis, download from Miro, and manual organization with quotes and filters added.

	A	B	C	D
1	Desc. LTOT experience			
2	Tag/theme	Notes/Insights	Quote 1	Quote 2
3	opioids helped manage pain	Opioids helped with pain to allow ADLs	The meds actually allowed me to go to	
4	opioids helped manage pain	LTOT helps relieve the pain	The COT plan helped me manage my pain for	
5	opioids helped manage pain	LTOT helps confidence in managing pain	I felt confident that I could deal with the pain.	
6	opioids helped manage pain	Pain not tolerable without opioids	There were days I could barely get out of bed	Opioids are the only I get through my day
7	opioids helped manage pain	Opioids help with daily migraines	I took it for the migraines every day. It	
8	opioids helped manage pain	Experience using LTOT, help with pain mgmt	Opioids were part of my pain management plan.	
9	excalating dose	After a month, increased from 2 to 3 long acting	So I was taking 2 pills a day but that was not	
10	excalating dose	Tried to take only when needed, but escalated to	I only took what I needed, but that	
11	excalating dose	Helped in the beginning, made pain bearable;	At first the oxy really worked for me. Maybe	

Optional additional steps if you need to know who contributed which notes. After you have completed the group process and have sorted and tagged your sticky notes but BEFORE you export the board, follow these steps. First make a copy of all your domain frames and paste them in another Miro board or a different section of the Miro board. Second, select the content of each frame and cluster objects by author. This will allow you to easily see who contributed each note. Then after you export the board, you can add a "contributor" column to the Excel sheet when you manually organize the sheet.

Example emails and agendas

These example emails and agendas should be used as reference or as templates. They will need to be adapted to include details for your specific project.

Email to participants with data assignments and instructions (Step 2)

Dear [name]

We're looking forward to your participation in the Rapid Group Analysis (Rap-GAP) meeting on **[date].** Below are links to the data you have been assigned.

YOUR DATA ASSIGNMENTS
You've been assigned the following:
>   1[x]
>   2[y]

YOUR TASKS
For each transcript, read (and/or listen) for insights related to our domains of interest.

1. ***Key insights the data provides around domains of interest***
    - Domain 1
    - Domain 2
    - Domain 3
    - Domain 4
2. ***Other insights or passages that are surprising or important***

Step 1: Either on printed paper or in Word, read the interview transcript slowly. As you go, use your pen or the comments function to identify sections of text that fit into the domains of interest above and label that text with a more specific note or summary of what the passage is about. These notes/insights/summaries should be approximately 5-15 words, have a clear positive or negative valence (if appropriate), and provide a sense of context (for example, "participant had negative experiences referring to mental health" rather than "experience referring to mental health"). Some text might fit into multiple categories and other text might not fit into any. You do not have to label everything in the transcript. You can also take notes on questions or comments about the key insights you identify or the overarching topics to aid you in the group discussion. You won't be required to turn these notes in, but please have them on hand in the meeting to refer to.

Step 2: Transfer your notes/insights and related quotes to the Excel spreadsheet provided for you. This spreadsheet will be turned into the study team.

We estimate that you'll need about 1 hour per interview. Please complete your analysis before the meeting on **[date].** If you have any questions or have difficulty with files, please **contact [name]** for assistance. Looking forward to a lively and interactive meeting!

Many thanks,
[Name]

Email invitation and agenda for a tech support meeting (optional, Step 2)

Text to include in meeting invitation
Hello all,

This meeting is to go over the logistics of the 2-hour analysis session scheduled on **[date]**.

In this session we will answer questions about the Rap-GAP process and make sure everyone knows what they need to do to complete the pre-work for the session. We will demonstrate how to fill out the Excel templates and use Miro to access our shared boards.

If you cannot attend this meeting, or have issues signing up for Miro, we can schedule a 15- minute one-one-one session to get you set up.

Thank you!

Tech support meeting agenda

Agenda
- Rap-GAP material distribution:
    - Make sure everyone has received an email with their assignments and links to documents are working
    - Review any questions on transcript files, process, or how to use Excel doc
- Access Miro board
    - **[This link**] will take you to the project's Miro board. You will need to sign up with your email address for access
    - Confirm everyone can access board
    - Quick Miro demo

Agenda for the Rap-GAP session (Step 3)

Agenda

Time (duration)	Topic	Materials/Process/Tools
8:00 (5 min)	Welcome/introduction/review of agenda	
8:05 (15 min)	Virtual Sticky Note Review: • Make sure everyone has added their sticky notes • Address any technical issues	Miro link to Board: **[link]** (stay on Teams for audio but be in Miro for visual work)
8:20 (50 min)	Break Out Rooms-Synthesis Activity: Group and summarize your groups assigned boards **Team 1**: **[assigned domains]** **Team 2**: **[assigned domains]** **Team 3**: **[assigned domains]**	**Team 1**: [names] **Team 2**[names] **Team 3**: [names] • Pre-select a facilitator or at least make sure someone with experience is in each group. • Select someone to report out during large group discussion
9:10 (40 min)	Report out from small groups and large group discussion	Join main meeting again for full group report out and discussion
9:50 (10 min)	Wrap up and next steps	

Email asking participants to add quotes to the combined results Excel sheet (Step 4)

Subject: Action Requested- Please add quotes to Rap-GAP Excel

Hello everyone,

Thank you for joining the Rap-GAP data activity on [date]. We now have a Consolidated Excel file (link below) with all the tags/themes from our group discussion. The next step in the process is to fill in the Consolidated Excel file with quotes from the interviews.

Please open the Consolidated Excel file and then open your individual Excel (where you saved your quotes). Starting with the first sheet, go through and copy/paste your quotes into the cell next to your notes/insights.

A few notes…

1) To make it easier to find your note/sticky note you can use the search function.
2) Please add the participant ID at the end of each quote so we can tell which participant it came from.
3) It is OK to make some small edits to the quotes to make it easier to read, for example, removing timestamps, "um" or other small changes that do not impact the meaning of the quote. *(You do not have to but you are welcome to.)*
4) You don't have to copy/paste every quote in your Excel sheet. If there are already several (more than ~4) quotes in the consolidated Excel file and you don't think the one in your document adds anything new you do not have to add it. When in doubt go ahead and copy/paste it in.

Please complete this process by [date].

If you do not have time to complete this process, please let the study team know so we can complete the copy/paste from your Excel file. Please make sure the study team has a copy of your completed Excel file.

Here is the Miro board link, just as an FYI. [LINK] You don't need to do anything else in Miro.

Thank you again! We are looking forward to connecting again soon.

Instructions for Rapid Group Analysis Process (Rap-GAP) Participants

This document provides instructions for participants of the Rapid Group Analysis Process. It includes detailed instructions on participant responsibilities for Rap-GAP Steps 1-4, including step by step instructions for completing technical tasks in Miro. These instructions should be edited to fit your specific project and processes.

IMPORTANT: This document does not include everything participants needs to know to successfully engage in Rap-GAP, but rather provides instructions for technical tasks and processes. Overarching instructions for Rap-GAP and how it will be used to meet the goals of the project need to be provided by the Rap-GAP lead(s) in meetings and emails.

Instructions for Rapid Group Analysis Process (Rap-GAP) Participants

Thanks so much for participating in Rap-GAP! **This document explains how to:**

1. Carefully read through interview transcripts and make notes about things you see in the transcripts
2. Enter notes/insights and quotes into the Excel template
3. Move notes from the Excel template to Miro using the bulk sticky note function
4. Participate in the Rap-GAP session
5. Use tags in Miro to group sticky notes by theme
6. Add quotes to the combined results spreadsheet after the Rap-GAP meeting

1) Carefully read through interview transcripts and make notes about what you see in the transcripts

First, open the Word document with your assigned transcript(s). Next, open the Excel file and look closely at the domains of interest listed (the sheet names correspond to the domains). Think about these domains/topics carefully. Now it's time to start "coding" the transcript.

Start at the beginning and slowly read, thinking about the domains as you go. When you read a quotation that relates to one of the domains, highlight those sentences and use the comments function to "tag" that quotation. You can tag it with the domain name, your own mnemonic device like a number to help you remember, or you can write your own annotations and notes. When you are deciding on the notes/insights you want to include in step 2, you can use a combination of your own brief, descriptive phrases and the participants' own words.
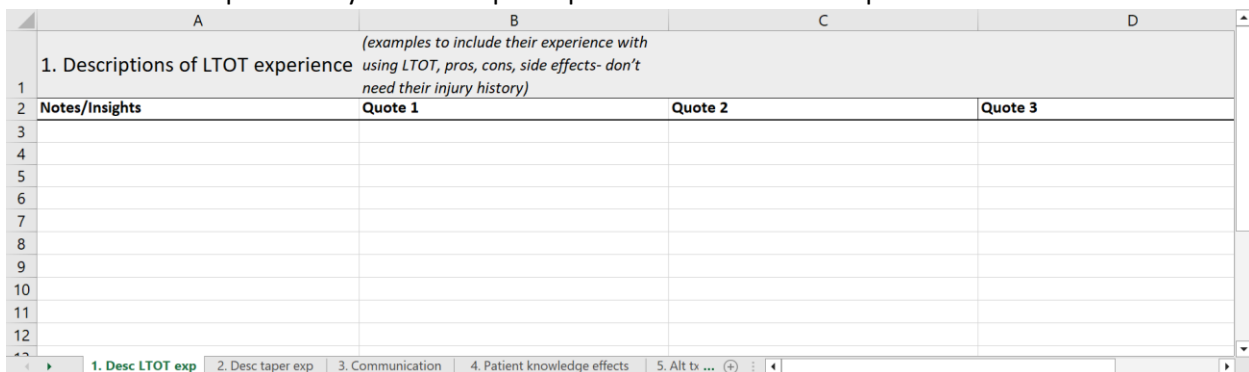
       Pro-tip: It is important to convey enough meaning in your notes/insights for other Rap-GAP participants to understand the general concept without reading the full quotation. As a rule of thumb, your notes and annotations in the spreadsheet (which will become the sticky notes in Miro) should be roughly 5-15 words. Examples of clear yet concise notes/insights include "talking about medications requires longer visit times" and "participant had negative experience referring to mental health."

[OPTIONAL NOTE IF PARTICIPANTS HAVE ACCESS TO THE AUDIO RECORDINGS] Note: The audio recording is available if you would like to listen as a part of this process.

2) Enter notes/insights and quotes into the Excel template

Prior to the Rap-GAP meeting, use the Excel template to organize your notes for Rap-GAP analysis. The template has two components:
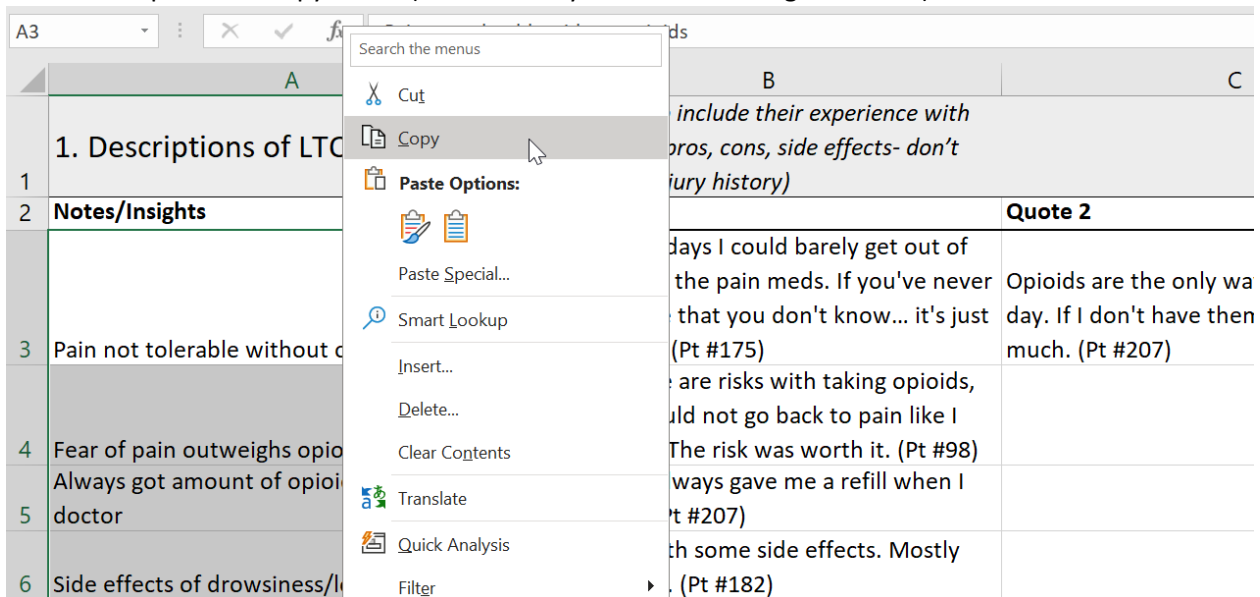
1. Domains for analysis- each domain has its own sheet or tab in the Excel file.
2. Space to record your notes/insights and space for quotes.
    a. Each new note/insight should be in its own cell.
    b. Note: Quotes will (unfortunately) need to be added by hand after the Miro Rap-GAP meeting. Organizing quotes into the Excel template will help you with that later step. Each note/insight should have a supporting quote from the data. You can copy/paste quotes from the Word document transcripts into the corresponding Excel cell.
    c. You might have lots of quotations in one domain and fewer in another and that is to be expected. Try to use the participant's words as much as possible.

3) Move notes from the Excel template to Miro using the bulk sticky note function

1. Prior to or at the start of the Rap-GAP meeting, select your notes from one domain in the template and copy them. (This is usually column A starting at cell A3.)


2. In Miro, click in the Frame for the domain your notes are for (these will be labeled but you might need to zoom in or out to get Miro to the scale where you can see the Frames properly). Use Ctrl + V to paste your notes onto the frame. Miro will prompt you to choose a data format.

Select "Paste as sticky notes" and Miro will automatically create sticky notes from each of the cells you copied.
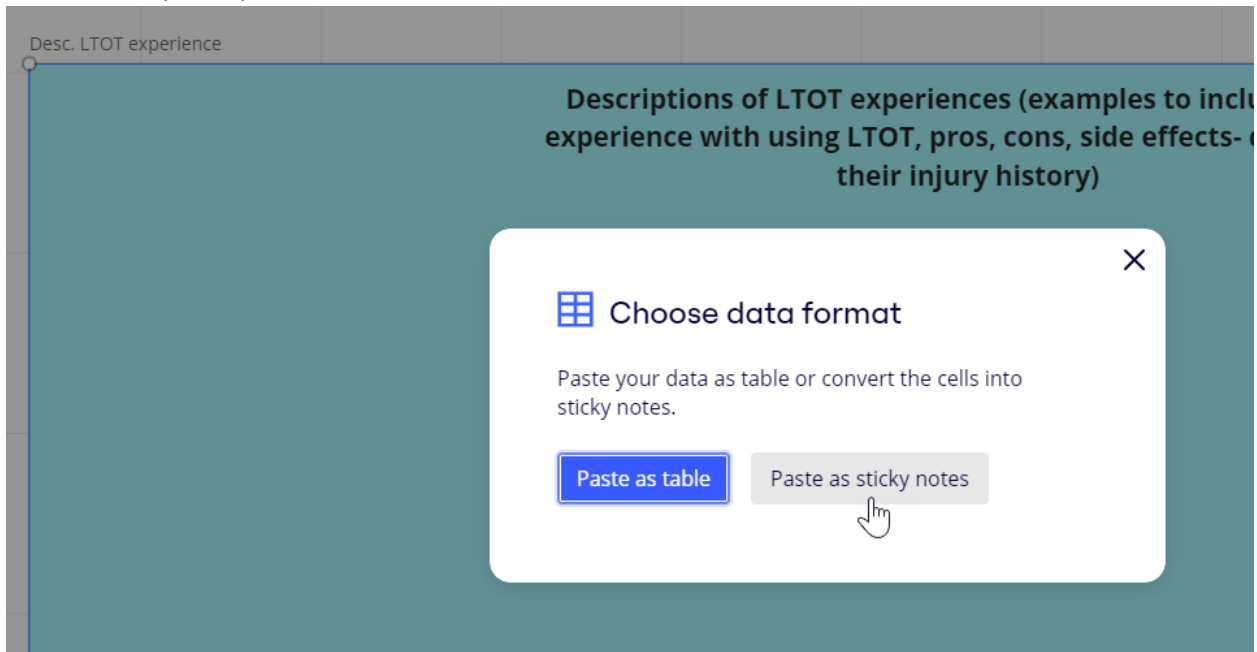
Your sticky notes might be very small when they are first created. You can resize them by clicking and dragging the corner of one or more sticky notes.
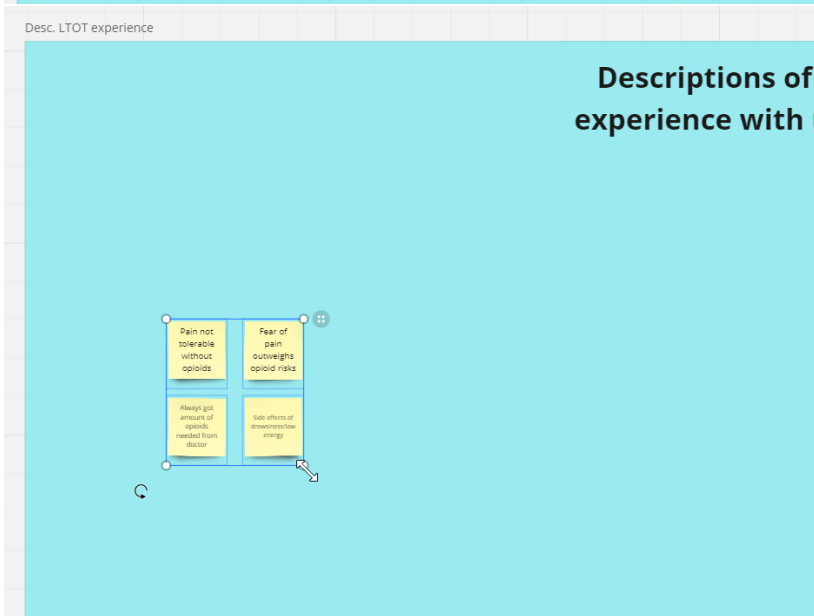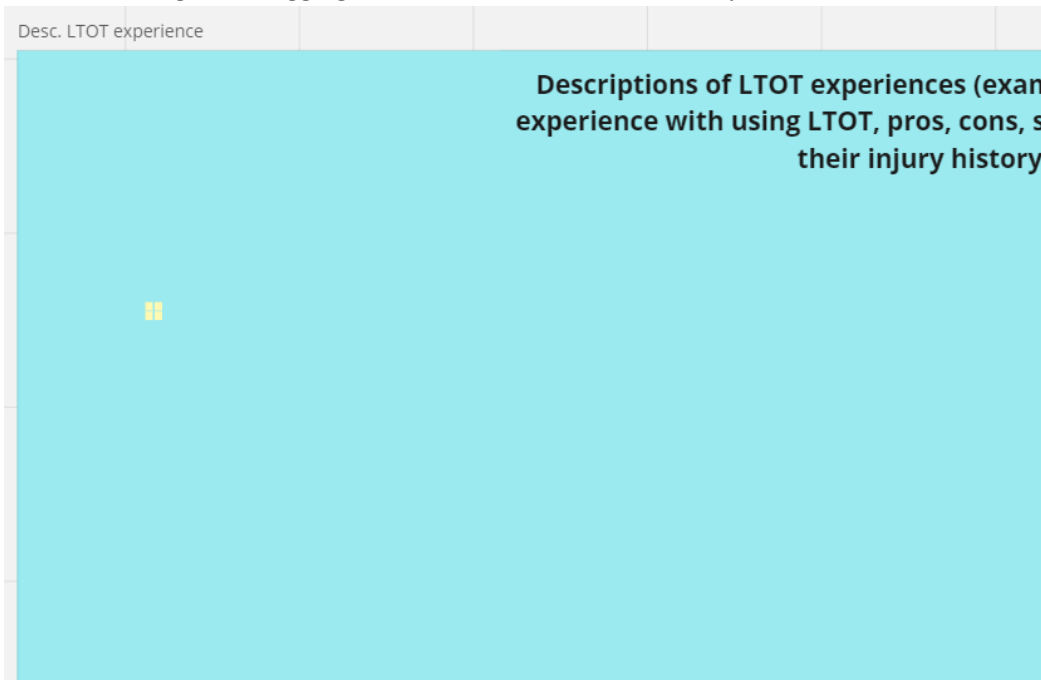
3. If you'd like, click the pale-yellow circle in the settings bar to change the color of all the sticky notes you just created.
   a. It could be nice if each person used their own color, but this is NOT critical.
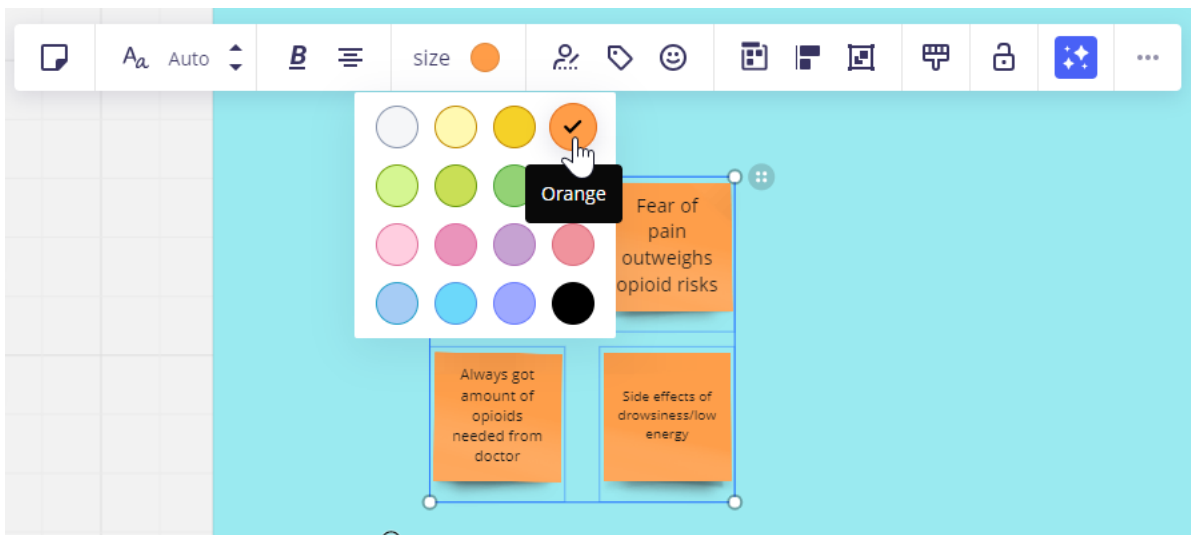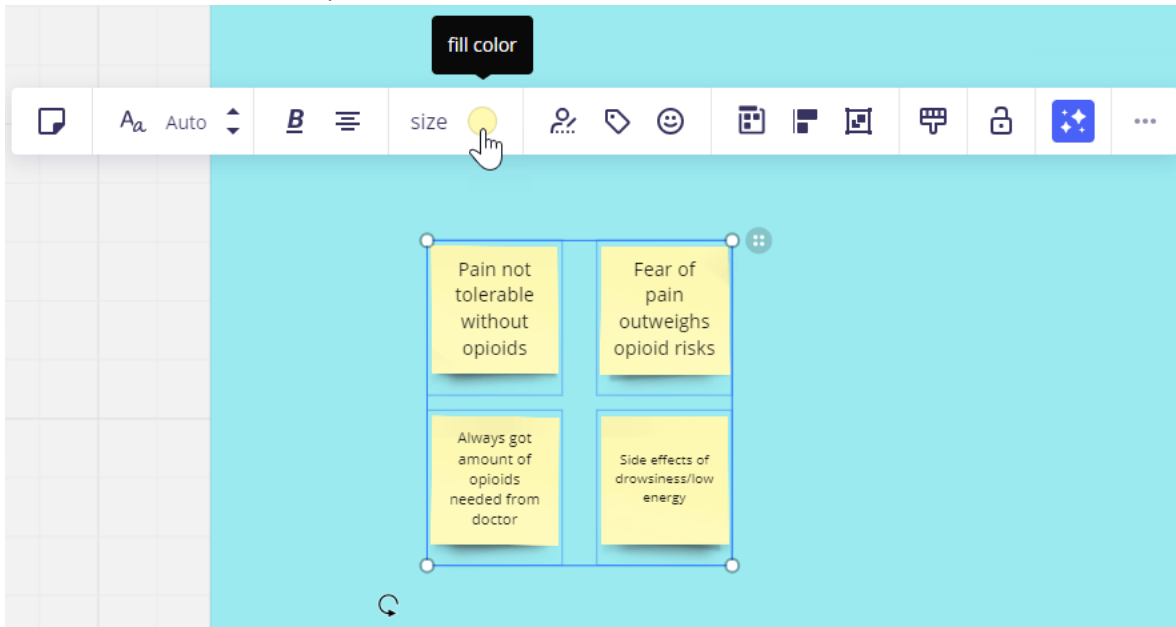
4) Participate in the Rap-GAP session

The group discussion during the Rap-GAP session is the most important step in the Rap-GAP process. During this session, participants should contribute to the analysis process and provide clarifying or nuanced context from the data they reviewed. Together, participants will sort the sticky notes on the Miro board into theme groups.

> Pro-tip: Use a white sticky note to label sticky note groups. White sticky notes are easy to see on colorful boards which is helpful for sorting and summarizing.
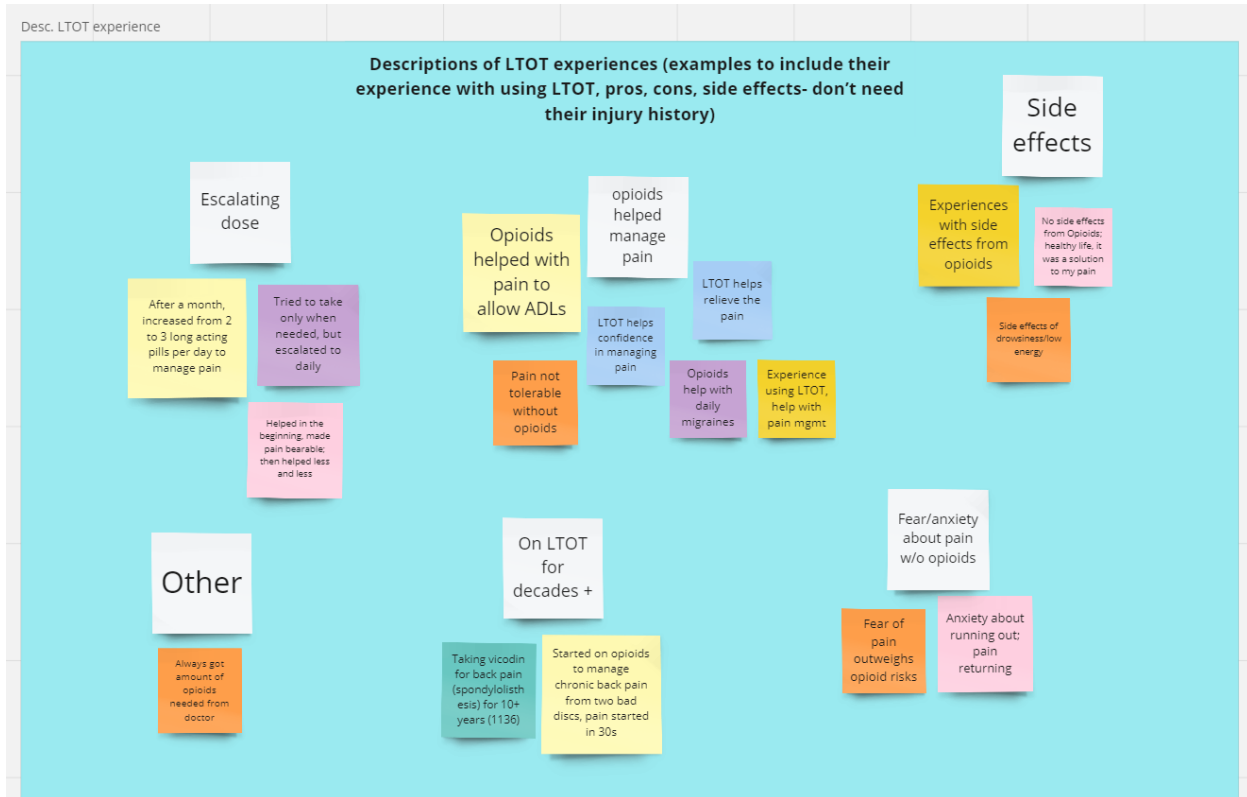

5) Use tags in Miro to group sticky notes by theme

At the end of the Rap-GAP theme grouping process, please use the "tag" function to label theme groups. Tags make it easy to sort the data when we download it from Miro into Excel. This will also make adding quotes to our analysis spreadsheet after the Rap-GAP meeting much easier.

1. Once you have finalized your sticky note groupings, tag each sticky note in the group. Select one or more sticky notes to pull up the menu. Selecting multiple sticky notes to tag at once makes the process faster but be careful to select the correct sticky notes for each group (in Miro everything even slightly within the selection box is selected).
   a. Pro-tip: If you are having trouble selecting sticky notes, click the select icon on the left-hand bar.
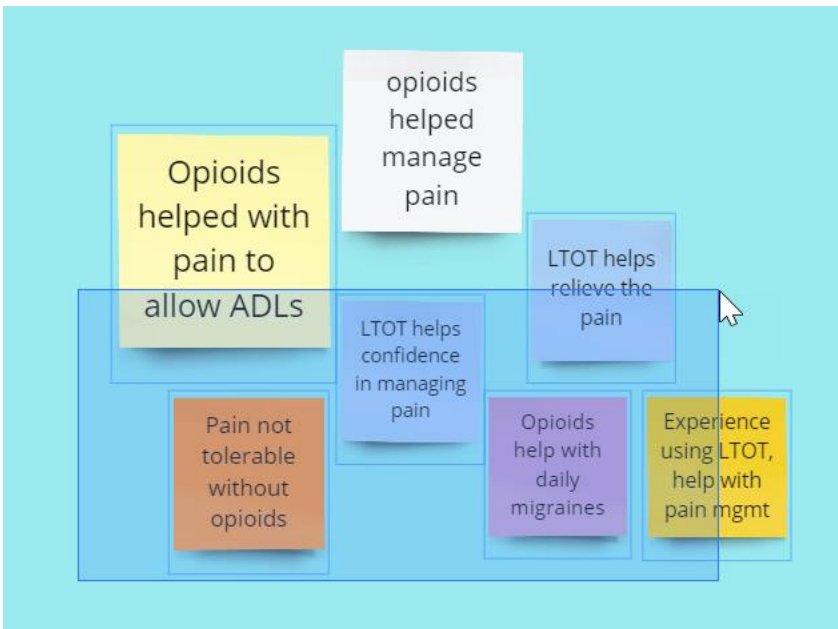
2. Click the "add tag" icon
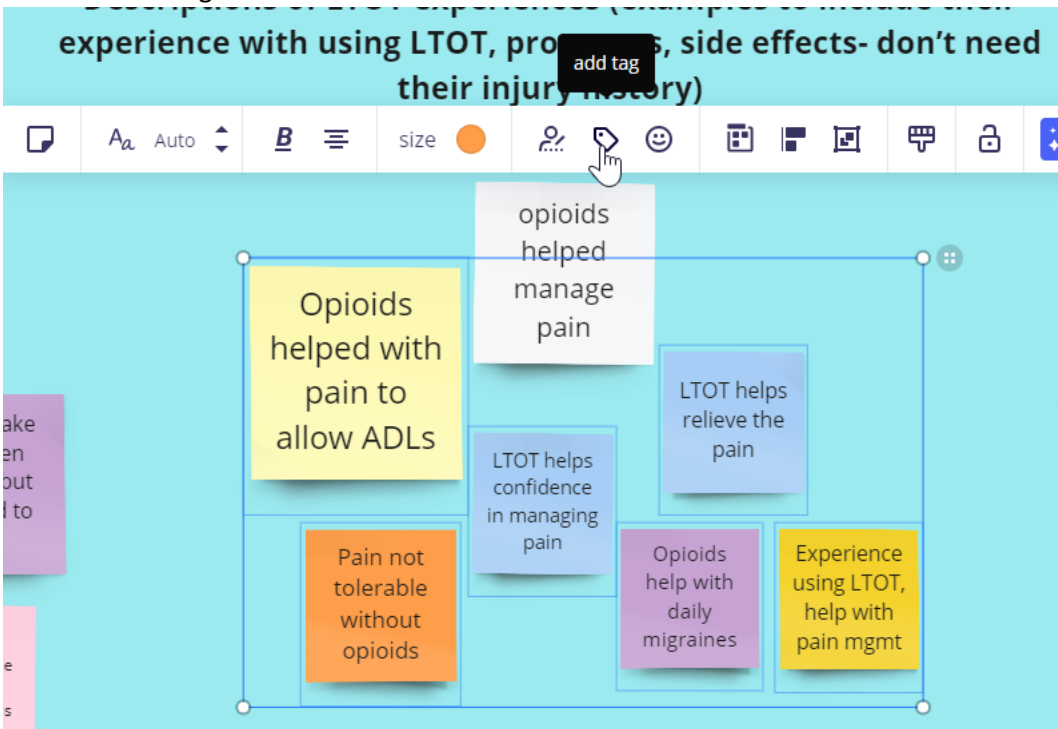
3. Enter a new tag name (this should be the name of the group you created, whatever that may be) by typing the name and clicking "create." Don't worry about the color of the tag, but you can change it if you want to.
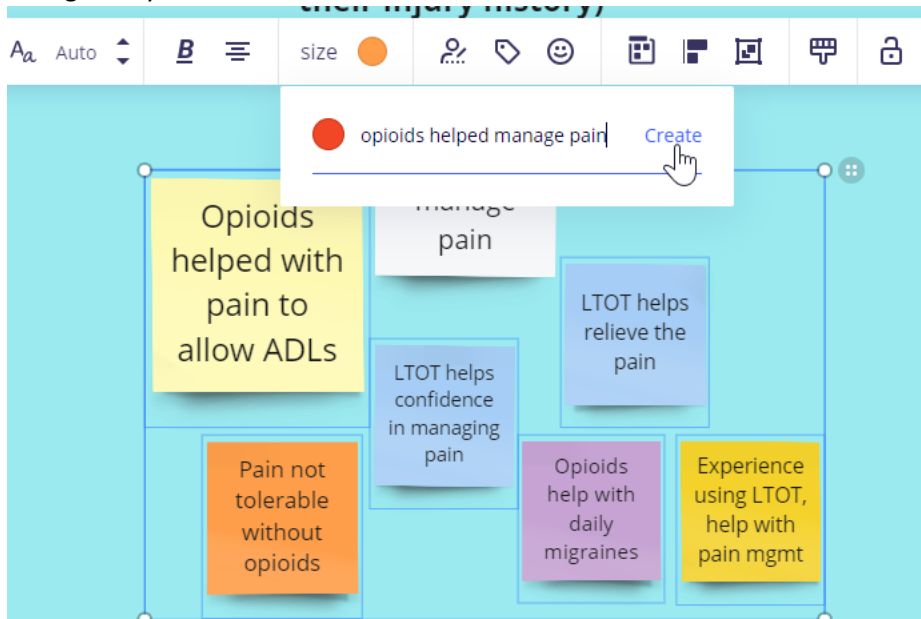
4. After you create the tag, you can select it from the list of existing tags.
   a. Note: selected or "active" tags will appear in bright color and other existing tags will be muted. One sticky note can have multiple tags, but for our purposes it is best if each only has one.
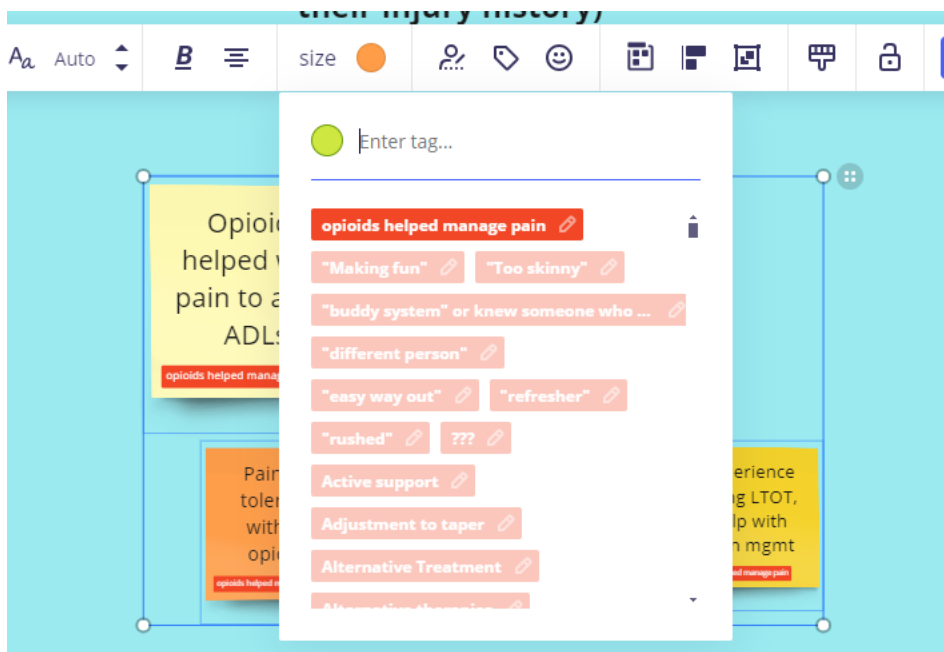
5. Tags will appear at the bottom of the sticky note (with very small text).
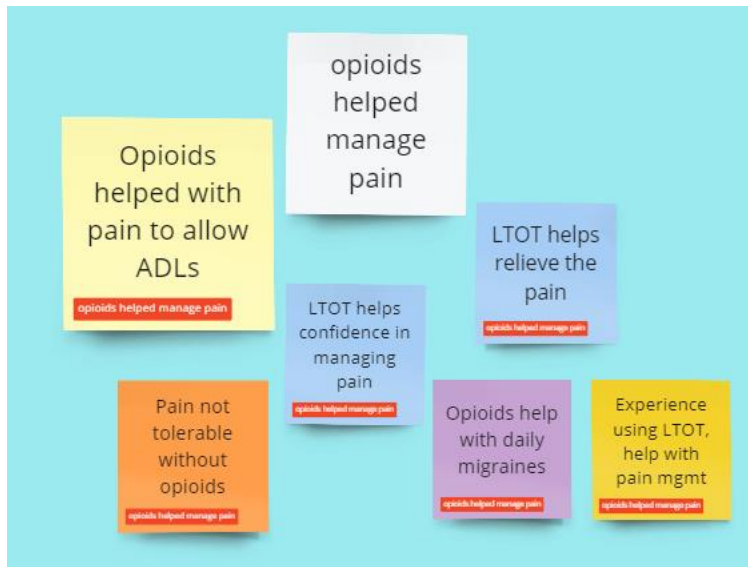
6) Add quotes to the combined results spreadsheet after the Rap-GAP meeting

<u>After the Rap-GAP meeting is complete,</u> we will have an Excel spreadsheet with the sticky note content sorted by tags. At this point, we will ask you to go back into the consolidated spreadsheet and add quotes from your individual Excel template. You can easily "search" for your notes/insights in the corresponding column and paste the quotes in the space provided. This consolidated Excel document now contains easily sortable tags/themes, notes/insights and corresponding quotes. Consider "member checking" or other stakeholder engagement activities as you explore your data.

7) Use Excel spreadsheet to write up a coding memo or summary of your data analysis

The Excel spreadsheet can either be used as a final product (with minor clean up), in place of a coding memo, or as the coded data for a coding memo. This decision depends on the purpose of your Rap-GAP, the complexity of your data and findings, the detail of your final reporting and the rigor required. If you are interested in a producing a detailed report or paper the step of created a coding memo is recommended.