

Focus Group Record De-Identification Checklist

Date:

Reviewer Name:

Project/Study Information

Project/Study Title:

Location:

Additional Notes:

Checklist

	De-Identification Step
<input type="checkbox"/>	All participant names have been removed or replaced with codes.
<input type="checkbox"/>	All direct identifiers (such as phone numbers, addresses, email) have been removed.
<input type="checkbox"/>	Names of family members, friends, or other referenced individuals have been de-identified.
<input type="checkbox"/>	Workplaces, schools, or other specific organizations have been generalized or removed.
<input type="checkbox"/>	Geographical information below the state/city level (such as street, neighborhood) has been removed or generalized.
<input type="checkbox"/>	Dates directly related to the participant (birthdays, anniversaries) have been removed or generalized.
<input type="checkbox"/>	All audio/video identifiers (voices, faces) have been redacted or substituted in transcripts.
<input type="checkbox"/>	A review has been conducted to ensure no indirect identifiers remain (unique phrases, stories, etc.).
<input type="checkbox"/>	A code key (if used) is stored separately from de-identified data.
<input type="checkbox"/>	File contains no metadata or document properties that could reveal participant identities.

Comments / Issues Identified

Reviewer Signature:

Review Date: