

## 2. Developing the report

Our goal in compiling information from the symposium was to express participants' ideas in a comparable, unfiltered format. As accuracy was a key concern, we wanted to recreate this information with no or very little data manipulation so that the final product would replicate participants' comments as much as possible.

Four teams were formed to transcribe and summarize the information, one for each of the four 'streams' (low income families, modest income families, seniors and persons with special needs). The information for each stream in the form of flip charts, post-it notes, letters and pre-symposium "What We Heard" material was separated into Day One and Day Two round table discussions. The information from the *Post-it* notes, letters and pre-symposium material was consolidated into one table as "Other Ideas"; while the results from the Day One and Day Two round table discussions were kept under a separate table as "Summary Ideas from Round Table Discussions".

For presentation purposes, a decision was made to maintain the format used in the symposium and the original four categories: Needs, Obstacles, Solutions and Partnerships. This caused some difficulties because a few of the ideas as presented were not consistent with the categories under which they appeared. As a result, some interpretation was necessary – however, the comments were not otherwise altered.

The best way for the analysis teams to organize the vast amount of information was to break down each general classification - Needs, Obstacles, Solutions and Partnerships, into sub-headings and to group similar ideas under these headings. Participants' comments were placed under the appropriate sub-headings and the frequency of similar comments was noted. The table was then sorted in order of the sub-headings which contain the largest number of comments.

There were comments made by the participants that did not contain sufficient information to allow proper classification (one-word answers, or very general comments). These items were placed in a sub-heading called "Further Clarification Required" to prevent the ideas from being lost. We hope to obtain clarification from the participants who made these comments, where possible.