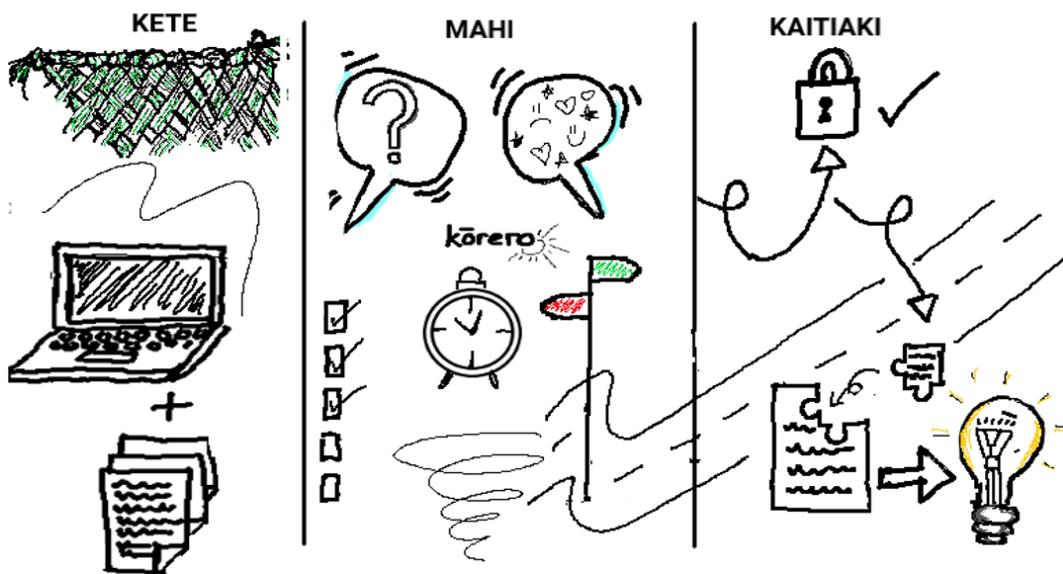# How we note take tikanga

Purpose

The purpose of this tikanga is to support our monitor when *note taking* during a monitoring hui. Note taking during a monitoring hui records the kōrero of our participant(s).

Our mahi as a note taker

– Record standard information to help us identify cohorts

– Record all questions and responses

– Prepare notes for coding

How we prepare for notetaking

All notes must be captured on your laptop (HP Dragonfly)[1]. There are two programmes loaded onto your laptop approved to use, 'Microsoft Word' and 'One Note'.

Standard information needs to be recorded at the top of your notes. This information is needed for analysis purposes:

- Location

---

[1] Setup guidance is provided in Objective [insert link]

- Date and time

- Cohort (e.g. community provider, monitored agency, caregivers)

- Agency (e.g. Oranga Tamariki)

- Roles (If applicable, e.g. social workers)

- Type of interview (e.g. workshop, interview, focus group)

- Number of people in group interview or workshop (if applicable)

- Ethnicity (If applicable)

- Iwi (If applicable)

- Disabilities (If applicable)

- Gender (for tamariki, and children if applicable)

- Age (for tamariki, and children if applicable)

- Interviewer names

Before your monitoring hui record the relevant code identifiers to use while note taking. This protects the identity of the participant.

- M for Māori

- PP for Pacific Peoples

- MP for Māori/Pacifica

- NM for non-Māori

- D for disability (self-identified or as identified by connectors etc)

- YJ for Youth Justice

- H for Health

- E for education

- P for Police

- OT [site name]

How to record information in a group hui

For focus groups or workshops, if the group is not homogenous (many different ethnicities in one group for example) and you want to track who said what, use the code identifier system during note taking to identify parts of the narrative said by each individual.

If you have set up a multi-agency group hui, you need to identify which agency said what. For example, if you have set up a group hui with Police, health, and education, you should track who said what by using the code identifier. If you have set up a group hui with Oranga Tamariki staff from multiple sites, you should track who said what by using their site as the code identifier.

How we note take for our monitoring hui

During the monitoring hui record all questions and responses. When recording capture the key points of the kōrero. It's important not to record your own perspective of how 'you' see their behaviour or emotion during the hui.

The note taker supports the kōrero - for example if the person leading the hui needs support to ask a question or to make sure all the areas have been covered during the conversation. The notetaker:

– records what is said only, focusing on key points in relation to the prompts and expected outcomes

– uses first person language -this allows for the note taking to be precise when participants are providing their kōrero e.g. I, my, we, us

– captures words and language the participant/s is using. Capturing this reduces us unintentionally adding our lived experience to their kōrero. In other words, adding our interpretation.

Using quotes and using square brackets

It is important during our note taking that we capture some quotes to directly relay the words of the participant when we share back to the community and monitored agencies. This is how we care for the voices of our participants.

Using Quotes " "

When you capture quotes identify this by using quotation marks during the hui. If need be, you can ask the participant to repeat or clarify what you have captured is correct and advise them that you want to record it as a quote.

Using square brackets [ ]

When reviewing your notes after the hui and the quote is not comprehensive, and you are unable to clarify with the participant, then you can add additional words to clarify context to the quote. The additional words must have square brackets to identify the amendment.
e.g. "I went down there to play" and "I went down there [the park] to play"

What we do with the kōrero

Depersonalise our notes

As soon as practicable after the hui, review your notes and check all information that may identify a participant is removed. Please refer to the *Caring for Data and Information Handbook* for more information on keeping the privacy of the participants. No other information or changes can be made to this document.

Save our notes

Save your 'depersonalised notes' into Objective with the following name convention:

[Code] [Place] [Cohort] [Agency] [Monitor names] for example:

- – [TM01M22] [Taranaki] [Rangatahi] [OHF] [Keegan Shelley]
- – [CA32M22] [South Canterbury] [Monitored Agency Staff] [OHF] [Awhina Keegan]
- – [CA44M22] [South Canterbury] [System Agency] [Education] [Keegan Shelley]

If you have kept a version of notes with identifying information included this can be deleted.

What we do with our saved notes?

Now that the notes have been saved, continue to make any clarifications, and add context. This is now the working document. The working document can now be used for coding.