**Clarifying Questions**
- o When is influenza season in each state?
- o What are the top ten states that have the highest influenza outbreak in the past ten years?
- o When do these clinics and hospitals like to have these temporary workers onboarded?
- o What is the size of the dataset we are working with to perform our analysis?
- o How many temporary workers would each clinic and hospital need during influenza season?
- o How do we determine which states need more additional staff than others?
- o Where will we be hiring these workers from?
- o Who are we hiring? Doctors, registered nurses (RN), certified nursing assistants (CNA)? Etc.

**Funneling Questions**
- o *What is the size of the dataset we are working with to perform our analysis?*
    - o Will we be able to (or have to) break down the demographic information by gender, age group (including children), ethnicity, socioeconomic status, etc.?
- o *How many temporary workers would each clinic and hospital need during influenza season?*
    - o How long would these workers be at these locations?
    - o Presumably each state will need different number of staff, but would there be a pay differential for those assigned to more populated areas?
    - o How long is the hiring process in each state?
- o *How do we determine which states need more additional staff than others?*
    - o Do we have access to previous deployment data, and how do we measure the success rate of those deployments?
    - o Are there alternative measures we can employ if we are unable to provide the additional staff?
- o *Where will we be hiring these workers from?*
    - o Should we prioritize in-state workers first, or solely depend on qualifications?
    - o Should medical students be considered?
    - o Should veterans (with medical training) have higher preferential than others?
- o *Who are we hiring? Doctors, registered nurses (RN), certified nursing assistants (CNA)? Etc.*
    - o Do we need more of one profession than another?
    - o How do we determine which profession we need more of in each state?

**Privacy & Ethical Questions**
- o What privacy training should we provide during the onboarding process to these temporary workers?
    - o Will there be privacy training provided to the analysts working on this project?
- o How thorough of a background check will we conduct on these temporary workers?
- o How do we approach presenting data on traditionally vulnerable populations?
- o Are there any privacy or ethical concerns with presenting each state's influenza and staffing data? (i.e., aggregated by state, not broken down by individual clinics and hospitals)
- o Will the data set we receive have personal identifying information (PII) or other information that is protected by the Health Insurance Portability and Accountability Act (HIPAA)?
- o Who are the people we will be presenting this data to, and what training do they need to attend or documents they need to sign in order to view the results of our analysis?
    - o We cannot simply assume a medical staffing agency automatically has done all the necessary training to ensure the results of our analysis is protected.