

# PLACE

Priorities for Local AIDS Control Efforts

## ▲ Fieldwork Implementation Guide

September 2019





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## FOREWORD

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Sharon S. Weir

Senior Technical Advisor for Key Populations

MEASURE Evaluation, University of North Carolina at Chapel Hill

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## ABBREVIATIONS

CBO	community-based organization
FSW	female sex worker
GPS	global positioning system
MSM	men who have sex with men
NGO	nongovernmental organization
PLACE	Priorities for Local AIDS Control Efforts
PPA	priority prevention area
PWID	people who inject drugs

## BACKGROUND

This guide is one part of a bigger package: the Priorities for Local AIDS Control Efforts (PLACE) Tool Kit. The tool kit is available on the website of MEASURE Evaluation (a project funded by the United States Agency for International Development and the United States President's Emergency Plan for AIDS Relief), here: <https://www.measureevaluation.org/resources/tools/hiv-aids/place>. Please see “Overview of the Tool Kit and the Method It Supports” for orientation to the tool kit as a whole (its history, purpose, and content) and how the Fieldwork Implementation Guide fits into it.

This guide assumes that a PLACE Steering Committee has developed a PLACE protocol in collaboration with stakeholders. It assumes that the protocol has received ethical approval. It assumes that the protocol includes the specific study objectives, the sampling strategy, the biomarker and lab decisions, the informed consent documents, the adapted questionnaires, the targets for each type of interview, a time frame, and expected outputs. This guide assumes that geographic areas have been selected for implementation of PLACE and that the details of area selection are well documented.

This implementation guide assumes that the areas selected for implementation of PLACE are districts, even though, in fact, any type of area can be selected for a PLACE study: a neighborhood, a city, some other subnational area, an entire country, or a region. The Sample Protocol and this Fieldwork Implementation Guide assume districts were selected because districts often *are* selected, but the protocol can be adapted for use with any type of geographic area. The only requirement is that the boundaries of the geographic area can be specified.

See the PLACE Protocol Decisions Manual in the Tool Kit for guidance on decisions to be made before you implement a PLACE study.

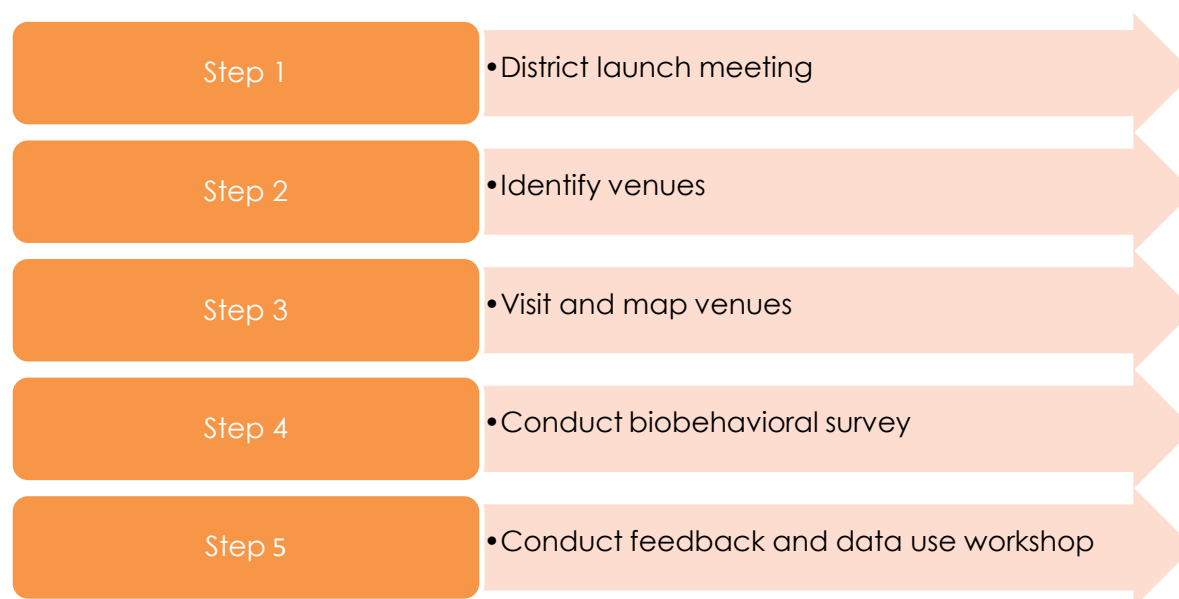
Many of the materials needed to support the implementation of a PLACE study in the field are incorporated in this manual. All others (PowerPoint presentations, Excel spreadsheets, and agendas and other documents in Microsoft Word) can be found online on the main page of the PLACE Tool Kit, given just above.

Adapt this guide as appropriate for the specific needs of your study. These symbols at the beginning and end of text are notes to you, which you can delete from your revised version: < >.

### The PLACE Method: Overview

Fieldwork for the implementation of a study using the PLACE method follows a five-step process to identify priority prevention areas (PPAs); identify, describe, and map a master list of venues where people go to meet new sexual or needle sharing partners in the district; and interview and test for HIV a probability sample of men and women at these venues. Following the analysis of findings, the District Fieldwork Team returns to the district for a feedback and data use workshop (Figure 1).

**Figure 1. Five-step fieldwork protocol**



## Organizational Structure

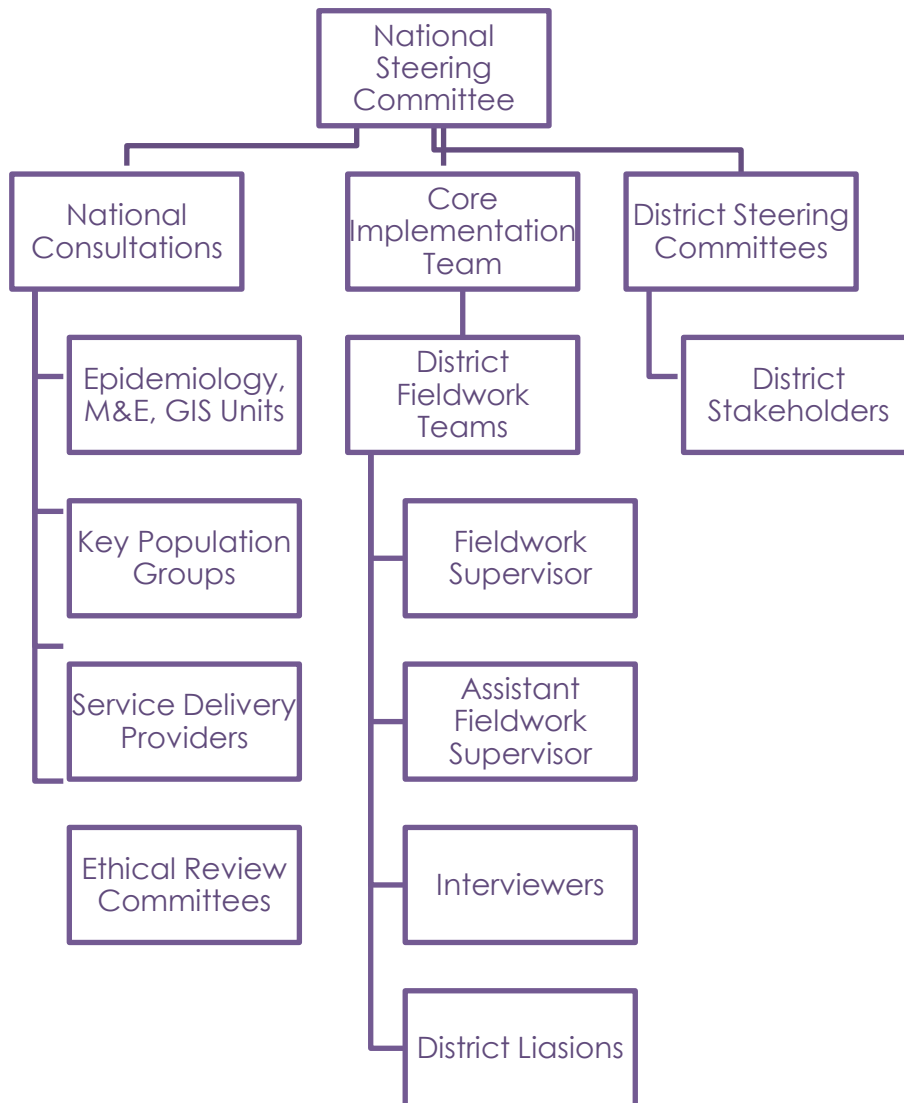
Members of the Core Implementation Team are as follows:

- Principal Investigator
- Study Coordinator
- Mapping Specialist
- Finance Manager
- Logistics Coordinator
- Fieldwork Supervisors

The District Fieldwork Teams (Figure 2) are led by the study coordinator. Each team has its own fieldwork supervisor and assistant supervisor. There should be an assistant supervisor for every four interviewers.

Table 1 should be adapted to define the roles of each member of the PLACE team. After confirming the roles of each team member, supervisor training can begin.

**Figure 2. PLACE organizational structure**



**Table 1. District Fieldwork Team and their roles**

<b>Position on the District Fieldwork Team</b>	<b>Role</b>
<b>Study Coordinator</b>	Ensures that the protocol for data collection is followed and carried out consistently across selected areas; has frequent contact with the study Principal Investigator and other key contributors to study implementation; leads the interviewer training; ensures that fieldwork logistics run smoothly; oversees several supervisors and teams of interviewers; troubleshoots during fieldwork; reviews the Form 1-2: Supervisor Summary Forms after fieldwork is completed
<b>Fieldwork Supervisor</b>	Responsible for carrying out the protocol in the field with a team of interviewers; prepares supplies for each day of fieldwork (copies of forms, charged tablets, etc.); oversees interviewers and is in the field at all times; has frequent contact with the Study Coordinator to report progress and problems; assists with interviewer training; completes the Form 1-2: Supervisor Summary Forms after fieldwork is completed
<b>Assistant Fieldwork Supervisor</b>	Provides support to the Fieldwork Supervisor, including supervision of interviewers
<b>Experienced interviewers</b>	Responsible for recruiting respondents, obtaining consent to participate and carrying out interviews; have frequent contact with the Fieldwork Supervisor; works as a team with other interviewers
<b>Local district liaisons</b>	People from the district who can support the fieldwork. Some people can serve as interviewers; others can serve as liaisons to key population groups; others can serve as liaisons to the District Steering Committee. Because the core experienced interviewers may not live in the district, they will benefit immensely from local people helping find venues, answering community questions, and increasing local ownership of the study.
<b>Data entry technician</b>	Responsible for entering data in Excel to create the master venue list and updating this list after each level of interviews; resolves issues that may arise from quality checks; receives data for input from the Fieldwork Supervisor; sends the master venue list to the Study Coordinator after data entry is completed for each level of interviews

## Conducting a Full Pilot Study

Before data collection with the full study teams begins, the Principal Investigator and the Study Coordinator train the Fieldwork Supervisors. The Principal Investigator and the Study Coordinator provide an initial two-day training for the supervisors and then implement PLACE in the first district with the Fieldwork Supervisors serving as the interviewers. The first district is a training opportunity for the Principal Investigator and Study Coordinator to train all supervisors. This approach ensures that all supervisors have the same understanding of the PLACE protocol and helps them be more knowledgeable about how to handle questions that arise during implementation.



The materials prepared for training the interviewers can be used for training the Fieldwork Supervisors, with additional attention to supervisor duties, such as reviewing completed forms for quality and managing the process of sorting the completed Form As, as described in this guide.

These training materials (available on the main web page of the PLACE Tool Kit) are:

- Supervisor Training Agenda
- PLACE Overview (PowerPoint)
- Interviewer Research Ethics Training (PowerPoint)
- Interviewing Techniques (PowerPoint)
- Form A questionnaire and fact sheet for informed consent
- Form B questionnaire and fact sheet for informed consent
- Form C questionnaire and fact sheet for informed consent
- This Fieldwork Implementation Guide

The Principal Investigator and Study Coordinator prepare for Fieldwork Supervisor training by:

- Adapting the training agenda and assigning presenters/facilitators for each section
- Adapting the PowerPoint slide presentations and other documents, as referenced in the agenda
- Assembling materials for the training
- Arranging logistics, including the date and location of the training

If hired before the data collection forms are finalized during the planning phase, the Fieldwork Supervisors can pre-test the forms at the community level. This will serve to provide feedback to the preparers of the forms while allowing practice with the forms and the PLACE protocol before actual fieldwork is supervised. By the end of the training, the supervisors should be familiar with all forms, including the questionnaires and the forms for fieldwork management. After being trained by the Study Coordinator and the Principal Investigator, the Fieldwork Supervisors should actively participate in the interviewer training, thereby reinforcing what they have learned.

# STEP 1. DISTRICT LAUNCH

## Introduction

The first step in fieldwork is to hold a district launch meeting. Before this meeting, the PLACE Core Implementation Team has conducted the PLACE district readiness assessment using the Readiness Assessment Tool (Appendix A), to ensure that the district welcomes the study and to identify members of the District Steering Committee. By the time of the district launch meeting, key stakeholders have been identified, including healthcare officials, district leaders, service delivery providers, and key population groups.

## Rationale

The district launch meeting is led by the District Steering Committee, members of the PLACE Core Implementation Team, and members of the PLACE District Fieldwork Team. The PLACE method is designed to be implemented by and for local HIV prevention and treatment organizations. Engagement with district stakeholders is a critical ingredient to obtain valid and useful information and having the results used.

## Objectives

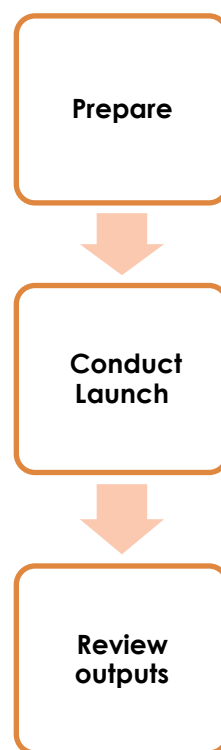
The district launch meeting typically takes three hours. Its objectives are as follows:

1. Give stakeholders an overview of the PLACE method.
2. Describe the responsibilities of the District Steering Committee.
3. Identify the PPAs in the district.
4. Determine the district targets for the number and type of community informants to interview.
5. Document how local organizations will support PLACE.

## Outputs from the District Launch Meeting

The outputs from the district launch meeting are as follows:

1. Successful engagement with district officials
2. List of all PPAs
3. Commitment from interested implementing partners to provide interviewers and to use data in an ethical way to improve programs
4. Commitment from network of men who have sex with men (MSM) to host two events in the district at which Form C interviews and testing will be conducted
5. Confirm the engagement and support of key population groups, to identify any risk and to develop a risk mitigation plan
6. District MSM network liaison identified
7. Other key population liaisons identified, if necessary
8. Summary report on the district launch meeting



## Key Terms

### Priority Prevention Area

Priority prevention areas (PPAs) are geographic areas that are expected—based on epidemiologic data and contextual information—to have higher incidence of HIV infection.

### Stakeholder

Anyone who could be affected by the PLACE study or who could benefit from the findings. Stakeholder consultations should include engagement with healthcare workers, politicians, national AIDS control committees, health ministry leaders, key populations, police, epidemiologists, and academics.

### Key Populations

Key populations are populations most at risk of acquiring and transmitting HIV either by sex or needle sharing. Key populations generally include female sex workers (FSWs), men who have sex with men (MSM), people who inject drugs, and transgender women.

## Overview of Step 1

Box 1 provides an overview of Step 1. Specific instructions for each step follow.

### Box 1. Overview of Step 1

#### Prepare for district launch

- Step 1.1. Review roles and responsibilities.
- Step 1.2. Create the fieldwork schedule, arrange logistics, compile materials, and photocopy forms.
- Step 1.3. Write letter of introduction.

#### Conduct district launch meeting

- 1.4. Plan the meeting agenda.
- 1.5. Adapt the PLACE Overview PowerPoint presentation for the purposes of this district study.
- 1.6. Collectively identify the PPAs.
- 1.7. Set targets for the number and type of community informants in the district.

#### Review outputs and summarize

- 1.8. Document engagement of service delivery providers and key populations.
- 1.9. Report on the district launch meeting.

## Instructions for Step 1

	Step	Procedures	Materials needed
PLANNING	1.1	The Principal Investigator meets with the Study Coordinator and Fieldwork Supervisors to review the roles and responsibilities of each person involved in the implementation of this step.	Step 1.1. Roles and responsibilities
	1.2	The Study Coordinator invites participants, creates the fieldwork schedule and arranges logistics. Participants include the District Steering Committee members, representatives from district level health care providers, police, commerce, organizations implementing services for key and priority populations, and representatives of key population groups. The Study Coordinator compiles materials for the launch meeting.	Step 1.2. Checklist for logistics and materials
	1.3	The Principal Investigator writes the Letter of Introduction that study staff will carry during implementation and bring to the launch meeting.	Step 1.3. Letter of introduction
DISTRICT LAUNCH	1.4	The Principal Investigator begins the district launch meeting with a review of the agenda.	Step 1.4. Launch agenda
	1.5	The Principal Investigator provides an overview of PLACE. Stakeholders should have the opportunity to ask questions and discuss how the results will be used to improve programs in the district. A member of the District Fieldwork Team should record the main points raised by stakeholders and follow up after the meeting, as appropriate. The meeting should encourage stakeholders about the value of the PLACE study and the need for their enthusiastic support and participation.	Step 1.5. PLACE Overview (PowerPoint presentation)
	1.6	The Principal Investigator leads discussion to identify PPAs in the district.	Step 1.6. Identification of PPAs
	1.7	Community informant targets are set.	Step 1.7. Community informant targets
	1.8	The Fieldwork Supervisor documents the engagement of district leaders, the Steering Committee, district service delivery providers, and key population organizations.	Step 1.8. Attendance register

	Step	Procedures	Materials needed
OUTPUTS	1.9	Report on the District Launch Meeting	Step 1.9. District launch agenda and notes

## Step 1.1. Roles and Responsibilities

<The Principal Investigator meets with the Study Coordinator and Fieldwork Supervisors to review the roles and responsibilities of each person involved in the implementation of this step. Review and adapt this list.>

Position	Responsibilities: Activities	Responsibilities: Outputs
<b>Principal Investigator</b>	<p>Prior to launch:</p> <ul style="list-style-type: none"> <li>• Approved protocol</li> <li>• Approved forms</li> <li>• Established National Steering Committee</li> <li>• Identified Core Implementation Team</li> <li>• Implemented Readiness Assessments in Districts</li> <li>• Conducted pilot study</li> <li>• Trained Study Coordinator</li> <li>• Trained Fieldwork Supervisors</li> </ul> <p>During launch</p> <ul style="list-style-type: none"> <li>• Leads district launch meetings</li> </ul>	
<b>Study Coordinator</b>	<ul style="list-style-type: none"> <li>• Invites District Steering Committee members</li> <li>• Arranges logistics</li> <li>• Lists materials needed</li> <li>• Ensures PPAs are identified</li> <li>• Ensures district specific community informants identified</li> <li>• Captures attendance of participants</li> </ul>	<ul style="list-style-type: none"> <li>• List of PPAs</li> </ul>
<b>Fieldwork Supervisors</b>	<ul style="list-style-type: none"> <li>• Assists Study Coordinator</li> </ul>	
<b>District Steering Committee</b>	<ul style="list-style-type: none"> <li>• Meet with the PLACE Core Implementation Team during the preparation phase to learn about the study and visit the district, to ensure that people there welcome the study and are willing to support it. Provide the study team with a list of contact people for local service delivery providers who may be interested in collaborating on the implementation of PLACE and the use of its findings.</li> <li>• Host the district launch meeting: Convene a meeting of stakeholders during the first week of district-level fieldwork.</li> <li>• Identify a person who is engaged with programs for men who have sex with men (MSM) in the district to serve as a liaison to the MSM community and to ensure engagement with the MSM community.</li> <li>• Identify other key population liaisons, as recommended by the District Steering Committee.</li> <li>• Serve as a contact point for communication between organizations and people in the district and the Study Team.</li> <li>• Communicate to police and law enforcement that the study is being implemented and ensure their support.</li> <li>• Coordinate HIV testing and referral of HIV-positive people to treatment.</li> <li>• Host the Feedback and Data Use Workshop to disseminate the PLACE findings.</li> </ul>	

## Step 1.2. Checklist for Logistics and Materials

< The Study Coordinator invites participants, creates the fieldwork schedule, and arranges logistics. Participants include the District Steering Committee members, representatives from district-level health care providers, police, commerce, organizations implementing services for key and priority populations, and representatives of key population groups. The Study coordinator compiles materials for the launch meeting and adapt this checklist.>

Topic	Instructions
<b>Identify and invite participants.</b>	The Principal Investigator identifies participants in consultation with the National Steering Committee and invites them to the district launch meeting. Confirm that the rationale for selecting the districts is documented (see Worksheet 4.4, Appendix A, PLACE Protocol Decisions Manual). Identify people who are on the District Steering Committee (Worksheet 3.5, Appendix A, PLACE Protocol Decisions Manual).
<b>Number of days required</b>	<ul style="list-style-type: none"> <li>• Two days for identifying and inviting participants and preparing for the meeting</li> <li>• One day for the launch meeting</li> <li>• One day to write the launch report</li> </ul>
<b>Supplies needed</b>	See Step 1.4
<b>Vehicles and travel time</b>	Vehicles to take members of the Core Team to the district.
<b>Hotel accommodations</b>	If necessary
<b>Materials needed</b>	<ul style="list-style-type: none"> <li>• Previously visited the district and ensured that the people there welcome the study and are willing to support it</li> <li>• Previously completed typology of PPAs (see Appendix A, Worksheet 4.2, in the PLACE Protocol Decisions Manual)</li> <li>• Identification badges</li> <li>• Step 1.3: Letter of introduction</li> <li>• Computer for presentations</li> <li>• Step 1.4: Launch meeting agenda</li> <li>• PLACE Overview PowerPoint presentation</li> <li>• Flip chart for identifying PPAs</li> <li>• Form to record the names and descriptions of PPAs in the district</li> <li>• Form to record target for each type of community informant to be interviewed in Step 2</li> <li>• Clipboards, pens, pencils</li> <li>• Lunch and transport allowance for interviewers</li> <li>• Attendance register</li> </ul>

### Step 1.3. Letter of Introduction

<The Principal Investigator writes the Letter of Introduction that study staff will carry during implementation and bring to the Launch. Add Logo of Implementing Organization.>

< LOGO of Implementing Organization>

Letter of Introduction

To Whom It May Concern:

The <Implementing Organization> is implementing a study protocol called Priorities for Local AIDS Control Efforts (PLACE). The protocol has been approved by <Name of Approving Agency such as an Institutional Review Board>.

The interviewers have been trained. All participation is voluntary. The results will be used to improve health programs in this area.

A National Steering Committee is guiding the implementation of the study. Members of the National Steering Committee are as follows:

<List of names and affiliations>

If you have any questions you can ask:

<Name of Principal Investigator and contact details>

Sincerely,

Name of Principal Investigator



## Step 1.4. Plan the Agenda for the PLACE District Launch Meeting

<The following sample agenda can be adapted for the district launch meeting.>

### Agenda: District Launch Meeting

Time	District Launch	Materials/Resources Needed
<b>Large Group Setting</b>		
<b>9:00 – 9:15</b>	Welcome and introductions and review of this agenda	0. Letter of Introduction 1. Agenda 2. Lists of actual participants and invitees
<b>9:15 – 9:45</b>	PLACE overview with Q& A from participants	3. PLACE Overview 4. PLACE staff to record issues raised by participants
<b>9:45– 10:15</b>	Discussion of how results would be used to improve program.	5. PLACE staff to record how results will be used by stakeholders and implementing partners 6. Led by Principal Investigator
<b>10:15 – 10:30</b>	What is a priority prevention area? Introduction to small group work to identify PPAs in the district	7. Principal Investigator presents typology of PPAs and asks participants to identify any additional types of PPAs in the district to add to list.
<b>10:30 – 10:45</b>	<i>Break and group photo.</i> Take break in small groups.	Coffee and snacks
<b>10:45-11:20</b>	Each small group identifies all PPAs in the district and	8. Map of the district 9. Flip charts for each small group to list all PPAs in the district and describe for each: <ul style="list-style-type: none"> <li>• Rationale why it should be designated a PPPA</li> <li>• High risk activities in the PPA</li> <li>• Whether it is dangerous or not feasible to visit</li> <li>• What precautions are needed prior to implementing study in the PPA.</li> </ul>
<b>11:20 – 12:00</b>	Reconvene in large group to reach consensus on PPAs in the district.	10. Principal Investigator leads discussion along with head of local HIV unit. Small groups present their recommendations for PPAs. Consensus is reached on the PPAs where PLACE will be implemented.
12:00-12:30	Setting targets for type of community informants to interview in each PPA.	11. Discussion to review types of community informants and to allocate community informants by type across each PPA such that the overall target for community informant interviews is met.
<b>12:30 – 1:45</b>	<i>Lunch</i>	During lunch, PLACE staff prepare draft launch report.
<b>1:45 – 2:15</b>	Review of draft report	Draft report is shared and questions raised that will be addressed before it is finalized. Draft report includes: <ul style="list-style-type: none"> <li>• The agenda</li> <li>• List of participants</li> <li>• Group photo</li> <li>• Questions raised during PLACE overview and how answered</li> <li>• Plans for how results will be used.</li> <li>• Next steps for ensuring that results will be used</li> <li>• List of PPAs with rationale, risks, dangers, precautions</li> <li>• For each PPA, target number of community informants by type of informant</li> </ul>

### **Step 1.5. Prepare the PLACE Presentation for the District Launch Meeting**

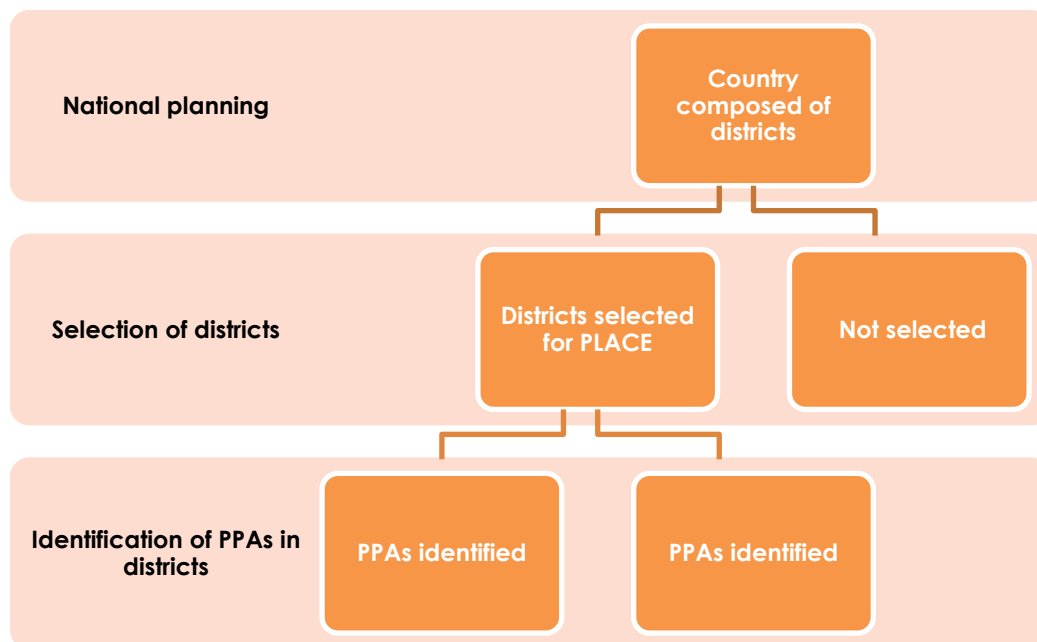
Adapt the PLACE Overview PowerPoint presentation (available in the PLACE Tool Kit, online) for use at the district launch meeting.

## Step 1.6. Collectively Identify Priority Prevention Areas

The Principal Investigator leads a discussion on how to identify PPAs in the district. The following process is one way to do this:

1. Define a PPA.
2. Describe how PPAs are the areas within the district where PLACE will be implemented (Figure 3).

**Figure 3. Identification of PPAs**

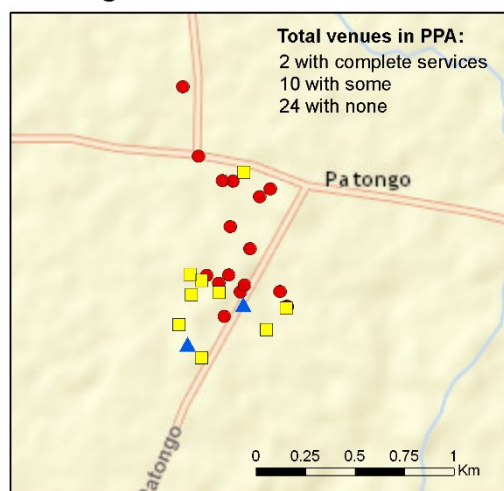


3. Present the typology of PPAs that was finalized during the protocol preparation phase. See Box 2.
4. Lead a group discussion on which PPA types are relevant to the district and whether there are additional types that should be added to the typology.
5. Divide participants into small groups and ask them to identify all PPAs in the district on flip chart pages.
6. After 20 to 30 minutes of discussion, reconvene the small groups and ask each to share its list of PPAs.
7. Discuss the lists and reach consensus on a final full list of PPAs that will be used for the study.

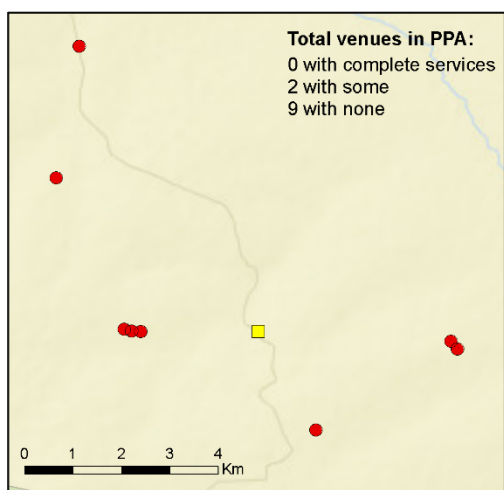
Figure 4 is an example of a map of the PPAs identified for a district, in this case the Agogo District, in Uganda.

**Figure 4. PPAs in Agogo District, in Uganda**

**Higher coverage:  
Patongo Town Council**



**Lower coverage:  
Kotomor Market**



**Box 2. Typology of PPAs**

Urban and peri-urban areas where there is an economic draw for people:

1. Central business district
2. Truckstop/border crossing
3. Trading center
4. Area with high concentration of illegal drugs

Areas with night life, massage, or street sex work:

5. Area with a concentration of bars and clubs
6. Area with a high concentration of massage parlors
7. Area with a high density of street sex workers

High density and poorly served areas:

8. Urban slums
9. Townships
10. Refugee camps

Areas with high male employment:

11. Construction site
12. Tea or farming estate
13. Fishing village
14. Mining operation
15. Military barracks or garrison

Other areas

Source: <https://www.measureevaluation.org/resources/tools/hiv-aids/place/uganda/place-assessments-in-uganda>

For each PPA identified, you can use Table 2 as a template to record the following information about it:

- The name of the PPA
- Its specific location
- The rationale for including the PPA
- What high-risk activities occur in the PPA
- Whether it is dangerous to visit
- What precautions should be taken before conducting the PLACE survey in the PPA

**Table 2. Template for recording descriptions of the PPAs identified at a district launch meeting**

Step 1.6: Description of PPAs identified during the district launch meeting		
PPA ID	Information requested	Provide information in space
01	Name of PPA	
	Describe exact location and boundaries	
	Rationale: Why it should be included in the PLACE study	
	What high-risk activities occur in the PPA	
	Whether it is dangerous to visit	
	What precautions should be taken before conducting the PLACE survey in the PPA	
02	Name of PPA	
	Describe exact location and boundaries	
	Rationale: Why it should be included in the PLACE Study	
	What high-risk activities occur in the PPA	
	Whether it is dangerous to visit	
	What precautions should be taken before conducting the PLACE survey in the PPA	
03	Name of PPA	
	Describe exact location and boundaries	
	Rationale: Why it should be included in the PLACE Study	
	What high-risk activities occur in the PPA	
	Whether it is dangerous to visit	
	What precautions should be taken before conducting the PLACE survey in the PPA	
04	Name of PPA	
	Describe exact location and boundaries	

### Step 1.6: Description of PPAs identified during the district launch meeting

PPA ID	Information requested	Provide information in space
	Rationale: Why it should be included in the PLACE Study	
	What high-risk activities occur in the PPA	
	Whether it is dangerous to visit	
	What precautions should be taken before conducting the PLACE survey in the PPA	
05	Name of PPA	
	Describe exact location and boundaries	
	Rationale: Why it should be included in the PLACE Study	
	What high-risk activities occur in the PPA	
	Whether it is dangerous to visit	
	What precautions should be taken before conducting the PLACE survey in the PPA	
06	Name of PPA	
	Describe exact location and boundaries	
	Rationale: Why it should be included in the PLACE Study	
	What high-risk activities occur in the PPA	
	Whether it is dangerous to visit	
	What precautions should be taken before conducting the PLACE survey in the PPA	

## Step 1.7. Set Targets for Number and Type of Community Informants in the District

<The stakeholders attending the district launch meeting review the types of community informants (see the form below), add or remove types of informants, and give feedback on which type of community informants are likely to be the most knowledgeable. Based on the total target for the district, fill in the target number for each type of informant.>

The typical target is 30 community informant interviews per 20,000 district population ages 15 to 49; however, community informants should be interviewed until no new venues are named in the area. Generally, interviewing 30 community informants per 20,000 population ages 15–49 will provide enough information for you to obtain a complete list, but the number of informants can be increased if there is evidence that full saturation has not been reached.

Here are some tips for Step 1.7:

- Targets should total the desired sample size for the district.
- Targets for many types of informants are set to ensure that a variety of people are interviewed.
- Each type may not have the same target number. For example, taxi drivers are typically the best informants; therefore, the target number of taxi drivers will be higher than other types.
- The kinds of informants should reflect the area. In a rural area, there may be fewer taxi drivers. In an area with a health clinic, it may be easier to find a community health worker. In an area with a university, there will be more in-school youth.

### Step 1.7: Number of community informants, by type, across district

Based on the population of the district (30 community informants per population of 20,000 adults ages 15–29)

District population: Target

- 20,000: 30 informants
- 200,000: 300 informants
- 500,000: 750 informants
- 1,000,000: 1,500 informants

TARGET number for district:

Community informant types	TARGET	Type	TARGET
1 Taxi driver		12 Youth in school	
2 Truck driver		13 Youth out of school	
3 Bar owner or worker		14 Military/police	
4 Individual socializing at a venue		15 Community-based organization/nongovernmental organization staff	
5 Security guard/car guard		16 Peer educator	
6 Transgender person		17 Community health worker	
7 Person who injects drugs		18 Trader/business person	
8 Man who has sex with men		19 Hawker/street vendor	
9 Woman who has sex for money		20 Unemployed/person loitering	
10 Hairdresser		21 Other/specify	
11 Community leader		22 Other/specify	



## Step 1.8. Document the Engagement of Service Delivery Providers and Key Population Organizations

The district launch meeting provides an opportunity for engagement with district health structures, including service delivery providers and key population organizations, and for seeking their help during the implementation of PLACE. For example, MSM organizations may agree to support the recruitment of MSM to participate in the study, and people from public health services may agree to provide support for on-site HIV testing during Step 4. Initial contact with health structures and district-level organizations should have been made during the protocol development phase. The district launch meeting provides an opportunity to confirm commitments made during the initial contact with districts.

Options for roles in a PLACE implementation are:

- District Steering Committee member
- MSM or FSW liaison person
- Stakeholder
- Testing and counseling provider
- Key populations service delivery liaison
- Liaison to police
- Liaison to bars and clubs

## Step 1.8: Documentation of stakeholder engagement

Name of district:

Name of organization	Individual representative name	Contact information	Role in PLACE implementation
<b>Government health/census/statistics sector</b>			
<b>Other government/political sector</b>			
<b>Commercial sector</b>			
<b>Nongovernmental sector</b>			
<b>Civil society advocacy</b>			
<b>Donors</b>			
<b>Political/religious groups/other</b>			

### **Step 1.9. Report on the District Launch Meeting**

Prepare a report summarizing the content and output of the meeting for the Study Coordinator or Principal Investigator to submit to the District Steering Committee and the National Steering Committee.

## STEP 2. VENUE IDENTIFICATION

### Introduction

This section of the Fieldwork Implementation Guide describes how to prepare for community informant interviews, train interviewers, conduct fieldwork, and enter data. The intended audience is the Core Implementation Team, the Study Coordinator, Fieldwork Supervisors, and Interviewers.

During the PLACE planning phase, the National Steering Committee made protocol decisions, including where to implement PLACE and what questions to ask. They also created forms and other tools used in fieldwork by adapting the standard PLACE forms.

### Rationale

The PLACE method recognizes the importance of new sexual and needle-sharing partnerships in spreading the HIV epidemic. Without these new partnerships, the epidemic would sputter and die. The PLACE method focuses on trying to find the locations where people with many partners can be reached. These people are more likely to transmit the virus, and when it is newly acquired, it is more infectious. They are also less likely to seek care and, consequently, can benefit from outreach.

Although new sexual partnerships may be formed in private or public settings, HIV prevention programs cannot readily intervene in private settings. Therefore, outreach needs to focus on public venues. Public venues where people meet new sexual partners offer programs a strategic opportunity to reach the local sexual networks that facilitate HIV transmission.

HIV can also be transmitted through a network of people who share injecting equipment. Because injection drug use is illegal, people often inject in private, making locations where the actual drug use occurs hard to access by prevention programs. Venues where people socialize, rather than inject, provide a point of access to this population. In areas where injection drug use occurs, the PLACE method also identifies venues where people who inject socialize and can be reached. Populations who have multiple sexual partners and populations of people who inject drugs (PWID) often overlap.

The approach used to identify venues assumes that some local community members know where people meet new sexual partners (and where PWID can be found), and that community informants will provide this information if a trained interviewer requests it. The interviewer does not ask the informant to disclose whether he or she has personally visited the venue, or has had sex, or has injected drugs. Self-presentation bias is minimized by not asking where the informant meets new sexual partners and by not asking the respondent's name or any other personal identification information.

Asking people to identify venues where others meet new sexual partners has been successful even in areas where people are reluctant to talk about sex. Experience has shown that few community informants refuse to provide the name and address of at least one public venue where they believe people meet new sexual partners. Not



every community member will know every venue; however, interviews with 30 community members per 20,000 general population ages 15–49 should provide a comprehensive list of venues in most areas.

There are several reasons for being systematic and thorough in identifying venues where people meet new sexual partners:

1. Important transmission paths will be missed without a thorough assessment. In every implementation of PLACE to date, many venues have emerged that were previously unknown to HIV prevention planners.
2. A thorough assessment provides data that can be readily used to track prevention program coverage in the area. A partial list of venues provides a biased assessment of program coverage and an incomplete picture of those at risk of transmitting HIV.
3. The preparation of a complete list of venues in this step is needed to have confidence that the priority venues identified by the PLACE method are indeed the most important venues for prevention programs. The extra time and effort required to be systematic and thorough is relatively small.

## Objectives

Step 2 has three objectives:

1. To identify all public venues (including physical venues, events, and social media sites<sup>1</sup>) where people in the district go to meet new sexual partners
2. To identify all public venues (including physical venues, events, and social media sites) where PWID could be reached with services
3. To obtain information about the name, location, and characteristics of each venue identified, and to summarize it in a master list of venues

## Outputs

By the end of the community informant interviews, the study team will have created a master list of venues that will be used to plan for the next types of interviews: Level 2 venue informants and Level 3 venue workers and patrons. (Figure 5 is an example of a portion of a completed list. See the “Master Venue List” Excel file on the main page of the PLACE Tool Kit for a spreadsheet template.) The success and usefulness of PLACE depend on the quality of the list of venues. A high-quality list is a complete list of venues in the study area. To obtain a complete list, a large number and a variety of types of community informants are interviewed.

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<sup>1</sup> To learn more about conducting an Internet-based PLACE study, see *Virtual Priorities for Local AIDS Control Efforts (PLACE): Protocol for a Study of Social Media Sites*, here: <https://www.measureevaluation.org/resources/tools/hiv-aids/place>.

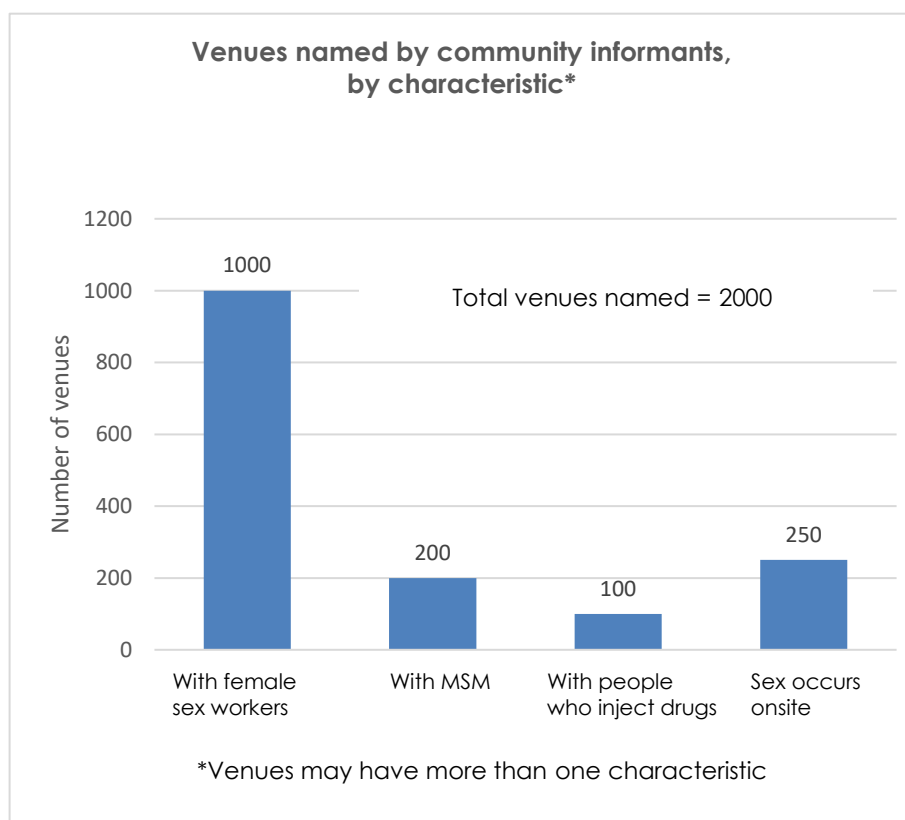
**Figure 5. Example of a portion of a Master Venue List**

A District Name	B District Number	C Venue ID	D Venue Name	E Additional Names for This Venue	F Name of Priority Prevention Area	G PPA Number	H Sub-District	I Address of venue	J How to Find the Venue Including Landmarks	K Type of Venue
CAROLINA	202	202138	SAM'S BAR	NONE	HILLSBOROUGH	1	WEST SIDE	Margaret Lane	ON THE RIVER	1
CAROLINA	202	202825	SHARON'S BAR	NONE	HILLSBOROUGH	1	WEST SIDE	Margaret Lane	ON THE RIVER	1
CAROLINA	202	202347	MARY'S BAR	NONE	HILLSBOROUGH	1	WEST SIDE	Margaret Lane	ON THE RIVER	1
CAROLINA	202	202564	JOHN PAUL'S CLUB	NONE	HILLSBOROUGH	1	WEST SIDE	Margaret Lane	ON THE RIVER	3

L Busiest Day(s) Up to 3	M. Busiest Time	N. Number at Busy Time	O. Number of CIs who named this site	P. Women who sell sex for money	Q People who inject drugs	R Men who have sex with men	S Sex workers solicit on the street	T Sex on site	U Female workers live onsite	V Feasibility 1 Feasible 2 Insufficient Info 3 Inaccessible/too far 4 Event Not available 5 Internet/Phone
45	5	3	21	8	3	21	3	21	3	1
49	5	3	1	1	0	0	0	0	0	1
46	5	3	1	0	0	1	1	1	1	1
58	6	2	4	1	0	1	0	1	0	1
65	6	1	1	0	0	0	0	0	0	1
8	5	4	9	6	1	2	2	2	2	1
56	5	3	21	6	0	1	0	1	0	1

A data analyst can produce charts to display the results (Figure 6). The information is also used to obtain a sampling frame of venues for Steps 3 and 4 of the PLACE protocol.

**Figure 6. Example of a chart displaying results from community informant interviews**



## Key Terms

### Venue

A venue is a physical site, event, or website where people go to meet new sexual partners or where PWID socialize and could be reached by a prevention program. Private venues are excluded.

### Community Informant (Level 1 Interviews)

Community informants are adults ages 18 and older who are knowledgeable about where people go to meet new sexual partners or where PWID can be reached. Community informants are men and women knowledgeable about the movement and behavior of people in the area. Community informants can be taxi drivers, food-stand sellers, teachers, transport workers, alcohol sellers, people loitering in the streets, security guards, and public officials, such as police. The categories relevant to each site are determined by the District Steering Committee before fieldwork begins.

- Inclusion/exclusion criteria: Men and women ages 18 and older are eligible. Anyone younger than 18 is excluded.

Community informant interviews are also called **Level 1** interviews because the interviews are the first wave of data collection. Subsequently, there are venue informant interviews (**Level 2**) and patron and worker interviews (**Level 3**).

### Master List of Venues

The master list of venues is a spreadsheet that lists each unique venue identified by community informants. The master list should include all venues in the study area. Each venue is assigned a unique venue identification number on the master list. The master list is the sampling frame for selecting venues to visit and for sampling venues for the biobehavioral survey (Level 3 interviews). The master list is a key output of the PLACE method.

## Overview of Step 2

Box 3 provides an overview of Step 2. Specific instructions for each step follow.

### Box 3. Overview of Step 2

#### Preparation for Level 1 (community informant) interviews

- 2.1. Review roles and responsibilities of each person on the team.
- 2.2. Create the fieldwork schedule and compile materials.

#### Training

- 2.3. Adapt training materials.
- 2.4. Provide overview of the PLACE method.
- 2.5. Provide overview of interviewing techniques.
- 2.6. Provide overview of research ethics and confidentiality.
- 2.7. Train how to interview with Form A.
- 2.8. Review Form A and Form A informed consent fact sheet in detail.

#### Collect data: interview community informants

- 2.9. Establish team briefings and set community targets.
- 2.10. Recruit and interview community informants.
- 2.11. Interviewers complete the target and tally sheet.

#### Process data

- 2.12. Assess data quality.
- 2.13. Enter Form A data to create a master list of venues.

#### Review outputs

- 2.14. Complete supervisor summary form and submit the Master Venue List to the Principal Investigator.
- 2.15. Principal Investigator prepares charts of the findings.



## Instructions for Step 2

	Step	Procedures	Forms and Tools
PREPARE	2.1	The Principal Investigator meets with the Study Coordinator and Fieldwork Supervisors to review the roles and responsibilities of each person involved in the implementation of this step.	Step 2.1. Roles and Responsibilities
	2.2	The Fieldwork Supervisor creates the fieldwork schedule and compiles materials.	Step 2.2. Checklist for Logistics and Materials
TRAIN	2.3	The Study Coordinator and Fieldwork Supervisor finalize the agenda and adapt the training materials. The Study Coordinator assigns presenters/facilitators for each section, assembles materials for the training event, including photocopying the Tally Sheet, Form A, Interviewer Instructions, Fact Sheet, and Confidentiality Agreements. The Study Coordinator also arranges logistics, hires interviewers, and assigns a code to each interviewer that will be used throughout PLACE to identify who conducted each interview.	Step 2.3. Level 1 Interviewer Training Agenda
	2.4	The Study Coordinator and Fieldwork Supervisor give an overview of the PLACE method.	Step 2.4. PowerPoint slides: Overview of PLACE
	2.5	The Study Coordinator and Fieldwork Supervisor give an overview of Interviewing Techniques and Teamwork. Training includes: <ul style="list-style-type: none"> <li>• Interviewing skills</li> <li>• Having a nonjudgmental attitude</li> <li>• Teamwork</li> <li>• How to ensure data quality</li> <li>• Interviewer and respondent safety</li> <li>• Contingency planning</li> </ul>	Step 2.5. PowerPoint slides: Interviewing Techniques
	2.6	The Study Coordinator and Fieldwork Supervisor review Research Ethics and ask interviewers to sign the Confidentiality Pledge	Step 2.6. PowerPoint slides: Interviewer Research Ethics Training  Interviewer Confidentiality Pledge
	2.7	PowerPoint slides: Form A Training  The training event provides an opportunity for interviewers to practice administering Form A with each other and then in a nearby community. After these practice sessions, the Fieldwork Supervisors perform a quality check of the completed forms looking for completeness, legibility, and accuracy. (A checklist for performing a quality check can be found in Quality Checklist Form A.doc.) Supervisors then give feedback to the interviewers by reviewing the practice Form As with each interviewer while pointing out areas for improvement. The Study Coordinator provides feedback to the Fieldwork Supervisors.	Step 2.7. PowerPoint slides: Community Informant Interviews Training
	2.8	Question-by-question review of Form A and Fact Sheet	Form A and Form A Fact Sheet for Informed Consent by a Community Informant

	Step	Procedures	Forms and Tools
COLLECT DATA	2.9	Establish team briefings and allocate targets to each interviewer	
	2.10	Interviewers recruit and interview community informants.	Interviewer Instructions for Community Informant Interviews
	2.11	Interviewers complete the Tally Sheet	Form 1-1: Interviewer Tally Sheet for Community Informant Interviews
PROCESS DATA	2.12	Fieldwork Supervisors assess quality and saturation and provide feedback	Quality Checklist for Form A (in the PLACE Tool Kit online)
	2.13	Fieldwork Supervisor works with Assistant Fieldwork Supervisor to collate Form As and enter data for each venue identified in the master list of venues.	Master Venue List
REVIEW OUTPUTS	2.14	Fieldwork supervisor completes Form 1-2: Supervisor Summary Form for Interviews with Community Informants (Level 1) and submits the Master Venue List to the Principal Investigator.  The Fieldwork Supervisor meets with the interviewers after all community informant interviews have been completed in a district to review the process, collect all the tally sheets, completes Form 1-2: Supervisor Summary Form for Interviews with Community Informants (Level 1), and reviews data entry. The form summarizes the total number and type of community informants interviewed, whether targets were met, the total number of mentions of the venues, the total number of unique venues after sorting Form As, and the number of venues with key populations. There is also a place to note whether the saturation of venues was reached, the estimated refusal rate, and any difficulties in the field, such as bad weather or transportation issues.	Form 1-2: Supervisor Summary Form for Interviews with Community Informants (Level 1)
	2.15	Principal Investigator prepares charts of the findings.	

## Step 2.1. Roles and Responsibilities

< The Principal Investigator meets with the Study Coordinator and Fieldwork Supervisors to review the roles and responsibilities of each person involved in the implementation of this step. Fieldwork Supervisors are responsible for preparing for and executing fieldwork according to plan. They make sure that the number of planned community informant interviews is achieved; monitor whether targets are met in terms of the types of informants; review completed Form As to ensure the quality of the information; and obtain a complete list of venues.

Interviewers are responsible for pursuing the target community informants given on their tally sheets and for carrying out the interviews according to their training. Before beginning fieldwork, the interviewers meet with their Fieldwork Supervisor to receive the assignment for the day, including a tally sheet with targets and interviewing locations. Review and adapt the list below.>

Position	Responsibilities: Activities	Responsibilities: Outputs
<b>Principal Investigator</b>	<ul style="list-style-type: none"> <li>Ensures funding is accessible to Study Coordinator</li> <li>Answers questions and addresses challenges</li> <li>Oversees implementation through communication with Study Coordinator and Fieldwork Supervisors</li> <li>Receives master list of venues and oversees creation of charts</li> </ul>	<ul style="list-style-type: none"> <li>Charts of results</li> </ul>
<b>Study Coordinator</b>	<ul style="list-style-type: none"> <li>Trains Fieldwork Supervisors and interviewers</li> <li>Ensures supplies and resources are available to Fieldwork Supervisors</li> <li>Ensures that the list of PPAs and the list of stakeholders in the district are provided to Fieldwork Supervisors</li> <li>Visits teams during fieldwork</li> <li>Responds to questions from the fieldwork teams and resolves issues</li> </ul> <p>To prepare for the training, the Study Coordinator:</p> <ul style="list-style-type: none"> <li>Adapts the training agenda and assigns presenters or facilitators for each section</li> <li>Adapts the PowerPoint slide presentations and other documents, as referenced in the agenda</li> <li>Assembles materials for the training event, including photocopying the tally sheet, Form A, interviewer instructions, fact sheet, and confidentiality pledge</li> <li>Arranges logistics, including the date and location</li> <li>Assigns a code to each interviewer that will be used throughout PLACE to identify who conducted each interview. This code will be maintained as part of the database and is entered on each form.</li> </ul>	
<b>Fieldwork Supervisors</b>	<ul style="list-style-type: none"> <li>Lead implementation of Step 2 in the districts</li> <li>Set daily calendar during fieldwork</li> <li>Lead morning and evening debrief meetings</li> <li>Remain with team at all times</li> <li>Assign work to the interviewers</li> <li>Oversee quality</li> <li>Complete data quality forms</li> <li>Provide master list to Study Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Master Venue List</li> <li>Form 1-2: Supervisor Summary Form for Interviews with Community Informants (Level 1)</li> <li>Quality Checklist for Form A</li> </ul>

<b>Assistant Fieldwork Supervisor</b>	<ul style="list-style-type: none"> <li>Assists the Fieldwork Supervisor</li> <li>Responsible for supervising data entry for the Master List</li> </ul>	
<b>District Steering Committee</b>	<ul style="list-style-type: none"> <li>Serve as a contact point for communication between organizations and people in the district and the Study Team.</li> <li>Communicate to police and law enforcement that the study is being implemented and ensure their support.</li> <li>Coordinate HIV testing and referral of HIV-positive people to treatment.</li> </ul>	
<b>MSM Liaison and FSW Liaison</b>	<ul style="list-style-type: none"> <li>Provide support to fieldwork team and encourage key population members to participate</li> </ul>	
<b>Interviewers</b>	<ul style="list-style-type: none"> <li>Interview community informants to identify places where people meet new sexual partners or where people who inject drugs can be reached</li> </ul>	

## Step 2.2. Checklist for Logistics and Materials

<The Fieldwork Supervisor creates the fieldwork schedule and compiles materials. Review the checklist below and adapt it as needed.>

Topic	Instructions
<b>Training Materials</b>	<ul style="list-style-type: none"> <li>• Interviewer Training Agenda (Step 2.3)</li> <li>• PowerPoint slides: PLACE Overview(online)</li> <li>• PowerPoint slides: PLACE Interviewing Techniques (online)</li> <li>• PowerPoint slides: PLACE Interviewer Research Ethics Training (online)</li> <li>• PowerPoint slides: PLACE Community Informant Interviewer Training (online)</li> <li>• Form A Fact Sheet for Informed Consent by a Community Informant (online)</li> <li>• Form 1-1: Tally Sheet (Step 2.11)</li> <li>• Form 1-2: Supervisor Summary Form for Community Informant Interviews (Step 2.14)</li> <li>• Step-by-step interviewer instructions (Step 2.8)</li> <li>• Interviewer Confidentiality Pledge (online)</li> </ul>
<b>Documents Needed</b>	<ul style="list-style-type: none"> <li>• List of PPAs in the district (template online)</li> <li>• List of the target number of community informants by type (Step 1.7)</li> <li>• Checklist for Fieldwork Logistics and Schedule (this list)</li> <li>• Map of districts with PPAs identified</li> <li>• Fieldwork schedule and logistics plan</li> <li>• Letter of introduction (Step 1.3)</li> <li>• Instructions for data entry (Step 2.13)</li> <li>• Examples of charts of results (Step 2.15)</li> </ul>
<b>Fieldwork Forms Needed</b>	<ul style="list-style-type: none"> <li>• Form 1-1: Interviewer Target and Tally Sheet (Step 2.12)</li> <li>• Form A Questionnaire (online)</li> <li>• Form A Response Sheet</li> <li>• Form A Fact Sheet for Informed Consent by a Community Informant (online)</li> <li>• Master List of Venues Excel Spreadsheet Template (online)</li> <li>• Quality Checklist for Form A (online)</li> <li>• Form 1-2 Supervisor Summary Form for Interviews with Community Informants (Level 1) (Step 2.14)</li> <li>• Summary Form As—one per venue</li> </ul>
<b>Example of Forms Needed</b>	<p>Example of materials needed for a selected area with a target of 50 community informants and five interviewers:</p> <p>Photocopies:</p> <ul style="list-style-type: none"> <li>• 5 Tally Sheets (Form 1-1) (one for each interviewer)</li> <li>• 500 copies of Form A (10 for each of 50 informants)</li> <li>• 5 copies of Interviewer Instructions (one for each interviewer)</li> <li>• 5 copies of Questions to Ask Community Informants, drawn from Form A (one for each interviewer)</li> <li>• 60 Fact Sheets for Informed Consent by a Community Informant (one for each of 50 informants plus 10 extra)</li> <li>• 1 Form 1-2: Supervisor Summary Form for Interviews with Community Informants (Level 1)</li> </ul> <p>Supervisors also carry a map of each selected area showing the boundaries and the fieldwork schedule.</p>
<b>Supplies</b>	<ul style="list-style-type: none"> <li>• Identification badges (1 per interviewer)</li> <li>• Clipboards, pens, pencils</li> </ul>
<b>Team meet-up location</b>	Before each day of fieldwork and at the end of each day, there should be a designated place for the District Fieldwork Team to meet to review the

Topic	Instructions
	schedule for the day. The place should have sufficient room to sort the hundreds of paper copies of Form A (community informant interview) that will be generated during each day of fieldwork.
<b>Number of days required</b>	<ul style="list-style-type: none"> <li>• Two days for training Fieldwork Supervisors (first district only)</li> <li>• Two days for training interviewers (first district only)</li> <li>• Each interviewer can usually conduct 10 interviews per day</li> <li>• One to two days for data entry</li> <li>• One to two days for travel</li> </ul> <p>For example, a district with a population of 400,000 would have a target of 600 community informant interviews. If there were 16 interviewers, the team could complete 150 interviews per day and would need four days to complete 600 interviews plus another three days for data entry and travel time. If it were the first district, an additional four days for training would be required.</p>
<b>Number of supervisor-interviewer teams</b>	A Fieldwork Supervisor accompanies each team of interviewers to the field to monitor progress and address any problems that arise. Each team consists of pairs of interviewers who work within eyesight of each other for safety reasons. Each interviewer can conduct 10 interviews per day.
<b>Computer, printer, and electricity to power the computer and cell phones</b>	A computer with a spreadsheet program, such as Excel, is needed by the data entry technician for entering the data from the Form As in the spreadsheet that will become the master list of venues. A printer is also useful for printing the master list.
<b>Vehicles and travel time</b>	Vehicles may be needed to take the team to the district and to transport interviewers within the district to the areas where interviews will be done.
<b>Geographic size of a selected area</b>	Community informants should be recruited from across the selected area, such that venues in the entire area are named.
<b>Optimal time of day for community informant interviews</b>	Most types of community informants can be found during daytime hours. Some types of informants, such as sex workers, are easier to reach in the evening. Safety and security issues are considered when planning the time of day for fieldwork in each selected area.
<b>Transportation</b>	Transportation and drivers may be required to take the team to the district and within the district. Public transportation options may be less expensive and readily available.
<b>Per diem payments</b>	Interviewers, Fieldwork Supervisors, and people from the district who are helping with the study are likely to require per diem payments to cover the expenses of food and, perhaps, local transportation.
<b>Air time</b>	Needed so that interviewers can communicate by cell phone when in the field.
<b>Hotel accommodations</b>	If necessary

## Step 2.3. Adapt Agenda and All Training Materials

<The Study Coordinator and Fieldwork Supervisor finalize the agenda and adapt the training materials. All of the training materials are listed in the agenda. An additional one-half day can be added to the training, if necessary, to cover employment issues related to interviewer contracts, payment, per diem, and expectations, such as arriving on time.>

### Agenda: Training for Community Informant Interviews (Level 1)

Time	Interviewer Training for Community Informant Interviews	Materials Needed
<b>Day 1</b>		
9:00 – 9:20	Welcome and introductions	12. Level 1 Community Informant Interviewer Training Agenda (1 per participant)
9:20 – 10:00	PLACE Overview	13. PLACE Overview (PowerPoint presentation) (1 for Study Coordinator)
10:00 – 10:30	Introduction of interviewers (describe experience with interviewing, HIV, key populations)	
10:30 – 10:45	Break	Coffee and snacks
10:45 – 11:30	Training in the ethics of research with human subjects and the confidentiality pledge	14. Interviewer Research Ethics Training (PowerPoint presentation) 15. Interviewer Confidentiality Pledge
11:30 – 12:30	Interviewing techniques	16. Interviewing Techniques (PowerPoint presentation)
12:30 – 1:45	Lunch	17. Lunch
1:45 – 2:15	Overview of community informants, boundaries of selected areas, and list of community informant targets	18. Community Informant Interviewer Training (PowerPoint) 19. Interviewer Instructions for Form A
2:15 – 3:00	Review Tally Sheet and Form A	20. Interviewer Tally Sheet for Community Informant Interviews 21. Form A: Community Informant Response Sheet
3:00 – 3:15	Break	Coffee and snacks
3:15 – 3:30	Role play to demonstrate interview	
3:30 – 4:00	Practice in pairs	22. Blank copies of Form A
4:00 – 4:15	Review and questions: include discussion around ethical/confidentiality issues specific to Form A	
4:15 – 4:30	Review Form A Fact Sheet for Informed Consent by a Community Informant	23. Form A Fact Sheet for Informed Consent by a Community Informant
4:30 – 5:00	Putting it all together: identifying community informants, recruitment, and interviewing	
<b>Day 2</b>		
9:00 – 9:30	Role play: observe complete process	
9:30 – 10:00	Practice with two other interviewers	

Time	Interviewer Training for Community Informant Interviews	Materials Needed
10:00 – 10:15	Discuss safety issues	
10:15 – 10:30	<i>Break</i>	Coffee and snacks
10:30 – 11:15	Practice in a nearby neighborhood with two community informants	Blank forms: Tally Sheet Form 1-1, Form A, Fact Sheet
11:15 – 11:45	Group discussion: interviewers discuss their experiences, including whether the community informants named many spots, how to get them to name more spots, etc.	
11:45 – 12:00	Review things to avoid	
12:00 – 12:15	Interviewer role play	
12:15 – 1:15	<i>Lunch</i>	Lunch
1:15 – 3:00	Practice fieldwork; five interviews each	
3:00 – 3:15	<i>Break</i>	Coffee and snacks
3:15 – 5:00	Review of Supervisor Summary Form 1-2	Form 1-2



## **Step 2.4. Overview of the PLACE method (for Interviewers)**

The Study Coordinator and Fieldwork Supervisor use the “PLACE Overview” PowerPoint (in the PLACE Tool Kit online) to present the PLACE method to interviewers. Interviewers should understand the rationale for implementing PLACE, the steps involved, and their role as part of a larger team.

## **Step 2.5. Training on Interviewing Techniques and Team Building**

The Study Coordinator and Fieldwork Supervisor give a presentation on interviewing techniques and teamwork, using the PowerPoint presentation in the PLACE Tool Kit online: PLACE Interviewing Techniques. This training covers topics such as:

- Interviewing skills
- Having a nonjudgmental attitude
- Teamwork
- How to ensure data quality
- Interviewer and respondent safety
- Contingency planning

## Step 2.6. Training in Research Ethics and Confidentiality

Training in the ethics of human subjects research is an important part of the interviewer training agenda. This session is led by someone knowledgeable about the subject who can lead a general discussion about ethical issues present in the PLACE protocol, as well as challenge interviewers to think critically about ethical issues they may confront in the field. A PowerPoint presentation on this topic is available in the PLACE Tool Kit online: PLACE Interviewer Research Ethics Training.

Because of the sensitive nature of some questions in the PLACE interviews, all PLACE team members, including the interviewers, sign a confidentiality agreement stating that they will not share or discuss the information they learn during the PLACE interviews with anyone outside of the PLACE team. This form is signed during the training session on the ethics of human subjects research.

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### Priorities for Local AIDS Control Efforts

## Interviewer Confidentiality Pledge

The information you will be collecting using Form A, Form B, and Form C is sensitive and may cause harm to the participants in this study if it were to be shared with anyone outside of this study. To protect those people participating in this study, we require you sign a confidentiality pledge.

- Form A is the Community Informant Interview.
- Form B is the Venue Informant Interview.
- Form C is the Patron and Worker Interview.

This pledge indicates that any information you may learn from community informants, people knowledgeable about particular places in this study including key population members, or people socializing at these places will not be repeated or released to any sources outside of those personnel directly involved in this study. If you agree to this pledge, please sign below.

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Signature

---

Date

---

Name (Please Print)

Thank you for your cooperation.

## Step 2.7. Training Interviewers to Use Form A to Interview Community Informants

This training uses the PLACE Community Informant Interviewer Training PowerPoint presentation (in the PLACE Tool Kit online). It covers the following topics:

- Recruitment of community informants
- Administration of informed consent using the Form A fact sheet
- Question-by-question review of Form A to collect information from community informants on the location and characteristics of venues where people meet new sexual partners or where PWID can be reached
- Information on Form A includes:
  - a. Interviewer ID
  - b. Community informant type
  - c. Community informant sequential number
  - d. Venue ID (determined at the time of data entry)
  - e. Date of interview
  - f. Name of venue
  - g. Additional names
  - h. Geographic codes of the location of the interview
  - i. Type of venue (according to the venue typology in Form A)
  - j. Location: physical street address, village/town
  - k. Nearby landmark/how to find the venue
  - l. Type of key population at the venue
  - m. FSWs
  - n. PWID
  - o. MSM
  - p. Size of the site at a busy time
- Fieldwork forms to monitor progress in reaching targets
- Process used to summarize information about venues reported by multiple informants (see Step 2.9)
- Data entry using the master list spreadsheet
- End-of-day activities, including returning to the designated meeting location to turn in completed questionnaires

See Step 2.8 for instructions for conducting community informant interviews.

## Step 2.8. Step-by-Step Fieldwork Instructions for Community Informant Interviews

Interviewer Instructions for Community Informant Interviews	
1	<p><b>Make sure you are ready:</b></p> <ul style="list-style-type: none"> <li>You know the name of the District and the PPA.</li> <li>You have transportation to the PPA and a partner to work with.</li> <li>You have Form As and Form A fact sheets.</li> <li>You have the Tally Sheet (Form 1-1) with your targets.</li> </ul>
2	<p><b>Upon arrival at the PPA, the team fans out across the PPA. Go to the part of the PPA that the Fieldwork Supervisor tells you to go to.</b></p>
3	<p><b>Review your Tally Sheet</b> and the types of community informants assigned to you. Make sure you know the boundaries of the selected area you have been assigned for interviews.</p>
4	<p>On arrival at the selected area where you are working, <b>prepare several copies of Form A</b> by filling in the date, your interviewer number, and the area of the interview. Be sure you have been given one Tally Sheet for each selected area you work in.</p>
5	<p><b>Find a community informant</b> to interview. Ideally, the type of informant you approach is noted on your Tally Sheet as one of your targets. If your target types of informants cannot be found, confirm with your supervisor that you can interview other types.</p>
6	<p><b>Introduce yourself.</b> Say the text under Questions to Ask Community Informants, on Form A.</p>
7	<p><b>Offer a Form A Fact Sheet for Informed Consent by Community Informants.</b></p>
8	<p><b>Confirm eligibility:</b> willing to answer questions and age 18 or older.</p>
9	<p><b>Ask the community informant to name venues,</b> events, or websites/social media apps. Use all probing questions from Form A, Part I to obtain information about as many venues as possible, up to 10 venues. Venues can be bars, brothels, hotels, parks, streets, beaches, and events, such as festivals. Record this information on Form A, Part II: Community Informant Report—one for each venue mentioned.</p>
10	<p><b>Ask the community informant about each venue,</b> event, or website/social media app, and record the location and how to find it, the type, busiest day and time, number of people at a busy time, whether each key population visits the venue, whether sex workers solicit outside the venue, whether people have sex on-site, and whether female workers live there. Record information on Form A.</p>
11	<p><b>Ask about venues with key populations.</b> Ask if the informant can name venues where each key population can be reached, such as female sex workers (FSWs), MSM, and injecting drug users.</p>
12	<p><b>Thank the informant</b> and <b>mark the type of informant</b> successfully interviewed on the Tally Sheet and on Form A. Also mark the number of the informant on Form A.</p>
13	<p><b>Keep interviewing.</b> Ideally, the team conducts interviews in an area until no new venues are named. It is important for the list of venues in an area to be complete.</p>

## Form A and Form A Fact Sheet for Informed Consent by a Community Informant

### Level 1: Interview with a Community Informant

#### Form A: Interview Instructions

*Interviewers carry these instructions at all times.*

*Record responses on Form A: Community Informant Response Sheet*

#### **FILL IN PRELIMINARY INFORMATION BEFORE RECRUITING AN INFORMANT:**

- Interviewer number to identify who conducts the interview
- Community informant (CI) number (*for example, for the 2nd informant this interviewer recruits that day, write 2*)
- Date

#### **INTRODUCTION TEXT:**

*Hello. My name is \_\_\_\_\_ and I am working with <Implementing Organization> on a study that will improve HIV prevention and treatment programs in this area. I would like to ask you some questions about where people go to meet new sexual partners around here and where people who inject drugs could be reached. This should take about 10 minutes. I will not ask for your name or any personal questions about you. I only want to ask about your knowledge about places in the community. I will give you this fact sheet that has more information, including a telephone number if you have any questions later.*

#### **CONFIRM ELIGIBILITY AND CONSENT**

ASK:

1. *Are you willing to answer a few questions?*
2. *Are you at least 18 years of age?*

If the person is not willing or is younger than 18, stop the interview.

If the person is willing and 18 or older: Mark the tally sheet to indicate the type of informant you are interviewing and continue.

**ASK THE COMMUNITY INFORMANT TO NAME UP TO 10 PLACES. FOR EACH PLACE NAMED, FILL IN A COMPLETE FORM A. ASK ALL OF THE QUESTIONS BELOW TO IDENTIFY PLACES AND PROBE FOR ADDITIONAL VENUES. FOR EACH VENUE NAMED, FILL IN ONE FORM A.**

- *Could you tell me where people go to meet new sex partners in this area? This includes places where people who will have sex only one time meet, but also places where people may meet partners they will know for a long time.*
- *We are interested in public places, as well as events and Internet sites or social media apps.*
- *We are not interested in private homes.*
- *The places might be indoor locations where people socialize, such as bars, or outdoor places, such as parks and streets or outdoor places or events.*
- *What are the names of these places?*

**PROBE FOR ADDITIONAL VENUES WHERE PEOPLE MEET NEW SEXUAL PARTNERS OR WHERE PEOPLE WHO INJECT DRUGS CAN BE REACHED:**

- *Can you tell me about any other public places where women might look for men to pay them for sex? Or where men look for sex workers?*
- *Can you tell me about any other public places where men who have sex with men socialize?*
- *We are also interested in places where people who inject drugs can be reached. Can you tell me about public places where people who inject drugs socialize? We don't want to know where they get drugs or use drugs, only where they socialize.*
- *Can you tell me about events where people might go to meet a new sexual partner?*
- *Which websites, social media apps, or phone numbers do people use to meet sex partners?*

**START WITH THE FIRST VENUE NAMED. ASK THE QUESTIONS BELOW FOR THE FIRST VENUE. THEN CONTINUE FOR EACH VENUE OR PLACE OR EVENT OR WEBSITE NAMED.**

	QUESTIONS TO ASK INFORMANT	INSTRUCTIONS TO INTERVIEWER FILLING IN FORM
<b>A</b>	In which district is this venue located?	RECORD THE NAME OF THE DISTRICT
<b>B</b>		RECORD THE DISTRICT CODE.
<b>C</b>		INTERVIEWER LEAVE BLANK. SUPERVISOR FILLS IN LATER.

<b>D</b>	What is the name of the venue?	WRITE NAME OF VENUE HERE.
<b>E</b>	Are there additional names for the venues?	SOME PLACES ARE KNOWN BY DIFFERENT NAMES. WRITE THESE NAMES HERE.
<b>F</b>	Now I want to know how to find the venue.	IF VENUE IS LOCATED IN A PRIORITY PREVENTION AREA (PPA), WRITE THE NAME OF THE PPA HERE. IF IT IS NOT IN A PPA, WRITE "NONE."
<b>G</b>		IF VENUE IS LOCATED IN A PPA, WRITE PPA ID NUMBER HERE. IF IT IS NOT IN A PPA, WRITE "0."
<b>H</b>	In which subdistrict is the venue?	WRITE THE NAME OF THE SUBDISTRICT IN WHICH THE VENUE IS LOCATED.
<b>I</b>	What is the address or street of this place?	WRITE THE ADDRESS OR STREET NAME OF THE VENUE.
<b>J</b>	Is there anything else you can tell me that would help me find this place? What does it look like? What is it near?	WRITE ANY OTHER INFORMATION THAT MAY BE HELPFUL IN FINDING THE PLACE (FOR EXAMPLE, THE COLOR OF THE BUILDING), INCLUDING WHAT IT IS NEAR OR LANDMARKS.
<b>K</b>	What type of place is this?	CIRCLE ONE CODE TO INDICATE THE TYPE OF VENUE.
<b>L</b>	What days are typically the busiest at that place?	CIRCLE CODES TO INDICATE THE RESPONSES. LEAVE GRAY BOXES BLANK.
<b>M</b>	On that day / those days, what is the busiest time?	READ OPTIONS AND CIRCLE ONE OR MORE. LEAVE GRAY BOXES BLANK.
<b>N</b>	At that time on that day, how many people visit that place?	READ OPTIONS AND CIRCLE ONE. LEAVE GRAY BOXES BLANK.
<b>O</b>		INTERVIEWER LEAVE BLANK. SUPERVISOR FILLS IN LATER.



<b>P</b>	<p>I want to know about people who visit that place.</p> <p>Do women who have sex for money visit this place?</p>	CIRCLE ONE. LEAVE GRAY BOXES BLANK.
<b>Q</b>	Do people who inject drugs visit this place?	CIRCLE ONE. LEAVE GRAY BOXES BLANK.
<b>R</b>	Do men who have sex with men visit this place?	CIRCLE ONE. LEAVE GRAY BOXES BLANK.
<b>S</b>	Is this a place where female sex workers look for customers on the street?	CIRCLE ONE. LEAVE GRAY BOXES BLANK.
<b>T</b>	Do people have sex at this place?	CIRCLE ONE. LEAVE GRAY BOXES BLANK.
<b>U</b>	Do any women who work there live at the place?	CIRCLE ONE. LEAVE GRAY BOXES BLANK.
<b>V</b>		INTERVIEWER LEAVE BLANK.

FORM A: Community Informant (CI) Response Sheet											
<p align="center"><i>See Form A: Interview Instructions. Do not administer without script. Interviewers leave GRAY boxes blank. Data entry: Enter responses A–W in corresponding Excel columns.</i></p>											
Interviewer number:				A. District name:		A.					
CI number:				B. District number :		B.					
Date (DD/MM/YY):        /        /				C. Venue ID:		C.					
D. Venue name:				D.							
E. Additional names for this venue:				E.							
Venue Location	F. Priority prevention area (PPA):			F.							
	G. PPA ID number			G.							
	H. Subdistrict of venue:			H.							
	I. Address of venue:			I.							
	J. How to find venue/landmarks:			J.							
K. Type of venue CIRCLE one below				K.							
<b>Venue with Alcohol or Beds</b> Formal bar 1 Informal bar 2 Nightclub/disco 3 Truckstop 4 Brothel 5 Rest house/guesthouse 6 Hotel/motel 7 Massage parlor 8				<b>Outdoor Venues</b> Street 9 Beach 10 Field/bush 11 Park 12 Construction site 13 Port/harbor 14 Bus/taxi Stop 15 Market 16		<b>Other Venues / Events</b> Restaurant 17 School/campus 18 Shopping mall/shop 19 Public event 20 Special men-who-have-sex-with-men event 21 Other 22		<b>Internet &amp; Social Media</b> Internet site 23 Social media app 24  <b>Private (Excluded) Veneus</b> Telephone number 25 Private home/parties 26			
<b>L. Busy Days</b> CIRCLE up to three. Sunday 1 Monday 2 Tuesday 3 Wednesday 4 Thursday 5				Friday 6 Saturday 7 Month end 8 Every day 9		<b>M. Busiest Time</b> 11 AM to 2 PM 1 2PM to 5 PM 2 5PM to 8 PM 3 8 PM to 11 PM 4 11PM to 2AM 5		<b>N. Number at busy time</b> CIRCLE one: <div style="display: flex; justify-content: flex-end;"> <span>&lt; 30    1</span>  <span>30–100    2</span>  <span>101–200    3</span>  <span>&gt; 200 people    4</span> </div>			
L Busy Days:						M Busy Times:				N. Busy Number:	
O. Number of CIs who named this venue					O.						

Do these people come to this venue?					
P. Women who have sex for money?		YES	NO	DK	P. Number yes:
Q. People who inject drugs?		YES	NO	DK	Q. Number yes:
R. Men who have sex with men?		YES	NO	DK	R. Number yes:
S. Is this a place where female sex workers (FSW) solicit on the street?		YES	NO	DK	S. Number yes:
T. Is there sex on-site?		YES	NO	DK	T. Number yes:
U. Do female workers live on-site?		YES	NO	DK	U. Number yes:
V. Feasibility	Feasible 1	Insufficient information 2	Inaccessible/too far 3	Not available 4	Internet/phone 5

**<IMPLEMENTING AGENCY LETTERHEAD>**

**<Project Director Name, Address, and Telephone Number>**

## **Fact Sheet for Informed Consent by a Community Informant**

### **Who is conducting this study?**

<Name of implementing agency> in to improve health programs in this area with funding from <name of funding collaboration with <collaborating organizations> is conducting a survey of people ages 18 and older sources>.

### **What is this study about?**

The study is part of an outreach program to populations at risk of health problems, such as infectious diseases—especially HIV. This survey has been approved by <organizations providing ethical review>. We will ask you a few questions to get some information to develop and monitor HIV and AIDS programs. The knowledge obtained from the study will help identify where better programs are needed in this area.

### **Why is this study important?**

The results will be used to strengthen HIV programs and to improve people's access to services.

### **What will the survey cover?**

If you participate in this study, we will ask you questions about your knowledge of this particular area or location, and about venues or events where people go to meet new sexual partners around here. None of the questions will be about your behavior specifically. The interview will last 10 to 20 minutes.

### **Can I refuse?**

Participation is voluntary. You have the right to refuse to participate, or you can refuse to answer any question in the survey. If you change your mind about participating during the interview, you have the right to withdraw and end your participation at any time.

### **Who will have access to my survey answers?**

Answers from your survey will not be shared outside the team working on this study. We will not ask or record your name or other information about your identity, so your responses will remain anonymous. The questionnaires will be kept in a locked cabinet. When describing the findings from the survey, we will use only summary information and never any information about you specifically.

### **What if I have questions?**

The study is being conducted by <agency> in collaboration with <groups, including official groups>. If you have any questions you can contact <project director or principal investigator name and telephone number>. This study has been approved by <name of institutional review board>, which can be reached at <telephone number>.

## Step 2.9. Instructions for Team Briefings

Action	Description
<b>Morning briefing</b>	
1. Give each interviewer a Tally Sheet	<p>The Tally Sheet (Form 1-1) has the number of each target type of community informant indicated, the district and selected area where interviews should be carried out, and the name and code of the interviewer.</p> <p>The Fieldwork Supervisor fills in the Tally Sheets before meeting with the interviewers and before the beginning of fieldwork that day. The Fieldwork Supervisor collects the Tally Sheets at the end of each day and reviews them for progress. The targets are meant as a guideline to ensure that a variety of informants provide information; it is not necessary for the interviewers to comply precisely with the suggested targets.</p> <p>If targets are not reached, the Fieldwork Supervisor documents the reason in Form 1-2: Supervisor Summary Form after fieldwork is completed.</p>
2. Identify where in a selected area the interviewers have recruited community informants	Interviews should be spread geographically across each PPA in the district. The Fieldwork Supervisor identifies specific crossroads, markets, parks, or other places where informants can be found and shows the interviewers a map if boundaries of a selected area are not obvious.
3. Distribute fieldwork materials	<ul style="list-style-type: none"> <li>• A sufficient number of photocopies of Form A</li> <li>• Copies of the Form A fact sheets for informed consent</li> <li>• A clipboard with one copy of the interviewer instructions and the Form A questions to ask community informants</li> </ul>
4. Remind Interviewers to stay safe	<ul style="list-style-type: none"> <li>• Security should constantly be reassessed. If an area feels too unsafe to carry out fieldwork, the Fieldwork Supervisor should communicate with the Study Coordinator about the concerns.</li> </ul>
5. Remind interviewers	<ul style="list-style-type: none"> <li>• To identify all venues in each PPA</li> <li>• That each informant can name up to 10 venues</li> </ul>
6. Remind interviewer that venues include	<ul style="list-style-type: none"> <li>• Physical places where people meet new sexual partners</li> <li>• Events</li> <li>• Sex worker sites</li> <li>• MSM sites</li> <li>• People who inject drug sites</li> <li>• Websites</li> <li>• Social media sites</li> </ul>
7. Review any issues from the previous day	Review issues in order to improve the quality of information collected and to address any interviewer concerns.
<b>Evening briefing</b>	
1. Collect questionnaires	Ask each interviewer to review their Form A questionnaires and then turn them in.
2. Sort Form As into piles	Interviewers can help sort Form A data in piles: one pile per venue.
3. Discuss Issues	Issues that arise during the briefing should be communicated to the Study Coordinator, who can bring the issues to the Principal Investigator.

Action	Description
<b>Review stacks of Form As and select one to be the top sheet</b>	The supervisor reviews each stack and prepares one Form A (the top sheet) to be used to summarize all information given about each venue, which will be entered in an Excel spreadsheet to create a master list of venues.

## Step 2.10. Allocate Targets to Each Interviewer

The Fieldwork Supervisor refers to Step 1.7 for the target number of each type of community informant in the district and allocates the total across the interviewers. In the example below, the target ranges from zero hairdressers to 14 taxi drivers. All interviewers try to meet their targets. Three types are “unassigned,” which indicates that interviewers can choose any type on the list. The “other” type is used to indicate if an informant was not any type listed but is available and knowledgeable. The opportunity should not be lost to interview knowledgeable people. Note that interviewers interview eight to ten community informants each per day and visit a site in pairs to ensure their safety in the field. Each interviewer has his or her own targets and works independently. Before each day of fieldwork, the Fieldwork Supervisor completes one Tally Sheet per interviewer. (A template in Microsoft Word is in the PLACE Tool Kit online.) In the example below, the total target of 50 interviews was allocated across four interviewers, with each interviewer assigned 12 or 13 informants.

Step 2.10. Allocation of 50 informants divided among four interviewers					
	Total in area	Interviewer #1	Interviewer #2	Interviewer #3	Interviewer #4
1 Taxi driver	14	4	3	4	3
2 Truck driver	1	1			
3 Bar owner or worker	5		2	1	2
4 Individual socializing at a venue	6	1	1	2	2
5 Security guard/car guard	3	1	1	1	
6 Transgender person					
7 Person who injects drugs					
8 Man who has sex with men					
9 Woman who exchanges sex for money	5		2		3
10 Hairdresser					
11 Community leader	1		1		
12 Youth in school	3	1	1	1	
13 Youth out of school	3	1	1		1
14 Military/police	2			1	1
15 Community-based organization (CBO)/nongovernmental organization (NGO) staff	1	1			
16 Peer educator					
17 Community health worker					
18 Trader/business person					
19 Hawker/street vendor	3	2		1	

20 Unemployed/person loitering					
21 Other					
Unassigned	3	1		1	1
Total	50	13	12	12	13



## Step 2.11. Interviewers Complete the Target and Tally Sheet: Fieldwork Form 1-1

Interviewers use the Tally Sheet (Form 1-1) to record the type of community informant interviewed and complete one Form A, Venue Report, for each venue or event named by the informant.

FORM 1-1. INTERVIEWER TALLY SHEET FOR COMMUNITY INFORMANT INTERVIEWS							
ONE SHEET PER INTERVIEWER PER PRIORITY PREVENTION AREA (PPA)							
T1. Interviewer name:				T2. Interviewer number:			
T3. Date: DD/MM/YY		T4. District of interviews:		T5. Selected area/PPA of interviews:			
EACH TALLY MARK BELOW INDICATES THAT INFORMED CONSENT WAS CARRIED OUT AND A BROCHURE WAS OFFERED TO THE COMMUNITY INFORMANT.							
Community Informant Types	TARGET	REACHED			TARGET	REACHED	
		Tally	Total			Tally	Total
1 Taxi driver				12 Youth in school			
2 Truck driver				13 Youth out of school			
3 Bar owner or worker				14 Military/police			
4 Individual socializing at a venue				15 Community-based organization/nongovernmental organization staff			
5 Security guard/car guard				16 Peer educator			
6 Transgender person				17 Community health worker			
7 Person who injects drugs				18 Trader/business person			
8 Man who has sex with men				19 Hawker/street vendor			
9 Woman who has sex for money				20 Unemployed person/person loitering			
10 Hairdresser				21 Other			
11 Community leader				Unassigned			
TOTAL NUMBER OF COMMUNITY INFORMANTS				TARGET: _____ REACHED: _____			

## Step 2.12. Fieldwork Supervisors Assess Quality and Saturation and Provide Feedback

Fieldwork Supervisor Actions	Description
<b>General</b>	During fieldwork, the Fieldwork Supervisor assesses the quality of the information recorded and provides feedback.
<b>Accompanies interviewers during data collection</b>	To monitor progress, coordinate interviewers, solve problems, and answer questions.
<b>Checks supplies</b>	To ensure that there is a sufficient number of blank Form A Response Sheets and Fact Sheets throughout the day.
<b>Monitor target types of community informants.</b>	<p>If a type of informant is difficult to find, consider whether the interviewers should move to another location in the selected area to find that type of informant.</p>
<b>Check quality and provide feedback</b>	The Fieldwork Supervisor reviews completed Form As for quality and provides feedback to the interviewers. This is best done in the field, so that the interviewers can correct the information the same day; when this is not possible, feedback is provided after interviews have been completed that day. Each interviewer is told how he/she can improve the information recorded on Form A. This step is important for improving quality and avoiding future mistakes. If quality checks are done after a day of fieldwork, the supervisor provides feedback at the field team meeting the following day.
<b>Supervisor reviews Form As each day to look for specific issues (see “Quality Checklist for Form A” in the PLACE Tool Kit online).</b>	<ol style="list-style-type: none"> <li><b>Legible handwriting</b> to avoid errors later. Clarify with the interviewer any response that is difficult to read.</li> <li><b>Detailed information</b>, especially about the location of the venue. Some community informants will only give a general location of a venue (e.g., “on Main Street”). This may not be sufficient to find the venue later, especially in larger areas, such as cities. Interviewers should probe informants for a detailed response (e.g., “on Main Street, across from the police station”).</li> <li><b>There are a few missing or “don’t know” responses.</b> Ideally, a response for each question will be recorded on Form A. Some informants do not want to respond or claim not to know the information asked. When this occurs, the interviewers should ask the question again and remind the respondent to give his or her best guess. Interviewers who consistently return Form As with missing or “don’t know” responses should be trained in this interviewing technique.</li> <li><b>Valid venue name.</b> A venue name should refer to a specific place. Community informants may name a general venue type, such as “bars” or “streets.” The interviewer should ask for a specific bar or street.</li> <li><b>Several venues named by each informant.</b> Ideally, the interviewer obtains information about as many venues as possible (up to 10) from each informant. An informant may name only one or two venues even though they know many more.</li> </ol>
<b>Check security</b>	Security should constantly be reassessed. If an area feels too unsafe to carry out fieldwork, the Fieldwork Supervisor should communicate with the Study Coordinator about the concerns.
<b>Assess saturation of venues</b>	To ensure that a complete list of venues is obtained in a selected area. The purpose of the community informant interviews is to obtain a complete list of venues. During fieldwork, the Fieldwork Supervisor monitors whether saturation of venues is reached in terms of new informants naming previously unnamed venues. When new informants name only venues that were previously named by other informants, saturation has been reached. To assess this informally, supervisors ask interviewers midway through each day’s work whether informants are naming

Fieldwork Supervisor Actions	Description
	venues that had previously not been named. This is asked again at the end of each day. Saturation can be assessed after data entry by looking for the number of venues named for the first time on the last day of data collection. Following are two examples of saturation.
<b>Saturation example 1</b>	<p>Four interviewers carry out 250 community informant interviews in a city with an adult population of 250,000 over five days, conducting 50 interviews per day:</p> <ul style="list-style-type: none"> <li>• The first day, community informants name 261 different venues.</li> <li>• On the second day, the interviewers receive about the same number of reports of venues, but many are duplicates; only 98 are new venues to be added to the list.</li> <li>• The third day provides only 24 new venues.</li> <li>• The fourth day yields only three new venues and the fifth day none.</li> <li>• On the last two days of interviewing, 100 community informants only produced three new venues! Saturation was reached on Day 4.</li> </ul> <p>Interviewing the target number of 250 informants was the surest way to obtain a complete list of venues; however, data collection on Day 5 was not necessary. Although the number of new venues named each day will not be known until after data collection, saturation is assessed after data entry by sorting the master venue list by the first date a venue was named.</p>
<b>Saturation example 2</b>	<p>In another city (adult population 150,000), four interviewers recruited 150 community informants over three days.</p> <ul style="list-style-type: none"> <li>• On the first day, 198 unique venues were named.</li> <li>• On the second day an additional 152 were named.</li> <li>• On the third day an additional 113 unique venues were named.</li> </ul> <p>Although the interviewers reached their target of 150 community informants, this trend suggests that they have not yet reached saturation and that more interviews are needed. The supervisor reports this information to the Study Coordinator and asks for approval to conduct more interviews.</p>

Fieldwork Supervisors should provide feedback to interviewers on the quality of their work, paying attention to the following points. The checklist below is available in the PLACE Tool Kit online for supervisors to print for use in the field.

- **Legible handwriting** to avoid errors later. Clarify with the interviewer any response that is difficult to read.
- **Detailed information**, especially about the location of the venue. Some community informants will give only a general location of a venue (e.g., “on Main Street”). This may not be sufficient to find the venue later, especially in larger areas, such as cities. Interviewers should probe informants for details (e.g., “on Main Street, across from the police station”).
- **There are a few missing or “don’t know” responses.** Ideally, a response for each question will be recorded on Form A. Some informants do not want to respond or claim not to know the information asked. When this occurs, interviewers should ask the question again and remind the respondent to give their best guess. Interviewers who consistently return Form As with missing or “don’t know” responses should be trained in this interviewing technique.

- **Valid venue name.** A venue name should refer to a specific place. Community informants may name a general venue, such as “bars” or “streets.” The interviewer should ask for a specific bar or street (e.g., Joe’s Bar, Main Street between the park and Third Street).
- **Several venues named by each informant.** Ideally, the interviewer obtains information about as many venues as possible (up to 10) from each informant. An informant may name only one or two venues even though they know many more.
- **Provide feedback to interviewers.** Let each interviewer know how they can improve the information they record on Form A. This step is important for improving quality and avoiding mistakes. If quality checks are done after a day of fieldwork, the supervisor provides feedback during the fieldwork team meeting the following day.

## Step 2.13. Form A Data Are Summarized and Entered in the Master List of Venues

After the Form As are completed, there is a process for organizing them so that one Form A per venue can be entered in a master list of venues. There can be 20 or 30 Form A venue reports for the same venue. To avoid entering the data 20 or 30 times, the information for that venue is combined in one Form A report. Then the data from all of the unique venue reports are entered in a Master Venue List (see Figure 7 for an example). Ideally, the data entry person can begin data entry in the field within hours of the end of data collection.

Fieldwork Supervisor Actions	Description
<b>General</b>	The Fieldwork Supervisor enlists the help of the team to sort the Form As and prepare a Form A Top Sheet for each stack for data entry. Data from the Top Sheet are entered in an Excel spreadsheet, one per venue.
<b>Collate Form As.</b>	<p>After all completed Form As have been checked by the Fieldwork Supervisor, they are collated, or sorted, such that all Form As of the same venue are stacked together.</p> <p>Each interviewer sorts his or her forms by venue name in each PPA, grouping venues named by multiple community informants together in one stack. These stacks are organized alphabetically. (Example: A venue named Joe's Bar was named by seven informants; therefore, the interviewer will have a stack of seven Form As on which Joe's Bar was written.)</p>
<b>Combine stacks from the same venue.</b>	<p>Next, the interviewers combine their stacks of Form As so that there is one stack for each unique venue in the selected district.</p> <p>The Fieldwork Supervisor consults with the interviewers or other personnel knowledgeable about the local district to ensure that there are not two stacks of Form As for one venue that has two different names. Some venues may have different names, but are in the same location and should be treated as the same venue, and should be put in the same stack. (Example: Joe's Bar is also known by residents as Main Street Bar, so those two stacks are combined.)</p>
<b>Identify the best Form A in a stack to be the Top Sheet.</b>	The Fieldwork Supervisor orders each stack so that the most complete and valid Form A is on top and secures it with a paper clip or staples the stack. This is called the "Top Sheet." (Example: Some Form As may not have a well-specified location or may have missing information. The best Form A is put on top of the stack for Joe's Bar.)
<b>Complete the Top Sheet for each venue for data entry</b>	The Fieldwork Supervisor and Assistant Fieldwork Supervisor and data entry technician review the information recorded on the Form As in each stack and summarize it in the gray boxes on the top of the Form A Top Sheet.
<b>Enter the Top Sheet data in the Master Venue List</b>	The data entry technician enters the information in gray boxes in the Excel spreadsheet to create the Master Venue List.
<b>Ensure there is a Venue ID for each venue.</b>	The Venue ID number should already be on the Excel spreadsheet. The Venue ID number should be written on the top of each Top Sheet as soon as the information is entered in the master list. The Venue ID is a consecutive number that is unique to each venue. The first digits of the Venue ID are the district code. Then the venues are numbered 001, 002, etc. If the District number is 302, the Venue IDs would begin with 302001, 302002, 302003, etc.

Fieldwork Supervisor Actions	Description
<b>Data entry guidance</b>	<p>(The instructions below refer to the question numbers on the unadapted Form A available as part of this guide. Question numbers may change when the form is adapted by the National Steering Committee.)</p> <ul style="list-style-type: none"> <li>○ Check the venue name on each form in the stack. If the venue name on the Top Sheet is different, enter the most commonly listed name in the stack on the Top Sheet in <i>D. Venue name</i>.</li> <li>○ If there are any additional names listed on any of the Form As, enter each of those names in <i>E. Additional names for this venue</i>.</li> <li>○ Check the variables related to the location of the venue: <i>A. District</i>, <i>B. District number</i>, <i>F. Priority Prevention Area</i>, <i>G. PPA number</i>, and <i>H. Subdistrict</i>. If these five variables listed on the Top Sheet are different from any of the other forms in the stack, consult local staff about the correct district, selected district, or subdistrict. Enter the correct information on the Top Sheet in <i>A</i>, <i>B</i>, <i>F</i>, <i>G</i>, and <i>H</i>.</li> <li>○ Check the variables on the specific location or how to find the venue, including the address, a physical description of the venue, and how to find the venue or nearby landmarks. If these variables on the Top Sheet are different from any of the other forms in the stack, add those other responses to the Top Sheet in the corresponding place: <i>I. Address</i> and <i>J. How to find the venue, including landmarks</i>.</li> <li>○ Look at the type of venue circled in <i>K</i> on each form in the stack. Determine the best code to indicate the type. If one code is listed on all sheets, enter that code in the gray box labeled <i>K. Venue type: only 1 code</i>. If more than one code is listed, enter the most commonly listed code from the sheets or confirm the correct code with local staff.</li> <li>○ Check the responses circled for <i>L. Busy day</i> on every form, counting the number of times that each day was circled. Enter the codes of the three most commonly listed days in the gray boxes for <i>L. Busy day codes</i>. If fewer than three days were circled, only list the ones circled.</li> <li>○ Check <i>M. Busiest time</i> on each form in the stack, and determine which time is listed most often. Enter the code for that time on the Top Sheet in the gray box under <i>M. Busiest time code</i>. Enter the most frequently named busy time first. Then indicate other busy times that were reported.</li> <li>○ Check <i>N. Number at busy time</i> on each form in the stack and determine which number is listed most often. Enter the code for that time on the Top Sheet in the gray box under <i>N. Number at busy time code</i>.</li> <li>○ Count the number of forms in each stack to determine how many community informants mentioned it. Enter this number in the gray box next to <i>O. Number of community informants who named this venue</i>.</li> <li>○ Count how many forms have <i>P. Women who have sex for money with "Yes"</i> circled. Write this number in in the corresponding gray boxes, after <i>P. Number yes</i>. If no community informant indicated that women who have sex for money are at the venue, write the number zero. Do not leave the gray box blank.</li> <li>○ Follow the instruction above for <i>Q. People who inject drugs</i>, <i>R. Men who have sex with men</i>, <i>S. Is this a place where FSWs solicit on the street</i>, <i>T. Is there sex on-site</i>, and <i>U. Do female workers live on-site</i>. Do not leave any gray box blank.</li> <li>○ Based on the information from the community informants and local PLACE staff, choose a best answer for <i>V. Feasibility</i> based on how feasible it is to visit the venue. Most venues are expected to be feasible to visit. For venues for which the interviewers did not collect</li> </ul>

Fieldwork Supervisor Actions	Description
	<p>sufficient information, mark “2” <i>Insufficient info</i>. For named venues that are too far for the team to reasonably visit, mark “3” <i>Inaccessible/too far</i>. Venues that are not occurring during fieldwork (such as seasonal events or markets held on days when the field team will not be present) or that are inside a private home the team cannot access are marked “4” <i>Not available</i>. Internet websites, apps, or phone numbers that are not venues and that can be visited are marked “5” <i>Internet/phone</i>. Select a code that most closely resembles the feasibility of visiting the venue.</p> <ul style="list-style-type: none"> <li>○ After the gray boxes are filled in on the Top Sheet of each venue stack, put the stacks in alphabetical order by venue names. Any form indicating that a venue is not feasible to visit is placed at the bottom of the stack.</li> <li>○ The data entry person enters the information recorded on each Top Sheet, including in the gray boxes, in an Excel worksheet. Information about each venue occupies one line of the worksheet, with information from A. <i>District name</i> entered in column A, information from B. <i>District number</i> entered in column B, etc.</li> <li>○ The Venue ID is generated by the spreadsheet and is a sequential number that includes a prefix for the district. It should be written on the Top Sheet during data entry so that each Top Sheet has a unique number that matches the Venue ID on the Master Venue List.</li> <li>○ See the example below.</li> </ul>
<b>Send Master Venue List to the Principal Investigator</b>	<p>When the master venue list has been completed, it is sent to the Study Coordinator, who will later indicate which venues are to be visited for Level 2 interviews. If all venues cannot be visited for lack of resources, a sample of venues should be selected. In that case, the Principal Investigator identifies a person to conduct the sampling. The supervisor-interviewer teams cannot begin Level 2 data collection until they receive the list of assigned venues. It is important for the strategy for sampling to be documented.</p>

Figure 7. Example of a Master Venue List

	A	B	C	D	E	F	G	H
1	District Name	District Number	SITE ID	Venue Name	Additional Names	PPA Name	PPA Number	Subdistrict
2	East Bay	32	324001	Center Park		Capital	4	Downtown
3	East Bay	32	324002	Joe's Bar		Capital	4	Hillside
4	East Bay	32	324003	Hotel Obama	Hotel President	District Capital	4	Downtown

I	J	K	L	M	N	O
Address	How To Find Venue	Type	Busy Days	Busy Time	Number People	Number Cls Naming Venue
Main and 1st Street	Large park in center	13	2 3 5	4	3	22
Mountain Avenue	Next to police	1	6 7 8	5	2	4
Franklin Avenue	Tall blue building near statue	7	9	5	4	7

Q	R	S	T	U	V
PWID	MSM	Street FSW	Sex Onsite	Female Workers Live Onsite	Feasibility
10	2	3	5	1	1
0	1	1	1	1	1
0	0	5	7	1	1



## Step 2.14. Fieldwork Supervisor Completes Fieldwork Form 1-2: Supervisor Summary Form

The Fieldwork Supervisor meets with the interviewers after all community informant interviews have been completed in a district to review the process, collects all the tally sheets, completes Form 1-2: Supervisor Summary Form, and reviews data entry. The Supervisor Summary Form provides a place to summarize the total number and type of community informants interviewed, whether targets were met, the total number of mentions of the venues, the total number of unique venues after sorting Form As, and the number of venues with key populations. There is also a place to note whether the saturation of venues was reached, the estimated refusal rate, and any difficulties in the field, such as bad weather or transportation issues. Although a formal refusal rate of participation is not recorded during the community informant interviews, the interviewers are asked approximately how many people refused to participate after hearing the interview described. This information is used to estimate the percentage of people refusing to participate.

The Fieldwork Supervisor submits the Master Venue List to the Principal Investigator.

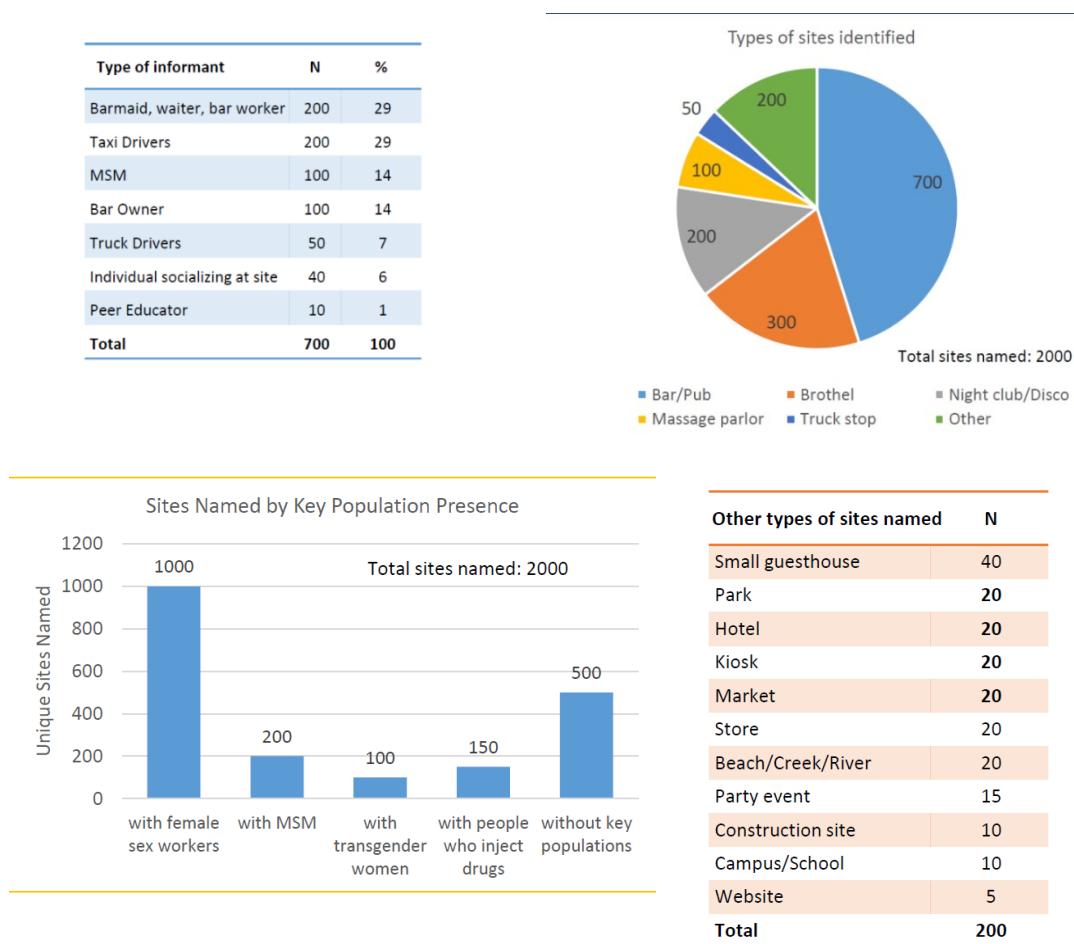
Form 1-2: Supervisor Summary Form for Community Informant Interviews				
INSTRUCTIONS: THE FIELDWORK SUPERVISOR AND/OR FIELDWORK COORDINATOR COMPLETES THIS FORM FOR EACH SELECTED AREA				
Supervisor name:				
Location of interviews:				
District:				
Selected area/PPA:				
Outputs : Enter Yes or No for each output to indicate if it was completed			YES	NO
<b>Forms completed:</b>	1. Completed Form As, sorted by ID 2. Completed tally sheets for all interviewers 3. Completed Supervisor Summary Form			
<b>Data entered</b>	4. All unique venues and their characteristics entered in a master list of venues 5. Master list ready for sampling in Step 3			
<b>Quality checks</b>	6. Master list reviewed by supervisors 7. Quality Checklist Form A completed			
<b>Types of venues included in the Master Venue List</b>	<ul style="list-style-type: none"> <li>Venues where people meet new sexual partners</li> <li>Events</li> <li>Sex worker sites</li> <li>MSM sites</li> <li>People who inject drug sites</li> <li>Websites</li> <li>Social media sites</li> </ul>			

TOTAL NUMBER OF COMMUNITY INFORMANTS INTERVIEWED BY ALL INTERVIEWERS IN THE AREA			TARGET: _____ REACHED: _____		
Community informant types	TARGET	REACHED		TARGET	REACHED
1 Taxi driver			12 Youth in school		
2 Truck driver			13 Youth out of school		
3 Bar owner or worker			14 Military/Police		
4 Individual socializing at a venue			15 Community-based organization (CBO) /nongovernmental organization (NGO) staff		
5 Security guard/car guard			16 Peer educator		
6 Transgender person			17 Community health worker		
7 Person who injects drugs			18 Trader/business person		
8 Man who has sex with men			19 Hawker/street vendor		
9 Woman who exchanges sex for money			20 Unemployed/person loitering		
10 Hairdresser			21 Other		
11 Community leader			Unassigned		
If the targeted number of informants was not met, why not?					
If the targeted types of informants were not interviewed, why not?					
Was saturation of venues reached? (By the end of the community informant interviews, were no new venues named?)					
If saturation was reached, were extra community informant interviews necessary? If so, how many?					

## Step 2.15. Principal Investigator Summarizes and Shares the Findings

Using Form 1-2: Supervisor Summary Form for community informant interviews and the Master Venue List, results are prepared in a way that is easily understood. The information includes the types of informants interviewed, the types of venues identified, the types of people who visit the venues, busy days and times, and the number of people at venues at busy times. Figure 8 offers examples of ways to present the results.

**Figure 8. Examples of results summaries: community informant interviews**



Although more detailed information about venues will be collected during the Level 2 venue informant interviews, a description of the venues as described by the community informants can be immediately useful to prevention programs. Programs that visit venues for HIV prevention outreach can immediately see whether they will need to scale up efforts to reach all venues with a key population, for example, or will confirm whether they are already aware of most of these venues. For example, if a program currently does outreach for HIV prevention among FSWs at 20 venues but the community informants report 100 venues, the program immediately knows that it is missing venues. Program managers may become aware of a type of venue not previously targeted when seeing the results.

The summary of results is presented to the National Steering Committee to share information and to communicate fieldwork progress.

## STEP 3. VENUE VERIFICATION AND MAPPING

### Introduction

This section covers how to prepare for venue verification and mapping, train interviewers, conduct fieldwork, and enter data. The intended audience is Study Coordinators, Fieldwork Supervisors, and anyone wanting to understand how to implement this step of PLACE.

### Rationale for Venue Verification and Mapping

Venue verification is the heart of the PLACE method. Before venue verification is done, district leaders have identified PPAs and community informants have named venues where people meet new sexual partners or where PWID could be reached. However, it is not known which venues on the Master Venue List actually exist and what their characteristics are. During venue verification, the interviewers try to locate each venue on the master list, document the existence and location of the venue, interview someone at the venue who is knowledgeable about its characteristics and its patrons, and determine the availability of HIV prevention services on-site.

The approach assumes that:

- Venue informants are willing to report information to trained interviewers about socially unacceptable or illegal behaviors that occur at the venue, such as people meeting new sexual partners, commercial sex workers soliciting clients, or injection drug users socializing at the venues.
- Venue informants are knowledgeable about the characteristics of people who patronize the venues.
- Self-presentation bias is reduced by not asking questions about the personal behaviors of the venue informants.
- Requesting verbal, anonymous informed consent increases the acceptability of the questionnaire.
- Each interview takes about 30 minutes, such that two interviewers, working together, can complete six venue verifications per day.

The information collected by the venue verification interviews is needed to describe the venues at which HIV transmission is likely to occur and to develop a list of priority venues for prevention program activities. Global positioning system (GPS) coordinates of each venue are obtained so that the geographic distribution of venues in a PPA can be displayed on a map.

Why does the PLACE method focus on describing and mapping venues where people meet new sexual partners and if appropriate, where PWID socialize? The number and diversity of venues where people meet new sexual partners (and where PWID socialize) serve as useful gauges of the local potential for HIV transmission. Many previously unknown venues have been revealed in every application of PLACE. Frequently, more venues are identified than expected. The number and diversity of the types of venues and their patrons often expose patterns of transmission opportunity that were previously unknown. For example,



because of several PLACE studies to date, venues where youth meet new sexual partners have been identified: for example, fast food restaurants, video stores, and malls. The variety and sheer number of venues often serve as a dramatic reminder to prevention program managers that the scope and size of the sexual network in their communities can easily serve as the mechanism for widespread HIV transmission.

PLACE uses a venue-based approach rather than a risk-based group approach. Instead of targeting risk groups directly, PLACE identifies venues where these people can be reached by venue-based programs. Venue-based prevention programs are useful because they potentially reach many different risk groups socializing at a single venue and, therefore, prevent transmission through multiple routes and among several key populations.

## Objectives

The venue verification process has five objectives:

1. To visit all or a sample of venues identified by community informants and obtain information about the venue from a venue informant (one per venue)
2. To obtain information to create a profile of venues for possible outreach
3. To obtain longitude and latitude coordinates to allow the venues to be mapped
4. To obtain information needed to crudely estimate the size of key populations
5. To verify and update the location and characteristics of the venue as reported by the community informants

## Outputs

Outputs from this step are maps of venues locations (see Figure 9 for an example); descriptive characteristics of those venues (see Figure 10 for an example of how this can be displayed as a chart); information about the venue patrons and workers; hours of operation; activities and amenities on-site; and outreach services available on-site. In addition, this step provides crude estimates of the sizes of key populations, such as FSWs and PWID, who can be reached by outreach programs at venues.

Figure 9. Example of a map displaying results from venue informant interviews

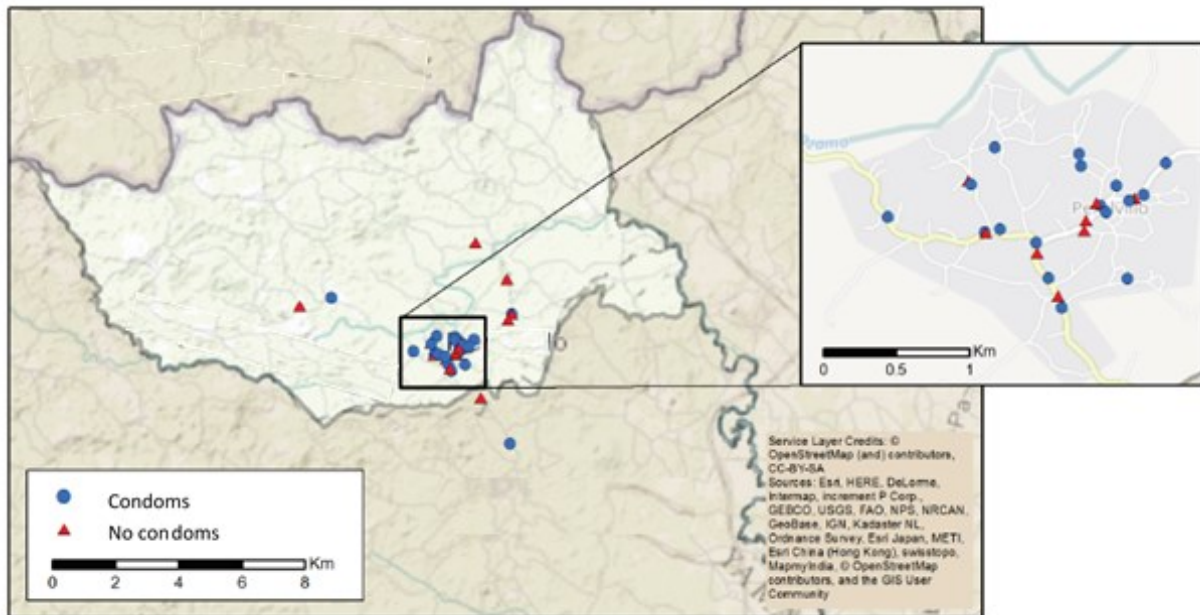
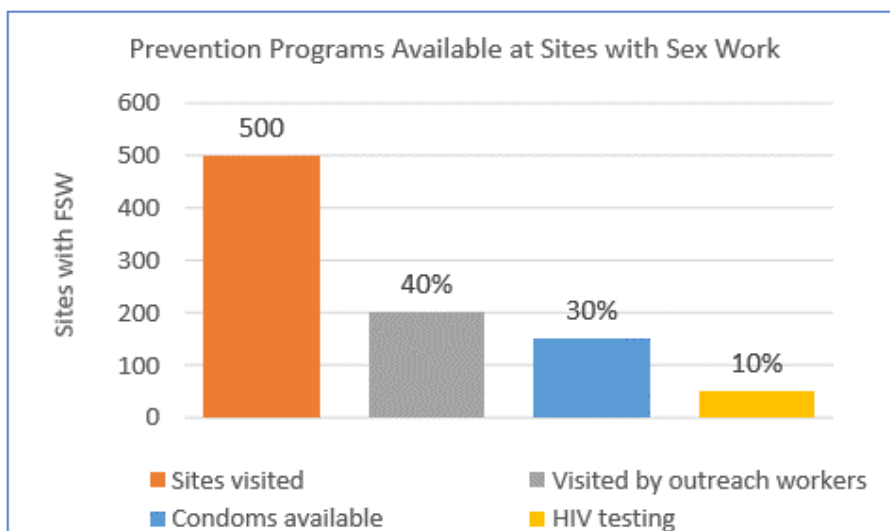


Figure 10. Example of a chart displaying results from venue informant interviews



## Key Terms

### Venue Verification

Venue verification is the process of visiting venues listed on the Master Venue List to determine whether the venue can be located and is operational, and to collect information about the venue from a knowledgeable person at the venue.

### GPS

GPS is a navigation system using radio waves that allows users to determine their exact location in terms of latitude and longitude.

### Venue Informant

A venue informant is an adult age 18 or older who is at the venue when the PLACE fieldwork team collects information during a visit there. This person could be a patron, a key population member socializing at the site, a security guard, or the venue owner or manager. One general venue informant is selected per venue based on his or her ability to provide information about what occurs there, the people who visit the venue, and HIV prevention activities occurring on-site. Venues include physical venues, events, and websites.

- Inclusion/exclusion criteria: Men and women ages 18 and older who provide informed consent are eligible. There are no exclusion criteria.
- Recruitment: Venue informants are recruited by interviewers who visit a sample of venues. The interviewers look for someone who is knowledgeable about the venue, such as a manager. No incentive payment is provided.
- Survey content: The Form B questionnaire for venue informants (in the PLACE Tool Kit online) collects information about the characteristics of the venue.

## Overview of Step 3

Box 4 provides an overview of Step 3. Specific instructions for each step follow.

### Box 4. Overview of Step 3

#### Preparation for Level 2 venue informant interviews

- 3.1. Review roles and responsibilities.
- 3.2. Select venues to visit from the master list.
- 3.3. Create a fieldwork schedule, arrange logistics, compile materials, photocopy forms, and ensure that tablets have surveys loaded.

#### Training

- 3.4. Plan training for interviewers.
- 3.5. Conduct training.

#### Collect data: interview venue informants and use GPS

- 3.6. Establish team briefings.
- 3.7. Assign venues.
- 3.8. Recruit and interview venue informants.
- 3.9. Assess quality and provide feedback.

#### Process data

- 3.10. Hold a debriefing meeting with the field team.
- 3.11. Enter data or upload data from tablets.
- 3.12. Complete the Supervisor Summary Form and update the master venue list.
- 3.13. Verify outputs and documentation.

#### Review outputs

- 3.14. Summarize results.
- 3.15. Share results.



## Instructions for Step 3

	Step	Procedures	Forms and Tools
PREPARE	3.1	The Principal Investigator meets with the Study Coordinator and Fieldwork Supervisors to review the roles and responsibilities of each person involved in the implementation of Step 3.	Step 3.1. Roles and Responsibilities
	3.2	The Principal Investigator and Study Coordinator review the Master Venue List from Step 2 and select the venues that will be visited during Step 3.	Step 3.2. Select Venues to Visit from the Master List
	3.3	The Fieldwork Supervisor creates the fieldwork schedule and compiles materials.	Step 3.3. Checklist for Logistics and Materials (Tables 3 and 4)
TRAIN	3.4	The Study Coordinator prepares for the interviewer training, including assembling all materials and assigning facilitators for each section.	Step 3.4. Prepare for the Interviewer Training Level 2 Training Agenda
	3.5	The Study Coordinator and Fieldwork Supervisors conduct the interviewer training.	Step 3.5. Conduct the Interviewer Training Powerpoint slides: Venue Informant Interviewer Training
	3.6	Form B review (step by step)	Form B Questionnaire and Form B Fact Sheet/Consent Form
COLLECT DATA	3.7	The Fieldwork Supervisors establish a routine for meeting with the interviewers each day during data collection to assign targets, distribute materials, review any security concerns, and provide feedback to interviewers on their performance.	Step 3.7. Establish Team Briefings
	3.8	The Fieldwork Supervisors group the selected venues geographically and fill out venue assignment forms for each interviewer pair.	Step 3.8. Assign Venues to Interviewers Venue Assignment Form
	3.9	Interviewers recruit and interview informants, completing Form B.	Step 3.9. Recruit and Interview Venue Informants
PROCESS DATA	3.10	The Fieldwork Supervisors assess the quality of interviews, provide feedback to interviewers, and implement strategies for improving data quality.  Ideally, data are uploaded daily to a central server so that the Study Coordinator can also provide regular feedback on data quality to the Fieldwork Supervisors.	Step 3.10. Assess Quality and Provide Feedback
	3.11	After all interviews are conducted, the Fieldwork Supervisors hold a debriefing meeting with the interviewers to ensure that all interviews have been submitted and to estimate the refusal rate.	Step 3.11. Hold Debriefing Meeting with the Fieldwork Team
	3.12	The Fieldwork Supervisors ensure that all data are entered in an electronic database and/or uploaded from the tablets to a secure server.	Step 3.12. Enter Data or Upload Data from Tablets

TA	Step	Procedures	Forms and Tools
	3.13	The Fieldwork Supervisors complete a fieldwork summary form and update the Master Venue List.	Step 3.13. Complete Form 2-1: Supervisor Summary Form for Interviews with Venue Informants (Level 2) and Update the Master Venue List
PROCESS	3.14	The Fieldwork Supervisors and Study Coordinator verify that all documentation of the fieldwork process has been completed and that expected outputs exist.	Step 3.14. Verify Outputs and Documentation (Table 5)
REVIEW OUTPUTS	3.15	The Study Coordinator and Principal Investigator analyze and summarize the results of Step 3.	Step 3.15. Summarize Results (Figure 12)
	3.16	The Study Coordinator and Principal Investigator present the results of Step 3 to the Steering Committee.	Step 3.16. Share Results

### Step 3.1. Review Roles and Responsibilities

The Study Coordinator should meet with the Fieldwork Supervisors to review the roles and responsibilities of each person involved in the implementation of Step 3. The Field Coordinator should consult with the Principal Investigator to select the venues that will be visited. The Master Venue List created in Step 2 is used as the sampling frame. The Fieldwork Supervisors supervise the collection of data, but the decision about which venues to visit rests with the Principal Investigator. The Study Coordinator is responsible for ensuring that the Fieldwork Supervisors have a list of the venues to be visited for venue informant interviews and mapping. The sampling strategy was defined in the protocol.

Position	Responsibilities
<b>Principal Investigator</b>	<ul style="list-style-type: none"> <li>Responsible for selecting the venues that will be visited, supporting the Study Coordinator, and analyzing and presenting the data collected during Step 3</li> </ul>
<b>Study Coordinator</b>	<ul style="list-style-type: none"> <li>Responsible for preparing and conducting the interviewer training, providing support to the Fieldwork Supervisors throughout data collection, ensuring the quality of the data collected, and assisting the Principal Investigator in selecting the venues that will be visited and analyzing and presenting the results</li> </ul>
<b>Fieldwork Supervisors</b>	<ul style="list-style-type: none"> <li>Responsible for carrying out the protocol in the field with a team of interviewers; prepares supplies for each day of fieldwork (copies of forms, charged tablets, etc.); oversees interviewers and is in the field at all times; has frequent contact with the Study Coordinator to report progress and problems; assists with interviewer training; completes the Form 2-1: Supervisor Summary Forms after fieldwork is completed</li> </ul> <p>During fieldwork, the Fieldwork Supervisors are responsible for the following:</p> <ul style="list-style-type: none"> <li>Accompanying the interviewers during data collection to monitor progress, coordinate interviewers, solve problems, and answer questions</li> <li>If using tablets, having a backup tablet and paper Form Bs available in case there is a malfunction or a battery runs out. If using paper forms, having a backup GPS unit available for mapping in case of malfunction or a battery runs out.</li> <li>Charging tablets or GPS units and keeping them secure when not in use</li> <li>If using paper forms, having extra paper Form Bs available</li> <li>Having extra copies of Form B Fact Sheet for Informed Consent by a Venue Informant available</li> <li>Helping find venues, when necessary. If a venue is difficult to find using the information provided by the community informants, and if the interviewers are unable to determine whether the venue exists by asking people in the community, the Fieldwork Supervisor can dedicate more time to searching for information about that venue.</li> <li>Monitoring progress in the visits to all assigned venues. If one pair of interviewers is ahead of schedule, venues assigned to another pair that is behind schedule can be reassigned for completion of the work on time as a team.</li> </ul>
<b>Experienced Interviewers</b>	<ul style="list-style-type: none"> <li>Responsible for recruiting respondents, obtaining consent to participate and carrying out interviews; have frequent contact with the Fieldwork Supervisors; work as a team with other interviewers</li> </ul>
<b>Local District Liaisons</b>	<ul style="list-style-type: none"> <li>People from the district who can support the fieldwork. Some people can serve as interviewers; others can serve as liaisons to key population groups; others can serve as liaisons to the District Steering Committee. Because the core experienced</li> </ul>

**Data Entry  
Technician**

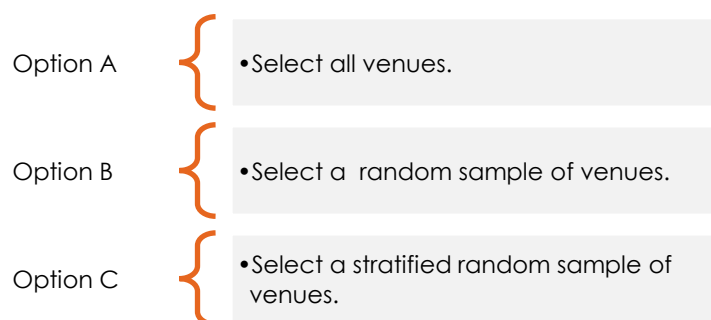
interviewers may not live in the district, they will benefit immensely from local people helping find venues, answering community questions, and increasing local ownership of the study.

- Responsible for entering data in Excel to create the Master Venue List and updating this list after each level of interviews; resolves issues that may arise from quality checks; receives data for input from the Fieldwork Supervisors; sends the Master Venue List to the Study Coordinator after data entry is completed for each level of interviews

### Step 3.2. Select Venues to Visit from the Master List

There are three options for sampling venues (Figure 11). One of these options was decided in the protocol preparation phase. Regardless of the method selected for sampling venues from the venue list, the PLACE fieldwork teams interview one venue informant per selected venue.

**Figure 11. Options for sampling venues**



#### If Option A Is Selected

If option A is selected, all venues on the Master Venue List that are feasible to visit (Form A feasibility code=1) should be visited. A list of Internet and telephone sites (feasibility code=5 from Form A) should be provided to the Study Coordinator for separate investigation. Venues on the master list are not selected for a visit if they are coded as:

- Feasibility code=2 (insufficient information to find or identify)
- Feasibility code=3 (inaccessible/too far to visit)
- Feasibility code=4 (not available during the study period)

#### If Option B Is Selected

The number of venues to visit will have been set in the protocol using Table 3 as a guide.

**Table 3. Number of venues to visit**

District	Number of venues identified	Minimum number of venues to visit
A	300	300
B	750	450 (60% of 750)
C	1,500	900 (60% of 1,500)

A simple random sample of venues can be selected using interval sampling (Box 5). For interval sampling, the Principal Investigator first excludes the venues that are not feasible to visit (venues with insufficient information, that are inaccessible, that are not available, or that are private or social media sites). Events are feasible to visit only if they occur during the fieldwork period. The list of feasible venues and events is sorted by strata (high priority, low priority), subdistrict area, and type. The first venue is selected randomly using a random number generator. For example, if there are 600 venues on the list, the first venue is the  $n$ th venue on the list where  $n$  is a random number between 1 and 600. Subsequent venues are selected using a set interval,

or an equal interval skip (e.g., every second venue on the list, beginning with the randomly selected venue). The size of the skip is based on the number on the list and the target number to be sampled. For example, if there were 600 venues on the list and the target was 300 venues, the skip interval would be two: every other venue would be selected. To determine the skip interval, divide the total number of venues on the list by the target to be visited.

### Box 5. Selecting a random sample of venues

1. In a spreadsheet, identify the venues that are not feasible to visit or the social media sites or private venues (codes 27 and 28 in column K) and copy them to another sheet in the spreadsheet to remove them from the sampling process. In the example, the “not feasible” venues have been moved already.
2. Then sort the FEASIBLE venues on the Master Venue List by venue strata (column V), subdistrict area (column H), and type (column K). Feasible venues can include events that will occur during the fieldwork period. Column X is already provided to do this sorting. Sort by column X. The number in column X is based on a formula that puts the highest-priority venues at the top of the list. The formula is:  
`=IFS(W2=1,Y2+100000,W2=2,Y2+200000,W2=3,Y2+300000,W2=4,Y2+400000,W2=5,999999)`  
 LEAVE COLUMN Y AS IT IS.
3. Insert a new column called “sequential number for interval sampling.” Begin with 1 and number the venues in the sorted list sequentially. Do not disturb the venue ID number.)
3. Generate a random number between 1 and the largest number on the list to identify which venue will be selected first.
4. Divide the reported number of venues on the list by the target number of venues to be visited to obtain the number of venues in the “skip” or interval that will provide the desired sample size.
5. The first venue selected was chosen in Step 4. Select subsequent venues by adding the “skip” interval to the first venue selected, continuing until the desired number of venues has been identified, and rounding up, as necessary. For example, if there are 1,500 venues on the list and 900 are to be selected, the “skip” or interval is  $1500/900=1.66$ . If the random number selected is 343, the selected venues include 343, 345, 346, 348, 350, 351, 353, 355, 356, 358, etc.
6. Continue the selection for the remainder of the list. At the bottom of the list, continue the selection by interval at the top of the list. Continue until the first selected venue is reached, such that the interval is applied to the entire list of venues. For example, after selecting venues between number 343 and 1,500 in the example above, continue selecting venues between 1 and 342.

### If Option C Is Selected

To select a stratified random sample of venues, the Master Venue List is similarly sorted (as above for interval sampling) but random samples are selected separately from the strata of high-priority venues, low-priority venues, and social media sites. Stratified random sampling is similar to interval sampling as described above, except that the proportion of venues selected from each stratum can vary. This allows oversampling of high-priority venues. To use this option, the Study Coordinator or Principal Investigator can simply follow the instructions on the Instructions tab of the Master Venue List.

The number of venues selected from each stratum is calculated so that the probability of selection of a high-priority venue is three times that of the probability of selection of a low-priority venue. For example, if there were 1,500 feasible events and venues, of which 750 are high-priority and 750 are low-priority, then the final sample would be:

- 675 randomly sampled from high-priority stratum (a probability of selection of 90%)
- 225 randomly sampled from low-priority stratum (a probability of selection of 30%)

## Instructions for Stratified Random Sampling

See the “Instructions” tab in the Master Venue List (Microsoft Excel file) in the PLACE Tool Kit online. Below is a screenshot of what you will see there.

1	<b>DATA ENTRY</b>
2	Ideally, the data entry person can attend the debriefing meeting, help sort the forms, and begin data entry in the field within hours of the end of data collection.
3	Here are the steps:
4	<ul style="list-style-type: none"> <li>• <b>Collate Form As.</b> After all completed Form As have been checked by the Fieldwork Supervisor, they are collated, or sorted, such that all Form As of the same venue are stacked together. The process can be done one PPA at a time. This is part of preparing the data to be entered in a master venue list. The interviewers carry out the sorting process as part of the debriefing meeting after all interviews are completed. <ul style="list-style-type: none"> <li>○ Each interviewer sorts his or her forms by venue name in each PPA, grouping venues named by multiple community informants together in one stack. These stacks are organized alphabetically. (Example: A venue named Joe's Bar was named by seven informants; therefore, the interviewer will have a stack of seven Form As on which Joe's Bar was written.)</li> <li>○ Next, the interviewers combine their stacks of Form As so that there is one stack for each unique venue in the selected district.</li> <li>○ The Fieldwork Supervisor consults with the interviewers or other personnel knowledgeable about the local district to eliminate duplicate venues. Some venues may have different names, but are in the same location and should be treated as the same venue, and should be put in the same stack. (Example: Joe's Bar is also known by residents as Main Street Bar, so those two stacks are combined.)</li> <li>○ The Fieldwork Supervisor orders each stack so that the most complete and valid Form A is on top, and secures it with a paper clip or staples the stack. This is called the “Top Sheet.” (Example: Some Form As may not have a well-specified location or may have missing information. The best Form A is put on top of the stack for Joe's Bar.)</li> </ul> </li> </ul>
5	
6	
7	
8	
<div> <div> <div>◀ ▶</div> <div>Intro</div> <div><b>Instructions</b></div> <div>Master List Example</div> <div>District Team Record</div> <div>Calendar</div> <div>List of PPAs</div> <div>L ...</div> <div>+</div> <div>:</div> <div>◀</div> </div> </div>	

### Step 3.3. Create a Fieldwork Schedule and Arrange Logistics

The checklist below can be used to create a schedule for fieldwork.

**Table 4. Checklist for fieldwork logistics and schedule**

Topic	Instructions
<b>Team meet-up location</b>	Before each day of fieldwork and at the end of each day, there should be a designated place for the District Fieldwork Team to meet to review the schedule for the day.
<b>The number of days required</b>	<ul style="list-style-type: none"> <li>• One day for training Interviewers</li> <li>• Assume eight interviews per day for each pair of interviewers</li> <li>• No travel days because the team is already in the field</li> <li>• 11 days total</li> </ul> <p>For example, if there is a target of 600 venue informant interviews, 16 interviewers (eight teams of two) could complete 64 interviews in one day and would need 10 days to complete 600 interviews plus one day for training.</p>
<b>Computer, printer, and tablets; cables to charge tablets; electricity to power the computer and cell phones.</b>	A computer with the Master Venue List is required. If tablets are used, they should be loaded with Form B. The tablets should be set up to use GPS. Cables to charge the tablets are required. A printer is also useful for printing the master list.
<b>Vehicles and travel time</b>	Vehicles may be needed to take the team to the district and to transport interviewers within the district to the area where interviews will take place.
<b>Optimal time of day for venue informant interviews</b>	Most venue informants can be found during daytime hours. Some types of informants, such as sex workers, are easier to reach in the evening. Safety and security issues are considered when planning the time of day for fieldwork in each selected area.
<b>Transportation</b>	Transportation and drivers may be required to travel within the district. Public transportation options may be less expensive and readily available.
<b>Per diem payments</b>	Interviewers, supervisors, and people from the district who are helping with the study are likely to require per diem payments to cover the expenses of food and, perhaps, local transportation.
<b>Air time</b>	Needed so that the interviewers can communicate while in the field
<b>Hotel accommodations</b>	If necessary



### Step 3.4. Prepare for Interviewer Training

Before the training starts, the Study Coordinator and Principal Investigator should ensure that all forms have been appropriately adapted and that the tablets have been programmed. Materials needed for the training are listed in Table 5. To prepare for the training of interviewers for the venue informant interviews, the Study Coordinator should take care of the following tasks:

- **Adapt the training agenda** and assign presenters/facilitators for each section, if not completed during planning.
- **Adapt the PowerPoint slide presentation and other documents**, as listed in Table 5 and referenced in the training agenda, if not completed during planning.
- **Assemble materials** for the training event, including photocopying the venue assignment sheet, Form B, interviewer instructions, and the Form B Fact Sheet for Informed Consent by Venue Informants.
- **Test the survey on the tablets** to ensure that it works as intended.
- **Arrange logistics**, including the date and location of the training.
- **Select venues for practice in the community** before interviewer training.
- **Identify pairs of interviewers** to work together.

**Table 5. Materials required for venue informant interviews**

	Item	Number required	Forms and tools
DOCUMENTS FOR STEP 2	List of PPAs in the district	1 per Fieldwork Supervisor	List of PPAs (Step 1.6)
	Map of districts with PPAs identified	1 per supervisor	
	Master Venue List	1 per supervisor	
	Identification badges	1 per interviewer	
	Clipboards, pens, pencils	1+ per interviewer	
	Letter of introduction		Letter of Introduction (Step 1.3)
PLANNING MATERIALS	Checklist for Fieldwork Logistics and Schedule	1 per supervisor	Table 4
TRAINING MATERIALS	Interviewer Training Agenda		Level 2 Interviewer Training Agenda (below)
	Paper copies of Form B	5 per interviewer	Form B (in the PLACE Tool Kit online)
	Form B Training	1 per supervisor	PLACE Venue Informant Interviewer Training (PowerPoint)

	Item	Number required	Forms and tools
	Step-by-step interviewer instructions	1 per interviewer and Fieldwork Supervisor	Instructions for Venue Informant Interviews (Step 3.6, Box 6)
FIELDWORK FORMS	Venue Assignment Form	1 per interviewer	Venue Assignment Form (Step 3.7 and in the PLACE Tool Kit online)
	Form B questionnaire	1 tablet per interviewer	Form B
	Form B questionnaire – paper copy	20 copies per supervisor for back up	
	Form B Fact Sheet	1 per respondent	Form B Fact Sheet for Informed Consent by a Venue Informant (online in the PLACE Tool Kit)
	Per diem for interviewers		
DATA ENTRY	Update master venue list	1 per district team	
	Data entered in the tablet		
QUALITY CHECKS	Form B Quality Checklist	1 per supervisor	Quality Checklist for Form B (online in the PLACE Tool Kit)
	Supervisor Summary Form	1 per supervisor	Form 2-1: Level 2 Supervisor Summary Form
DATA USE	Charts		
	Summary fieldwork tables		

## Example of a Level 2 Training Agenda

<The Study Coordinator can adapt this to suit the needs of the study. >

### Agenda: Training for Venue Informant Interviews (Level 2)

Time	Interviewer Training for Venue Informant Interviews	Materials Needed
<b>Day 1</b>		
9:00 – 9:15	Welcome and comments	
9:15 – 9:45	Feedback: Interviewers discuss community informant interview process	
9:45 – 10:15	Overview of venue informant interviews and mapping	PLACE Venue Informant Interviewer Training (PowerPoint)
10:15 – 10:30	<i>Break</i>	Coffee and snacks
10:30 – 11:00	Review fact sheet	Form B Fact Sheet for Informed Consent by Venue Informants
11:00 – 12:15	Review content of Form B	Form B: Interview with a Venue Informant
12:15 – 1:15	<i>Lunch</i>	Lunch
1:15 – 3:00	Review Form B in closer detail, one section at a time	
3:00 – 3:15	<i>Break</i>	Coffee and snacks
3:15 – 3:30	Putting it all together: Identifying informant, recruitment, and interviewing	
3:30 – 4:00	Role play: Observe the complete process	
4:00 – 4:45	Practice with two other interviewers	
4:45 – 5:00	Discuss the practice	
<b>Day 2</b>		
9:00 – 10:00	Tablet training: General use	
10:00 – 10:30	Form B on tablets	
10:30 – 10:45	<i>Break</i>	Coffee and snacks
10:45 – 11:00	Practice in pairs using Form B on the tablets	
11:00 – 12:30	Practice in the community: 2 venues each pair of interviewers	
12:30 – 1:30	<i>Lunch</i>	Lunch
1:30 – 2:00	Discuss the practice	
2:00 – 2:15	Things to avoid	
2:15 – 2:45	Interviewer role play	
2:45 – 3:15	Venue assignment form	
3:15 – 3:30	<i>Break</i>	Coffee and snacks

Time	Interviewer Training for Venue Informant Interviews	Materials Needed
<b>Day 3</b>		
<b>9:00 – 11:00</b>	Review questionnaires: Fieldwork Supervisors sit with each pair of interviewers and review the questionnaires completed in the field, looking for completeness, legibility, and accuracy, as outlined in the protocol	
<b>11:00 – 11:15</b>	<i>Break</i>	Coffee and snacks
<b>11:15 – 12:00</b>	Feedback to group: Provide feedback to interviewers as a group, based on observations from the review of the questionnaires	
<b>12:00 – 12:30</b>	Logistics to begin fieldwork	

### Step 3.5. Conduct Interviewer Training

Details of the content to cover when training interviewers are found in the Venue Informant Interviews Training slide presentation (in the PLACE Tool Kit online) and the training agenda (provided in Step 3.4). The training event is an opportunity for interviewers to practice administering Form B with each other. After these practice sessions, the Fieldwork Supervisors perform a quality check of the completed forms looking for completeness, legibility, and accuracy (as detailed in Step 3.9). The Fieldwork Supervisors then give feedback to the interviewers by reviewing the practice Form Bs with each pair of interviewers and pointing out areas for improvement.

The interviewers are responsible for looking for all venues assigned to them and for interviewing a venue informant at each venue, as trained.

The training covers the topics listed below. Details on each topic are provided in the training slides.

- Recording information from Form A about the venue on Form B before visiting the venue
- Recruitment of venue informants
- Eligibility criteria
- Informed consent
- Question-by-question review of Form B
- Information obtained by observation
- Collection of GPS data
- Ensuring data quality

## PLACE Form B: Interview with a Venue Informant (Level 2)

PLACE FORM B: INTERVIEW WITH A VENUE INFORMANT		RESPONSE OPTIONS	DIRECTIONS	
<b>MODULE 1: INFORMATION FROM MASTER LIST</b>				
B1	District name:	TEXT:		
B2	District number:	NUMBER:		
B3	Subdistrict name:	TEXT:	IF NO SUBDISTRICT, WRITE NOT APPLICABLE.	
B4	Subdistrict number:	NUMBER:	IF NOT IN A SUBDISTRICT, WRITE NOT APPLICABLE.	
B5	Priority prevention area name:	TEXT:	IF NOT IN A PPA, WRITE NOT APPLICABLE.	
B6	Priority prevention area number:	NUMBER:	IF NOT IN A PPA, LEAVE BLANK.	
B7	Venue identification number (site ID):	SITE ID:		
B8	Venue name:	TEXT:		
B9	Number of community informants who named this venue:	Number:	ENTER NUMBER FROM MASTER LIST.	
B10 A	Venue priority indicators based on master list	WOMEN WHO HAVE SEX FOR MONEY VISIT	1	CIRCLE 1 IF TRUE BASED ON MASTER LIST.  OTHERWISE LEAVE BLANK.
B10 B		MEN WHO HAVE SEX WITH MEN VISIT	1	
B10 C		PEOPLE WHO INJECT DRUGS VISIT	1	
B10 D		WOMEN LIVE ON SITE	1	
B10E B10F		SEX OCCURS ON SITE	1	

PLACE FORM B: INTERVIEW WITH A VENUE INFORMANT		RESPONSE OPTIONS	DIRECTIONS
B11	Type of sampling used to select venue for a visit	<div>TAKE ALL 1</div> <div>PROBABILITY SAMPLING 2</div> <div>PURPOSIVE/QUOTA SAMPLING 3</div> <div>CONVENIENCE 4</div>	
<b>MODULE 2: OUTCOME OF VENUE VISIT</b>			
B12	Outcome of the venue visit: Was the venue found and operational?	<div>Venue not found 0</div> <div>Venue found &amp; operational 1</div> <div>Closed temporarily 2</div> <div>Closed permanently 3</div> <div>Duplicate venue (see B13A &amp; B13B) 4</div> <div>Venue visit not attempted (see B13C) 5</div> <div>Other (see B13C) 6</div>	IF VENUE NOT FOUND OR CLOSED PERMANENTLY, STOP INTERVIEW. TELL SUPERVISOR.
B13 A	IF DUPLICATE: NAME and VENUE ID of original venue for which this venue is a duplicate.	A. NAME:	GIVE NAME OF THE ORIGINAL VENUE.
B13 B		B. VENUE ID:	VENUE ID OF THE ORIGINAL
B13 C	PROVIDE EXPLANATION FOR VENUE OUTCOME:		EXPLAIN B12 RESPONSE.
B14	What is the correct venue name?		
B15	Correct address/location:		
B16	Correct landmarks:		

PLACE FORM B: INTERVIEW WITH A VENUE INFORMANT		RESPONSE OPTIONS		DIRECTIONS
B17	Correct type of venue:	<u>With Alcohol/Beds</u> Formal bar 1 Informal bar 2 Nightclub/disco 3 Truckstop 4 Brothel 5 Rest/guesthouse 6 Hotel / motel 7 Massage parlor 8 <u>Outdoor</u> Street 9 Beach 10 Field/bush 11 Park 12 Construction site 13	Port/Harbor 14 Bus/taxi stop 15 Market 16 <u>Other Public</u> Restaurant 17 School/campus 18 Mall/Shop 19 Public Event 20 Men who have sex with men event 21 Other 22 <u>Internet</u> Internet site 23 Social media 24	CIRCLE ONLY ONE
B18	Describe venue in 4–6 words:	TEXT:		
B19	INTERVIEWER: IS A VENUE INFORMANT AVAILABLE?	YES 1 NO 2		IF THERE IS NOBODY TO INTERVIEW AS A VENUE INFORMANT, GO TO MODULE 8.



**MODULE 3: RECRUITMENT OF GENERAL VENUE INFORMANT AND VERBAL INFORMED CONSENT**

B20	<p>Hello. My name is &lt; &gt; and I am working on a study coordinated by &lt; &gt; to improve HIV prevention and treatment programs in this area. I would like to talk to someone who spends a lot of time here and can tell me about activities here and general characteristics of the people who come here.</p> <p>Are you knowledgeable about this place?</p> <p>I can offer you this FACT SHEET that has more information. This should take about 30-40 minutes.</p>	<p>YES 1</p> <p>NO 2</p>	IF THE PERSON IS NOT KNOWLEDGEABLE, FIND ANOTHER PERSON.
B21	INTERVIEWER: DID YOU READ OR OFFER THE FACT SHEET AND ANSWER QUESTIONS?	<p>YES 1</p> <p>NO 2</p>	
B22	ASK: Are you willing to answer the questions I will ask you?	<p>YES 1</p> <p>NO 2</p>	IF NO, STOP, THANK RESPONDENT, AND FIND ANOTHER INFORMANT.
B23	ASK: We want to interview people 18 years old or older. Are you age 18 or older?	<p>YES 1</p> <p>NO 2</p>	IF NO, STOP AND FIND ANOTHER INFORMANT.
	SEX OF RESPONDENT AS OBSERVED BY INTERVIEWER	<p>MALE 1</p> <p>FEMALE 2</p>	

MODULE 4: NUMBER OF WORKERS			
B25 A	I would like to ask you a few questions about the people who work here. Do any men work here?	<div>YES 1</div> <div>NO 2</div>	IF NO, SKIP TO B26A.
B25 B	How many men usually work here during a busy day from opening to closing? They could work here as staff or as self-employed persons.	NUMBER:	
B26 A	Do any women work here?	<div>YES 1</div> <div>NO 2</div>	IF NO, SKIP TO B27A
B26 B	How many women usually work here during a busy day from opening to closing? They could work here as staff or as self-employed persons.	NUMBER:	
B26 C	Some women who work at a place live at the site. How many of the women who work here live here?	NUMBER:	
B26 D	Do women perform exotic dances here?	<div>YES 1</div> <div>NO 2</div>	

MODULE 5: BUSY DAYS AND TIMES AND TYPES OF PATRONS				
B27 A	We want to bring health and education services to places when they are busy. What is the busiest day at this place? On which day of the week do the most people visit this venue?	MONDAY 1 TUESDAY 2 WEDNESDAY 3 THURSDAY 4 FRIDAY 5 SATURDAY 6 SUNDAY 7		CIRCLE CODE FOR ONLY ONE DAY OF THE WEEK.
B27 B	On <DAY FROM B27A ABOVE, e.g. "SATURDAY">, when is the busiest time of the day for people to socialize?	MIDDAY: 11 AM – 2PM 1 LATE AFTERNOON: 2 PM – 5 PM 2 EARLY EVENING: 5 PM – 8 PM 3 EVENING: 8 PM – 11 PM 4 LATE NIGHT: 11 PM – 2 AM 5 EARLY MORNING: 2 AM- 5 AM 6 MORNING: 5 AM – 11AM 7		READ OPTIONS AND CIRCLE ONLY ONE CODE (1–7).
B27 C	Approximately how many people are here socializing on <the busiest day> at the < busiest time>?	NONE 0 1–9 1 10–19 2 20–29 3 30–39 4 40–49 5 50–59 6 60–79 7 80–100 8	101–150 9 151–200 10 201–300 11 301–500 12 501–1000 13 >1000 14 DOES NOT KNOW 77 REFUSED 88	PROBE FOR CODE. CIRCLE ONLY ONE CODE.

B28	What types of people visit this place? For each group I name, let me know if people from that group come here. Do young women ages 15–24 come here to socialize?	<p>YES 1</p> <p>NO 2</p> <p>DOES NOT KNOW 7</p> <p>REFUSED 8</p>	
B29 A	Do women who have sex with men for money come here?	<p>YES 1</p> <p>NO 2</p> <p>DOES NOT KNOW 7</p> <p>REFUSED 8</p>	IF B29A NOT EQUAL YES, SKIP TO B30.
B29 B	On which day(s) of the week do the most women who have sex with men for money come here?	<p>SUNDAY 1</p> <p>MONDAY 2</p> <p>TUESDAY 3</p> <p>WEDNESDAY 4</p> <p>THURSDAY 5</p> <p>FRIDAY 6</p> <p>SATURDAY 7</p> <p>MONTH END 8</p>	IF THERE IS MORE THAN ONE BUSY DAY, INDICATE UP TO THREE BUSY DAYS.
B29 C	At what period on those busiest days is the greatest number of women who have sex with men for money here?	<p>MID-DAY: 11 AM – 2PM 1</p> <p>LATE AFTERNOON: 2 PM – 5 PM 2</p> <p>EARLY EVENING: 5 PM – 8 PM 3</p> <p>EVENING 8 PM – 11 PM 4</p> <p>LATE NIGHT: 11 PM – 2 AM 5</p> <p>EARLY MORNING 2 AM- 5 AM 6</p> <p>MORNING 5 AM – 11AM 7</p>	READ OPTIONS.

B29 D	Approximately how many women who have sex with men for money are here socializing on <the busiest day from B 29B> at the < busiest time from B29C>?	<div>NONE 0</div> <div>1–2 1</div> <div>3–5 2</div> <div>6–9 3</div> <div>10–15 4</div> <div>16–20 5</div> <div>21–30 6</div> <div>30–39 7</div> <div>40–49 8</div> <div>50–59 9</div> <div>60–99 10</div> <div>100–199 11</div> <div>200–299 12</div> <div>300–399 13</div> <div>&gt;=400 14</div> <div>DOES NOT KNOW 77</div> <div>REFUSE D 88</div>	PROBE FOR CODE. CIRCLE ONLY ONE CODE.
B29E	Is Saturday night between 8PM and 11PM one of the busiest times at this place?	<div>YES 1</div> <div>NO 2</div> <div>DOES NOT KNOW 7</div> <div>REFUSED 8</div>	
B29F	Think about the <u>women</u> who have sex for money. On a typical Saturday night between 8 and 11PM, how many <u>women</u> who have sex for money come here? This includes women who may be here all evening as well as women who are here for a short time.	NUMBER:	ASK EVEN IF THIS PLACE IS NOT BUSY SATURDAY FROM 8–11 PM.

B30	Some people inject drugs without a prescription. It might be heroin or some other addictive drug. How many men or women who inject drugs come here over the course of a week?	<p>NONE 1</p> <p>VERY FEW: 1–3 2</p> <p>FEW: 4–9 3</p> <p>BETWEEN 10 AND 20 4</p> <p>BETWEEN 20 AND 100 5</p> <p>MORE THAN 100 6</p> <p>DOES NOT KNOW 7</p> <p>REFUSED 8</p>	READ OPTIONS.
B31 A	Some men have sex with men. Do men who have sex with men come here?	<p>YES 1</p> <p>NO 2</p> <p>DOES NOT KNOW 7</p> <p>REFUSED 8</p>	IF B31A NOT EQUAL YES, SKIP TO B32.
B31 B	On which day(s) of the week do the most men who have sex with men come here?	<p>SUNDAY 1</p> <p>MONDAY 2</p> <p>TUESDAY 3</p> <p>WEDNESDAY 4</p> <p>THURSDAY 5</p> <p>FRIDAY 6</p> <p>SATURDAY 7</p> <p>MONTH END 8</p>	IF THERE IS MORE THAN ONE BUSY DAY, INDICATE UP TO THREE BUSY DAYS.
B31 C	At what time of the day or night do the most men who have sex with men come here?	<p>MIDDAY: 11 AM–2PM 1</p> <p>LATE AFTERNOON: 2 PM–5 PM 2</p> <p>EARLY EVENING: 5 PM–8 PM 3</p> <p>EVENING 8 PM–11 PM 4</p> <p>LATE NIGHT: 11 PM–2 AM 5</p> <p>EARLY MORNING 2 AM–5 AM 6</p> <p>MORNING 5 AM–11AM 7</p>	READ OPTIONS.

B31 D	Approximately how many men who have sex with men are here socializing on <the busiest day from 31B> at the < busiest time from B31C>?	<p>NONE 0</p> <p>1–2 1</p> <p>3–5 2</p> <p>6–9 3</p> <p>10–15 4</p> <p>16–20 5</p> <p>21–30 6</p> <p>30–39 7</p> <p>40–49 8</p> <p>50–59 9</p> <p>60–99 10</p> <p>100–199 11</p> <p>200–299 12</p> <p>300–399 13</p> <p>&gt;=400 14</p> <p>DOES NOT KNOW 77</p> <p>REFUSE D 88</p>	
B32	Do transgender women come here? These people were born as men but see themselves now as women.	<p>YES 1</p> <p>NO 2</p> <p>DOES NOT KNOW 7</p> <p>REFUSED 8</p>	
<b>MODULE 6: MEETING SEXUAL PARTNERS ON SITE AND NEARBY AT OTHER VENUES</b>			
B33	I have been told that people can be attracted to new sex partners here. In your opinion, do people ever meet a new sex partner here?	<p>YES 1</p> <p>NO 2</p> <p>DOES NOT KNOW 7</p> <p>REFUSED 8</p>	
B34	Does someone here help people find a sex partner?	<p>YES 1</p> <p>NO 2</p> <p>DOES NOT KNOW 7</p> <p>REFUSED 8</p>	
B35	Can people have sex on site, here at this place?	<p>YES 1</p> <p>NO 2</p> <p>DOES NOT KNOW 7</p> <p>REFUSED 8</p>	

B36	Do you keep a list of women who are available to provide sex to men who come here?	YES 1 NO 2 DOES NOT KNOW 7 REFUSED 8	
B37 A	Where else do people go to look for new sexual partners in this district?	NAME OF VENUE:	PROBE FOR THE NAME OF A VENUE.
B27 B	Where is this place located?	NAME OF SUBDISTRICT:	RECORD NAME OF SUBDISTRICT.
B37 C	Venue ID:		SUPERVISOR WILL FILL IN LATER.
<b>MODULE 7: ON-SITE HIV PREVENTION ACTIVITIES</b>			
B38	We are also interested in knowing if there have been HIV prevention activities at this place. How many years has this place been in operation?	< 1 YEAR 1 1–2 YEARS 2 > 2 YEARS 3 NOT APPLICABLE 9	
B39	In the past 6 months, how often have male condoms been available here? By available, I mean they are free or for sale.	ALWAYS 1 SOMETIMES 2 NEVER 3 DOES NOT KNOW 7 REFUSED 8	
B40	Can you show me a condom that is available for someone for free or to buy?	SHOWN A CONDOM 1 NOT SHOWN A CONDOM 2	
B41	Is there a place within a ten-minute walk of here where you can get condoms at night (not including this place)?	YES 1 NO 2 DOES NOT KNOW 7 REFUSED 8	IF NO, DOES NOT KNOW, OR REFUSED, SKIP TO B53.



B42	In the past 6 months, how often has sexual lubricant been available here? By available, I mean either free or for sale.	ALWAYS 1 SOMETIMES 2 NEVER 3 DOES NOT KNOW 7 REFUSED 8	
B43	Has anyone been tested for HIV here at this place in the past six months, longer than six months ago, or never?	IN THE PAST 6 MONTHS 1 LONGER THAN 6 MONTHS AGO 2 NEVER 3 DOES NOT KNOW 7 REFUSED 8	
B44	Have any outreach workers or peer educators provided education to people here about how to prevent getting infected with HIV during the past six months, longer than six months ago, or never?	IN THE PAST 6 MONTHS 1 LONGER THAN 6 MONTHS AGO 2 NEVER 3 DOES NOT KNOW 7 REFUSED 8	
B45	Has a needle exchange program to help people who inject drugs been available close by here in the past 6 months, longer ago, or never?	IN THE PAST 6 MONTHS 1 LONGER THAN 6 MONTHS AGO 2 NEVER 3 DOES NOT KNOW 7 REFUSED 8	
B46	Are you supportive of condoms being available at this place?	YES 1 NO 2 DOES NOT KNOW 7 REFUSED 8	
B47	Are you supportive of HIV testing at this place?	YES 1 NO 2 DOES NOT KNOW 7 REFUSED 8	

B48	Are you supportive of outreach education at this place by peer educators or other health workers?	YES 1 NO 2 DOES NOT KNOW 7 REFUSED 8	
<b>MODULE 8: COMPLETING THE INTERVIEW</b>			
B49	Thank you for answering my questions. Now, if you would permit me, I would like to look around this place a few minutes to fill in information about the physical space.	PERMITTED 1 DID NOT PERMIT 2	READ. RECORD WHETHER THE PERSON PERMITTED OR NOT.
B50	INTERVIEWER OPINION: HOW KNOWLEDGEABLE IS THE GENERAL VENUE INFORMANT ABOUT THE ACTIVITIES AND PATRONS AT THIS PLACE?	EXTREMELY KNOWLEDGEABLE 1 KNOWLEDGEABLE 2 NOT VERY KNOWLEDGEABLE 3	FILL IN YOUR ASSESSMENT.
B51 A	WAS AN INTERVIEW WITH A VENUE INFORMANT COMPLETED?	YES 1 NO 2	IF YES, SKIP TO B64.
B51 B	IF NO, WHY NOT?		FILL IN IF B62 IS NO.
<b>MODULE 9: INTERVIEWER OBSERVATION OF THE VENUE</b>			
		PRESENT ON-SITE?	
B52	BAR FOR ALCOHOL SALES	YES	NO
B53	BEDS ON-SITE	YES	NO
INDICATE IF PRESENT AT THE VENUE DURING VISIT.			

B54	VENUE INCLUDES OUTDOOR AREA	YES	NO	ENTER YES IF PRESENT, NO IF NOT PRESENT.
B55	FUNCTIONAL ELECTRICITY	YES	NO	
B56	USED NEEDLES LYING AROUND	YES	NO	
B57	WOMEN LIVE AT THE PLACE	YES	NO	
B58	HIV/AIDS POSTERS DISPLAYED	YES	NO	
B59	CONDOM PROMOTION POSTERS	YES	NO	
B60	PEER EDUCATORS PRESENT	YES	NO	
B61	CONDOMS VISIBLE	YES	NO	
B62	SEXUAL LUBRICANT PACKETS VISIBLE	YES	NO	
B63	SUPPORTIVE VENUE MANAGER	YES	NO	
<b>MODULE 10: URBANITY, CLUSTER, TYPE OF PPA, AND GPS</b>				
B64 A	URBANITY OF VENUE LOCATION	URBAN 1 PERI-URBAN 2 RURAL 3		
B64 B	VENUE IS IN A DISTRICT CAPITAL	YES 1 NO 2		
B65 A	VENUE IS IN A CLUSTER OF SIMILAR VENUES	YES 1 NO 2		IF B65A=2 SKIP TO B66
B65 B	HOW MANY OTHER VENUES IN THE CLUSTER	NUMBER:		IF B65A=1.
B65 C	NAME OF OTHER VENUES IN CLUSTER (FIRST)	NAME		NAME EACH VENUE.
B65 D	NAME OF OTHER VENUES IN CLUSTER (SECOND)	NAME		

B65E	NAME OF OTHER VENUES IN CLUSTER (THIRD)	NAME		
B66	TYPE OF PPA VENUE IS LOCATED IN	BUSINESS 1 BORDER 2 TRUCKSTOP 3 TRADING CENTER 4 DRUG CENTER 4 NIGHTLIFE 5 MASSAGE 6 STREET SEX 7	URBAN SLUMS 8 TOWNSHI PS 9 REFUGEE CAMP 10 CONSTRU CTION 11 FARMING 12 FISHING 13 MINING 14 MILITARY 15	
B67	GPS Coordinates: LATITUDE			
B68	GPS Coordinates: LONGITUDE			
<b>MODULE 11: WRAP-UP INFORMATION</b>				
B69	INTERVIEWER ID			
B70	TABLET ID NUMBER			
B71	DATE OF SURVEY	Day:	Month:	Year:
B72	ADDITIONAL COMMENTS			
B73	SUPERVISOR NAME:			
<b>END OF SURVEY</b>				

**<IMPLEMENTING AGENCY LETTERHEAD>**

**<Project Director Name, Address and Telephone Number>**

## **Fact Sheet for Informed Consent by a Venue Informant**

### **Who is conducting this study?**

<Name of implementing agency> in collaboration with <collaborating organizations> is conducting a survey of people ages 18 and older to improve health programs in this area with funding from <name of funding sources>.

### **What is this study about?**

The study is part of an outreach program to populations at risk of health problems such as infectious diseases—especially HIV/AIDS. This survey has been approved by <organizations providing ethical review>. We will ask you a few questions to get some information to develop and monitor HIV and AIDS programs. The knowledge obtained from the study will help identify where better programs are needed in this area.

### **Why is this study important?**

The results will be used to improve HIV programs and improve people's access to services.

### **What will the survey cover?**

If you participate in this study, we will ask you questions about this place. Some questions are related to sexual partnerships. None of the questions will be about your behavior specifically. The interview will last 15 to 30 minutes.

### **Can I refuse?**

Participation is voluntary. You have the right to refuse to participate, or you can refuse to answer any question in the survey. If you change your mind about participating during the interview, you have the right to withdraw and end your participation at any time.

### **Who will have access to my survey answers?**

Answers from your survey will not be shared outside the team working on this study. We will not ask or record your name or other information about your identity, so your responses will remain anonymous. The questionnaires will be kept in a locked cabinet. When describing the findings from the survey, we will use only summary information and never any information about you specifically.

### **What if I have questions?**

The study is being conducted by <agency> in collaboration with <groups including official groups>. If you have any questions you can contact <project director principal investigator name and telephone number>. This study has been approved by <name of institutional review board>, which can be reached at <telephone number>.

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### Step 3.6. Fieldwork Instructions (Steps for Using Form B)

Box 6 summarizes the steps for conducting venue informant interviews. More information about conducting venue informant interviews and mapping is available in the training PowerPoint.

#### Box 6. Step-by-step fieldwork instructions for conducting venue informant interviews

Step-by-Step Instructions		
1		<b>Review your list of assigned venues</b> to visit and map. Identify a venue nearby to visit.
2		<b>Enter information about the venue provided by community informants</b> (Form A) on Form B.
3		On arrival at the venue, <b>begin recording basic information about it on Form B</b> , such as whether it is in operation, the correct name and address, etc.
4		<b>Find a venue informant</b> to interview.
5		<b>Introduce yourself</b> to the venue informant. Describe the study and content of the interview.
6		<b>Offer a Form B Fact Sheet for Informed Consent by a Venue Informant.</b>
7		<b>Confirm eligibility:</b> ages 18 or older and willing to answer questions.
8		<b>Conduct the interview</b> with the venue informant.
9		<b>Thank the informant</b> and <b>write the outcome of the venue visit</b> on the list of assigned venues.
10		<b>Complete observations</b> of the venue, as indicated on Form B.
11		Go outside to <b>measure geographic coordinates</b> .

### Step 3.7. Establish Team Briefings

As with the community informant interviews, the Fieldwork Supervisors should establish daily briefings with the interviewers to review the day's work and to assign venues for the following day. Before interviews begin each day, the Fieldwork Supervisor holds a meeting with the interviewers for the following purposes:

- **Give each pair of interviewers a venue assignment form** with the list of venues in a selected area or district that they are expected to look for and visit. The supervisor fills out these forms before meeting with the interviewers and before fieldwork in that area begins. Venue assignment forms are reviewed each day for progress and are compared against completed Form Bs.
- **Distribute other fieldwork materials**, including a sufficient number of photocopies of Form B (interviewers using tablets need to carry only a few copies of Form B as backup) and Form B fact sheets, and a clipboard with one copy of the interviewer instructions.
- **Keep security concerns in mind.** Security should be reassessed constantly. If an area feels too unsafe to carry out fieldwork, the Fieldwork Supervisor should communicate with the Study Coordinator about the concerns.
- **Review any issues from the previous day** to improve the quality of information collected and to address any interviewer concerns.

### Step 3.8. Assign Venues to Interviewers

The Fieldwork Supervisors are responsible for preparing and executing fieldwork according to the plan. They make sure that the interviewers attempt to find every assigned venue and that a Form B is completed for each venue. If there are 336 venues assigned to be visited and mapped, there should be known outcomes of 336 Form Bs completed. There will not likely be interviews conducted at all 336 venues, because some will not be found, will be temporarily closed, will be permanently closed, or will be discovered to be the same venue visited under a different name.

Tips for venue assignments:

4. **Group venues geographically.** Using information on the master venue list, determine which venues are reported to be near each other so that sites can be assigned to interviewer pairs such that travel time between the venues is minimized.
5. **Assign venues to each interviewer pair.** Divide the number of venues to be visited by the number of interviewer pairs to determine how many should be assigned to each. Then, fill out a venue assignment form for each interviewer pair, listing venues that have been grouped geographically, when possible. The venue assignment form has space for only five venues, so it will be necessary to use multiple copies to list all assigned venues.

An editable file of the Venue Assignment Form below is in the PLACE Tool Kit online. Fieldwork Supervisors should fill out the form and distribute it to interviewers.



Venue Assignment Form							
Supervisor completes one form per selected area or district for each pair of interviewers							
Supervisor name and ID code:		Interviewer name and ID code:		Interviewer tablet code:			
Name:		Name:					
Code:		Code:					
Dates of field work: DD/MM/YY		Selected area/district:					
Start:		Notes:					
End:							
<b>Interviewer instructions:</b> Complete one Form B on the tablet for every venue listed on this form. Form B must be completed for all venues assigned to you (even venues not found, closed, or duplicated, or where a willing and eligible venue informant could not be found). At the end of the interview, enter the busiest days/times, or number of men and women present at the busiest time, and the outcome of the visit.							
Venue ID	Venue Name	Street address/landmark	Owner/manager Name and contact	Busy day/time	Number of people at the busiest time		Outcome 1=Not found 2=Operational 3=Closed temp 4=Closed perm 5=Duplicate 6=Other
					M	W	

### Step 3.9. Recruit and Interview Venue Informants

Before visiting a venue, record on Form B preliminary information about the venue obtained from Form A. The information provides the interviewer with basic data, such as the venue's name, location, description, and type, so that the interviewer can find the venue.

To ensure safety, interviewers work in pairs to complete the venue verification interviews. Each pair of interviewers visits its assigned venues, identifies a person knowledgeable about each venue, and requests an interview. The knowledgeable person at a venue may not be a manager or owner of that venue. At places like taxi stands, street corners, or parks, the interviews are not conducted with people in a position of leadership at the location. In such situations, the interviewer pair chooses a person who is likely to be familiar with the venue, but who is not a manager, or owner or in a position of leadership. For example, a food vendor who regularly sets up near a city park could be approached for an interview about the park. Although not in a position of responsibility for the park, this person is likely to know about the types of people who visit the park. The Fieldwork Supervisor can be consulted by the interviewers for advice before going to the venue, if necessary.

At the end of the interview, the interviewer records the GPS location of the venue.

If the venue cannot be found or is closed, the interviewers ask people in the area about the venue's location and the days and times that it is open. If no one is available for an interview during the first visit, the venue is revisited.

Verbal informed consent for an anonymous interview is obtained for each completed interview, using the Form B Fact Sheet for Informed Consent by a Venue Informant (online in the PLACE Tool Kit). (The Study Coordinator can adapt this form to meet the needs of the study.) On completion of their daily target number of interviews, the interviewers return to the designated meeting location to turn in the completed Form B questionnaires to the Study Coordinator and receive instructions for the next day.

See Box 6 (Step 3.6) for step-by-step instructions for conducting these interviews.

### Step 3.10. Assess Quality and Provide Feedback

The Fieldwork Supervisors review completed Form Bs and venue assignment forms for quality and provide feedback to the interviewers. This can be done when the tablets or completed paper forms are collected at the end of the day. During the review, supervisors look for the following:

- **Legible handwriting** to avoid errors later. Clarify with the interviewers any response that is difficult to read. It is important that venue assignment forms have clear information because they will be used to update the master venue list.
- **There are a few missing or “don’t know” responses.** Ideally, a response to each question will be recorded on Form B. Some informants do not want to respond or claim not to know the information asked. When this occurs, the interviewers should ask the question again and remind the respondent to give his or her best guess. Interviewers who consistently return Form Bs with missing or “don’t know” responses should be trained in this interviewing technique. If information is missing from the venue assignment form, the supervisor should follow up with the interviewer.
- **Provide feedback to interviewers.** Let each interviewer know how he/she can improve the information recorded on Form B. This step is important for improving quality and avoiding future mistakes. If quality checks are done after a day of fieldwork, the supervisor provides feedback at the fieldwork team meeting the following day. Some issues, such as mismatched venue IDs, can be fixed immediately.
- **Multiple forms for one venue.** Sometimes a fieldwork team miscommunicates and a venue informant interview is conducted more than once at the same venue. In this case, select the form that is the most complete (fewest missing and “don’t know” responses) or was completed with the most knowledgeable informant, and remove the other form.
- **Form B completed for a venue that was not assigned.** If a Form B was completed for a venue that was not on the Master Venue List or not assigned to be visited, ask the interviewer why it was visited. It could be a venue that was not named by community informants but that the interviewer noticed was in fact a venue and, therefore, should be added to the Master Venue List. Or, it may have been visited in error, in which case the Form B should be removed.
- **Mismatched venue names and venue IDs.** Each Form B should be checked to make sure that the venue name and ID match the venue assignment form and Master Venue List. If paper forms are used, the venue ID in the GPS units should also be checked. Incorrect venue IDs create many problems later. Confirm with the interviewer which venue was visited: the one whose name was used on Form B or the one that truly corresponds to the venue ID.
- **Missing forms.** One Form B should be submitted for each venue on the list of assigned venues given to the interviewers. Even if the venue is not operational or if an interview was not possible for some other reason, a form needs to be submitted.
- **Discrepancies between venue outcome of Form B and that written on the venue assignment form.** The outcome on the updated venue assignment form should reflect what is on Form B.

Quality Checklist for Form B (in the PLACE Tool Kit online) captures this list. Fieldwork Supervisors can print it for use as a tool in the field.

### Step 3.11. Hold a Debriefing Meeting with the Fieldwork Team

The Fieldwork Supervisor meets with the interviewers after all venue informant interviews are completed and the venues are mapped in a selected area to review the process, obtain information needed to complete the Form 2-1: Supervisor Summary Form for Interviews with Venue Informants (Level 2), and to prepare for data entry. All Form Bs (or tablets) and GPS units are collected and reviewed before this meeting.

- **Collect venue assignment forms.** The supervisor collects the venue assignment forms from the interviewers in order to summarize the venue visit outcomes on the Form 2-1: Supervisor Summary Form later.
- **Estimate the refusal rate.** Although a formal refusal rate of participation is not recorded during the venue informant interviews, ask the interviewers approximately how many people refused to participate after hearing the interview described. Use this information to estimate the percentage of people refusing to participate to document the general acceptability of the survey when completing the Form 2-1: Supervisor Summary Form. (See Step 3.12, below, for more information.)

### **Step 3.12. Enter Data or Upload Data from Tablets**

If paper forms are used, completed Form Bs are delivered to the data entry technician(s), who will use a data entry template that was prepared to match the adapted Form B. Mapping data gathered with GPS units should be downloaded and the digital file backed up. This file will be linked with the Form B data later using the venue IDs.

If tablets are used, no additional data entry is required. Instead, the Fieldwork Supervisor sends the completed Form Bs to a server. Each Form B file in a tablet includes the mapping data. In some cases, tablet data from completed forms will be downloaded to a computer. If this is done, these data should be backed up with another drive and sent to a server to avoid total data loss if a file or computer is corrupted.

The protocol may consist of the Fieldwork Supervisor sending completed forms after reviewing them each day. This eliminates the risk of losing data if a tablet is lost, malfunctions, or is corrupted. Sending tablet data daily is preferable to waiting until the end of fieldwork.

### **Step 3.13. Complete the Supervisor Summary Form and Update the Master Venue List**

Immediately following the completion of interviews in a selected area, the Fieldwork Supervisor and the interviewers meet for a final time for Level 2 data collection to discuss the fieldwork and to review the venue assignment forms for completion. Information recorded on the venue assignment forms will be used to update the Master Venue List in preparation for Level 3 interviews with venue patrons and workers.

The Data Entry Technician or Fieldwork Supervisor enters the information recorded on the venue assignment forms in the Master Venue List. If venue names or addresses were corrected during the venue visit, the information on the Master Venue List is also corrected. New columns are added to record the owner/manager name and contact information, busy days/times, number of men and women present at a busy time, and venue visit outcome. Care should be taken to double-check that the venue ID on the venue assignment form corresponds with those recorded on the Master Venue List. Any discrepancies should be resolved by asking a supervisor or the interviewer. When the Master Venue List has been updated with information from the venue visits recorded on the venue assignment forms, it is sent to the Study Coordinator, who will later indicate which venues will be visited for Level 3 interviews. Level 3 interviews with venue patrons and workers require a lot of time and resources; therefore, a sample of venues to be included is needed. The supervisor-interviewer teams cannot begin Level 3 data collection until they receive the list of venues to be visited.

The Fieldwork Supervisors document the process using Form 2-1: Supervisor Summary Form for Interviews with Venue Informants (Level 2). This form provides a place to summarize the total number of venues on the master list, the number selected to be visited, the outcomes of the venue visits, the number of venues at which an interview was attempted, and the number of people refusing to be interviewed. There is also a place to note how venues were selected to be visited and any difficulties in the field, such as bad weather or transportation issues. Information about sampling can be completed by the Study Coordinator if the supervisor does not have it.

Fieldwork Supervisors complete Form 2-1: Supervisor Summary Form for Interviews with Venue Informants (Level 2) as soon as all venues have been visited in a selected geographic area.

## Priorities for Local AIDS Control Efforts (PLACE)

### Form 2-1: Supervisor Summary Form for Interviews with Venue Informants (Level 2)

**INSTRUCTIONS:** THE FIELD SUPERVISOR AND/OR COORDINATOR COMPLETES THIS FORM FOR EACH SELECTED AREA

Supervisor Name:

Location of interviews:

District:

Selected Area/PPA:

Date(s) of Field Work:

Interviewers:

OUTCOME OF VENUE VISITS		
	Number	%
Total number of venues on the master list		100%
Number of venues assigned for venue informant interviews		
Of the venues assigned for visits, visit outcome		
Venue not found		
Venue found and operational		
Venue closed temporarily		
Venue closed permanently		
Duplicate venue		
Other		
Number of venues where an interview was attempted		
Number of venues where all potential informants refused to participate		

If not all venues on the master list were assigned for visits, how were they selected?  
Describe sampling strategy here.

Were there any difficulties in the field? This can include weather (rain), safety issues, difficulty recruiting venue informants, problems measuring mapping coordinates, or any other issues.

Step 3.14. Verify Outputs and Documentation

To conclude the fieldwork process, the Fieldwork Supervisors and Study Coordinator verify that all documentation of the fieldwork process has been completed and that expected outputs exist. They provide the updated Master Venue List to the Principal Investigator so that venues for Form C data collection can be selected. Table 6 presents the outputs of venue informant interviews for each selected district.

Table 6. Outputs of venue informant interviews

Forms	<div>Completed venue assignment forms and completed Form Bs, if using paper, or verification that tablet data have been received by a server or data analyst.</div> <div>Completed Form 2-1: Supervisor Summary Form for Interviews with Venue Informants (Level 2)</div>
Data	<div>All data entered in a database</div> <div>Master Venue List updated and ready for sampling for Level 3 patron and worker interviews</div> <div>GPS points linked to venue IDs</div>
Quality checks	<div>Updated Master Venue List reviewed</div>

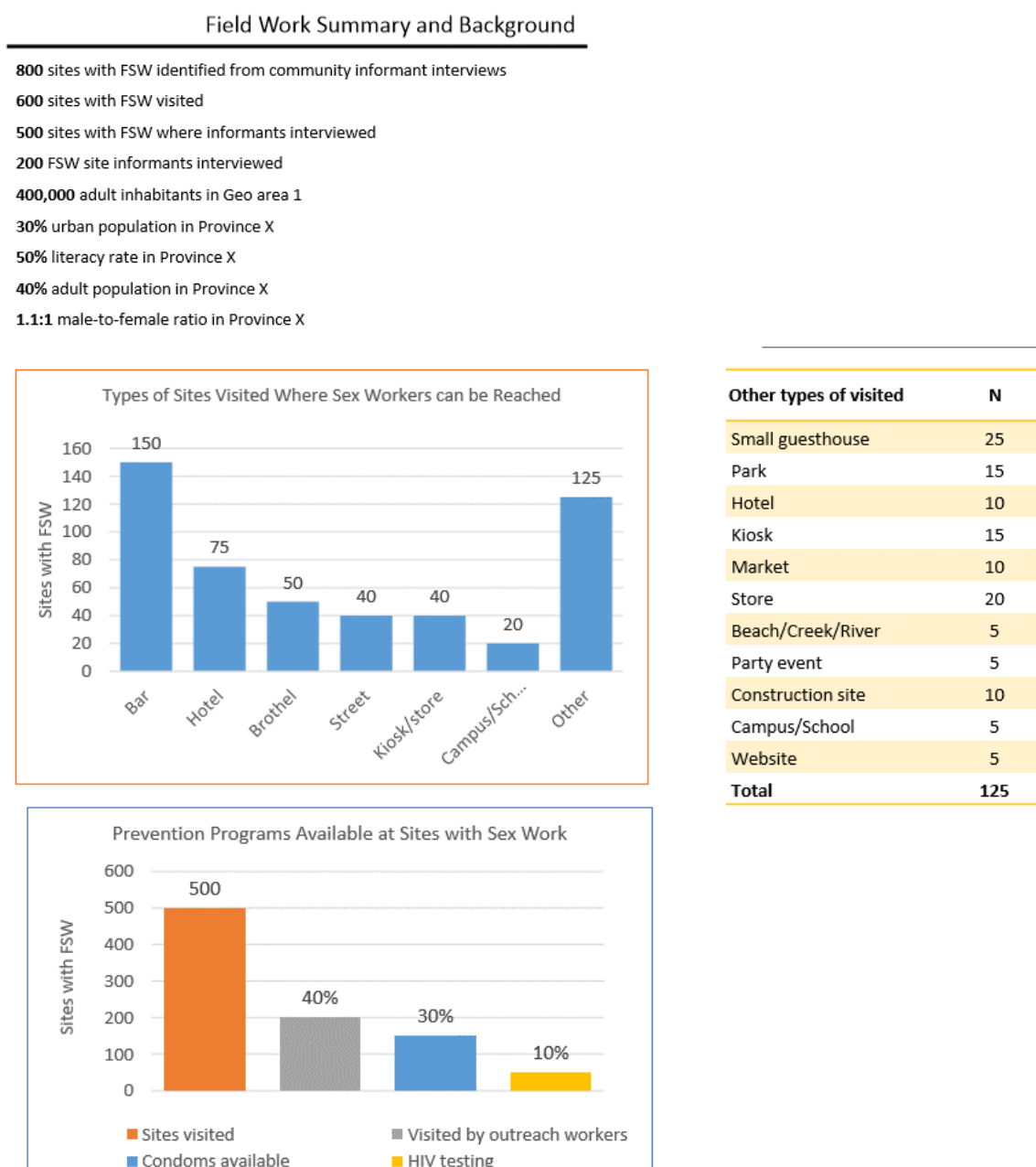


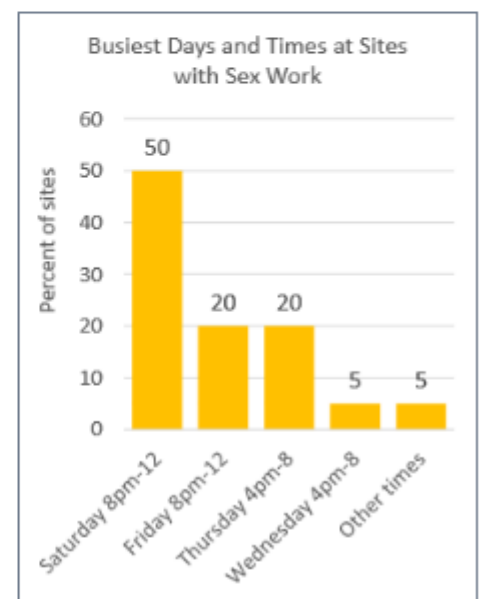
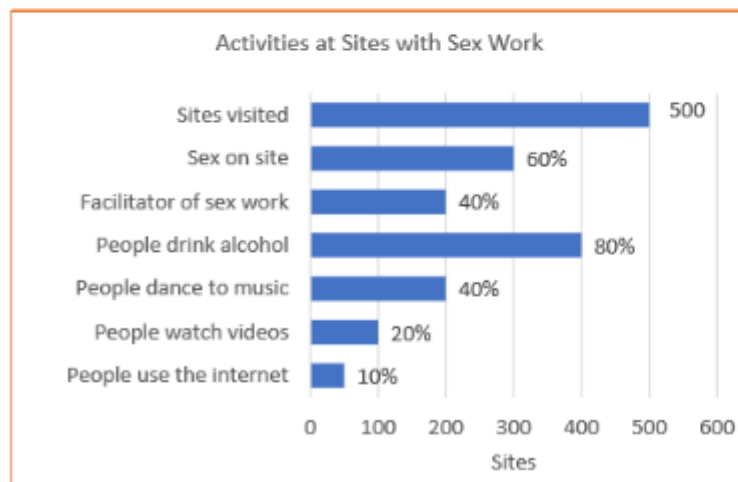
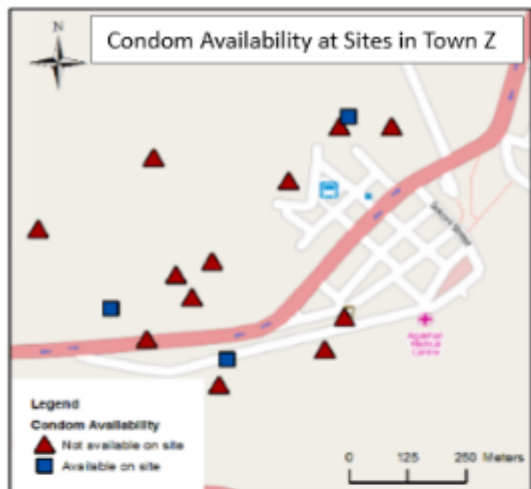
### Step 3.15. Summarize Results

Using the updated Master Venue List, the Study Coordinator prepares fieldwork results in a way that is easily understood. This information includes the number of venues visited for interviews and mapping and the outcomes of those visits, such as the number of existing venues and those in operation, the number of venues that are closed, and the number not found.

If tablets were used, preliminary interview and mapping data will be available immediately, making it possible to produce results that describe the venues, the people who visit them, and HIV prevention efforts conducted on-site. Figure 12 offers examples of ways to present the Level 2 results summary.

**Figure 12. Examples of results summaries: venue informant interviews**





### **Step 3.16. Share Results**

A description of the venues, as described by the venue informants and observed by the interviewers, can be immediately useful to prevention programs. For example, programs that provide outreach to sex workers can see whether all venues with sex workers have condoms available. Program managers may learn about venues where sex occurs on-site and that have not been included in their activities. Because maps show the results visually, they can be a powerful way to communicate results. Maps can also highlight information about the clustering of venues. Areas with many venues near one another provide opportunities for efficient program execution.

The summary of results discussed above is presented to the District Steering Committee to share information and to communicate the fieldwork's progress. The District Steering Committee makes decisions about sharing results with other audiences, including specific programs.

## STEP 4. BIOBEHAVIORAL SURVEY (PATRONS AND WORKERS)

### Introduction

This section covers how to prepare for the biobehavioral survey of patrons and workers, train interviewers, conduct fieldwork, and enter data. The intended audience is Study Coordinators, Fieldwork Supervisors, and anyone wanting to understand how to implement this step of PLACE.

During the planning phase of PLACE, a National Steering Committee made protocol decisions about where to implement PLACE, how many interviews to carry out, and which questions to ask. They created forms and other tools used in fieldwork by adapting those provided in the PLACE Tool Kit. To implement Level 3 interviews with venue patrons and workers, the Study Coordinator and Fieldwork Supervisors must have access to these forms, as well as be informed of the sample size or sample of venues selected for the biobehavioral survey, the budget, field staff hired, and other factors key to implementing venue patron and worker interviews.

This section refers to documents, PowerPoint slides, and other files and lists them for ease of reference.

### Rationale for the Biobehavioral Survey of Patrons and Workers

The biobehavioral survey of venue patrons and workers provides information on HIV prevalence, HIV prevention, and treatment cascades and describes the important local proximate and underlying determinants of the local HIV epidemic and the extent to which those most likely to acquire and transmit the virus are receiving prevention and treatment services. People working or socializing at venues that were identified and confirmed as places where people meet new sexual partners or where injection drug users socialize are people who are important to reach with prevention and treatment services. The survey confirms whether interventions at these venues will reach people with a high rate of new partner acquisition or who inject drugs and are thereby at risk of acquiring and transmitting HIV to others. This step is the only one where people are tested for HIV and self-reported behavioral information is gathered. Combined with venue-level information gathered during venue verification, the PLACE method identifies specific venues where HIV/AIDS prevention programs should focus to reach key members of sexual and injection drug use networks.

The survey answers the following questions about the population of venue patrons and workers:

- What is the prevalence of infection by age and risk-group?
- Have 90-90-90 treatment goals been reached?
- What are the rates of sexual and needle-sharing partnerships?
- What is the rate of unprotected vaginal and anal sex?
- How accessible are condoms and lubricants?



- Are the venues reached by peer education, condom suppliers, and outreach testing services?
- Do prevention cascades show gaps in prevention programming?
- What are the characteristics of people with HIV?
- What is the estimated size of key population groups such as FSWs, MSM, transgender people, and PWID?
- What are the underlying factors, such as poverty, homelessness, and incarceration history, associated with risk of HIV transmission and acquisition?
- What is the reported experience with stigma and discrimination in health care settings?

The PLACE approach makes the following assumptions:

- People working at PLACE venues are at increased risk of acquiring or having HIV.
- People socializing at venues are willing to report information to trained interviewers about their personal sexual and injection drug use behavior.
- Requesting verbal, anonymous informed consent, assuring confidentiality, and designing close-ended questionnaires minimizes self-presentation bias.
- Venue managers allow patrons and workers at their venue to be interviewed for the study and tested for evidence of HIV.
- District health authorities will coordinate HIV testing on-site and confidentially link people with HIV to care.

## Objectives

During fieldwork, study staff visit a probability sample of venues and conduct interviews and HIV testing with a probability sample of venue patrons and workers. Those found to be HIV-positive are linked to treatment using local protocols.

At the end of these venue visits, the study team updates the Master Venue List with the number of male and female patrons and workers interviewed at each selected venue. A data analyst produces charts and tables to display the results of the venue patron and worker interviews and HIV test results.

Survey data and test results provide the following indicators:

- HIV prevention and treatment cascade
- The size of key populations (sex workers, MSM, transgender people, and PWID)
- The prevalence of HIV risk behaviors
- The prevalence of HIV and other STIs
- Access to and use of HIV services

Subgroup analyses provide indicators for important subgroups, such as these:

- Male and female workers
- Male and female sex workers
- Male clients of sex workers
- PWID
- Mobile populations
- Young people

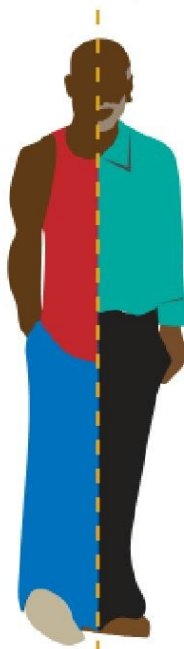
National estimates can be made from the district-level estimates using methods outside the scope of this protocol. Figures 13 and 14 offer examples of snapshots of fieldwork results for a district.

**Figure 13. Example of results from interviews with workers and patrons in Uganda**

The PLACE team interviewed and tested approximately 600 people in each district. The surveys showed differences between older and younger men and between women who work at the venues and women who come to the venues as patrons. See below. HIV prevalence among these four groups is shown on the next page.

### Younger men at venues (< age 35)

Demographics	%
Mean age (in years)	23.9
Has children	29.2
Married/living with partner	51.6
Did not complete primary school	17.2
Unemployed	86.3
<b>Sexual Network</b>	
2+ sexual partners, past 4 weeks	28.6
With 2 or more sexual partners in the past year	50.0
New partner in past year	58.5
Believes main partner has other partners	5.0
Ever had anal sex	0.1
<b>Condom Use</b>	
No condom, last vaginal sex	69.0
2+ partners past 4 weeks, no condom last sex	67.2
Reports that condoms are easy to get	13.9
<b>Vulnerabilities</b>	
< 15 at first sex	13.7
Living at venue	15.1
Ever spent night in jail	10.9
Ever raped	1.0
Exchanged sex for money in past 3 months	0.5
Ever paid cash for sex	1.8
Daily alcohol consumption	10.8
Visits venue 4+ times per week	47.5



### Older men at venues (> age 35)

Demographics	%
Mean age (in years)	46.0
Has children	30.5
Married/living with partner	78.2
Did not complete primary school	38.3
Unemployed	85.9
<b>Sexual Network</b>	
2+ sexual partners, past 4 weeks	19.5
With 2 or more sexual partners in the past year	34.2
New partner in past year	33.9
Believes main partner has other partners	5.1
Ever had anal sex	0.0
<b>Condom Use</b>	
No condom, last vaginal sex	94.9
2+ partners past 4 weeks, no condom last sex	75.5
Reports that condoms are easy to get	11.3
<b>Vulnerabilities</b>	
< 15 at first sex	24.1
Living at venue	11.8
Ever spent night in jail	14.0
Ever raped	0.5
Exchanged sex for money in past 3 months	0.0
Ever paid cash for sex	1.5
Daily alcohol consumption	39.7
Visits venue 4+ times per week	56.9

### Women who work at venues

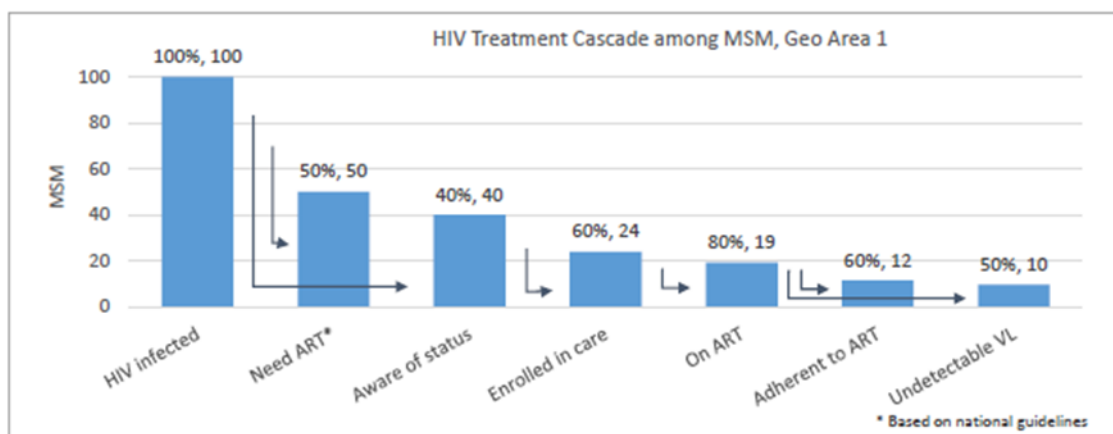
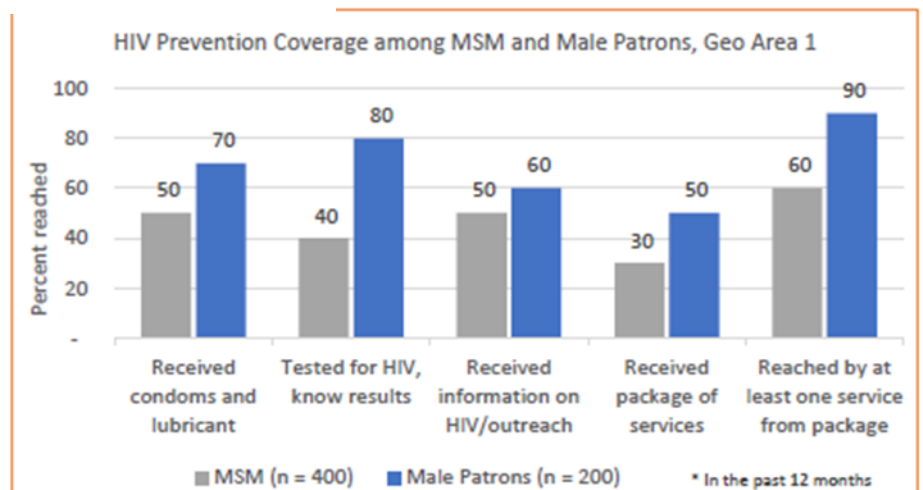
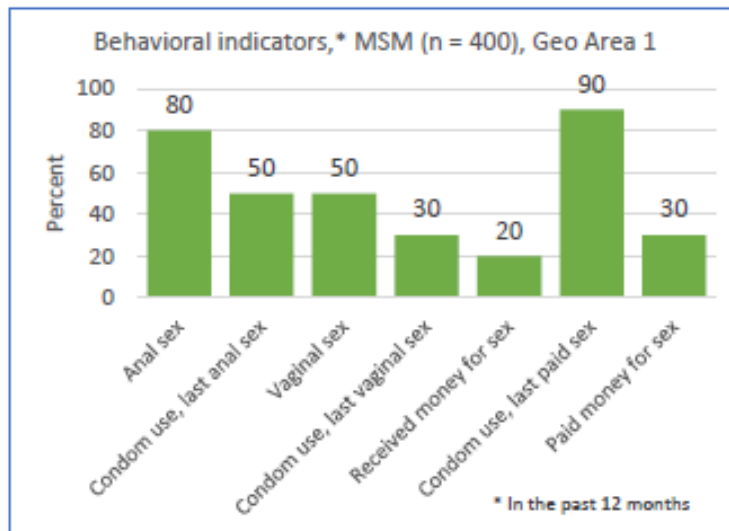
Demographics	%
Mean age (in years)	28.3
Has children	42.9
Married/living with partner	56.6
Did not complete primary school	39.7
Unemployed	83.8
<b>Sexual Network</b>	
2+ sexual partners, past 4 weeks	0.0
With 2 or more sexual partners in the past year	24.4
New partner in past year	61.8
Believes main partner has other partners	33.5
Ever had anal sex	0.0
<b>Condom Use</b>	
No condom, last vaginal sex	85.7
2+ partners past 4 weeks, no condom last sex	0.0
Reports that condoms are easy to get	14.6
<b>Vulnerabilities</b>	
< 15 at first sex	8.4
Living at venue	26.4
Ever spent night in jail	2.4
Ever raped	3.4
Exchanged sex for money in past 3 months	0.0
Ever paid cash for sex	0.0
Daily alcohol consumption	0.0
Visits venue 4+ times per week	91.8



### Female patrons at venues

Demographics	%
Mean age (in years)	31.4
Has children	48.5
Married/living with partner	67.5
Did not complete primary school	62.5
Unemployed	98.1
<b>Sexual Network</b>	
2+ sexual partners, past 4 weeks	4.8
With 2 or more sexual partners in the past year	15.4
New partner in past year	49.9
Believes main partner has other partners	23.6
Ever had anal sex	0.0
<b>Condom Use</b>	
No condom, last vaginal sex	75.1
2+ partners past 4 weeks, no condom last sex	58.8
Reports that condoms are easy to get	15.1
<b>Vulnerabilities</b>	
< 15 at first sex	26.2
Living at venue	7.1
Ever spent night in jail	3.9
Ever raped	1.2
Exchanged sex for money in past 3 months	0.0
Ever paid cash for sex	0.0
Daily alcohol consumption	10.9
Visits venue 4+ times per week	46.1

Figure 14. Examples of chart displaying results from venue patron and worker interviews



## Key Terms

### Biobehavioral Survey

A survey that collects information about certain contextual factors and behaviors that may elevate a person's risk of infection, in addition to rapid testing and/or specimen collection to test for HIV and other sexually transmitted infections (STIs)

### Dried Blood Spot

A small sample of venous blood that is collected on a special card, dried, and processed in a laboratory to determine a person's viral load (i.e. the concentration of the virus in their blood)

### Female Sex Worker

In a PLACE Study, a female sex worker is defined as someone who was born a female, self-identifies as a woman, and answers “Yes” to one or both of the following questions:

- Have you had sex for money in the past three months?
- Some people see themselves as a sex worker. Do you see yourself as a sex worker?

### Men Who Have Sex with Men

In a PLACE Study, a man who has sex with men is defined as someone who was born a male, self-identifies as a man, and answers “Yes” to the following question:

- Have you had anal sex with a man in the past 12 months?

### Person Who Injects Drugs

In a PLACE Study, a person who injects drugs is defined as someone who answers “Yes” to one person who answers yes to the following question:

- Have you injected a non-prescription drug in the past 12 months?

### Transgender Person

In a PLACE Study, a transgender person is defined as either:

- Someone who was born a female but self-identifies as a man
- Someone who was born a male but self-identifies as a woman

### Treatment Cascade

A graphic showing how successful an HIV treatment program is at finding people who have HIV, getting those people on treatment, and helping them attain viral suppression. The Joint United Nations Programme on HIV/AIDS (UNAIDS) has set the following global targets: by 2020, 90 percent of people living with HIV should be diagnosed, 90 percent of those who know their status should be on treatment, and 90 percent of those on treatment should attain viral suppression. PLACE allows for treatment cascades to be constructed by geographic area or subpopulation group for comparison with these global targets.



## Venue Patron

A venue patron is anyone age 15 and older other than venue workers who are at the venue at the time of the survey. At many venues such as bars and clubs they are socializing at the venue. If the venue is a market, they may be shopping or waiting in a queue.

Anyone at the venue younger than 15 is excluded. Individuals between the ages of 15 and 17 are eligible if they are acting autonomously and independently from their family—that is, they are not at the venue with relatives and are not there on a family errand such as buying bread. Additionally, individuals will be excluded if they are unable to understand the study and informed consent process (for example, if they are intoxicated or do not comprehend the conversation). There is no exclusion based on race, gender, residence, or ethnicity, and pregnant women will not be excluded.

## Venue Population

The population at venues at a busy time comprises workers and patrons who attend venues.

### Venue Worker

A venue worker is a person age 15 or older who is employed by the venue or self-employed at the venue.

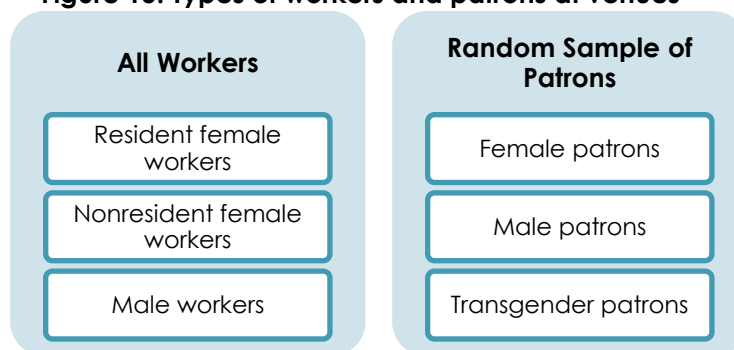
People who work at venues where people meet new sexual partners or where people who inject drugs can be reached work in an environment that may place them at risk of acquiring or transmitting HIV. Workers may engage in sexual or needle sharing

partnerships with other workers or with venue patrons. Female workers who live at the venue are a subgroup of workers who are especially at risk. These may include women who are encouraged to sell sex to male venue patrons.

Inviting all workers to participate indicates the public health benefit of the survey to venue managers and may foster further engagement of venue managers in HIV prevention and treatment programs. Full participation also reduces any stigma from participating in the survey and allows estimates of HIV prevalence and access to services among this group. Workers who are tested and found to be infected with HIV are confidentially linked to care. Survey and test results are not shared with other people in the venue including any venue managers. During analysis, questions about working at the venue (e.g., “Do you work at this venue?”) are used to confirm that a respondent in the worker sample is actually a worker at the venue.

Workers ages 15–17 are excluded if they are working at the venue with their parents or on behalf of their parents.

**Figure 15. Types of workers and patrons at venues**



## Overview of Step 4

Box 7 provides an overview of Step 4. Specific instructions for each step follow.

### Box 7. Overview of Step 4

#### Preparation for Level 3 patron and worker interviews and testing

- 4.1. Review roles and responsibilities.
- 4.2. Create a fieldwork schedule and compile materials.
- 4.3 Review and fix process for assigning participant ID numbers and linking survey and test results.
- 4.4. Review procedure for collecting dried blood spots for laboratory analysis and reporting of results.

#### Training

- 4.5. Update the Master Venue List, select venues for interviews and testing, and obtain permission to visit venues.
- 4.6. Allocate the interviews across the venues and record the targets on Form 3-1: Supervisor District Summary Form for Form C.

#### Collect data: Interview venue informants and use GPS

- 4.7. Adapt agenda and all training materials.
- 4.8. Train supervisors and interviewers.
- 4.9. Establish team briefings.
- 4.10. Complete Form 3-2: Supervisor Summary Form for a Specific Venue.
- 4.11. How to recruit female workers (male workers optional)
- 4.12. How to complete Form 3-3: Interviewer Outcome Log for Form C Interviews
- 4.13. How to recruit patrons

#### Process data

- 4.14. How to complete testing and dried blood spot sample forms
- 4.15. How to increase the sample of key populations

#### Review outputs

- 4.16. Assess quality, update the Master Venue List, and provide feedback.
- 4.17. Verify outputs and document a debriefing meeting.
- 4.18. Summarize and share results.

## Instructions for Step 4

	Step	Procedures	Forms and Tools
PREPARE	4.1	The Principal Investigator meets with the Study Coordinator and Fieldwork Supervisors to review the roles and responsibilities of each person involved in the implementation of this step.	Step 4.1. Roles & Responsibilities
	4.2	The Fieldwork Supervisor creates the fieldwork schedule and compiles materials.	Step 4.2. Checklist for Logistics and Materials
	4.3	The Study Coordinator reviews and finalizes the process for HIV testing including:  How to assign participant ID numbers Determining what supplies and arrangements are needed for conducting HIV testing in accordance with local and national guidelines How to coordinate interviewing and testing at the venue, including collecting biomarker samples for viral load testing, referring people to treatment if indicated, and linking survey and test results	Step 4.3. Finalize HIV Testing Procedures and Participant ID Number
	4.4	The Study Coordinator and the Principal Investigator review the procedures for collecting dried blood spots and obtaining laboratory analysis and provision of results.	Step 4.4. Procedure for Collecting Dried Blood Spots
	4.5	The Fieldwork Supervisor updates the Master Venue List and selects venues for patron and worker interviews and testing. To prepare for fieldwork, the supervisor contacts the manager of each venue selected for patron and worker interviews and testing. During this conversation, the supervisor describes the process, obtains permission, and agrees upon a busy time at the venue when fieldwork can take place. The supervisor communicates with the HIV testing and counseling team to establish the workflow and to ensure that a code is used to link HIV test results to surveys anonymously later.	Step 4.5. Update the Master List of Venues  Table 8. Target numbers chart
	4.6	The Study Coordinator and Fieldwork Supervisor allocate the interviews across the venues proportional to size and record the targets on Form 3-1.	Step 4.6. Allocate the Form C Interviews across the Selected Venues  Form 3-1: Supervisor District Summary Form for Form C
TRAIN	4.7	The Study Coordinator and Fieldwork Supervisor finalize the agenda and adapt the training materials. The Study Coordinator assigns presenters/facilitators for each section, assembles materials for the training event, sets up the tablets with Form C, and prints Interviewer Instructions and Form C Fact Sheets for Informed Consent by Patrons and Workers. The Study Coordinator also arranges logistics for the training.	Step 4.7. Level 3 Interviewer Training Agenda  PLACE Patron and Worker Interviewer Training (PowerPoint)  Table 9. Venue allocation example
	4.8	The training event is an opportunity for interviewers to practice administering Form C with one another and then in a nearby community. After these practice sessions, the Fieldwork Supervisors perform a quality check of the	Step 4.8. PowerPoint slides: PLACE Patron and Worker Interviewer Training

	Step	Procedures	Forms and Tools
		completed forms looking for completeness and accuracy. Supervisors then give feedback to the interviewers by reviewing the practice Form Cs with each interviewer while pointing out areas for improvement. The Study Coordinator provides feedback to the Fieldwork Supervisors.	Step-by-Step Fieldwork Instructions  Form C  Form C Fact Sheet for Informed Consent by Patrons and Workers
COLLECT DATA	4.9	Establish team briefings	Step 4.9. Instructions for Team Briefings
	4.10	The Fieldwork Supervisor fills in sections of the Form 3-2: Supervisor Form C Summary Form for a Specific Venue, indicating the targets for each type of respondent.	Step 4.10. Instructions for Form 3-2  Form 3-2: Supervisor Form C Summary Form for a Specific Venue
	4.11	Data collection begins with interviews and testing of female workers at the venue.	Step 4.11. How to Recruit Female Workers (Optional: Male Workers)
	4.12	How to complete Form 3-3: Interviewer Outcome Log for Form C Interviews	Step 4.12. How to Complete Form 3-3  Form 3-3: Interviewer Outcome Log for Form C Interviews
	4.13	How to recruit patrons	Step 4.13 How to Recruit Patrons
	4.14	Interviewers request informed consent. For each person who agrees or refuses, a Participant ID is assigned by the counsellor. Stickers are used to ensure that test results and dried blood spots and interviews from one individual can be linked. Stickers reduce the likelihood of errors.	Step 4.14. How to Complete the Testing and DBS Sample Forms  Form 3-4, Form 3-5
	4.15	Some studies may include an objective to oversample key populations.	Step 4.15. Optional: Strategies to Increase the Sample of Key Populations
	4.16	Quality should be assessed on an ongoing basis with feedback provided to interviewers, counselors, and testers.	Step 4.16. Assess Quality, Update Master Venue List, and Provide Feedback  Quality Checklist for PLACE Form C

	Step	Procedures	Forms and Tools
REVIEW OUTPUTS	4.17	<p>Verify outputs and documentation. Fieldwork Supervisor completes Form 3-1: Supervisor District Summary Form for Form C and submits the Master Venue List to the Principal Investigator.</p> <p>The Fieldwork Supervisor meets with the interviewers after all interviews have been completed to review the process, collects all the tally sheets, completes the Form 3-1: Supervisor District Summary Form for Form C, and uploads the data. Form 3-1 summarizes the total number and type of community informants interviewed, whether targets were met, the total number of mentions of the venues, the total number of unique venues after sorting Form As, and the number of venues with key populations. There is also a place to note whether the saturation of venues was reached, the estimated refusal rate, and any difficulties in the field, such as bad weather or transportation issues.</p> <p>Ensure that all data have been uploaded or given to the data entry team if paper forms are used.</p>	<p>Step 4.17. Verify Outputs and Documentation during a Debriefing Meeting</p> <p>Form 3-1: Supervisor District Summary Form for Form C</p> <p>Table 10: Outputs/debriefing</p>
	4.17	Summarize and share results	See examples

## Step 4.1. Roles and Responsibilities

<The Principal Investigator provides leadership and meets with the Study Coordinator and Fieldwork Supervisors to review the roles and responsibilities of each person involved in the implementation of this step and ensures that the processes are in place to implement the protocol, including programming the tablets, counseling and testing participants, and linking HIV and viral load test results.

Fieldwork Supervisors are responsible for preparing for and executing fieldwork according to plan and reaching the targets for interviews and tests. They review collected data to ensure their quality.

Interviewers are responsible for recruiting and interviewing patrons and workers according to their training. Before beginning fieldwork, the interviewers meet with their Fieldwork Supervisor to receive the assignment for the day, including a Tally Sheet with targets and interviewing locations. Review and adapt the list below.>

Position	Responsibilities: Activities	Responsibilities: Outputs
<b>Principal Investigator</b>	<ul style="list-style-type: none"> <li>Ensures funding is accessible by the Study Coordinator</li> <li>Answers questions and addresses challenges</li> <li>Oversees implementation through communication with Study Coordinator and Fieldwork Supervisors</li> <li>Ensures that the protocol is followed regarding sampling of venues; takes primary responsibility for selecting the sample of venues</li> <li>Ensures that the tablets have been programmed and that quality checks have been made on the programs</li> <li>Ensures that Form C and the Form C Fact Sheets have been translated into the appropriate languages</li> <li>Ensures that national and local guidelines are followed regarding testing, reporting of test results, and linkage to care</li> <li>Leads the negotiations for obtaining HIV testing supplies and trained HIV testers and counselors and for detailing the processes regarding viral load testing, including all negotiation with the laboratory that is implementing the viral load testing</li> <li>Leads discussion with implementing partners and stakeholders regarding access to HIV test results and findings from the surveys</li> <li>Negotiates all data use agreements so that people have access to the data (see Step 5)</li> </ul>	<ul style="list-style-type: none"> <li>Detailed plans for HIV testing and for viral load tests that adhere to national guidelines</li> <li>Tablet program that has been checked and re-checked for quality and languages</li> </ul>
<b>Study Coordinator</b>	<ul style="list-style-type: none"> <li>Trains Fieldwork Supervisors and interviewers</li> <li>Ensures supplies and resources are available to Fieldwork Supervisors</li> <li>Visits teams during fieldwork</li> <li>Responds to questions and issues from the fieldwork teams</li> <li>Ensures that there is a process for assigning Participant IDs that can link the survey, test result, and viral load result.</li> </ul> <p>To prepare for the training, the Study Coordinator handles the following tasks:</p> <ul style="list-style-type: none"> <li>Adapts the training agenda and assigns presenters/facilitators for each section.</li> <li>Adapts the PowerPoint slide presentations and other documents, as referenced in the agenda.</li> <li>Assembles materials for the training event, including the tablets, Interviewer Instructions, and Form C Fact Sheet.</li> </ul>	

<b>Fieldwork Supervisors</b>	<ul style="list-style-type: none"> <li>• Lead implementation of Step 4 in the districts</li> <li>• Set daily calendar during fieldwork</li> <li>• Lead morning and evening debrief meetings</li> <li>• Remain with teams at all times</li> <li>• Assign work to the interviewers</li> <li>• Oversee quality</li> <li>• Complete data quality forms</li> <li>• If using tablets, have available a backup tablet and paper Form Cs in case there is a malfunction, or a battery runs out.</li> <li>• If using paper, have extra paper Form Cs available</li> <li>• Have extra Fact Sheets available</li> <li>• Collect initialed Form C Fact Sheets</li> <li>• Monitor progress toward reaching targets for types of respondents by recording respondent type of each completed interview immediately afterword</li> <li>• Record number of refusals</li> <li>• Assign a target respondent type (worker, male patron, or female patron) to each interviewer prior to recruitment of each participant</li> <li>• Indicate the sampling strategy to be used in the recruitment of each participant. Workers are identified by the venue manager. Most patrons are identified randomly. After random selection of participants, the supervisor may indicate that respondents must be recruited purposively (for example if needing to interview female sex workers or men who have sex with men).</li> <li>• Verify that HIV test and survey results can be properly linked through the use of a code that makes it impossible to know the identity of the respondent.</li> </ul>	<ul style="list-style-type: none"> <li>• Master Venue List</li> <li>• Form 3-1: Supervisor District Summary Form for Form C</li> <li>• Form 3-2: Supervisor Form C Summary Form for a Specific Venue Quality Check List</li> </ul>
<b>Assistant Fieldwork Supervisor</b>	<ul style="list-style-type: none"> <li>• Assists the Fieldwork Supervisor</li> <li>• Responsible for ensuring that all dried blood spot samples taken for the viral load test are properly labeled, delivered, and analyzed and that the results are provided to the study team</li> </ul>	
<b>District Steering Committee</b>	<ul style="list-style-type: none"> <li>• Serves as a contact point for communication between organizations and people in the district and the Study Team.</li> <li>• Communicates to police and law enforcement that the study is being implemented and ensure their support</li> <li>• Coordinates HIV testing and referral of HIV-positive people to treatment</li> </ul>	
<b>MSM Liaison and FSW Liaison</b>	<ul style="list-style-type: none"> <li>• Provide support to the Fieldwork Team and encourage key population members to participate</li> </ul>	<ul style="list-style-type: none"> <li>• Form 3-3 Interviewer Outcome Log for Form C Interviews</li> <li>• Tablets with completed questionnaires</li> <li>• Form C fact sheets</li> </ul>
<b>Interviewers</b>	<ul style="list-style-type: none"> <li>• If part of the study protocol, facilitate MSM special events</li> </ul>	

## Step 4.2. Select Venues for Interviews and Testing, Create a Schedule for Fieldwork, and Compile Materials

< The Study Coordinator updates the Master Venue List and works with the Principal Investigator to select venues and confirm how Participant IDs will be created. The Fieldwork Supervisor creates the fieldwork schedule, compiles materials for training and fieldwork, and contacts the manager of each venue selected for patron and worker interviews and testing. During this conversation, the supervisor describes the process, obtains permission, and agrees upon a busy time at the venue when fieldwork can take place. The supervisor communicates with the HIV testing and counseling team to establish the work flow and to ensure that a code is used to link HIV test results to surveys anonymously, later.>

Topic	Instructions
<b>Update Master Venue List and select venues</b> <b>Visit venues to obtain permission to conduct interviews and testing.</b> <b>Compile training materials</b>	<ul style="list-style-type: none"> <li>• Update Master Venue List and select venues. See Step 4.5.</li> <li>• List selected venues on Form 3-1: Supervisor District Summary Form for Form C</li> </ul>
	<ul style="list-style-type: none"> <li>• Visit venues and schedule interviews and testing at venue during a busy time. See Step 4.5.</li> <li>• The manager of each venue selected for Level 3 interviews and testing is contacted to discuss field work and agree upon a busy day and time for the PLACE team to return. The result is a schedule that includes venue names and target numbers of respondents.</li> </ul>
	<ul style="list-style-type: none"> <li>• Interviewer Training Agenda</li> <li>• PowerPoint slides: PLACE Patron and Worker Interviewer Training</li> <li>• Fact Sheet for Form C</li> <li>• Step-by-step interviewer instructions</li> <li>• Tablets programmed with Form C. The coordinator and supervisors should test the program to verify that it works and is the same as the paper version of Form C.</li> <li>• Form C on paper for training and backup</li> <li>• Form C Fact Sheet</li> <li>• National standards for counseling and testing</li> <li>• Fieldwork schedule and logistics plan</li> <li>• Letter of introduction</li> <li>• Form 3-1: Supervisor District Summary Form for Form C</li> <li>• Form 3-2: Supervisor Form C Summary Form for a Specific Venue Form 3-3: Interviewer Outcome Log for Form C Interviews</li> <li>• Form 3-4: Tester Venue Summary Form</li> <li>• Form 3-5: Dried Blood Spot Tracking Form</li> <li>•</li> </ul>
<b>Conduct training</b>	<ul style="list-style-type: none"> <li>• 2 days for Form C training</li> <li>• Required: Principal Investigator, Study Coordinator, Fieldwork Supervisors, Interviewers</li> <li>• Counselors and testers required for topics concerning ethics, safety, informed consent, scheduling, testing, counseling, and provision of results</li> </ul>
<b>Compile forms needed for fieldwork</b>	<ul style="list-style-type: none"> <li>• Form 3-1: Supervisor District Summary Form for Form C</li> <li>• Form 3-2: Supervisor Form C Summary Form for a Specific Venue Form 3-3: Interviewer Outcome Log for Form C Interviews</li> <li>• Form 3-4: Tester Venue Summary Form</li> </ul>



Topic	Instructions
	<ul style="list-style-type: none"> <li>Form 3-5: Dried Blood Spot Tracking Form               <ul style="list-style-type: none"> <li>Tablets with Form C</li> <li>Paper copies of Form C. The number of photocopies depends on the sample size. If using Form C in paper format, the number of forms should be slightly more than the sample size. If using tablets, supervisors should have 20 on hand, in case tablets malfunction or run out of battery power.</li> <li>Photocopies of the Form C Fact Sheet that interviewers will give to each participant to inform them about the interview. Each participant initials one copy of the fact sheet and is offered another to keep.</li> <li>Form C interviewer instructions (1 per interviewer)</li> <li>ID stickers (pre-printed with unique IDs to link test and survey and viral load test results, 6 per participant)</li> <li>Master Venue List from Step 3</li> <li>Quality Checklist for Form C</li> <li>Participant Card (Appendix G in the PLACE Protocol Decisions Manual, in the PLACE Tool Kit online)</li> </ul> </li> </ul>
<b>Compile other fieldwork supplies</b>	<ul style="list-style-type: none"> <li>Identification badges (1 per interviewer)</li> <li>A computer with the Master Venue List</li> <li>If tablets are used, they should be loaded with Form C.</li> <li>Cables to charge the tablets</li> <li>A printer is also useful for printing the venue assignments.</li> <li>Every member of the team needs access to a cellphone</li> <li>Stickers with Participant IDs (6 identical stickers per participant)</li> </ul>
<b>Establish team meet-up location</b>	<p>Before each day of fieldwork and at the end of each day, there should be a designated place for the District Fieldwork Team to meet to review the schedule for the day. The place should have sufficient room to sort the hundreds of paper copies of Form A (community informant interview) that will be generated during each day of fieldwork.</p>
<b>Number of days required</b>	<ul style="list-style-type: none"> <li>Two days for training interviewers (first district only)</li> <li>Each interviewer can usually conduct 4–6 interviews per night.</li> <li>Generally busy days are Wednesday, Thursday, Friday, Saturday, and Sunday and there is a 4–6 hour window for interviewing and testing per night.</li> <li>A team of 16 interviewers therefore can usually conduct at least 60 interviews per night.</li> <li>One to two days for travel</li> </ul> <p>For example, a district with a target of 600 interviews and a team of 16 interviewers would need approximately 8–10 working days (Wednesday through Sunday) over two weeks.</p>
<b>Number of supervisor-interviewer teams</b>	<p>The number of interviewers assigned to a venue depends somewhat on the size of the venue and how many interviews are expected at the venue. Each team is accompanied by the Fieldwork Supervisor or Assistant Supervisor. Interviewers should work in pairs for safety reasons.</p>
<b>Vehicles and travel time</b>	<p>Vehicles may be needed to take the team to the district and to transport interviewers within the district to the areas where interviews will be done.</p>
<b>Optimal time of day for patron and worker interviews</b>	<p>Workers can be recruited when the venue is less busy, often during the time just prior to the busiest time. Interviews with patrons should be conducted during the busiest times at the venue as reported on Form B. See Step 4.5.</p>

<i>Topic</i>	<i>Instructions</i>
<b>Transportation</b>	Transportation and drivers may be required to take the team to the district and to the venues. Public transportation options may be less expensive and readily available, but because the interviews often occur late at night, it is important to ensure that the teams have safe transportation even if that is more expensive.
<b>Per diem payments</b>	Interviewers, Fieldwork Supervisors, and people from the district who are helping with the study are likely to require per diem payments to cover the expenses of food and, perhaps, local transportation.
<b>Air time</b>	So that interviewers can communicate by cellphone when in the field
<b>Hotel accommodations</b>	If necessary

### Step 4.3. Finalize HIV Testing Procedures and Participant ID Number

The Study Coordinator reviews and finalizes the process for HIV testing: assigning participant ID numbers, determining what supplies and arrangements are needed for conducting HIV testing, ensuring that local and national guidelines are followed for testing and counseling, coordinating between interviewers and testers at the venue, collecting biomarker samples for viral load testing, referring people to treatment if indicated, and linking survey and test results.

Topic	Preparation Tasks
<b>Coordinator and supervisors inform HIV testing and counseling team in the district about the study and request support.</b>	<p>The Study Coordinator and supervisors:</p> <ul style="list-style-type: none"> <li>Describe the PLACE method to the testers and counselors</li> <li>Explain that testing can occur late at night</li> <li>Explain that testing is conducted in social venues including bars and restaurants</li> <li>Explain that testing and counseling should follow national guidelines</li> <li>Explain that testing is voluntary</li> </ul>
<b>Information requested from the testers and counselors</b>	<p><b>The study coordinator asks:</b></p> <ol style="list-style-type: none"> <li>Whether testers and counselors have all supplies needed to reach the targets for the testing and if not what else is needed</li> <li>Whether the study will need to buy any testing and counseling materials</li> <li>Whether group informed consent is an option they would recommend or not</li> <li>What type of physical space and lighting they require for testing and counseling. Will testing be done using a mobile clinic and generator to provide light? Or with a table and chairs, a tent for shelter, and a screen for privacy? Some other way?</li> <li>What type of per diem or transportation allowance should be paid to the testers and counselors?</li> <li>Are the testers experienced in taking and storing dried blood spots?</li> <li>What type of rapid test is recommended?</li> <li>Confirmatory testing may not be provided during the PLACE survey. Where should the person with a positive rapid test go to get a confirmatory test. Can the counselor provide that information to the person?</li> </ol> <p>The Study Coordinator should note the names and contact information of the people providing HIV counseling and testing as part of the PLACE study.</p>
<b>The Study Coordinator documents the testing process and testing algorithm that will be used.</b>	<p>The process should follow national guidelines. Here is a typical process. A nurse or laboratory staff member will use finger-prick whole blood samples to conduct a rapid HIV test (for example a Determine HIV 1/2 test, Alere/Abbott Laboratories, Waltham, MA, USA). A negative test will be considered as a true negative and the result will be reported to the patient after post-test counseling. A positive test should be confirmed by another test (such as the Uni-gold HIV test, Trinity Biotech, Bray, Ireland). HIV test results for the rapid tests will be available after 20 to 30 minutes. Results will be recorded on a HIV test results form.</p> <p>If both tests are positive, the result will be communicated to the participant as a positive result during post-test counseling. The participant will be advised that all those with a positive test will have viral load testing at the study laboratory. If results are indeterminate (initial test positive and confirming test negative), a third test may be done if the participant is willing. The participant will be counseled about the result and the</p>

Topic	Preparation Tasks
<b>Confirm strategy to link test results and the survey and the viral load test results.</b>	importance of obtaining follow-up, and provided a reference card with his or her code number to obtain the results from the viral load test at the study laboratory in two weeks. The counselor will also advise participants on the recommended referral options for following up HIV and notification of sex partners.
	<p>An important part of planning for testing is deciding how test results will be linked with surveys. In many countries, personal information about individuals undergoing tests, such as names and national identification numbers, are recorded next to test results in an official registry. PLACE does not collect this information and PLACE staff should not have access to this information. If the testers and counselors are part of the district public health program, they should report HIV test results just as they would at the clinic. But they cannot share the information with the PLACE study team.</p> <p>In order to keep test results confidential, the PLACE protocol uses a unique identification code called the Participant ID. One option is to print stickers with an identification code. (If using a digital device for data collection, a bar code can be scanned using the tablet or phone.)</p>
<b>Participant ID codes</b>	<p>Here is one option for an ID code: use the district code plus a number from 1 to the target for the district.</p> <p>If the District Code is 43 and the target is 600 participants, the Participant IDs will be:</p> <p>43001 43002 43003 43004 ..... on to 43699</p> <p>This allows an extra 100 participant IDs.</p>
<b>Number of stickers required</b>	<p>The number of stickers required for each participant depends on the process used for monitoring fieldwork testing and labeling specimens and providing test results. Here is one option showing which forms receive stickers A–F that requires 6 stickers for each participant:</p> <ul style="list-style-type: none"> <li>• ID Sticker A: On the Participant Card</li> <li>• ID Sticker B: On the Form 3-3: Interviewer Outcome Log for Form C Interviews</li> <li>• ID Sticker C: On the HIV test instrument</li> <li>• ID Sticker D: On the Form 3-4: Tester Venue Summary Form</li> <li>• ID Sticker E: On the viral load dried blood spot sample</li> <li>• ID Sticker F: On Form 3-5: Dried Blood Spot Tracking Form</li> </ul>
<b>Finalize how to sequence testing and interview</b>	Fill in the chart below.

## Step 4.4. Procedure for Collecting Dried Blood Spots

### Rationale

Although HIV testing using venous whole blood collection is common worldwide and governed by clear local, national, and global standards, collecting dried blood spots (DBS) is an effective specimen collection method that can be used for viral load testing and an appealing alternative. When compared to viral load tests performed on plasma separated from whole blood, viral load tests done on DBS are highly sensitive and specific for detecting HIV-1 viremia and treatment failure at the current World Health Organization-recommended threshold of 5,000 c/mL. Currently available viral load testing technology in resource-limited settings uses venous whole-blood specimens; however, venous sample collection is technically demanding, with rigorous transport requirements. Collecting dried blood spots (DBS) is a practical alternative method for specimen collection, because it requires only a few drops of blood collected on special filter paper from a finger-stick. The filter paper is easily obtained and samples can be stored at ambient temperatures for up to six months. Training for DBS collection is less intensive than for venous blood collection and plasma separation, both of which are necessary for traditional viral load testing methods. DBS sample collection is the standard of care for qualitative viral load testing for early infant diagnosis of HIV in resource-limited settings, and the benefits of DBS have led to numerous low-income countries preparing to transition away from plasma to DBS for viral load testing.

The comparative simplicity of DBS sample collection may alleviate logistical and financial barriers to viral load testing for treatment monitoring among HIV-positive key populations. Reductions in and simplification of staffing, supply requirements, sample processing, and storage logistics offered by the DBS approach may facilitate community- and venue-based DBS specimen collection for hard-to-reach key populations. When complemented with quantitative biobehavioral surveys on engagement in HIV testing and care services, DBS collection can improve assessments of virological suppression and core indicators for measuring the engagement of key populations in the HIV care continuum.

DBS collection also provides a multimodal platform for additional testing among key populations, who are at great risk for HIV acquisition and transmission. Within the first weeks to months of acquiring the virus—during the acute and early HIV infection phases—HIV viremia is high and, consequently, transmission rates peak. Appropriately detecting, diagnosing, and treating acute and early HIV infection in key populations is crucial for preventing onward HIV transmission. During these phases of HIV infection, DBS can be used for HIV detection, when traditional rapid HIV testing approaches fail. In addition to HIV, the burden of other STIs among key populations is high. The synergistic relationship between HIV and STIs exacerbates HIV transmission potential. To support prevention of HIV transmission, DBS can be used for STI antibody testing, leading to improvements in STI care and treatment initiation. Once someone is on HIV treatment, DBS also serves as a platform for monitoring uptake of HIV care, virological suppression, and drug resistance genotyping.

Table 7 summarizes the advantages of DBS collection.

**Table 7. Advantages of DBS collection**

Advantage	Reason
<b>Safety</b>	Once dried, blood spots are not considered biohazardous.
<b>Durability and ease of transport</b>	DBS samples are not subject to the same processing time frame and temperature sensitivities as whole blood or plasma specimens are.
<b>Accessibility</b>	DBS samples facilitate field and peripheral health facility collection for hard-to-reach key populations.
<b>Minimal storage requirements</b>	One DBS card is generally about the size of a credit card.
<b>Ease of use</b>	Minimal training is required to collect DBS samples.

## General Procedures

DBS should be collected by trained project staff. Clients should undergo a finger stick. Using special filter paper, staff should collect five DBS from the finger stick. The World Health Organization provides detailed instructions on how this should be done, here: [https://www.who.int/diagnostics\\_laboratory/documents/guidance/pm\\_module14.pdf](https://www.who.int/diagnostics_laboratory/documents/guidance/pm_module14.pdf). Also each laboratory may have its own specifications for collection, handling, and shipment of DBS samples, and these should be followed, as well.

Clients ideally should be informed of their viral load test results within one month of testing and referred to appropriate antiretroviral therapy clinics for medical care and treatment, as necessary.

## DBS Collection Procedures

The fieldwork team is tasked with making sure that samples are appropriately collected, handled, and shipped to the laboratory. Once dried, cards will then be inserted in gas-impermeable zip-closure storage bags with two desiccant sachets. The bags will be sealed and stored at ambient temperature. Each bag will be appropriately labeled with the client ID number and a unique laboratory sample ID. Clinic staff will complete a sample collection form by recording client ID, laboratory sample ID, and specimen type, which the Study Coordinator will keep on file.

## Step 4.5. Update the Master Venue List, Select Venues for Interviews and Testing, and Obtain Permission to Visit Venues

The venues are sampled from the Master Venue List found to be operational in the previous step. To calculate the sampling weights accurately, the list must be updated with the results of the venue visits in Step 3. After the venues are selected, the Fieldwork Supervisor visits the selected venues to set the fieldwork schedule for interviews and testing.

Topic	Instructions
<b>Update the Master Venue List with Form B results.</b>	<p>Update each venue in the Master Venue List that community informants identified with its venue outcome:</p> <ul style="list-style-type: none"> <li>• Venue found and operational</li> <li>• Venue not found/closed</li> <li>• Duplicate venue</li> <li>• Venue was not visited</li> </ul>
<b>Estimate the number of operational venues in the district and calculate the venue weights.</b>	<p>Based on the proportion of venues that were found and operational among the venues that were visited, estimate the total number of operational venues.</p> <p>If the venues were stratified into higher- and lower-priority operational venues, then estimate the totals for each stratum separately.</p> <p>For example, if 700 high-priority venues were initially identified, 645 of these were selected for a venue visit, and 500 were found and operational, then the estimated total number of higher-priority operational venues is <math>500/645 * 700 = 543</math>.</p> <p>Similarly, if 700 lower-priority venues were also initially identified, 215 of these were selected for a venue visit, and 150 were found and operational, then the estimated total number of lower-priority operational venues is <math>150/215 * 700 = 488</math>.</p> <p>Estimate the survey weight for each found and operational venue. For example, the survey weight for higher-priority venues above would be <math>543/500 = 1.08</math>. The survey weight for the lower-priority venues would be <math>488/150 = 3.25</math>.</p> <p>For each found and operational venue, enter the survey weight for Level 2 interviews on the spreadsheet.</p>
<b>Identify which venues are eligible for Form C interviews.</b>	<ul style="list-style-type: none"> <li>• All venues that were found and operational are eligible for Form C interviews and testing.</li> <li>• In addition, the protocol may indicate that special MSM events be scheduled for additional targeted recruitment of MSM.</li> <li>• Indicate on the Master Venue List which venues are eligible for Form C interviews.</li> </ul>
<b>The Principal Investigator will select the venues and events for Form C interviews.</b>	<ul style="list-style-type: none"> <li>• The Principal Investigator will select the venues from the Master Venue List after the list is updated to indicate which venues selected for a visit in Step 3 were operational.</li> <li>• The recommended method for sampling venues is to sort the sampling frame by venue strata (higher- and lower-priority venues), subdistrict area, and type of venue. Then sample the venues in each stratum using interval sampling with a random start.</li> </ul>

Topic	Instructions
<b>Tips for how many venues to visit for Form C interviews</b>	<ul style="list-style-type: none"> <li>The selected venues should be a probability sample of venues. It is possible that a stratified sampling approach will be taken that oversamples higher-priority venues. The Master Venue List that is provided is partially programmed to identify a sample of venues.</li> <li>No fewer than 30 venues should be selected.</li> <li>Fewer than 60 venues: Select 30 venues</li> <li>61-749 venues: Select 30 venues</li> <li>750-1,499 venues: Select 38 venues</li> <li>1,500+ venues: Select 45 venues.</li> </ul>
<b>More detailed guidance for how many venues to select for Form C interviews</b>	<p>The table below shows options for a range of implementation scenarios: The first column indicates the number of venues that were found to be operational in the district or whatever area was selected for the PLACE implementation.</p> <p>The next column indicates the percentage and number of venues to be selected. It ranges from 50 percent of the venues where there are only 60 or fewer venues to 3 percent of venues where there are 1,500 or more venues.</p> <p>Assuming there are approximately an equal number of higher- and lower-priority venues, the sampling probability for higher-priority venues should be three times that of lower-priority venues (example: 15% versus 5%).</p>
<b>Visit selected venues to get permission to conduct interviews on-site.</b>	<p>The Fieldwork Supervisor contacts the venue manager or responsible person at the venue and provides information about the survey including letters of support from the National and District Steering Committees.</p> <p>The venue manager may refuse to participate. If this happens, the venue is replaced with the next venue on the list.</p> <p>During the visit to the venue, the supervisor identifies where the HIV testing and counseling will occur and negotiates a private and quiet place. Sometimes additional funding is required to rent a room on-site during the survey.</p> <p>In addition, the supervisor obtains permission to interview and test all female workers. The supervisor ensures that the results are provided only to the person being tested and not to anyone else at the venue (including the management of the venue).</p>
<b>Schedule interviews at a busy time for the venue.</b>	<p>During this visit, the supervisor schedules an appropriate time for the interviews and testing. Information from Form B for the selected venue is used to determine when the venue has the largest number of patrons on-site. The Fieldwork Supervisor works with the venue manager to ensure that the survey of patrons is scheduled to occur during a peak period. The reason the survey is conducted at a peak time is to increase the probability of including people who visit only during peak times. People who attend venues at off-peak hours also generally visit during peak times. In addition, the findings from a particular venue are more readily interpreted relative to information from other venues if all data are collected at peak times. The survey and testing of female workers usually occurs just prior to the peak period for patrons so that the workers will not be as busy.</p>
<b>Allocate target number of interviews across selected venues.</b>	<p>See Step 4-6. Record the venues and the target for each venue on Form 3-1.</p>
<b>Create a calendar for patron worker interviews.</b>	<p>Indicate the date and time each venue will be visited and how many interviewers are needed at each venue.</p>



**Table 8. Step 4.5 chart of target number of venues and interviews**

Number of Operational Venues	% and Number of Venues to Select*	Estimated Number of Operational Venues by Stratum		Percentage and Number of Venues to Sample using a Ratio of 3:1		Number of Interviews to Conduct		
						Female Workers	Female Patrons	Male Patrons
<b>&lt; = 60</b>	50%=30	One Stratum	60	50%	30	All	300	300
<b>300</b>	10%=30	Higher	150	15%	22	All	220	220
		Lower	150	5%	8	All	80	80
<b>750</b>	5%=38	Higher	375	7.5%	28	All	280	280
		Lower	375	2.5%	10		100	100
<b>1,500+</b>	3% =45	Higher	750	4.5%	34	All	340	340
		Lower	750	1.5%	11	All	110	100

## Step 4.6. Allocate the Form C Interviews across the Selected Venues

If feasible, all workers and patrons should be interviewed and tested.

However, if this approach is not feasible, the Fieldwork Supervisor initially distributes the target number of workers and patron interviews across the selected venues based on the expected number of workers and patrons at the venue according to available information from the Level 2 interviews (Form B) about the number at the busiest time. Enter the information from Form B onto Form 3-1 and indicate the allocation of the total target size across all of the venues.

### Female Workers

Use information from B26B (in Form B) as a guide, but in actuality, interview all female workers at the venue.

B26A	Do any women work here?	YES 1 NO 2	IF NO SKIP TO B27A
B26B	How many women usually work here during a busy day from opening to closing? They could work here as staff or as self-employed persons.	NUMBER:	

### Male and Female Patrons

One way to allocate the number of interviews across the venues is to sum the number of estimated female and patrons at all of the selected venues and estimate the distribution of the women across all venues by dividing the estimated number at each venue (based on B27C and B27D) by the sum. In the example below, only 10 venues were selected. This is too few venues for an actual study, but it is fine for illustrating a method for allocating interviews across venues.

B27C	Approximately how many men are here socializing on <the busiest day> at the <busiest time>?	NONE 0	101-150 9	PROBE FOR CODE. CIRCLE ONLY ONE CODE.
		1-9 1	151-200 10	
		10-19 2	201-300 11	
		20-29 3	301-500 12	
		30-39 4	501-1000 13	
		40-49 5	>1000 14	
		50-59 6	DOES NOT KNOW 77	
		60-79 7	REFUSED 88	
		80-100 8		

B27D	Approximately how many women are here socializing on <the busiest day> at the <busiest time>?	NONE 0	101-150 9	PROBE FOR CODE. CIRCLE ONLY ONE CODE.
		1-9 1	151-200 10	
		10-19 2	201-300 11	
		20-29 3	301-500 12	
		30-39 4	501-1000 13	
		40-49 5	>1000 14	
		50-59 6	DOES NOT KNOW 77	
		60-79 7	REFUSED 88	
		80-100 8		

Use the midpoint of the range above. See the example below for allocating a sample of 300 women across 10 venues.

**Table 9. Example of venue allocation**

	Code from Form B B27D	Range	B27C Estimated number of female patrons at a busy time; midpoint of the range	Percentage distribution of target sample	Target number of interviews at each venue	Percentage of women interviewed at each venue
Venue A	0	0	0	0	0	74%
Venue B	1	1-9	5	1.2%	4	74%
Venue C	5	40-49	45	11.1%	33	74%
Venue D	8	80-100	90	22.2%	67	74%
Venue E	7	60-79	70	17.3%	52	74%
Venue F	6	50-59	55	13.6%	41	74%
Venue G	4	30-39	35	8.6%	26	74%
Venue H	3	20-29	25	6.2%	19	74%
Venue I	4	30-39	35	8.6%	26	74%
Venue J	5	40-49	45	11.1%	33	74%
Total			405	100.0%	<b>300</b>	74%

At smaller venues, fewer patrons should be interviewed. At larger venues, more should be interviewed. The goal is to interview approximately the same percentage of male and female patrons at each venue so that every male patron has the same probability of selection across all selected venues and so that every female patron has the same probability of selection across all selected venues.

If the actual number at a venue turns out to be significantly different from the expected number, the supervisor can increase or decrease the target number to be interviewed, taking into account the need to reach the overall target for the district.

## Form 3-1: Supervisor District Summary Form for Form C

Supervisor completes one form per district.

<b>S1</b> Supervisor Name	<b>S2</b> Supervisor ID	<b>S3</b> Number of Interviewers
<b>S4</b> Number of PPAs Where FORM C Surveys Conducted:	<b>S5</b> Date Form C Began: DD/MM/YY	<b>S6</b> Date Form C Ended: DD/MM/YY
Number of Venues Selected:	Target Number of Interviews:  Female Workers:  Female Patrons:  Male Patrons:	Targets for Other Subgroups, if Any

### VENUES SELECTED FOR FORM C INTERVIEWS

				FW: Female Workers	FP: Female Patrons		MP: Male Patrons				
Venue ID	Expected Number from Form B			Target	Actual	Target	Actual	Target	Actual	Count at Peak Time	Comments
	FW	FP	MP								
				FW: Female Workers	FP: Female Patrons		MP: Male Patrons				
Venue ID	Expected Number from Form B			Target	Actual	Target	Actual	Target	Actual	Count at Peak Time	Comments
	FW	FP	MP								

1. If the target number of respondents was not met, why not?
2. What is the estimated refusal rate? A range is acceptable (e.g., <5% or between 5% and 10%).
3. Were there any difficulties in the field? This can include weather (rain), safety issues, difficulty recruiting community informants, or any other issues.

## Step 4.7. Adapt Agenda and All Training Materials

<The Study Coordinator and Fieldwork Supervisor finalize the agenda and adapt the training materials. All of the training materials are listed in the agenda.>

### Agenda: Training for Patron and Worker Interviews (Level 3)

Time	Interviewer Training: Patron and Worker Interviews	Materials Needed
<b>Day 1</b>		
<b>9:00 – 9:20</b>	Welcome	Agenda: Training for Level 3 Patron and Worker Interviews (1 per participant)
<b>9:20 – 10:30</b>	Overview of Patron and Worker Interviews	Patron and Worker Training (PowerPoint)
<b>10:30 – 10:45</b>	<i>Break</i>	Coffee and snacks
<b>10:45 – 11:30</b>	Recruitment, HIV Testing, Fact Sheets and Informed Consent	Patron and Worker Training (PowerPoint) Form C Fact Sheet and Informed Consent for Patron and Worker Interviews (Step 4.8 and in the PLACE Tool Kit online)
<b>11:30 – 12:30</b>	Sequencing of Informed Consent, Interviewing and Testing	Step-by-Step Form C Instructions (Step 4.8)
<b>12:30 – 1:45</b>	<i>Lunch</i>	Lunch
<b>1:45 – 2:15</b>	Overview of Form C	Patrons and Worker Training (PowerPoint)
<b>2:15 – 3:30</b>	Form C: Question by question read-through	
<b>3:00 – 3:15</b>	<i>Break</i>	Coffee and snacks
<b>3:15 – 3:30</b>	Read-through, continued	
<b>3:30 – 4:30</b>	Practice in pairs	Blank copies of Form C
<b>4:30 – 5:00</b>	Review and questions: include discussion around ethical/confidentiality issues specific to Form C	
<b>Day 2</b>		
<b>9:00 – 10:00</b>	Role play: observe complete process	
<b>10:00 – 10:30</b>	Discuss issues that arose during role play	
<b>10:30 – 10:45</b>	<i>Snack</i>	Coffee and snacks
<b>10:45 – 11:15</b>	Form 3-1: Supervisor District Summary Form for Form C	Form 3.1
<b>11:15 – 11:45</b>	Form 3-2: Supervisor Form C Summary Form for a Specific Venue	Form 3.2
<b>11:45 – 12:15</b>	Form 3-3: Interviewer Outcome Log for Form C Interviews	Form 3.3
<b>12:15 – 1:15</b>	<i>Lunch</i>	Lunch
<b>1:15 – 1:45</b>	Form 3-4: Tester Venue Summary Form	Form 3.4

Time	Interviewer Training: Patron and Worker Interviews	Materials Needed
<b>1:45 – 2:00</b>	Form 3-5: Dried Blood Spot Tracking Form	Form 3.5
<b>2:00 – 3:00</b>	Safety issues	
<b>3:00 – 4:00</b>	<i>Break</i>	Coffee and snacks
<b>4:00 – 7: 00</b>	Practice in a venue setting. Each interviewer recruits and interviews 2 respondents using the Tablet.	
<b>Day 3</b>		
<b>9 – 11:00</b>	Supervisors provide feedback on practice interviews from the day before. General discussion	

## Step 4.8. Train Supervisors and Interviewers

Training covers the following topics for supervisors:

- Introduction of survey to venue managers
- On-site requirements for HIV testing and counseling
- Coordination with district and country guidelines on reporting HIV test results
- Confidentiality of HIV test results
- Understanding of the HIV treatment cascade and importance of measuring viral loads
- Collection and storage and transportation of DBS specimens
- Estimating the target number of patrons to interview per venue
- Ensuring the safety of interviewers and participants
- Documentation of refusals
- Teamwork

Training covers the following topics for interviewers:

- Recruitment of workers and patrons
- Eligibility criteria
- Informed consent
- Question-by-question review of Form C
- Definition of key populations
- Respect for participants
- Handling refusals and sensitive questions
- Common problems encountered and how to resolve them
- Ensuring data quality

### Safety

The training covers issues regarding safety. Steps must be taken to ensure the safety of the interviewers and participants during the biobehavioral survey. Decisions arising from a safety incident in the field will be made by the District Steering Committee and the Study Coordinator within 24 hours. It will be mandatory for the field teams to have the following items with them when they in the field:

- Contact information of the coordinator
- Incident report forms
- Flashlights
- Discretionary money

### Step by Step Fieldwork Instructions for Patron and Worker Interviews

Training covers the step-by-step process that occurs during fieldwork. The description below assumes that interviewers are using tablets, that all female workers are being interviewed, and that HIV testing and counseling is being done with an additional DBS taken for those with a positive test. The Principal Investigator and Study Coordinator should review and adapt the following step-by-step guide (Box 8) and provide copies to the interviewers, counselors, and Fieldwork Supervisors.



## Box 8. Step-by-step fieldwork instructions for patron and worker interviews

Step-by-step instructions	
1.	<b>Fieldwork Supervisor</b> previously filled in the list of venues and targets on Form 3-1 for the district (Step 4.5).
2.	<b>Fieldwork Supervisor</b> fills in targets on Form 3-2 for the specific venue where interviews and testing are to take place soon.
3.	<b>Fieldwork Supervisor</b> explains that first the female workers will be interviewed.
4.	<b>Fieldwork Supervisor</b> greets venue manager or responsible person and explains that it is time to interview female workers. The Fieldwork Supervisor pairs a worker with an interviewer.
5.	<b>Interviewer</b> requests informed consent from the female worker and follows the steps here, from Step 9 on.
6.	The Fieldwork Supervisor counts the number of people at the venue and fills in the total on Form 3-2.
7.	Once the interviews with female workers have been completed, each interviewer should ask the Fieldwork Supervisor what type of respondent to interview next (for example, a randomly selected male or female patron).
8.	Fieldwork Supervisor draws a map of the venue and shows each interviewer where to stand to recruit patrons randomly.
9.	The interviewer goes to his recruitment location and approaches the nearest person meeting his target type. The interviewer records in the tablet if the person turns away before informed consent is requested.
10.	If person is offered informed consent and refuses, this is also noted in the tablet. The interviewer keeps approaching and recording each result: either a turn-away or refusal until a person agrees to the interview.
11.	Once a participant agrees, the interviewer takes the participant to the HIV Counselor.
12.	The HIV Counselor puts Sticker A on a Participant Card and gives it to the respondent.
13.	The HIV Counselor puts Sticker B on the interviewer's Form-3-3: Interviewer Outcome Log for Form C Interviews.
14.	Counselor provides HIV pre-test counseling to participant. Interviewer waits.
15.	Tester takes blood sample with a finger prick for the HIV test. The interviewer labels the testing strip with ID Sticker C that matches the Participant ID.
16.	Tester hands respondent back to the interviewer, who takes the respondent to a quiet place and conducts the interview.
17.	Tester processes the test while the interview is being done and records the test result in any official forms and puts the ID Sticker D and test result on the Form 3-4 Tester Venue Summary Form.
18.	Interviewer takes participant back to get post-test counseling and test results. Shows the HIV Counselor ID Sticker B on Form 3-3. HIV Counselor initials Interviewer Form 3-3, indicates the HIV test result on the tablet, and swipes the screen so that the result is not visible.
19.	The interviewer checks the interview before saving the form and closing it. The interviewer returns to the Fieldwork Supervisor to get the next assignment—whether to interview a randomly selected male or female patron or other special group.
20.	HIV Counselor provides the result and appropriate post-test counseling. If the person is HIV+, the counselor asks for a blood sample for a viral load test.

21.	Collection is done by finger prick. Tester labels the DBS specimen with ID Sticker E.
22.	Tester puts ID Sticker F on Form 3-5: Dried Blood Spot Tracking Form. The list indicates for each sticker from someone with a positive HIV test if the DBS sample was taken or not. Stickers for HIV-negative participants are stored, to be destroyed and not used for anyone else.
23.	Viral load specimens are stored safely with an ID sticker on each one.
24.	Fieldwork Supervisor collects all forms and ensures that all results have been received and all viral load samples obtained. Supervisor fills out the rest of Form 3-1 and Form 3-2.

## PLACE Form C: Interview with a Patron or Worker (Level 3)

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
<b>MODULE 1: LOCATION INFORMATION</b>			
C1	District Name	NAME:	TEXT.
C2	District Number	NUMBER:	
C3	Subdistrict Area Name	NAME:	TEXT.
C4	Subdistrict Area Number	NUMBER:	
C5	Priority Prevention Area (PPA) Name	NAME:	IF NOT IN A PPA, WRITE "NOT APPLICABLE."
C6	Priority Prevention Area Number:	NUMBER:	IF NOT IN A PPA, LEAVE BLANK.
C7	Venue Identification Number (Site ID):	NUMBER:	
C8	Venue Name:	NAME:	TEXT.
C9	Type of sampling used to select venue for FORM C	PROBABILITY SAMPLE 1 PURPOSIVE 2	
<b>MODULE 2: VENUE AVAILABILITY</b>			
C10A	Date of survey	A DAY:	
C10B		B MONTH:	
C10C		C YEAR:	
C11	Interviewer identification number	NUMBER:	
C12	Is the venue available for interviews?	YES 1 NO 2	IF NO, GO TO C73A.

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
C13	Start time	HOUR: _____ MINUTE: _____	
<b>MODULE 3: RECRUITMENT OF RESPONDENT</b>			
C14	What type of respondent are you recruiting?	RANDOMLY SELECTED MALE 1 RANDOMLY SELECTED FEMALE 2 “TAKE ALL” FEMALE WORKERS 3 PURPOSIVELY SELECTED MEN WHO HAVE SEX WITH MEN (MSM) 4 PURPOSIVELY SELECTED FEMALE SEX WORKERS (FSW) 5	
	<p>Hello. My name is &lt; ..... &gt; and I am working on a study that will improve HIV prevention programs. I would like to ask you some questions about this venue and some questions to assess your need for and access to services. I would like to offer you an HIV test, too. Here is a FACT SHEET that has more information about the study. This should take about 30—40 minutes.</p>		READ:
C15	INTERVIEWER: DID YOU READ THE FACT SHEET TO THE RESPONDENT AND ANSWER QUESTIONS?	YES 1 NO 2	

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
C16	HOW MANY POTENTIAL RESPONDENTS REFUSED BEFORE YOU COULD INTRODUCE YOURSELF AND REQUEST INFORMED CONSENT?	NUMBER:	
C17	GENDER OF RESPONDENT AS OBSERVED BY INTERVIEWER	MAN 1 WOMAN 2 TRANS FEMALE 3	
C18A	What is your age?	AGE:	IF 18 OR OLDER, GO TO C19A.
C18B	[IF AGE 15–17] Are you here with a parent or on a family errand?	YES 1 NO 2 REFUSED 8	ONLY ASK IF AGE 15–17. IF YES, END THE INTERVIEW AND GO TO C73A. IF NO, GO TO C19A.
C19A	As part of this study you will be interviewed and tested for HIV. Those with a positive test will have another test to determine the level of infection. Are you willing to be interviewed and tested?	YES 1 NO 2	IF YES, WILLING, GO TO C20.
C19B	[IF NO] Some people don't want to be interviewed and tested, because they already know they have HIV. Is this why you don't want to be interviewed and tested?	YES 1 NO 2 REFUSED 8	ASK ONLY IF C19A IS NO. IF RESPONSE IS YES, GO TO C73A.
C20	INTERVIEWER: IS RESPONDENT CAPABLE OF ANSWERING THE QUESTIONS?	YES 1 NO 2	IF NO, THANK THE RESPONDENT AND GO TO C73A.
C21	LANGUAGE OF INTERVIEW:		TEXT.

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
<b>MODULE 4: DEMOGRAPHIC CHARACTERISTICS</b>			
	Thank-you for agreeing to participate. First I am going to ask you a few general questions.		READ
C22	In what district do you live?	DISTRICT CODE:	USE CODE SHEET.
C23	How many years have you lived here/there?	NUMBER OF YEARS: _____  ALL MY LIFE    66  DON'T KNOW    77  REFUSE    88	
C24	Are you currently employed?	YES    1  NO    2  REFUSED    8	
C25	Are you currently in school or taking classes?	YES    1  NO    2  REFUSED    8	
C26	What is the highest level of education you completed?	NONE    1  PRIMARY SCHOOL    2  SECONDARY SCHOOL    3  POSTSECONDARY    4  REFUSED    88	
C27	What type of phone do you use, if any?	NO PHONE AT ALL    1  BASIC PHONE (NOT SMART)    2  SMART PHONE    3	READ OPTIONS.

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
C28	Now think about the place where you slept last night. Did you sleep at....	THIS VENUE 1 ANOTHER SOCIAL VENUE 2 FAMILY RESIDENCE 3 FRIEND'S RESIDENCE 4 DORMITORY 5 HOTEL/COMMERCIAL LODGING 6 STREET/OUTSIDE 7 SOMEWHERE ELSE 8	READ OPTIONS.
C29	Some people travel to other districts and some do not. When did you most recently travel outside this district, if ever?	IN THE PAST WEEK 1 IN THE PAST MONTH 2 IN THE PAST 6 MONTHS 3 OVER 6 MONTHS AGO 4 NEVER 5	READ OPTIONS.
<b>MODULE 5: VENUE ATTENDANCE</b>			
	Next, I am going to ask you about how often you come here to this venue. This information will help us estimate how many people could be reached here.		READ
C30	Do you work here?	YES 1 NO 2 REFUSED 8	
C31	Do you live here?	YES 1 NO 2 REFUSED 8	

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS		DIRECTIONS								
C32	<p>How often do you come to this venue?</p> <p>READ OPTIONS</p>	<p>LIVES AT VENUE 0</p> <p>VISITS DAILY 1</p> <p>4–6 TIMES PER WEEK 2</p> <p>2–3 TIMES PER WEEK 3</p> <p>WEEKLY 4</p> <p>2–3 TIMES PER MONTH 5</p> <p>MONTHLY 6</p> <p>LESS THAN ONCE A MONTH 7</p> <p>THIS IS MY FIRST TIME HERE 8</p> <p>DOES NOT KNOW 77</p> <p>REFUSE 88</p>										
C33	<p>Why did you come here today/tonight?</p> <p>Did you come to:</p>	<table border="1"> <tr> <td>A. Socialize?</td> <td>1</td> </tr> <tr> <td>B. Drink Alcohol?</td> <td>1</td> </tr> <tr> <td>C. Look for A Sexual Partner?</td> <td>1</td> </tr> <tr> <td>D. Work?</td> <td>1</td> </tr> </table>	A. Socialize?	1	B. Drink Alcohol?	1	C. Look for A Sexual Partner?	1	D. Work?	1		CIRCLE 1 IF YES.
A. Socialize?	1											
B. Drink Alcohol?	1											
C. Look for A Sexual Partner?	1											
D. Work?	1											
C34	<p>Other than this place, how many other public places have you visited today to socialize, drink alcohol, or look for a person to have sex with?</p>	<p>NUMBER:</p>										
C35	<p>How many other public places do you plan to go to today to socialize, drink alcohol, or look for a sexual partner?</p>	<p>NUMBER:</p>										



PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
C36A	Think about <last> Saturday night. Including this place, did you go to any public venues to socialize last Saturday during the period 8 PM –11 PM?	YES 1 NO 2 REFUSED 8	IF TODAY IS SATURDAY, ASK ABOUT THE PREVIOUS SATURDAY. IF NO, GO TO C37.
C36B	[IF YES] Including this venue if you came here, how many public social venues did you go to last Saturday night between 8 PM and 11 PM?	NUMBER:	
MODULE 6: DRUG USE			
	Now I have a few questions about smoking, drinking alcohol, and using drugs.		READ.
C37	Do you smoke a cigarette once a week or more?	YES 1 NO 2 REFUSED 8	
C38	Do you drink alcohol daily or almost every day?	YES 1 NO 2 REFUSED 8	
C39A	Have you injected nonprescription drugs at any time in the past year?	YES 1 NO 2 REFUSED 8	IF YES, GO TO C39C.
C39B	Have you ever injected nonprescription drugs?	YES 1 NO 2 REFUSED 8	IF NO, GO TO C40.

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
C39C	Some people take medicine to help with a drug addiction. Are you receiving opioid substitution therapy or taking a medicine to treat a drug addiction?	YES 1 NO 2 REFUSED 8	IF NO, GO TO C39E.
C39D	Have you been taking the medicine for six months or more?	YES 1 NO 2 REFUSED 8	
C39E	The last time you injected drugs, did you use a sterile needle and syringe?	YES 1 NO 2 REFUSED 8	
C39F	How easy or hard is it to get sterile injecting equipment such as clean needles?	VERY EASY 1 EASY 2 DIFFICULT 3 VERY DIFFICULT 4	
<b>MODULE 7 SEXUAL BEHAVIOR</b>			
	The next few questions are about sexual behavior.		READ
C40	At what age did you first have sex? By sex I mean penile-vaginal sex or anal sex. Let me know if you have never had sex.	AGE: _____ DOES NOT KNOW 97 REFUSED 98 NEVER HAD SEX 99	IF NEVER HAD SEX, GO TO C52A.
C41	Did you use a condom the last time you had penile-vaginal sex?	YES 1 NO 2 REFUSED 8 NEVER HAD VAGINAL SEX 9	PROBE IF NECESSARY TO ENSURE THAT THE PERSON HAS HAD VAGINAL SEX.

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
C42A	Have you ever had anal sex with a man?	YES 1 NO 2 REFUSED 8	IF NO, GO TO C43
C42B	[IF YES] The last time you had anal sex with a man, did you use a condom?	YES 1 NO 2 REFUSED 8	
C42C	Some people use a personal lubricant during anal sex. The last time you had anal sex with a man, did you use any lubricant?	YES 1 NO 2 REFUSED 8	
C42D	If you wanted personal lubricant, how easy or difficult would it be for you to get one quickly?	VERY EASY 1 EASY 2 DIFFICULT 3 VERY DIFFICULT 4	READ OPTIONS.
C43	In the past 12 months, have you had sex with a person who you never had sex with before?	YES 1 NO 2 REFUSED 8	

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
C44	In the past 12 months, approximately how many men did you have sex with?	<p>NONE 0</p> <p>ONE 1</p> <p>TWO 2</p> <p>THREE 3</p> <p>FOUR 4</p> <p>FIVE TO NINE 5</p> <p>TEN TO TWENTY 6</p> <p>TWENTY TO THIRTY 7</p> <p>31–100 8</p> <p>MORE THAN 100 10</p> <p>REFUSED 88</p>	READ OPTIONS.
C45	In the past 12 months, approximately how many women have you had sex with?	<p>NONE 0</p> <p>ONE 1</p> <p>TWO 2</p> <p>THREE 3</p> <p>FOUR 4</p> <p>FIVE TO NINE 5</p> <p>TEN TO TWENTY 6</p> <p>TWENTY TO THIRTY 7</p> <p>31–100 8</p> <p>MORE THAN 100 10</p> <p>REFUSED 88</p>	READ OPTIONS.

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
C46A	In the past 12 months, have you paid a woman to have sex with you?	YES 1 NO 2 REFUSED 8	
C46B	In the past 12 months, have you paid a man to have sex with you?	YES 1 NO 2 REFUSED 8	
C47A	Has anyone ever paid you money for sex?	YES 1 NO 2 REFUSED 8	IF NO, GO TO C48A.
C47B	[IF YES] When did this happen most recently?	WITHIN THE PAST WEEK 1 WITHIN THE PAST 2–4 WEEKS 2 WITHIN THE PAST YEAR 3 OVER A YEAR AGO 4	READ OPTIONS.
	Now I am going to ask you about how many people you had sex with in the past 4 weeks.		READ.
C48A	First, I would like to know how many men you had sex with in the past 4 weeks, including men you had sex with once and men you had sex with more often. In total, how many men did you have sex with in the past 4 weeks?	NUMBER:	IF ZERO, GO TO C49A.

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
C48B	Of these men, how many were new male partners: that is, the first time you had sex with the person was in the past 4 weeks?	NUMBER:	
C49A	In total, how many women did you have sex with in the past 4 weeks?	NUMBER:	IF ZERO, GO TO C50A.
C49B	Of these women, how many were new female partners: that is, the first time you had sex with the person was in the past 4 weeks?	NUMBER:	
C50A.	Do you have a main sexual partner now? A main partner could be a spouse, someone you live with, or someone else.	YES 1 NO 2 REFUSED 8	IF NO, GO TO C51A.
C50B.	[IF YES] Are the main partner(s) male, female, or do you have both a main female and main male partner?	MALE 1 FEMALE 2 BOTH 3 REFUSED 8	
C50C	Do you think that your main partner(s) (any of your main partners) has had sex with another person in the past 12 months? PROBE FOR BEST GUESS.	YES 1 NO 2 REFUSED 8	
MODULE 8 CONDOM USE			

PLACE FORM C: PATRON AND WORKER INTERVIEW		RESPONSE OPTIONS	DIRECTIONS
C51A	We've talked a bit about male condoms, but I want to know if you have ever used a male condom or not. Have you ever used a male condom?	<p>YES 1</p> <p>NO 2</p> <p>REFUSED 8</p>	IF NO, GO TO C52A
C51B	Think about the past 7 days. How many times did you have vaginal sex with a condom? And how many times did you have vaginal sex without a condom?	WITH A CONDOM: _____	
		WITHOUT A CONDOM: _____	
C51C	Which best describes your condom use during vaginal sex (man with woman) in the past 6 months?	<p>I DID NOT USE CONDOMS AT ALL 1</p> <p>I OCCASIONALLY USED THEM 2</p> <p>I USED CONDOMS EVERY TIME 3</p> <p>I DID NOT HAVE VAGINAL SEX IN THE PAST 6 MONTHS. 4</p>	READ ALL.
C51D	If you wanted a condom, how easy or difficult would it be for you to get one quickly?	<p>VERY EASY 1</p> <p>EASY 2</p> <p>DIFFICULT 3</p> <p>VERY DIFFICULT 4</p>	READ OPTIONS.
C51E	Do you have a condom with you now that you can show me? Will you show it to me now?	<p>YES 1</p> <p>NO 2</p> <p>REFUSED 8</p>	ONLY CIRCLE 1 IF YOU SAW THE CONDOM.

MODULE 9: KEY POPULATION SIZE-ESTIMATION QUESTIONS			
	Next, there are a few groups of people who may be at higher risk of getting infected with HIV. We would like your help estimating how many of these people are in the district. We are asking everyone who is interviewed how many people they personally know in each group. Knowing them personally means that you know their name and they know your name and you have talked face to face in the past 4 weeks. We are asking people so we can plan programs.		READ.
C52A	Some men have sex with other men. How many men who have sex with men do you personally know in the district?	NUMBER:	IF ZERO, GO TO C53.
C52B	Of these <number> men, how many socialize in public places where they may meet a new sexual partner?	NUMBER:	
C53A	Some women have sex with men for money. How many women who have sex with men for money do you personally know in the district?	NUMBER:	IF ZERO, GO TO C54.
C53B	Of these <number> women you know who have sex with men for money, how many go to public places to find clients who will pay them for sex?	NUMBER:	
MODULE 10: SYMPTOMS AND USE OF SERVICES			
	Next I would like to ask you if you have some physical symptoms of an infection and whether you are getting health services.		READ



C54	In the past 12 months, were you given a diagnosis of tuberculosis (TB)?	<p>YES 1</p> <p>NO 2</p> <p>DON'T KNOW 7</p> <p>REFUSED 8</p>	
C55	Have you had a cough for the past two weeks, fever, night sweats, or unexplained weight loss?	<p>YES 1</p> <p>NO 2</p> <p>DON'T KNOW 7</p> <p>REFUSED 8</p>	
C56A	MEN ONLY: Do you currently have any of the following symptoms: a discharge from your penis, burning when you urinate, or sores on your penis?	<p>YES 1</p> <p>NO 2</p> <p>REFUSE 8</p> <p>NOT APPLICABLE: FEMALE 9</p>	IF FEMALE, DO NOT ASK QUESTION. CIRCLE 9.
C56B	MEN ONLY: Are you circumcised?	<p>YES 1</p> <p>NO 2</p> <p>REFUSE 8</p> <p>NOT APPLICABLE: FEMALE 9</p>	IF FEMALE, DO NOT ASK QUESTION. CIRCLE 9.
C57	WOMEN ONLY: Do you currently have an unusual vaginal discharge or sores around your vagina?	<p>YES 1</p> <p>NO 2</p> <p>REFUSE 8</p> <p>NOT APPLICABLE: MALE 9</p>	IF MALE, DO NOT ASK QUESTION. CIRCLE 9.
	In the past 12 months, have you received information about HIV or AIDS from a health care provider or peer educator at:		READ.
C58A	This venue?	<p>YES 1</p> <p>NO 2</p>	

C58B	A drop-in center?	YES 1 NO 2	ASK ABOUT EACH TYPE OF LOCATION. ENTER YES OR NO FOR EACH.
C58C	A public health clinic?	YES 1 NO 2	
C59	Do you know where to go to get tested for HIV in <this district>?	YES 1 NO 2 REFUSED 8	
C60A	Have you ever been tested for HIV?	YES 1 NO 2 REFUSED 8	IF NO, GO TO C63A.
C60B	When were you most recently tested?	IN THE PAST 6 MONTHS 1 6 MONTHS TO ONE YEAR AGO 2 1 TO 5 YEARS AGO 3 OVER FIVE YEARS AGO 4	READ OPTIONS
C60C	Have you ever had a positive HIV test indicating that you have an HIV infection?	YES 1 NO 2 REFUSED 8	
C60D	How long ago did you have your first HIV-positive test?	IN THE PAST 6 MONTHS 1 6 MONTHS TO ONE YEAR AGO 2 1 TO 5 YEARS AGO 3 OVER FIVE YEARS AGO 4	READ OPTIONS.







C61A	Have you ever taken medicine provided by a trained health care provider to treat or prevent getting an HIV infection? The treatment medicines are called antiretroviral drugs, or ART. The prevention medicines are called pre-exposure prophylaxis, or PrEP. Have you ever taken ART or PrEP?	<p>YES 1</p> <p>NO 2</p> <p>REFUSED 8</p>	IF NO, GO TO C66.
C61B	Are you currently taking ART drugs or PrEP or neither?	<p>ART 1</p> <p>PrEP 2</p> <p>NEITHER 3</p> <p>REFUSE 8</p>	
C61C	Have you been taking your ART OR PrEP less than 12 months?	<p>YES 1</p> <p>NO 2</p> <p>REFUSE 8</p>	
C61D	In the past 7 days, did you miss taking your ART or PrEP 3 days or more?	<p>YES 1</p> <p>NO 2</p> <p>REFUSE 8</p>	
C61E	In which district did you most recently obtain your ART or PrEP medicine?	DISTRICT CODE: _____	
<b>MODULE 11: VULNERABILITIES</b>			
	READ: Finally, there are just a few more questions about problems people face in their lives.		READ











C62	In the past four weeks, did you go to sleep at night hungry because there was not enough food?	YES 1 NO 2 REFUSE 8	
C63	In the past 12 months, has a family member or sexual partner hurt you physically?	YES 1 NO 2 REFUSE 8	
C64	In the past 12 months, have you been forced to have sex against your will?	YES 1 NO 2 REFUSE 8	
C65	Some people get paid money for sex and see themselves as sex workers. Do you get money for sex and do you see yourself as a sex worker?	YES 1 NO 2 REFUSE 8	
C66	Some people see themselves as gay or lesbian. Do you see yourself as gay or lesbian?	YES 1 NO 2 REFUSE 8	
C67	In the past 12 months, have you spent a night in jail or prison?	YES 1 NO 2 REFUSE 8	
C68	In the past 12 months, have you experienced stigma from a health care worker?	YES 1 NO 2 REFUSE 8	
C69	Have you been homeless anytime in the past 12 months?	YES 1 NO 2 REFUSE 8	

C70	Do you see yourself as a man or a woman?	MAN 1 WOMAN 2	
C71	Were you born male or female?	MALE 1 FEMALE 2	
C72	What is your current marital status?	Married/Living with Partner 1 Separated 2 Divorced 3 Never Married 4	

#### MODULE 12: RESPONDENT SELF-COMPLETED SECTION

READ: Finally, I would like you to answer a few questions privately on this <tablet or paper> that I will give you. I will read the question and the response choices. You should enter your honest answer on the <tablet or paper answer sheet>. Just to remind you, these responses will not be shared with anyone, and I will not look at what you say, so there is no reason to give a false answer. We really want to know the truth. Some of the questions may seem like they are repeated, but please be patient. I want you to pick your most honest answer without showing or telling it to me. If your answer is YES, please <tap the tree on the tablet or circle the tree on the answer sheet>. If your answer is NO, please tap or circle the ball. INTERVIEWER: READ THE QUESTIONS.

Q1	Have you had sex with anyone in the past 12 months?	 YES	 NO
Q2	In the past 12 months, has someone paid you money for sex?	 YES	 NO
Q3	In the past 12 months, have you had anal sex with a man?	 YES	 NO

Q4	In the past 12 months, did you have anal sex without using a condom?	 YES	 NO
Q5	In the past 12 months, did you have vaginal sex without using a condom?	 YES	 NO
Q6	Have you ever received an HIV test result from a health worker showing that you are infected with HIV?	 YES	 NO
Q7	Are you currently taking antiretroviral (ART) drugs to treat an HIV infection?	 YES	 NO
Q8	Some people see themselves as gay or lesbian or transgender. Do you see yourself as gay or lesbian or transgender?	 YES	 NO

	MODULE 13: INTERVIEWER SECTION	RESPONSE OPTIONS	DIRECTIONS
	INTERVIEWER: YOU MUST COMPLETE THIS SECTION FOR EVERY VENUE THAT IS VISITED, EVEN IF THERE ARE NO RESPONDENTS. YOU MUST COMPLETE THIS MODULE FOR EACH POTENTIAL RESPONDENT, EVEN IF THE PERSON WAS NOT ELIGIBLE OR REFUSED AT THE BEGINNING OR PART-WAY THROUGH. YOU MUST COMPLETE THIS SECTION FOR EACH RESPONDENT YOU INTERVIEWED.		

C73A	Outcome of interview	COMPLETED INTERVIEW 1 VENUE NO LONGER IN OPERATION 2 VENUE MANAGER REFUSED 3 VENUE NOT AVAILABLE 4 RESPONDENT NOT ELIGIBLE 5 RESPONDENT REFUSED COMPLETELY 6 INCOMPLETE INTERVIEW 7 COMPLETE INTERVIEW 8 OTHER 9	
C73B	IF OTHER EXPLAIN		TEXT.
C74A	HIV TEST RESULT	REACTIVE (POSITIVE) 1 NONREACTIVE (NEGATIVE) 2 INDETERMINATE 3 TEST NOT DONE 4	
C74B	IF TEST NOT DONE, WHY NOT		
C75	CONSECUTIVE NUMBER OF INTERVIEWS COMPLETED TODAY BY THIS INTERVIEWER:		
C76	TABLET ID NUMBER		
C77	NAME OF YOUR SUPERVISOR:		

**<IMPLEMENTING AGENCY LETTERHEAD>**

**<Project Director Name, Address, and Telephone Number>**

## **Fact Sheet and Consent Form for Participation in the PLACE Study Patron/Worker Interview**

### **IRB Study #**

**Title of Study:** Priorities for Local AIDS Control Efforts (PLACE)

### **Principal Investigators:**

- **<Name>**
- **<Phone Number>**

### **Sponsor:**

### **Introduction**

This study has been approved by < > and the < > .

Your participation in this study is voluntary, and you may end your participation in the study at any time. Refusal to participate will involve no penalty or loss of benefits to which you are otherwise entitled, and you may discontinue participation at any time without penalty or loss of benefits.

This study involves research. The purpose of the research is to identify ways to improve HIV prevention and treatment programs to prevent more people from acquiring HIV. I would like to ask you a few questions to get some information necessary to develop and monitor the programs. I would like to ask you some questions about your behavior, including your sexual behavior. The interview should take 30 minutes of your time, and a rapid HIV test will take up to another 30–45 minutes. Your name will not appear anywhere on the survey and I will not ask your name, but the person who tests you for HIV may ask for your name in case you need follow-up medical care. You must agree both to the interview and the HIV test in order to participate.

### **Testing**

If you agree to the interview and testing, the testing will be done by trained people working with the County or District Health Team or other organizations committed to HIV testing and counseling. The County or District Health Team will not be able to link your name to this survey.

Testing is a benefit for you, because you might have HIV but not show any signs or symptoms of the infection. If you want to be tested, the tester will need to prick your finger for a drop of blood. One drop will be used for the HIV test. The counselor will give you your results today, after the interview. The counselor will refer you to services and treatment if you need it. If you have a positive HIV test, you will be asked to



provide an additional five drops of blood that will be sent to the lab to determine your level of infection. You can call the number on your participant card to get the results of that test if you would like.

### **Possible risks and benefits**

When trained medical personnel prick your finger, sterile equipment will be used to minimize discomfort or infection, but you may experience minor discomfort and bruising. Learning your HIV status may make you feel uncomfortable. Your test results will be provided by a trained counselor.

Some people feel anxious or embarrassed when asked questions about their behavior. Your participation is completely voluntary and you may decline to answer any specific question or completely refuse to participate. We would greatly appreciate your help in responding to these questions, even though we are not able to pay you anything.

Learning your HIV status is a personal benefit and your community will benefit from the results of this study, which will inform health programs here.

### **Confidentiality**

All data obtained through the interview will be stored in a manner such that the information about individual respondents is kept strictly confidential. Your name will never be used in connection with your interview responses and your name will not appear in any report. The only people who will see the questionnaire are people working on this study. Your HIV test results will not be shared with anyone but you.

Any information that links you to a specific venue or that could be used to ascertain your identity will be kept strictly confidential by the study team. Once information that may link you to a specific venue or that could be used to identify you has been removed, the remaining information you provide may be shared publicly or with third parties, without additional informed consent from you or your legal representative.

If you have any questions about this research study, you can contact <name> at <telephone number>.

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## VOLUNTEER AGREEMENT: PATRON/WORKER

By marking an X in this box, I certify that the nature and purpose, the potential benefits, and possible risks associated with participating in this survey have been explained to me.

**Put X in box:**

☐

**Signature of Interviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Step 4.9. Instructions for Team Briefings

Action	Description
Briefing prior to beginning interviews.	<i>This briefing can be held just prior to the interviews at the venue location or someplace nearby.</i>
Fieldwork Supervisor provides materials	<p>Checks that all materials are available:</p> <ul style="list-style-type: none"> <li>• Tablets (Form C) charged and ready</li> <li>• Back up tablets</li> <li>• Step-by-Step Instruction Sheet</li> <li>• Sufficient number paper copies of Form C for backup</li> <li>• Fact Sheets for Form C (1 per respondent plus extra)</li> <li>• List of Venues Sampled for Form C Interviews (from Step 3)</li> <li>• Form 3-1: Supervisor District Summary Form for Form C</li> <li>• Form 3-2: Supervisor Form C Summary Form for a Specific Venue</li> <li>• Form 3-3: Interviewer Outcome Log for Form C Interviews</li> <li>• Form 3-4: Tester Venue Summary Form</li> <li>• Form 3-5: Dried Blood Spot Tracking Form</li> <li>• Stickers (6 per participant, with the ID number on the sticker. The ID numbers are consecutive.)</li> <li>• Participant Cards</li> </ul>
Ensures testers and counselors are ready	<ul style="list-style-type: none"> <li>• Supervisor gives the counselors the ID Stickers and Participant Cards</li> <li>• Ensures that the counselors and testers have copies of the step-by-step instructions</li> <li>• Ensures that all materials are ready for HIV testing and that the testing location is adequate</li> </ul>
Fieldwork Supervisor describes and assigns targets to each interviewer	<ul style="list-style-type: none"> <li>• Fieldwork Supervisor explains the targets for the venue.</li> <li>• Assigns a target respondent type (worker, male patron, or female patron) to each interviewer prior to recruitment of each participant</li> <li>• Indicates the sampling strategy to be used in the recruitment of each participant. Workers are identified by the venue manager. Most patrons are identified randomly. After random selection of participants, the supervisor may indicate that respondents must be recruited purposively (for example if needing to interview female sex workers or men who have sex with men).</li> </ul>
Reminds Interviewers to stay safe	<ul style="list-style-type: none"> <li>• Security should be reassessed constantly. If an area feels too unsafe to carry out fieldwork, the Fieldwork Supervisor should communicate with the Study Coordinator about the concerns.</li> </ul>
Reminds interviewers	<ul style="list-style-type: none"> <li>• To check in with the Fieldwork Supervisor after each completed interview in order to obtain their next assignment</li> <li>• To turn in their completed Tally Sheet before they leave the venue</li> </ul>
Reviews any issues from the previous day	Review issues in order to improve the quality of information collected and to address any interviewer concerns.

#### **Step 4.10. Instructions for Form 3-2: Supervisor Form C Summary Form for a Specific Venue**

The Fieldwork Supervisor fills in the top of the form and the targets for each type of interview. The targets should have been entered on Form 3-1 based on the information obtained during the visit to the venue. Form B records the number of female workers, female patrons, and male patrons at a busy time. Based on these estimates, the targets are set. Form 3-2 is used to keep track of progress against the targets as the interviews are implemented. The Fieldwork Supervisor keeps a tally in the boxes of the number of completed interviews.

## Form 3-2: Supervisor Form C Summary Form for a Specific Venue

Supervisor completes one form per venue where Form C interviews are conducted.

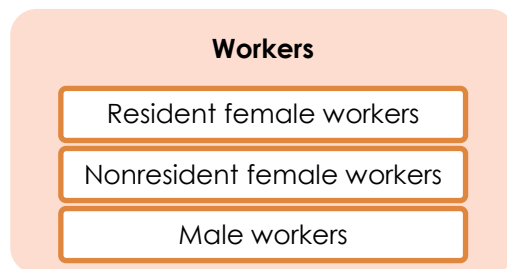
<b>S1. Supervisor Name:</b>		<b>S2. Supervisor ID:</b>		<b>S3. Number of Interviewers:</b>
<b>S4. Date of Interviews: DD/MM/YY</b>			<b>S6. District Name and District Number</b>	
<b>S7. Name of Venue</b>			<b>S8 Venue ID</b>	
<b>Number Counted by Supervisor</b>				
<b>TIME</b>		<b>Female Workers</b>	<b>Male Patrons</b>	<b>Female Patrons</b>
<b>Arrival</b>	<b>Time:</b>			
<b>Peak</b>	<b>Time:</b>			
<b>Departure</b>	<b>Time:</b>			
		<b>Female Workers</b>	<b>Male Patrons</b>	<b>Female Patrons</b>
<b>Target for Number of Completed Tests and Interviews</b>				
<b>Number Who Turned Away</b>				
<b>Refused Test or Interview</b>				
<b>Completed Test and Interview</b>				
<b>TOTAL</b>				

1. If the targets for the number of completed interviews and tests was not reached, why not?
2. What is the estimated refusal rate? A range is acceptable (e.g. <5% or between 5% and 10%).
3. Were there any difficulties in the field? This can include weather (rain), safety issues, difficulty recruiting community informants, or any other issues.

## Step 4.11. How to Recruit Female Workers (Optional: Male Workers)

A worker is a person age 18 or older who works at the venue (see Figure 16). Workers are people on the payroll of the venue and people who are self-employed at the venue. Workers are people selling food at the venue, security guards, managers, wait staff, and people engaged in sex work. Usually, PLACE excludes male workers from the survey because there are often few male workers. Male workers can be included if it is a group of interest to the District Steering Committee.

**Figure 16. Types of workers**



Workers may be informed as a group about the purpose of the survey and what participation entails. Informed consent is requested individually and privately. The interview is conducted privately. Survey data and test results are never provided to anyone except the participant.

During analysis, workers are categorized in one of three groups:

- Resident female workers: Women ages 18 and older who live at the venue (or slept at the venue the night before the interview)
- Nonresident female workers: Other women ages 18 and older who work at the venue but do not live at the venue
- Male workers: Men ages 18 and older who work at the venue

During analysis, questions about working at the venue (e.g., “Do you work at this venue?”) are used to determine whether a respondent is a worker or patron.

The Fieldwork Supervisor will organize the interviews with workers. Extreme care must be taken to ensure that the interviews are conducted in a quiet area, that the manager does not force workers to participate, that the test results are not shared with the management, and that the workers participate voluntarily.

Follow the Step-by-Step Instructions provided in Step 4.7.

Ensure that the Form 3-3: Interviewer Outcome Log is completed for each participant who consents to the study (see Step 4.12).

## Step 4.12. How to Complete Form 3-3: Interviewer Outcome Log for Form C Interviews

Each interviewer is provided a Form 3-3 to complete at each venue. There are six stickers per respondent. The HIV counselor places Sticker B on Form 3-3. The Fieldwork Supervisor fills out the top of the form.

Form 3-3: Interviewer Outcome Log for Form C Interviews					
Supervisor completes gray box. Interviewer completes one form per site.					
<b>1. Interviewer Name and ID</b> Code Name:			<b>T2. Supervisor Name and ID</b> Code Name:		
Code:		Tablet Code:	Code:		
<b>T3. District and District Code :</b>		<b>T4. Date Arrived at Site:</b>		<b>T7: PPA ID Code</b>	
		/ /			
		<b>T9. Site Address:</b>		<b>T10. Site Location/Landmark:</b>	
<b>Site Name:</b>				<b>Site ID:</b>	
<b>Interviewer Instructions:</b> 1. For each of the participants for whom you obtained informed consent for the interview and test, the counselor will put Respondent Sticker B in a row below just prior to counseling. Then the interviewer fills in the requested information. When the interviewer returns so that the participant can get the test results, the tester initials this form and enters the test result in the tablet.					
Respondent Sticker B	Sex	Age	Interviewed? (Yes/No)	Tested? (Yes /No)	Tester Initials

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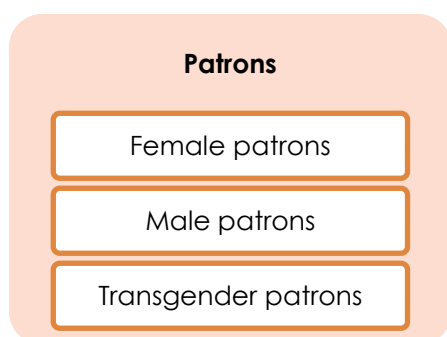


## Step 4.13. How to Recruit Patrons

### Who Is a Patron? (Eligibility)

Venue patrons are people ages 15 and older who are not working at the venue. They may be socializing, buying something, eating, resting, drinking alcohol, or waiting. Patrons ages 15–17 are eligible for an interview only if they meet additional requirements. Figure 17 shows the types of patrons for this phase of a PLACE study.

**Figure 17. Types of patrons**



Gender (male, female, transgender) is determined during analysis based on answers to the following questions:

- What was your sex at birth? Responses: Male or female
- Do you see yourself as a man or a woman? Responses: Man or woman

Patrons ages 15–17 are eligible if they are acting autonomously and independently from their family—that is, they are not at the venue with relatives and are not there on a family errand, such as buying bread. People younger than 15 will be excluded, as will those between the ages of 15 and 17 who are accompanied by a parent or relative or who are there on a family errand.

Additionally, people are excluded if they are unable to understand the study and informed consent process (for example, if they are intoxicated or do not comprehend the conversation). There is no exclusion based on race, gender, residence, or ethnicity, and pregnant women will not be excluded.

### Recruitment

The approach for identifying people at the venue to recruit is important for the biobehavioral survey. Since it is not possible to interview every patron at every venue, people must be selected randomly so that the results can be extended to those not interviewed and tested. If venues have fewer than 15 people, they should all be recruited.

Sampling people randomly as they come and go and move around within a venue can be challenging. For venues with more than 15 people, the Fieldwork Supervisor will let you know whether Method 1 or Method 2 will be used.

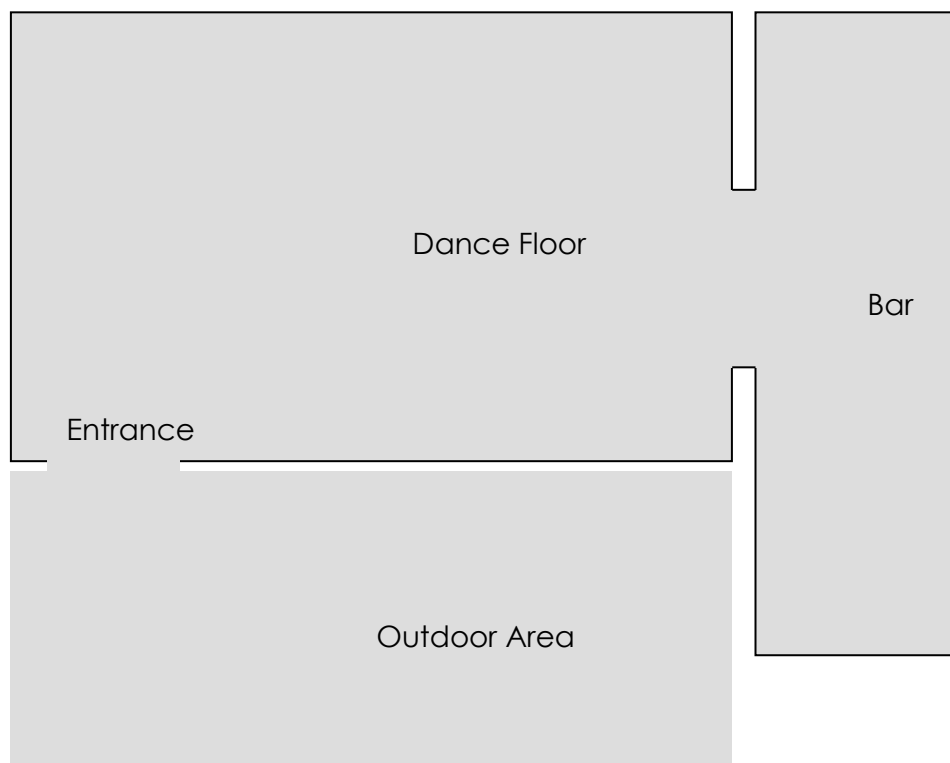
## Method 1: Venue Map

One method that is flexible enough for use in most places is for the Fieldwork Supervisor first to draw the venue (see Figure 18), and then assign physical places in the venue at which each interviewer will recruit a patron participant (see Figure 19). The objective is to evenly spread all physical places for participant recruitment throughout the physical space of the venue. Identifying points for recruitment prior to interviewers entering the site reduces selection bias. Evenly distributing the recruitment points throughout the venue reduces the chance that more than one person socializing in the same group is interviewed; people socializing together are more likely to be similar, so interviewing people from one group and not another may not accurately describe the patrons at the site.

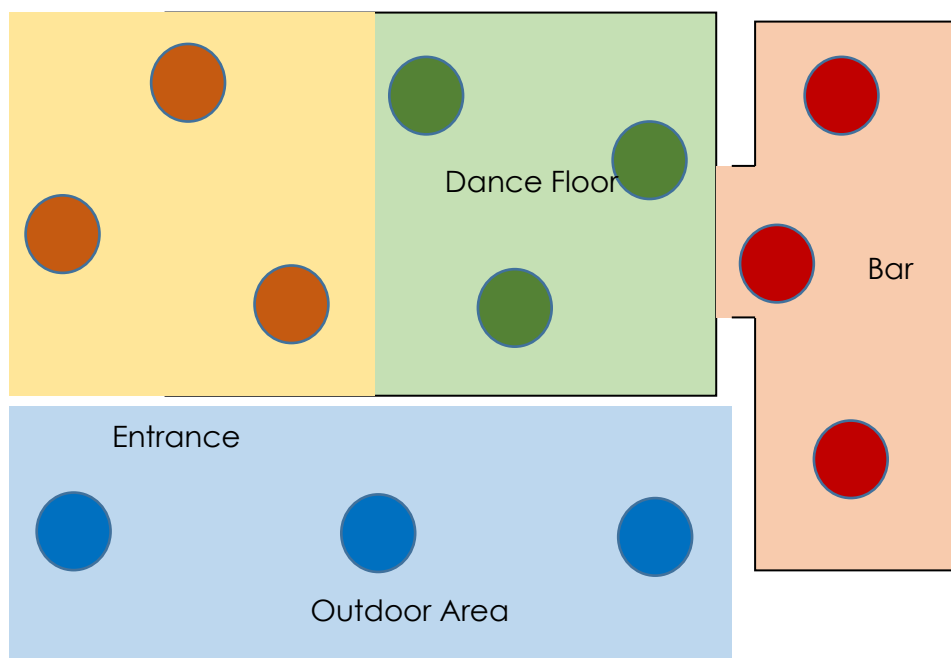
Each interviewer is given a target type of respondent to interview, such as a randomly selected female patron. In this case, the first potential respondent is the closest woman to the interviewer's designated spot on the floor. The interviewer approaches the respondent, greets the respondent, and asks the person to participate in the study. If the person agrees, the interviewer provides more information about the study and conducts the informed consent process. After the interview and testing are completed and the test result has been entered in the tablet, the interviewer asks the Fieldwork Supervisor whether to interview a male or female patron next.

Recruitment continues until the overall target is reached. Transgender people are recruited as males if they present as males and as females if they present as females. During the analysis, transgender respondents are treated separately. If an interviewer has a question about recruitment, he or she should ask the supervisor.

**Figure 18. Illustrative drawing by a supervisor in preparation for assigning predetermined, physical points in the venue for recruiting participants**



**Figure 19. Illustrative assigned physical points in each area of a venue (12 spots designated for the 12 interviewers)**



## Method 2: Interval upon Arrival

Another method to recruit patrons randomly is to use an interval to approach people as they enter the venue. First the Fieldwork Supervisor uses the venue list with important results from Form B to identify the number of people expected at the spot, based on the number reported by the venue informant. Using that number, the supervisor calculates the interval to use. For example, if 70 patrons are expected and 12 patrons are to be recruited, every sixth person entering the venue can be approached to participate (rounding 5.8 to 6). The first person should be selected randomly, such as by rolling a die. If the supervisor rolls a die and it lands on two, the second person to enter the venue is requested for an interview, then the eighth, fourteenth, and so on, adding the interval of six each time. See Figure 20.

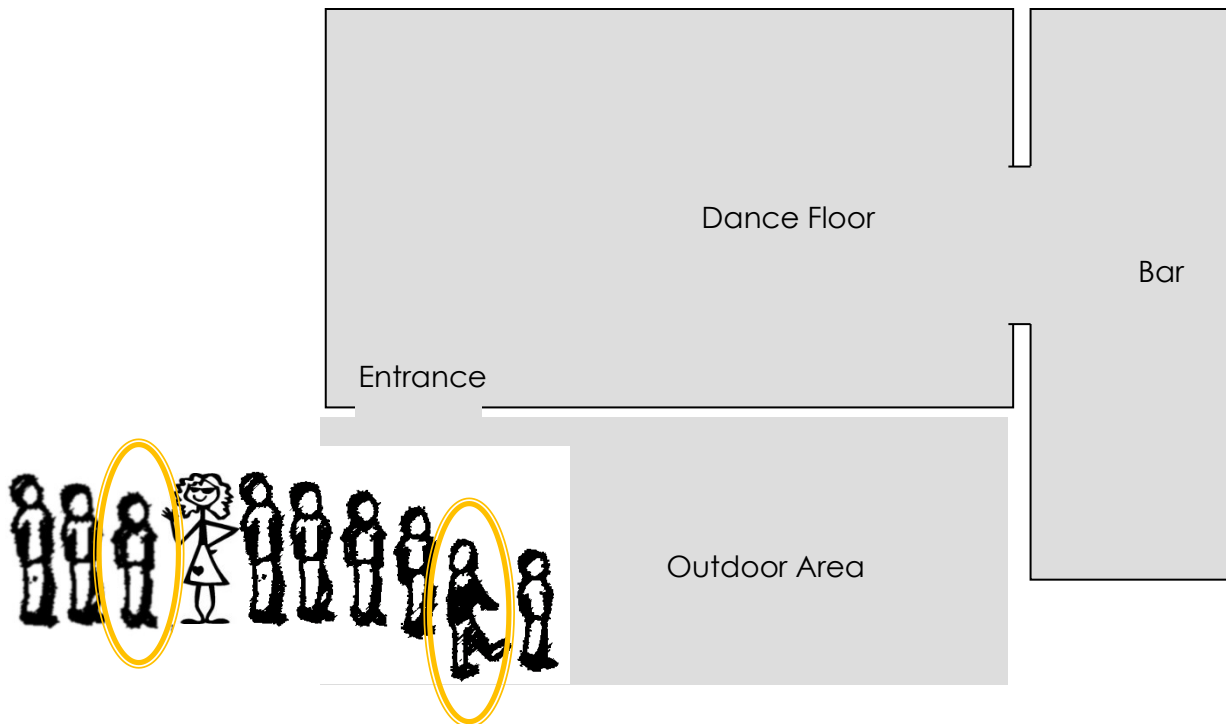
## Turning Away from a Request for Informed Consent and Refusals

The interviewer may approach someone who turns away before the interviewer can explain the study and offer informed consent. The interviewer keeps track of how many people turn away before a potential respondent listens to the informed consent request. The number of people who turn away will be entered in the tablet at the outset of the interview with the next participant who agrees to listen to the informed consent request. If the person listens and then refuses, the interviewer notes on the Form 3-3 log that the person refused. After the refusal, the interviewer goes to the counselor and obtains a Participant Card for the person who refused. The counselor puts Sticker A on the card. The interviewer enters the Participant ID in the tablet along with the reason for refusal and the information requested up to and including the reason for refusal. The interviewer saves the form and returns to recruit another person.

To summarize:

- The interviewer must remember and keep track of how many people turned away before someone got to the point either of agreeing to the survey or refusing.
- If a person refuses the survey, a Form C is saved for that person. The tester puts a Sticker A on a Participant Card and writes REFUSED on it. The tested also puts a Sticker B on the Form 3-3 and notes REFUSED for the person. Any leftover stickers for the person are destroyed.

**Figure 20. Sampling patrons at venues using an interval at the entrance**



Note: The second person in line was selected because two was the random start identified by the supervisor by rolling a die. The interval is six, so the next person selected is the 8<sup>th</sup> person to enter the site.

#### **Step 4.14. Complete the Testing and DBS Sample Forms**

Use Form 3-4 and Form 3-5 below to carry out this step.

## Form 3-4: Tester Venue Summary Form for Patron/Worker Interviews

Supervisor completes gray box. Tester completes one form per site.

T1. Tester Name and ID Code Name: Code:				T2. Supervisor Name and ID Code: Name: Code:			
T3. District Name : District Code:			T4. Date: / /		T5. Site Code:		
T6. Site Name:				T7. Site Address			
<p>Tester / Counselor Instructions:</p> <ul style="list-style-type: none"> <li>Put ID STICKER A on Participant Card and give to participant at time of pre-test counseling.</li> <li>Put ID Sticker B on Form 3-3: Interviewer Outcome Log for Form C Interviews</li> <li>Put ID Sticker C on HIV Test instrument</li> <li>Put ID Sticker D on Form 3-4: Tester Venue Summary Form</li> <li>Put ID Sticker E on viral load DBS sample</li> <li>Put ID Sticker F on Form 3-5: Dried Blood Spot Tracking Form</li> </ul> <p>If participant has refused to participate: (1) put Sticker A on a Participant Card and write "REFUSED" on the card. (2) Keep the cards of the people who refuse. (3) Put Sticker B on Form 3-3 and note that the person refused. Throw away the rest of the stickers in that set.</p> <ul style="list-style-type: none"> <li>Conduct pre-test counseling</li> <li>Take blood for an HIV test. Put Sticker C on the HIV test.</li> <li>Return participant to the interviewer.</li> <li>When participant returns, give results, fill in Form 3-4: Tester Venue Summary Form, take blood for DBS, put stickers on test results and Form 3-5: Dried Blood Spot Tracking Form.</li> <li>Fill in the test result on the tablet.</li> </ul>							
Interviewer ID	Testing Code STICKER D	Sex	Age	Outcome (R/NR / Indeterminate)	Test Lot Number	Test Expiration Date	DBS 1=Yes 2=No
1							
2							
3							

4								
5								
6								
7								
8								

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## FORM 3-5: DRIED BLOOD SPOT TRACKING FORM

<b>T1. Interviewer</b>  <b>Name:</b>  <b>Code:</b>  <b>Tablet Code:</b>	<b>T2. Supervisor</b>  <b>Name:</b>  <b>Code:</b>	<b>T3. District Name</b>   <b>District CODE:</b>	
<b>T4. Date Arrived at Site:</b>	<b>SITE NAME</b>	<b>SITE ID:</b>	
<b>Name of Lab:</b>	<b>Name of Contact at Lab:</b>	<b>Call PHONE CONTACT:</b>	
<b>Instructions:</b> <ul style="list-style-type: none"> <li>• After DBS are dried and packaged appropriately, they should be sent to the lab on a daily basis.</li> <li>• After dispatching the samples, the lab should be contacted to ensure receipt of the samples.</li> </ul>			
<b>STICKER</b>	<b>DATE COLLECTED</b>	<b>DATE SENT TO LAB</b>	<b>DATE RECEIVED BY LAB</b>

TL-19-68



## Step 4.15. Optional: Strategies to Increase the Sample of Key Populations

### Oversampling Venues with Key Populations

One strategy is to oversample venues reporting the type of key population that should be oversampled. For example, venues with MSM or venues with FSWs according to Form B can be oversampled.

### Create Special MSM Events

If MSM are included as a target population in a district, a strategy to interview a sufficient number of MSM is to work with the district stakeholders and the MSM community to convene two MSM events during the time of fieldwork. The MSM community encourages attendance at these events and works with the PLACE study team to convene the event so that it is acceptable to MSM. When MSM events are convened for a PLACE study, the approach used is to interview and test all persons at the event. These events should be identified on the Master Venue List as Special MSM Events for the variable indicating type of venue.

### Purposive Sampling at Venues

Depending on the type of key or vulnerable populations that are of interest in a PLACE study, it may be necessary to use purposive sampling to meet targets. This should be done only after all random sampling is complete. (Remember that some key population members may have been recruited already using random identification; any key or vulnerable population recruited randomly should be tallied as a woman or man on the Supervisor Venue Form.) Purposive sampling is selecting someone intentionally for a certain quality of interest. For example, if interviewing six female sex workers at each venue is a target, the supervisor instructs the interviewers to recruit female sex workers after all random sampling is completed. There are different ways to identify FSWs: have as part of the PLACE team a female sex worker from the area who can identify others; or, if interviewers are familiar with this population, they may be able to use their judgement to identify sex workers.

### Screening Tool

Another option is to use a screening tool during Form C interviews to identify members of key populations. The screening tool is used after the regular random sample has been recruited. The screening questions identify people who meet the key population inclusion criteria so that they can be interviewed. In this situation, it is essential to track the number of people screened and the number who meet the screening criteria. In the analysis, these oversampled people recruited with the screening tool will have a lower sampling weight than people who were selected randomly.

## Step 4.16. Assess Quality, Update Master Venue List, and Provide Feedback

The Fieldwork Supervisor reviews completed Form Cs for quality and provides feedback to interviewers. This can be done upon collecting tablets or completed paper forms at the end of the day or the next morning. The following list is available in printable form for Fieldwork Supervisors' use (see Quality Checklist for Form C in the PLACE Tool Kit online):

- **Few missing or “don’t know” responses.** Ideally, a response for each question will be recorded in Form C. Some participants do not want to respond. When this occurs, interviewers must ask the question again and remind the respondent that their name does not appear on the survey. Some participants do not clearly remember all of their experiences in the time frames asked about. When this occurs, tell them to give their best guess. If the time frame presents a challenge, the interviewer can remind them of the month or week of reference. (For example, if the respondent interviewed in mid-August has trouble with a question about what occurred in the last four weeks, the interviewer can remind them that that would be since mid-July.) Interviewers who consistently return Form Cs with missing or “don’t know” responses must be trained in these interviewing technique.
- **Provide feedback to interviewers.** Let each interviewer know how they can improve the information they record in Form C. This step is important for improving quality and avoiding future mistakes. If quality checks are done after a day of field work, the supervisor provides feedback at the field team meeting the following day. Some issues, such as an erroneously recorded venue ID, can be fixed immediately.
- **Mismatched venue names and venue IDs.** Each Form C should be checked to make sure that the venue name and ID have been recorded correctly. Incorrect venue IDs can create problems for data analysis.
- **Duplicate respondent IDs** are used to link test and survey results. If the linking codes are created from a combination of participant information, it is possible that two respondents will have the same code. Using randomly generated codes can eliminate this problem.
- **Mismatched respondent IDs and test result IDs.** Having no HIV test result that corresponds to a respondent ID is problematic and must be avoided.
- **Number of initialed fact sheets should equal the number of completed Form Cs.** Each respondent must initial or write the letter X on a copy of the fact sheet to be kept by the PLACE team. If there are fewer fact sheets than completed questionnaires, there may be a concern about informed consent.
- **Sticker inventory.** Ensure that stickers have been used appropriately and that unused stickers have been destroyed. Ensure that there are sufficient stickers for the next day.

The supervisor should update the Master Venue List to show the number of interviews conducted at each venue.

## Step 4.17. Verify Outputs and Documentation during a Debriefing Meeting

Hold a debriefing meeting with the fieldwork team to ensure that all outputs are completed.

**Table 10. Outputs of the patron and worker interviews**

<b>Fieldwork forms completed</b>	<ol style="list-style-type: none"> <li>1. Form 3-1: Supervisor District Summary Form for Form C</li> <li>2. Form 3-2: Supervisor Form C Summary Form for a Specific Venue</li> <li>3. Form 3-3: Interviewer Outcome Log for Form C Interviews</li> <li>4. Form 3-4: Tester Venue Summary Form</li> <li>5. Form 3-5: Dried Blood Spot Tracking Form</li> </ol>
<b>Data</b>	<ol style="list-style-type: none"> <li>1. Updated Master Venue List</li> <li>2. Form C tablet data</li> <li>3. HIV test results : Enter results in an Excel spreadsheet to compare with results in tablet</li> <li>4. DBS tracking sheet</li> </ol>
<b>Quality checks</b>	<ul style="list-style-type: none"> <li>• Form C</li> <li>• Fieldwork forms</li> <li>• Stickers linking test and survey</li> </ul>
<b>Programmed quality checks</b>	<ul style="list-style-type: none"> <li>• If feasible, a quality check program can be written to check errors in the responses. The program can be used daily as new data from the tablets are uploaded. This process can identify problems quickly. Output from the quality check can be provided to Fieldwork Supervisors within a day of the data being uploaded. Interviewers can be shown their mistakes and problem behaviors corrected.</li> </ul>
<b>Targets</b>	<ul style="list-style-type: none"> <li>• Whether targets are met for each type of respondent</li> </ul>
<b>Final debrief</b>	<p>The supervisor meets with interviewers and HIV testers and counselors after all venues selected for worker and patron interviews and testing have been completed in a selected area. Together they review the process, and the supervisor obtains information needed to complete the Form 3-1: Supervisor District Summary Form. All Form Cs, or tablets, are collected and reviewed before this meeting.</p> <p>List strengths and weaknesses of the survey as perceived by the interviewers. Are there signs that people did not tell the truth? Are there signs that people avoided the survey?</p>

## Step 4.18. Summarize Results

Using the updated Master Venue List and Form 3-1: Supervisor Form C District Summary Form, you can organize the fieldwork results in a way that is easily understood. This information includes the number of venues visited for the biobehavioral survey, the number of respondents by type, and the refusal rate.

If tablets are used, preliminary interview and testing data will be available immediately, making it possible to produce results that describe venue patrons and workers, including key or vulnerable populations. Here are some examples of ways to display the results.

**Figure 21. Examples of results summaries: patron and worker interviews**



## STEP 5. DISTRICT FEEDBACK AND DATA USE WORKSHOP

### Overview and Rationale

The PLACE protocol has been reframed to focus on data use at the district level by implementing partners. District-level engagement begins before the district launch meetings and continues throughout data collection, data analysis, and use.

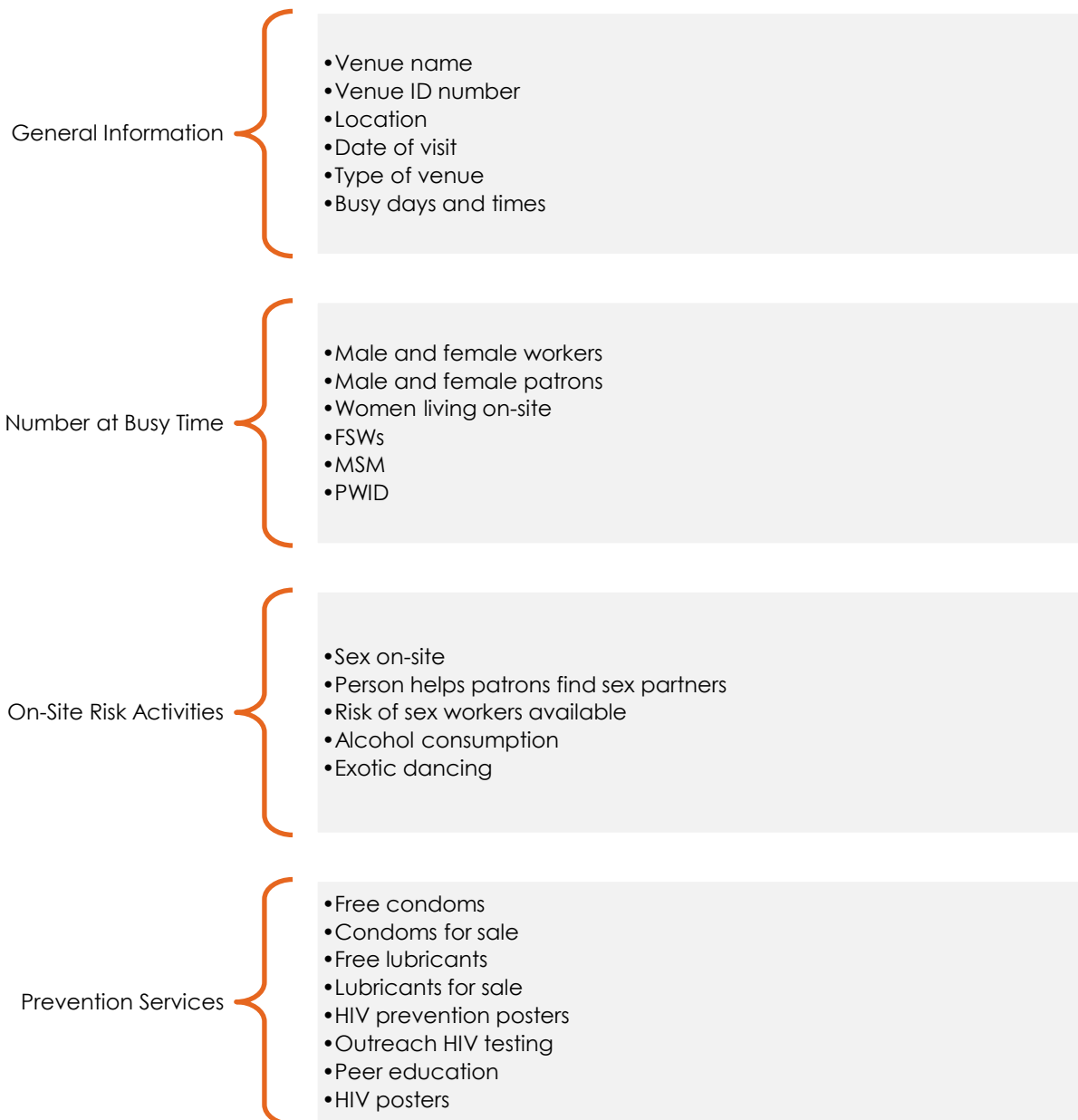
The objectives of the workshop are as follows:

- To increase local capacity to use data and plan venue-based HIV prevention outreach
- To describe venues
- To identify gaps in services
- To estimate HIV prevention and treatment cascades
- To estimate the size of key populations (optional)
- To provide two-pager result summaries for each local area (district)
- To provide coverage maps
- To collaboratively develop districts action plans to address gaps identified by PLACE

### Venue Profiles

Profiles of each venue (see Box 9) can be created and made available based on the information collected on Form B.

## Box 9. Venue profile



## Analysis of Service Gaps

The overall objective is to identify gaps in coverage of services so that these gaps can be addressed. Specific indicators are as follows:

- The percentage of venues with each on-site service available at the time of the visit: for example, the percentage of venues with condoms available, peer education available, outreach testing available, and lubricant distribution
- The percentage of venues with a package of services available
- The percentage of male patrons, female patrons, female workers, and key populations who report that each service is accessible
- The percentage of zones that contain the full package of services
- The location of hidden subgroups not yet receiving services
- Overlap between subgroups such as the sex workers who inject drugs
- Unmet demand for services
- Structural issues that should be addressed so that services can be provided

During the preparation phase, each country should have determined the package of services and interventions that should be available in each area. Data from PLACE will be used to assess availability of these services in each district.

## Size Estimation

Size estimates based on PLACE have the following advantages:

- Size estimates based on information from specific locations can be readily translated into outreach targets by local service delivery providers because the providers have been a part of the mapping in collaboration with and led by members of the key population
- Venue-based estimates can empower key populations because they are at the center of the process.
- Often, people who go to venues are among the most at-risk of the key populations, because the venues are places where people go to meet new sexual partners or socialize with PWID.

Here are two limitations:

- If the process of identifying venues is not comprehensive, important venues and segments of the population can be missed.
- Venue-based estimates reflect the number of people who visit venues and not the entire population.

Size estimates based on venue mapping are usually lower than estimates based on other methods.

Guidance on conducting size estimates can be found here:

- Joint United Nations Programme on HIV/AIDS (UNAIDS) & World Health Organization (WHO). (2009). Estimation of the size of high-risk groups and HIV prevalence in high-risk groups in concentrated epidemics. Geneva, Switzerland: UNAIDS. Retrieved from [http://www.epidem.org/Publications/Amsterdam%20Report\\_July%202009.pdf](http://www.epidem.org/Publications/Amsterdam%20Report_July%202009.pdf)
- World Health Organization (WHO) & Joint United Nations Programme on HIV/AIDS (UNAIDS). (2013). Guidelines for second generation HIV Surveillance: An update: Know your epidemic.

Geneva, Switzerland: WHO. Retrieved from

[http://www.who.int/hiv/pub/guidelines/surveillance\\_update/en/index.html](http://www.who.int/hiv/pub/guidelines/surveillance_update/en/index.html)

- Joint United Nations Programme on HIV/AIDS (UNAIDS) & World Health Organization (WHO). (2010). Guidelines on estimating the size of populations most at risk to HIV. Geneva, Switzerland: WHO. Retrieved from [http://www.who.int/hiv/pub/surveillance/estimating\\_populations\\_HIV\\_risk/en/index.html](http://www.who.int/hiv/pub/surveillance/estimating_populations_HIV_risk/en/index.html)

## Maps: Data Confidentiality and Use

Data are used for program planning, including target setting, coverage monitoring, budgeting. For example, information on the size of key populations can inform targets for programs, coverage maps can show areas where services are not provided, and the distribution of the type of subgroups can indicate changes that should be made in program delivery. In Nigeria, programmatic mapping showed that in one area, home-based sex work was dominant whereas in other areas, bar-based sex work was more common. Outreach strategies were adapted to reach the different types of sex-worker environments.

The programmatic mapping activity will provide the following maps and indicators of coverage for key populations (in each subnational area) with these indicators:

- Percentage of venues with condoms, lubricants, peer education, outreach testing, other
- Percentage of venues where key populations report no available service nearby
- Maps of locations where programs currently provide services
- Maps of locations where services should be provided
- Estimates of persons reached by those services
- Locations where services should be extended
- Estimated number of each key population not reached with services
- Size estimates that may be used both for setting targets, denominators in coverage estimates, and EPP/Spectrum modeling

Maps showing the locations where key populations congregate will be shared only with groups identified in the data use agreements developed during the preparation phase. Maps will be used to improve services available for key populations.

There should not be a long lag between mapping of venues where key populations can be reached and delivery of services to those venues. Among the outputs of the activity that should spark immediate action are the following:

- List of venues with key populations (name, location, address, map) in each area and whether services are available at the venue or nearby
- List of other venues where people meet new sexual partners (if PLACE approach is taken)
- List of services used by key populations and location of these services
- Data for size estimation



Data use agreements and data storage policies should be defined during the process of protocol development.

Topics to cover in data use agreements include:

- Where are the data stored
- How is confidentiality assured?
- Who has access to the data?
- What happens to questionnaires after data are entered?
- Who has access to the names of venues that are mapped?
- Who has access to the type of key populations at each venue?
- Does the process of informed consent provide sufficient information on data storage and use?
- What is the process for updating the information?
- What safeguards are put in place so that the data cannot harm anyone?

## SUPPLEMENTAL ANALYSES

### National Level

Data from all selected areas are combined to provide national indicators, size estimates, district-level comparisons, and coverage maps. Data analysis is possible in Excel, Epi Info, SAS, Stata, and other statistical packages.

1. Descriptions of venues and priority venues
2. HIV prevention and treatment cascades
3. HIV prevalence by group, venue type, and district
4. Risk profile of venue patrons and workers
5. Size estimates for key and priority populations
6. Coverage maps
7. National-level recommendations for action

In addition to the simple maps and indicators provided for local data use workshops, PLACE data can be analyzed with more sophisticated methods that allow extrapolation to areas not covered by the study and to answer questions about the characteristics of sexual networks.

At the national level, based on extrapolation from local-level results, supplemental analyses can have these objectives:

- To estimate the sizes of key and priority populations
- To estimate HIV prevalence for key and priority populations
- To estimate HIV prevention and treatment cascades
- To conduct a gap analysis for HIV prevention and treatment programming

## APPENDIX A. PLACE READINESS ASSESSMENT TOOL

Adapt the study protocol in response to the findings from the following readiness assessments before submitting it to the appropriate ethical review committee in the country for review and approval.

### Readiness Assessment for Key Populations

The readiness assessment for key populations asks stakeholders from the key population community to provide the following support:

- Describe the legal environment for each key population as well as any police harassment.
- Assess the acceptability of the protocol among key populations.
- Review the terminology in the protocol for each key population and improve the terminology where warranted.
- Assess the risks of implementation and advise on strategies to reduce risk and ensure safety.
- Encourage engagement of key populations in the design and implementation of the study.
- Review, adapt, and improve the generic venue typology to reflect the country setting.

The readiness assessment involves focus group discussions with key population groups. If the PLACE readiness assessment finds that key populations oppose the study or that the study cannot be implemented safely, then the study must be discontinued.

### Readiness Assessment for Service Delivery Providers

The readiness assessment for service delivery providers asks these stakeholders to provide the following support:

- Describe the standard package of HIV prevention interventions.
- Describe outreach efforts to high-risk venues.
- Describe condom promotion strategies, educational programs, and peer education.
- Describe any efforts to estimate the size of key populations from routine data.
- Describe the most important program coverage indicators.
- Identify how they will use the findings from PLACE to improve HIV prevention and treatment programs.
- Describe any division of the country among donors for key population programming.
- Describe their efforts to engage key populations in programming efforts.
- Describe their efforts to reduce police interference.



<https://www.measureevaluation.org/place>

**MEASURE** Evaluation

University of North Carolina at Chapel Hill  
123 West Franklin Street, Suite 330  
Chapel Hill, NC 27516 USA  
Phone: +1 919-445-9350

[measure@unc.edu](mailto:measure@unc.edu)

[www.measureevaluation.org](http://www.measureevaluation.org)

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