

Priorities for Local AIDS Control Efforts (PLACE)

Quality Checklist for Form B (Questionnaire for Interviews with Venue Informants)

Fieldwork Supervisors use this checklist to review completed Form Bs. Meet with each interviewer to provide feedback to improve the quality of information collected, when necessary.

- ☐ **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 the outcome written on the venue assignment form.** The outcome on the updated venue assignment form should reflect what is on Form B.