

## Priorities for Local AIDS Control Efforts (PLACE)

### Quality Checklist for Form C (Questionnaire for Interviews with Patrons and Workers)

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

- 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 enough stickers for the next day.