

Describe Venue Patrons

STEP 4



Summary of Step 4

In Step 4, men and women socializing at a sample of venues are interviewed and are asked whether they believe other people meet new sexual partners at the venue, if they themselves have ever met a new sexual partner at the venue, if IDUs socialize at the venue, if they themselves have ever injected drugs, and other questions about their sociodemographic characteristics, sexual and drug-use behaviors, and exposure to HIV/AIDS prevention programs. The information obtained is used to verify information reported by venue representatives during Step 3 and to identify self-reported sexual and drug-use behaviors of patrons, which provide important information for monitoring an intervention.

Activities in Step 4

- ▲ Step 4.1 — Prepare for Step 4
- ▲ Step 4.2 — Train interviewers
- ▲ Step 4.3 — Collect data
- ▲ Step 4.4 — Enter data

Outputs of Step 4

In Step 4, outputs include a list of venues selected for interviews with patrons, trained interviewers, and completed interviews among individuals socializing at the selected venues. A list of outputs is provided at the end of this chapter.

Overview of Step 4: Describe Venue Patrons

The PLACE method was developed based on epidemiological models of the HIV/AIDS epidemic. These models indicate that a complex set of biological and behavioral factors at the individual and population levels deter-

mine the HIV epidemic within a given community. Among the most important factors at the population-level are the rates and pattern of new sexual partnership formation and injection drug use. Important questions include the following:

- ▲ What proportion of the population had a new sexual partner during the past month and past year?
- ▲ To what extent do people form new sexual partnerships with residents of their community, with visitors to the community, and with both mobile and resident populations?
- ▲ What proportion of new partnerships are characterized by commercial sex?
- ▲ To what extent do people with many new partners remain in contact with previous sexual partners?
- ▲ What proportion of the population injects drugs?
- ▲ To what extent do injection drug users share needles?

Step 4 focuses on people socializing at specific venues that were named as places where people meet new sexual partners or where injection drug users socialize (venues that were characterized during earlier steps of the PLACE method). Characteristics of the people who socialize at these venues are obtained to confirm whether interventions at these venues will reach people with a high rate of new partner acquisition or who inject drugs. This step is the only one in which self-reported information is gathered from interviewees.

Variables on Questionnaire for Individuals Socializing at Venues (Form D)

Sociodemographic Characteristics

age
gender
residence
employment status
education

Venue Visiting Behavior

frequency of venue attendance
total number of venues visited in one day/night

Sexual Behavior

age at first sex
ever met new sexual partner at venue of interview
number of new sexual partners in last four weeks and in the last 12 months
number of sexual partners in last four weeks and in last 12 months
condom use at first sex, with last new partner, non-marital/non-cohabiting partner, and last partner met at venue
STI symptoms
whether men had male sex partners
traded money for sex

Drug Use

ever and most recent use of injection drugs

Exposure to Interventions

exposure to HIV/AIDS prevention activities

The PLACE approach assumes that:

- ▲ individuals 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 at their venue to be interviewed for the PLACE study; and
- ▲ individual interviews can be completed in eight to 12 working days by a team of 12 interviewers (however, these days may need to be spread over a three-week period to ensure all venues are visited during a busy time for the venue).

Combined with venue-level information gathered during Step 3, the PLACE method identifies specific venues where HIV/AIDS prevention programs should be focused to reach key members of the underlying sexual and injection drug use networks. The subsequent step provides guidance about how to use the data to focus and inform local intervention groups. These data are used to assist in developing HIV/AIDS prevention programs tailored to the needs of the community and the characteristics of the local epidemic.

Step 4.1 Prepare for Step 4

In Step 1, a PLACE steering committee decides the total number of interviews to be completed with a representative sample of patrons and whether certain types of individuals should be over-sampled. For most assessments, 960 completed interviews with a representative sample of patrons is sufficient to describe the characteristics and behavior of men and women socializing at venues and to determine if there has been an important change in behavior when baseline results are compared with follow-up results.

Respondents who refuse to be interviewed need to be recorded, but are not counted toward the target number of 960 interviews. The PLACE steering committee decides in Step 1 how many interviews with individuals socializing at the venues will be performed and informs the implementing team of its decision.

The PLACE steering committee also decides in Step 1 whether or not to target certain key populations and how these populations will be defined.

Not all PLACE assessments will have additional key populations of interest other than the socializing population of venue patrons. However, if such populations have been identified, additional interviews may be needed to provide separate estimates for important key populations unlikely to be sufficiently represented in a simple cross-sectional sample of people socializing at a representative sample of venues. If the cross-sectional sample is expected to provide fewer than 200 people meeting the definition for membership in the key populations of interest, then additional interviews are conducted to reach the target of 200 interviews per key population.

Where possible, key populations are defined by venue characteristics rather than demographic or behavioral criteria. Examples of key populations defined by venue-based criteria include the sub-group of people socializing at venues where sex workers solicit, the sub-group who socialize at venues that stay open past midnight, and the sub-group who socialize at the venues most frequently reported by community informants. However, key populations can also be defined by demographic or behavioral criteria irrespective of where they are socializing. Criteria for such populations could include injection drug users, young women age 15 to 18, mobile populations, or men who have sex with men. In areas where 200 interviews with members of these key populations are difficult to achieve, as many interviews as possible with these individuals are performed. The implementing team should follow the recommendation of the steering committee for oversampling of key populations, including the number of interviews to be performed with these individuals and how these populations will be defined.

Select Venues Where Interviews Will Be Conducted

Individual interviews are performed at approximately 40 venues. Venues are selected for individual interviews using a systematic fixed-interval sampling strategy with the probability of selection proportional to the size of the venue. The size of a venue is defined by the number of people socializing at the venue during a busy time as reported by the venue representative. Prior to interval selection, venues eligible for individual interviews are sorted by geographic location, as indicated by geographic code, and size of venue, as indicated by the cluster code number from Venue Verification Form (Form C).

Venues where the cluster code number is larger than the selection interval can potentially be selected more than once. The systematic fixed-interval sampling strategy produces a self-weighted sample in which every individual socializing at eligible venues has equal probability of being selected for an individual interview. This interval sampling strategy also ensures that the selected venues will be geographically distributed

throughout the PPA. (Specific details about how to implement the fixed-interval sampling strategy are presented in this chapter under Sampling Strategies, beginning on page 82.)

In some PPAs, there may be venues that were identified by the PLACE steering committee in Step 1 as high-interest venues – such as venues named by many community informants or venues where certain types of activities are reported. To ensure that sufficient interviews are performed at these high-interest venues, an additional sample of venues might be selected for individual interviews. This additional sample consists of those venues that meet the criteria of a high-interest venue but that were not selected by the systematic interval sampling strategy.

This additional sample of high-interest venues is accomplished in one of two ways:

- ▲ One option is to review the list of venues not selected by the fixed-interval sampling method and add any high-interest venue on the list to the previously selected sample. This option results in more than 40 venues that are selected for individual interviews, which may require adjustments to the budget or timeline for fieldwork.



A typical study venue may include bars or other establishments where people routinely socialize, or even public areas such as a popular gathering place on a street.

- ▲ Alternatively, the number of venues selected by the fixed-interval sampling strategy can be reduced. As in the first option, the list of unselected venues is reviewed and high-interest venues are added to the list of venues for individual interviews. Since the number of venues selected via the fixed-interval sampling strategy is reduced, the inclusion of the additional high-interest venues allows for the total number of venues selected for individual interviews to remain at 40 venues. However, reducing the number of venues selected by the fixed-interval sampling strategy also decreases the number of individuals in the representative sample of individuals at venues.

Analysis of socializing individuals interviewed at the high-interest venues is performed separately from the analysis of individuals socializing at the fixed-interval selected venues. However, individuals interviewed at venues that meet the high-interest venue criteria but were selected as part of the fixed-interval selection process are included in both samples for analysis. The decision to reduce the number of venues selected by the fixed-interval sampling strategy must be made by the PLACE steering committee prior to implementation of the selection process. The committee will notify the implementing team if there are high-interest venues to be included in the sample, and the strategy to use to include them.

Finally, in PPAs where 60 or fewer venues are eligible for individual interviews, an alternate selection strategy is recommended. In these PPAs, all venues are selected for individual interviews. Selection of all venues within the PPA for individual interviews provides individual-level information for all venues. Selecting all venues is only considered as an option when it is feasible to conduct an adequate number of individual interviews at each venue. The PLACE steering committee decides if this strategy is to be used.

Determine the Number of Respondents per Venue

The fixed-interval selection strategy described later in this chapter systematically selects the venues at which individual interviews are performed. The number of individual interviews performed at each of these venues depends on the number of clusters selected at the venue. A total of 40 clusters of 24 interviews each are performed. (A “cluster” is a group of 24 interviews resulting from a systematic selection of people to be interviewed.) Most selected venues will have one cluster, or 24 individual interviews. Large venues that were selected more than once by the interval selection strategy will have more than one cluster of interviews performed. For example, a venue that is selected twice by the interval sampling method will have two clusters of 24 interviews (48 interviews total) performed at the venue. For venues with fewer than 24 socializing patrons, all patrons are interviewed. Typically, a total of 960 individual interviews with socializing patrons is performed.

Reducing the fixed-interval sample size to accommodate additional high-interest venues (if requested by the steering committee) decreases the number of individuals in the representative sample of patrons. If additional high-interest venues are included in the sample of venues where individual interviews are performed, results from the interval-selected venues and pri-

ority venues should be reported separately. However, individuals interviewed at venues that met the high-interest venue criteria but are selected as part of the fixed-interval selection process are included in both samples for analysis.

If 60 or fewer venues are eligible for selection and individual interviews are performed at all venues, the 960 individual interviews are distributed equally among all venues. Using this method results in slightly fewer individual interviews performed at each venue compared with the interval selection strategy described above. However, by using this method, summary characteristics of individual behavior are produced for all venues found within the PPA (see below, Case Study: Selecting All Named Venues for Individual Interviews with Venue Patrons). This method does not produce a self-weighted sample so sampling weights will need to be applied to the data.

Case Study: Selecting All Named Venues for Individual Interviews with Venue Patrons

Community informants in a PLACE assessment conducted in South Africa identified 73 venues inside the PPA. During the venue verification phase, however, the interviewers were only able to find 60 venues in operation.

Consequently, the PLACE assessment team decided to conduct interviews at all 60 venues. The target number of individual interviews for this assessment was 960, with 16 interviews per venue.

Determine Gender Distribution for Interviews at Selected Venues

The gender distribution of individual interviews performed at each venue reflects the overall ratio of men-to-women socializing at all verified venues. The overall gender ratio that was calculated in Step 3 is used in Step 4 to determine the number of interviews to be performed with men and with women at each of the selected venues. (Instructions on how to use this ratio to determine the number of interviews to perform with men and with women is provided in Sampling Strategies in this chapter, beginning on the next page.)



Sampling Strategies

The following process is used for selecting venues where individual interviews will be performed when there are more than 60 venues verified during venue verification. An interval selection process will be used. Complete the exercises in Steps 2 and 3 before beginning this process.

Steps for Selecting Venues for Individual Interviews When More than 60 Venues Were Verified during Step 3

- a. **List 3: Final Venue List**, which was created in Step 3, will serve as the basis for the sampling frame of venues at which individual interviews will be conducted. Create a copy of List 3, entitled **List 4: Sampling Worksheet**, before beginning these steps. Columns E (Outcome of Visit), F (Number of Men), and G (Number of Women) are no longer needed and so have been deleted from the worksheet.
- b. For venues where a venue verification interview was not complete (venue with initiated interview=2 [No willing respondent] and =3 [all potential respondents too young]), or for which information about the size of venue is missing, determine which code is most frequently reported and insert that number in column E for all venues missing size of venue data (as shown by the circled number “4” for “Macy’s” in Column E in the worksheet sample below, **List 4: Sampling Worksheet Estimating Venue Size for Venues with Missing Information**). In this example, the most frequently reported size of venue code was 4, and this number was inserted for Macy’s.

List 4: Sampling Worksheet Estimating Venue Size for Venues with Missing Information

	A	B	C	D	E
1	C2	C11	C3	C11	C28
2	Venue Num	Correct Venue Name	Geo Code	Correct Address	Venue Size Code
3	2	Fat Cat	10	1509 Market St. near Bow Tie Bar	9
4	1	Bow Tie Bar	10	1502 Market St	4
5	5	The Spot	12	Alley behind The Grill	1
6	12	Josephine's Corner	13	906 Andrews Dr.	15
7	14	The Hash	13	1001 Imitation Dr.	6
8	7	Macy's	13	418 8th St.	4
9	9	Angels Bar	13	367 High St.	4
10	17	Gede's Gecko	13	1608 High St.	4
11	19	American Heros	13	905 6th St.	4
12	13	Rhys' Back Yard	13	216 Richmond Ave	2
13	20	The Brew Pub	13	415 Stone St.	2
14	11	Wine and Dine	13	1212 Stone St.	1
15	22	Pete's Place	13	524 7th St.	1
16	6	The Grill	13	600 10th St	4

- c. After a size of venue code has been entered for all venues, sort **List 4: Sampling Worksheet** first by Geographic Code (Column C), ascending; and then by Venue Size Code (Column E), descending.
- d. Assign cluster numbers to each venue. Use the formulas provided in the example below to assign clusters automatically.

For this study, a “cluster” is defined as a group of 24 individuals socializing at a study venue. The size of venue code indicates the number of clusters present at each venue. The “Clusters From:” column (Column F) and “To:” column (Column G) tally the total number of clusters at all study venues (as shown in the example at the top of the next page).

List 4: Sampling Worksheet

Determining the Number of Clusters per Venue

	A	B	C	D	E	F	G
1	C2	C11	C3	C11	C28		
2	Venue Num	Correct Venue Name	Geo Code	Correct Address	Venue Size Code	Clusters From:	To:
3	2	Fat Cat	10	1509 Market St. near Bow Tie Bar	9	1	=F3+E3-1
4	1	Bow Tie Bar	10	1502 Market St	4	=G3+1	=F4+E4-1
5	5	The Spot	12	Alley behind The Grill	1	=G4+1	=F5+E5-1
6	9	Angels Bar	13	367 High St.	4	=G5+1	=F6+E6-1
7	17	Gede's Gecko	13	1608 High St.	4	=G6+1	=F7+E7-1
8	19	American Heros	13	905 6th St.	4	=G7+1	=F8+E8-1
9	6	The Grill	13	600 10th St	4	=G8+1	=F9+E9-1
10	7	Macy's	13	418 8th St.	4	=G9+1	=F10+E10-1
11	13	Rhys' Back Yard	13	216 Richmond Ave	2	=G10+1	=F11+E11-1
12	20	The Brew Pub	13	415 Stone St.	2	=G11+1	=F12+E12-1
13	11	Wine and Dine	13	1212 Stone St.	1	=G12+1	=F13+E13-1
14	22	Pete's Place	13	524 7th St.	1	=G13+1	=F14+E14-1

Note: The list is sorted first by the geographic code and then by the size of venue code. The "Clusters From:" and "To:" columns provide the formulas to determine the cumulative number of clusters for all venues on the list. In this example, column F is "Clusters From:," column E is "Venue Size Code," and column G is "To:." Formulas should use the columns corresponding to these categories.

- e. Determine the interval at which clusters will be selected for individual interviews:
 - ▲ The total number of clusters is the last number listed in the "To:" column (Column G). In the updated **List 4: Sampling Worksheet** shown on the next page, there are 510 clusters for the Blue Room, the last entry appearing in Column G.
 - ▲ Forty clusters will be selected for individual interviews. The sampling interval is equal to the total number of clusters divided by 40, the number of clusters that will be selected for individual interviews. In our example, where there are 510 total clusters, the interval would be 12.8 ($510/40 = 12.8$). This factor is called the "interval width." Be sure to retain one decimal place on your interval width.
- f. Pick a random number between 1 and your interval width. This number will be the starting point for the interval selection process. In our example where the interval width is 12.8, you would select a random number between 1 and 12.8. For this illustration, we are using a randomly selected start number of 3.
- g. Use the interval to select a sample of venues where individual interviews will be performed. The interval will be used to select cluster numbers:
 - ▲ The first cluster selected will be the cluster corresponding to the random number selected above (3, in our illustration). Enter the total number of clusters selected for each venue in the column labeled "Num of Clusters Selected" (Column H).
 - ▲ From this cluster (3), select every cluster along the interval. When selecting cluster numbers, select the cluster rounded the nearest whole number. For example, if the random start cluster is 3 then the next cluster selected is 16 ($3+12.8 = 15.8$). The third cluster selected is 29 ($15.8 + 12.8 = 28.6$). In this example, the second and third clusters fall within one venue. Continue in this fashion until the interval is greater than the highest cluster number.

Note: If the interval is smaller than the size of venue code, then it is possible for more than one cluster to be selected at these larger venues. If a venue is selected more than once, then the total number of venues where individual interviews will be performed will be less than 40 (although the number of clusters selected will be equal to 40).

List 4: Sampling Worksheet Selecting Venues for Interviews

	A	B	C	D	E	F	G	H	I	J
1	C2	C11	C3	C11	C28					
2	Venue Num	Correct Venue Name	Geo Code	Correct Address	Venue Size Code	Clusters From:	To:	Num of Clusters Selected	# of Male Int	# of Female Int
3	2	Fat Cat	10	1509 Market St near Bow Tie Bar	9	1	9	1	13	11
4	1	Bow Tie Bar	10	1502 Market St	4	10	13			
5	5	The Spot	12	Alley behind The Grill	1	14	14			
6	12	Josephine's Corner	13	906 Andrews Dr.	15	15	29	2	26	22
7	14	The Hash	13	1001 Imitation Dr.	6	30	35			
8	6	The Grill	13	600 10th St	4	36	39			
9	9	Angels Bar	13	367 High St.	4	40	43	1	13	11
10	17	Gede's Gecko	13	1608 High St.	4	44	47			
11	19	American Heros	13	905 6th St.	4	48	51			
12	7	Macy's	13	418 8th St.	4	52	55	1	13	11
13	13	Rhys' Back Yard	13	216 Richmond Ave	2	56	57			
14	20	The Brew Pub	13	415 Stone St.	2	58	59			
15	11	Wine and Dine	13	1212 Stone St.	1	60	60			
16	22	Pete's Place	13	524 7th St.	1	61	61			
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
88	348	Happy Daze	19	312 Hill St.	19	491	509	1	13	11
89	349	Blue Room	20	105 Walnut St.	1	510	510			

In **Column H**, tally the total number of clusters selected per venue once clusters have been selected.

The **two shaded lines** indicate not all data are present (some rows do not yet have data).

- h. Next, determine the number of interviews to be performed with men and women at each venue. To determine the number of interviews with men, multiply the proportion of men that was calculated during Step 3 by the total number of interviews to be performed at the venue. (Instructions for determining gender distribution appear in Step 3.4 of the previous chapter.) For example, two clusters were selected at Josephine's Corner, so 48 total interviews will be performed at that venue. Using 55% as an example (the proportion of men determined in our illustration under Step 3.4 in this manual), there should be 26 interviews with men ($48 \times 0.55 = 26$) and 22 interviews with women ($48 \times 0.45 = 22$). At venues where only one cluster was selected, 13 interviews with men ($24 \times 0.55 = 13$) and 11 interviews with women ($24 \times 0.45 = 11$) should be performed. Enter this information in Columns I and J.
- i. Finally, produce **List 5: List of Venues at Which to Perform Individual Interviews** for the field coordinator to use (see example, top on next page). For each venue, this list contains the venue name, address, unique venue number, and number of interviews to be completed with men and women socializing at the venue.

List 5: List of Venues at Which To Perform Individual Interviews

	A	B		D	E	F	G
1	Venue Num	Correct Venue Name	Geo Code	Correct Address	Num of Clusters Selected	Number of Target Male Interviews	Number of Target Female Interviews
2	2	Fat Cat	10	1509 Market St near Bow Tie Bar	1	13	11
3	9	Angels Bar	13	367 High St.	1	13	11
4	12	Josephine's Corner	13	906 Andrews Dr.	2	26	22
5	7	Macy's	13	418 8th St.	1	13	11
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
88	348	Happy Daze	19	312 Hill St.	1	13	11

Steps for Selecting Venues Where 60 or Fewer Venues Were Named during Venue Verification for Individual Interviews

- List 3: Final Venue List**, with venues ineligible for selection removed (created in Step 3), will serve as the basis for the sampling frame of venues at which individual interviews will be conducted. Create a copy of List 3 entitled **List 4: Sampling Worksheet** before beginning these steps. Columns E (Outcome of Visit), F (Number of Men), G (Number of Women), and H (Venue Size Code) are no longer needed and so have been deleted from the worksheet.
- Determine the number of venues eligible (venues where C10=1) for individual interviews. This number should be 60 or less. If it is greater, use the interval sampling strategy that begins on page 82 to select venues.
- Divide the total number of individual interviews (960) by the number of venues eligible for selection. This will be the number of interviews conducted per venue. For example, if you have 52 venues eligible for selection, you will conduct 18 interviews per venue ($960/52 = 18.46$).
- Determine the number of interviews to be performed with men and women at each venue. To determine the number of interviews with men, multiply the proportion of men socializing at the venue (calculated in Step 3.4) by the total number of interviews to be performed at the venue. For example, using the illustration in this manual for Step 3.4 (55% male) and 18 interviews per venue, 10 interviews should be among men ($18 \times 0.55 = 9.9$) and eight among women ($18 \times 0.45 = 8.1$). Enter this information in Columns E and F (as shown at right in **List 5: Venues at which to Perform Individual Interviews**).

List 5: Venues at Which to Perform Individual Interviews if 60 or Fewer Venues Were Named during Venue Verification

	A	B	C	D	E	F
1	Venue Num	Correct Venue Name	Geo Code	Correct Address	Number of Target Male Interviews	Number of Target Female Interviews
2	2	Fat Cat	10	1509 Market St. near Bow Tie Bar	10	8
3	1	Bow Tie Bar	10	1502 Market St	10	8
4	5	The Spot	12	Alley behind The Grill	10	8
5	12	Josephine's Corner	13	906 Andrews Dr.	10	8
6	14	The Hash	13	1001 Imitation Dr.	10	8
7	7	Macy's	13	418 8th St.	10	8
8	9	Angels Bar	13	367 High St.	10	8
9	17	Gede's Gecko	13	1608 High St.	10	8
10	19	American Heros	13	905 6th St.	10	8
11	13	Rhys' Back Yard	13	216 Richmond Ave	10	8
12	20	The Brew Pub	13	415 Stone St.	10	8
13	11	Wine and Dine	13	1212 Stone St.	10	8
14	22	Pete's Place	13	524 7th St.	10	8
15	6	The Grill	13	600 10th St	10	8

Step 4.2 Train Interviewers

Prior to the beginning of interviews with individuals socializing at venues, interviewers receive training for this step of the method. Below is a description of the practical issues and objectives of training for interviews with individuals socializing at venues.

Prepare for Training

First, a venue for the training session needs to be obtained. This venue could be the same one that was used previously for either community informant or venue verification training. The space needs to have moveable tables or desks so that interviewers can take notes and have room to role-play. However, presentation capabilities such as a projector and screen are

not necessary. In preparation for training, the following tasks need to be completed by the field coordinator:

- ▲ Obtain per diem for daily allowance and transport.
- ▲ Make enough copies for each interviewer to have the individual questionnaire training day schedule and Interviewer Guide for Step 4.
- ▲ Make two copies per interviewer of the Questionnaire for Individuals Socializing at Venues (Form D).
- ▲ Buy office supplies for training, including blue or black ink pens.
- ▲ Make arrangements for lunch or tea.

Training for Step 4 takes approximately four hours and follows a similar format used during the Step 3 training. The training session includes a discussion of the rationale, objectives, and methods for interviews with individuals socializing at venues.

Training Day Schedule for Step 4 — Individual Questionnaire (Form D)

- ▲ Welcome and comments on venue verification phase (Step 3) (15 minutes)
- ▲ Feedback from Interviewers and discussion about Venue Verification Form (Form C) (30 minutes)
- ▲ Review of interview guide training and fieldwork logistics (30-45 minutes)

Break (for tea or lunch)

- ▲ Questionnaire for Individuals Socializing at Venues (Form D) training (1 hour - 1 hour 15 minutes)
- ▲ Role-play of interview (15 minutes)
- ▲ Practice interviewing each other (30 minutes)
- ▲ Review and questions (20 minutes)

Training Overview

Training begins with a welcome and a debriefing of venue verification results. These results include the number of venue verification interviews completed, the number of venues that were closed or that could not to be located, and the number of refusals.

Next, a brief discussion about venue verification fieldwork and problems encountered in the field takes place. The discussion includes interviewer comments on the strengths and weaknesses of the method, community acceptance of the assessment, and any suggestions for future improvements.

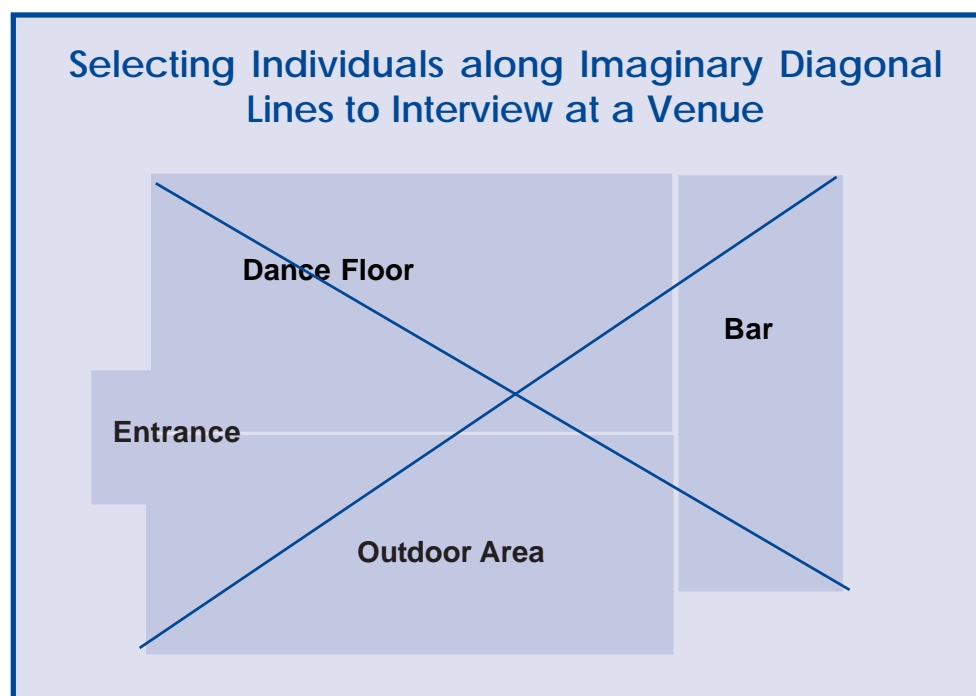
Following this discussion, the field coordinator reviews the Interviewer Guide and fieldwork logistics. As in the previous training sessions for Steps 2 and 3, the facilitator highlights staying neutral during interviews with respondents, the importance of asking questions as written, following the instructions on the forms (written in capital letters), recording responses, the art of probing, and steps to follow in the field.

Next, the logistics of fieldwork are discussed, including the daily schedule and expectations. It is important to note that respondents who refuse to be interviewed need to be recorded but do not count toward the target number of 960 interviews to be completed.

Instruct Interviewers How to Select Respondents at Venues

Individual interviews with socializing patrons are performed during busy times at the venues. To identify potential respondents systematically, interviewers count the individuals at the venue and divide this number by the total number of interviews to be performed at the venue. The resulting number, i , is the interval used to identify potential respondents.

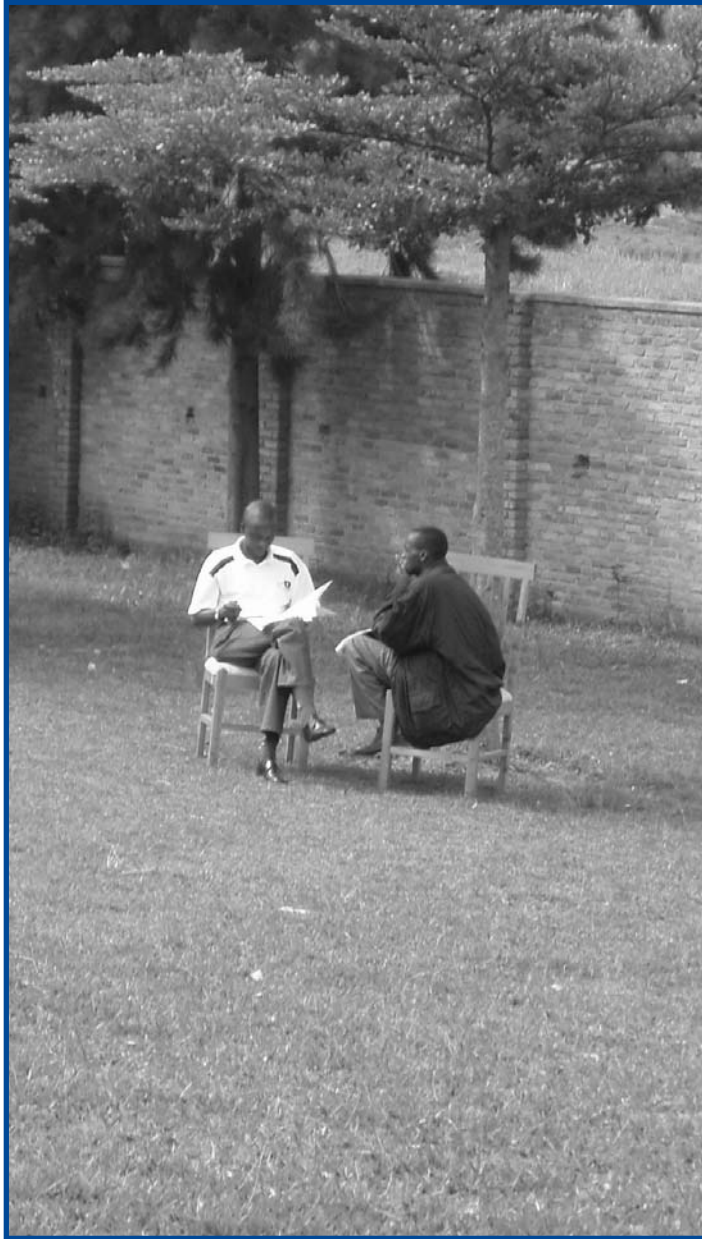
With each interviewer starting at a different corner of the venue, every i th individual socializing along an imaginary diagonal line is approached for an interview (see the illustration above showing a venue's floor plan with a bar, dance floor, and outside area, with imaginary diagonals drawn to illustrate the line for approaching individuals). Care is taken to ensure that individuals from different locations within the venue are interviewed. This strategy for



selecting individuals to interview yields a systematic sample representative of all patrons socializing at the venues.

Train Interviewers on the Questionnaire for Individuals Socializing at Venues (Form D)

After a break, the Questionnaire for Individuals Socializing at Venues (Form D) is reviewed one question at a time. For each question, the Interviewer Guide is consulted to ensure that each interviewer understands the meaning and purpose of the question and how to code the response properly.



Interviewers then practice administering the questionnaire. Two interviewers do a role-play of an interview in front of the group. The group then discusses the interview, with the facilitator highlighting the strengths and weakness of the interview process. Next, the group breaks into pairs and practices interviewing each other. Each person takes a turn as an interviewer and as an interviewee so that every person is able to practice asking the questions and recording responses.

After this exercise, the facilitator collects the questionnaires and reviews them for accuracy and completeness of responses. The facilitator identifies and discusses issues and problems that arose during the role playing exercise and the completion of the questionnaires. Finally, interviewers may ask any remaining questions about any aspect of the PLACE study or the process of interviewing individuals socializing at venues.

An interview team in training — first one member practices by asking the questions, then the two trade roles and the other team member asks questions.

Step 4.3 Collect Data

Interviews with individuals socializing at venues take place no more than one week after venue verification interviews. Prior to the start of the fieldwork, the field coordinator completes the following tasks:

- ▲ Make enough copies of the Questionnaire for Individuals Socializing at Venues (Form D). (An extra 40 copies more than the number of expected interviews are recommended.)
- ▲ Select venues where interviews with socializing individuals are to be performed, using the sampling strategy outlined previously in this chapter (see Sampling Strategies under Step 4.1).
- ▲ Make a list of venues that each pair of interviewers should visit to perform interviews with patrons.
- ▲ Obtain per diem for each interviewer for each day.
- ▲ Purchase extra blue or black ink pens.

Prior to the first day of fieldwork, the field coordinator or principal investigator needs to select the venues where interviews with socializing individuals will be performed, as outlined previously in this chapter. The field coordinator also needs to make a list of venues where each pair of interviewers will perform interviews with patrons. For each venue, the list includes the name, address of the venue or how to locate it, unique venue number, and geographic code.

First Day of Fieldwork

On the first morning of fieldwork, the interviewers and field coordinator gather at a designated location to review the schedule for the day. To help identify who completed each questionnaire, each interviewer will write his or her interviewer number on the forms (Question D2, Interviewer Number), using the same interviewer number that was assigned to him or her during Step 2. Interviewers receive the Questionnaires for Individuals Socializing at Venues (Form D) and their per diem allowance from the field coordinator.

To ensure safety in the field, interviewers visit venues in pairs. They should work in the same pairs that were assigned during Step 2. However, once they are at a venue, each interviewer works individually to complete the designated number of interviews. The field coordinator assigns each pair of interviewers a venue where they are to perform interviews with patrons.

Interviewer teams visit each venue at times of day when the venue is typically busy, which can often be during the evening or night. When venues are deemed unsafe at their busy times (such as certain bars or streets), interviewers complete the fieldwork earlier in the day in order to maintain safe working conditions.

Potential respondents are identified systematically using an interval sampling strategy and are selected from all locations within a venue. When approaching an individual, interviewers explain the purpose of the study



Field coordinators meet with interviewers during a PLACE study in Rwanda.

and the types of questions that will be asked, and request verbal informed consent before proceeding with the interview. It is often necessary to request that the respondent move to a different location at the venue, away from their peers and others at the venue, to preserve privacy and encourage truthful responses.

The interview typically lasts 20 to 25 minutes and includes questions about sociodemographic characteristics, as well as questions about the

respondent's behavior. This step is the only one in which self-reported information is gathered from interviewees. If the target number of interviews at a venue is not achieved, the interviewers should revisit the venue at least once to complete the remaining interviews.

Upon completion of their daily target number of interviews, interviewers return to the designated meeting location to turn in completed questionnaires to the field coordinator and receive instructions for the next day. The interviewers are then finished for the day. At the beginning of subsequent days, interviewers receive per diem allowance and a new list of venues to visit that day and questionnaires. This schedule is followed each day until the target number of interviews with venue patrons is complete.

Notes on Checking Questionnaires for Errors – Step 4

The following is a list of questions that need to be checked by the field coordinator or project coordinator before data from Questionnaire for Individuals Socializing at Venues (Form D) are entered into Epi Info or a similar program.

- ▲ Review completed questionnaires daily to ensure that there are no errors and that every question has been answered.
- ▲ Ensure that a gender for each questionnaire has been recorded in question D11.
- ▲ If D13 is '3', '4', or '5', then the remainder of the questionnaire should be blank.
- ▲ If D30 is '2' then D31 and D32 must be '9'.
- ▲ D34 must be less than or equal to D33.
- ▲ D36 must be less than or equal to D35.
- ▲ D36 must be larger than D33, D34, and D35.
- ▲ If D35 is '0' then D38 (both blanks) should be '97'.
- ▲ If D35 is '0' then D37 must be '9'.
- ▲ If D38 has two different ages coded, then D35 should be at least '2'.
- ▲ If D40A is '2' then D40B must be '9'.
- ▲ If D41A is '2' then D41B must be '9'.
- ▲ If D42 is '2' then D37 must be '9'.
- ▲ If D42 is '2' then D39 must be '97'.
- ▲ If D42 is '2' then D33, D34, D35, and D36 must all be '0'.
- ▲ If D42 is '2' then 'age at first sex' must be '97'.
- ▲ If D42 is '2' then D43 to D50 must be '9' or '97'.
- ▲ If D48 ever used is '2' then D23, D32, D37, and D40B and D41B must be '2' or '9'.
- ▲ If D11 is '2' then D43 and D44 must be '9' and D45 must all be '99'.
- ▲ If all responses in D43 are '2' then D44 must be '9'.
- ▲ If D11 is '1' then D46 and D47 must all be '9'.
- ▲ If all responses in D46 are '2' then D41 must be '9'.
- ▲ If D44 is between '1' and '98' then D35 must be greater than or equal to D39.
- ▲ If D42A is '9' then D45B must be '9'.
- ▲ If D52A is '2' or '3' then D52B is '9'.

Provide Quality Control of Data

As in Step 3, the field coordinator is available for consultation with interviewers at any time. At the end of each day of interviews with individuals socializing at venues, the field coordinator checks every questionnaire for accuracy and completeness and marks any mistakes (see Notes on Checking Questionnaires for Errors — Step 4 on the previous page). The following morning, the field coordinator returns questionnaires with any mistakes to interviewers. Interviewers are asked to correct mistakes, if possible, and to take note of errors from the previous day. This review also allows an opportunity to discuss ways in which to improve the quality of the data with the interviewers.

Document Data Collection

Documentation of data collection is important to ensure that a complete record of what was done is kept so that results can be interpreted based on the context of the current assessment and so that follow-up assessments in future years can replicate the process. A summary of interviews with individuals socializing at venues includes:

- ▲ number of interviewers
- ▲ number of days of interviewing
- ▲ number of venues where individual interviews are performed
- ▲ number of completed interviews by gender
- ▲ number of refusals by gender
- ▲ problems encountered during fieldwork

In addition to the fieldwork summary, the fieldwork coordinator should retain a copy of the questionnaires adapted to the local context, the worksheet used to select venues where individual interviews were performed, and other materials used during this step.

Step 4.4 Enter Data

The data from the Questionnaire for Individuals Socializing at Venues (Form D) are entered into Epi Info or a similar program capable of double-entry data. Double entry aids in eliminating mistakes made during the data entry process. Any discrepancies that arise are resolved by comparing the entered data to the original questionnaire.

Individual Interview Fieldwork Summary

This two-page form, available on the manual's CD-ROM, has been reduced in size here to allow all questions to appear. This is the last of three fieldwork summaries (see page 52 for the Step 2 summary and page 69 for the Step 3 summary).

TRAINING:

In what language(s) were Individual Interviews / Training performed?

What were the quotas of interviews per day per pair of interviewers?

Date of Training: _____

FIELDWORK:

Number of days of individual interviews: _____

Number of interviewers: _____

Dates of fieldwork: _____

Was the selection of venues with probability proportional to size sampling strategy used to select venues for interviews with socializing individuals? YES or NO

If NO, explain why not and describe sampling strategy used:

	K	L	M	N	O
Individual interviews	Target number of interviews: Men: Women: Total:	Target number of venues selected for individual interview:	Actual number of venues where interviews conducted:	Total number of Individuals approached for an interview (D11): Men: Women: Total:	Number of willing respondents (D14): Men: Women: Total:
Compare L and M Interviews should have been conducted at the same number of venues targeted for interviews. If there is a difference, comment on the difference here.					
Compare K and O The number of completed interviews should be close to the target number of interviews. If not, explain why here.					

COMMENTS AND PROBLEMS ENCOUNTERED:

Comments from study coordinator and interviewers about Interviews with individuals socializing at venues (problems encountered, reliability of data, acceptability of questionnaire, delays [e.g., rain], etc):

Summary of Step 4

In Step 4, characteristics of men and women who socialize at venues named and characterized during previous steps of the PLACE method are obtained to confirm whether interventions introduced at these venues will reach people with a high rate of new partner acquisition or people who inject drugs.

At the end of Step 4, fieldwork has been completed.

List of Step 4 Outputs

The outputs of this step include the following:

- ▲ A list of venues selected for interviews with socializing patrons has been prepared (the fixed-interval strategy with probability of selection proportional to size results in a representative sample of venues where interviews with patrons are performed).
- ▲ Interviewers are trained to conduct interviews with individuals socializing at venues, and gain experience by conducting the interviews.
- ▲ Interviews with 960 individuals socializing at a representative sample of venues is completed, providing information on sociodemographics and behavior patterns that can be used to confirm the information collected in previous steps (combined with venue-level information gathered during the previous step, these data are used to assist in developing HIV/AIDS prevention programs tailored to the needs of the community and the characteristics of the local epidemic).

Step 4 Summary		
ACTIVITY	OBJECTIVE	CHECKLIST: WHAT IS NEEDED
Step 4.1 — Prepare for Step 4		
Preparation	Select venues where interviews with socializing individuals are to be performed; determine the number of interviews to perform at each venue; and determine the gender distribution of interviews at each venue	<ul style="list-style-type: none"> ▲ Meeting to address protocol decisions ▲ Sampling strategies
Step 4.2 — Train interviewers		
Preparation for training	Prepare materials and select venue for training	<ul style="list-style-type: none"> ▲ Per diem payments to interviewers ▲ Trainer (PLACE coordinator) and materials ▲ Training venue ▲ Interviewers (usually 12 for 8-12 days)
Training overview	Provide an overview of the PLACE method for individual interviews; review Interviewer Guide training; and review the schedule for this phase	<ul style="list-style-type: none"> ▲ Individual interview training schedule ▲ Interviewer Guide
Selecting potential respondents	Instruct interviewers how to select individuals socializing at venues for an interview	
Individual interview training	Provide detailed instruction for the use of the Questionnaire for Individuals Socializing at Venues (Form D); role play for practice; and address questions/concerns	<ul style="list-style-type: none"> ▲ Interviewer Guide ▲ Questionnaire for Individuals Socializing at Venues (Form D)
Step 4.3 — Collect data		
Data collection schedule	Assign interviewers to work in pairs; and assign interviewer pairs to venues	
Quality control	Review questionnaires to ensure that everything has been coded accurately and that there are no inconsistencies in responses among related questions	<ul style="list-style-type: none"> ▲ Notes on Checking Questionnaires for Errors – Step 4, appearing in this chapter
Documentation	Complete Individual Interview Fieldwork Summary worksheet	<ul style="list-style-type: none"> ▲ Individual Interview Fieldwork Summary, on CD-ROM
Step 4.4 — Enter data		
Data entry	Enter Form D data into Epi Info or a similar program capable of double entry	<ul style="list-style-type: none"> ▲ Sample Epi Info data entry template

