



STEP 2 Identify Venues Where People Meet New Partners

Summary of Step 2

Community informants are people knowledgeable about the movement and behavior of people in an area. In Step 2, trained interviewers familiar with the PPA ask community informants to identify venues and events where people meet new sexual partners and, if appropriate, where IDUs socialize. Community informants often include taxi drivers, police, and youth, as well as patients at STI clinics and health care providers.

Activities in Step 2

- ▲ Step 2.1 — Prepare for Step 2
- ▲ Step 2.2 — Train interviewers
- ▲ Step 2.3 — Collect data
- ▲ Step 2.4 — Enter data

Outputs of Step 2

In Step 2, confirm the geographic boundaries of the PPAs, train interviewers (to conduct interviews and in the principles of ethical research among human subjects), complete 300 to 400 community informant interviews, and create a list of venues and events where people meet new sexual partners (or if appropriate, where IDUs socialize). A list of outputs is provided at the end of this chapter.

Introduction to Step 2: Identify Venues Where People Meet New Partners

The PLACE method recognizes the importance of new sexual partnerships in spreading the HIV/AIDS epidemic. Without new sexual partnerships, the epidemic would sputter and die. The PLACE method focuses on new sexual partnerships because individuals with high rates of new partner acquisition are more likely to transmit infection and because newly acquired infection is more infectious.

New sexual partnerships may be formed in private or public settings. However, because HIV/AIDS prevention programs cannot readily intervene in private settings, prevention programs must focus on public venues. Public venues where people meet new sexual partners offer HIV/AIDS prevention programs a strategic opportunity to reach the local sexual networks that facilitate HIV transmission.

HIV can also be transmitted through a network of IDUs who share needles. Because injection drug use is illegal, IDUs often inject in private, making locations where the actual drug use occurs hard to access for prevention programs. Venues where IDUs socialize, rather than inject, provide a point of access to this population. Thus, in areas where injection drug use occurs, the PLACE method also identifies venues where IDUs socialize.

The approach used to identify venues assumes that local community members know where people meet new sexual partners (and where IDUs can be found), and that community informants will provide this information if it is requested by a trained interviewer. The interviewer does not ask the informant to disclose whether he or she has personally visited the venue. 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; but interviews with 300 to 400 community members should provide a comprehensive list of venues for most PPAs. Larger PPAs require more community informant interviews.

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

- ▲ First, important transmission paths will be missed without a thorough and systematic assessment. In every implementation of the method to date, many venues have emerged that were previously unknown to HIV/AIDS prevention planners. Frequently, many more venues are identified in an area than were anticipated.
- ▲ Second, a thorough assessment provides data that can readily be used to track prevention program coverage in the area, e.g. the number of people who meet new sexual partners at the venues and the proportion of venues where condoms are available. A partial list of venues provides a biased assessment of program coverage and an incomplete picture of those at risk of transmitting HIV.
- ▲ Third, a full and complete list of venues in this step is necessary to have confidence that the priority venues identified by the PLACE method are indeed the most important venues for prevention programs.
- ▲ Finally, the extra time and effort required to be systematic and thorough is relatively small. A complete list of public venues can be generated in three to five days by a team of 12 interviewers interviewing approximately 100 people per day.

Step 2.1 Prepare for Step 2

Prior to beginning interviewer training and fieldwork for Step 2, local implementers adapt the method to the PPA. First, the PPA selected by the steering committee in Step 1 and characterized at the “Let’s Get in PLACE” workshop needs exact geographic boundaries defined. Second, to ensure that the results of the PLACE assessment are directly useful to intervention groups, it is necessary to adapt the method to the local community. These decisions include determining the number and type of community informants to be interviewed to ensure that a sufficient number of viewpoints are obtained from all different types of people.

Establish the Geographic Boundaries of the PPA

The geographic boundaries of the PPAs selected by the steering committee in Step 1 should be examined at the “Let’s Get in PLACE” workshop. Prior to beginning fieldwork, the implementing team should confirm the exact geographic boundaries for the PPA and map the boundaries using existing administrative boundaries or other well-known demarcations, such as major roads.

Determine Types and Target Numbers of Community Informants

The implementation team should brainstorm a list of the types of people likely to be knowledgeable about venues in the PPA. Setting a target number for each type of informant helps to ensure all types of venues will be named. The variety of different venue types can include youth venues, venues where injection drug users socialize, clandestine venues, small venues, popular venues, venues where men who have sex with men meet partners, and venues where sex workers solicit clients. Bar managers, taxi drivers, police, security guards, cleaning women, street cleaners, market sellers, sex workers, STI clinic patients, health workers, truckers, college students, and street sellers have proven to be knowledgeable informants.

For example, a PLACE assessment conducted in a South African township with a population of 100,000 interviewed 400 community informants using the targets shown below, in the table on this page.

Example of Target Numbers of Community Informants in a South African Township

Type of Community Informant	Target Number of Community Informants
Shebeen, bar or tavern owners, bar workers, individuals socializing at venues, bottle store worker	80
Youth in and out of school	80
STI patients	50
Trader/business, hawker/street vendor	50
National and international truck drivers	20
Nurses, peer health educators, community health workers	20
Taxi drivers	20
Military, police, security guards	10
Sex workers	15
Community leaders	5
Community-based organization/nongovernmental organization staff	5
Mechanics, petrol attendants, hairdressers	5
Teachers	5
Others (includes unemployed adults, sailors, fishermen, etc.)	35
Total	400

Step 2.2 Train Interviewers

Prior to the beginning of fieldwork, the interviewers need to be trained about their role in the PLACE assessment. A description of the practical issues and objectives for interviewer training follows.

Prepare for Training Session

First, a training venue needs to be identified, such as a community center conference room. A space with moveable tables or desks is recommended, so that interviewers can take notes and have room to role-play.

In preparation for training, the following tasks need to be completed:

- ▲ Obtain daily allowance and transport for each interviewer.
- ▲ Make enough copies for each interviewer to have a copy of the training day schedule, Interviewer Guide, and interviewer Confidentiality Agreement.
- ▲ Make two copies per interviewer of the Ethical Principles and Guidelines for Research Involving Human Subjects Completion Certificate.
- ▲ Also make copies for each interviewer to have two copies of the Community Informant Questionnaire (Form A) and 10 copies of Venue and Event Report (Form B).
- ▲ Copies of the ethics presentation and PLACE overview may also be given to each interviewer, but this is optional.
- ▲ Buy office supplies for interviewers to use during training, including a clipboard or notebook for each interviewer and blue or black ink pens (pencils are not recommended).
- ▲ Secure a laptop computer and projector for Microsoft PowerPoint presentations, or make transparencies of presentations and obtain an overhead projector. Make sure that the room where training will occur has a screen or blank wall where the presentations can be projected, and a table for the projector.
- ▲ Make arrangements for lunch or tea.

Training Day Schedule for Step 2 — Community Informant Questionnaire (Form A) and Venue and Event Report (Form B)

Welcome and introductions of everyone present (15-20 min.)

- ▲ PLACE overview (30 min.)
- ▲ Ethical training – Ethical Principles and Guidelines for Research involving Human Subjects (30-45 min.)

Break (tea or lunch)

- ▲ Interviewer Guide training (1 hour)
- ▲ Logistics of fieldwork (daily expectations, per diem, etc.) (15 min.)
- ▲ Community informant training (30 min.)

Break (tea or lunch)

- ▲ Interview role play (15 min.)
- ▲ Practice interviewing each other (30 min.)
- ▲ Review and questions (20 min)

The Interviewer Guide, Forms A and B, Confidentiality Agreement and Ethical Principles and Guidelines for Research Involving Human Subjects Completion Certificate can be printed directly from this manual's CD-ROM. (Forms and the Interviewer Guide also appear in this manual.)

Training for Step 2 will take approximately five to six hours. This training includes an overview of the PLACE method and the goals of the assessment, a discussion about ethics in human subject research and its application to the PLACE assessment, and instructions on interviewer methods and how to conduct community informant interviews. Training begins with a welcome and introduction of everyone present as well as a review of the day's schedule and the expectations and objectives of the training session.

Perform Training Overview on the PLACE Methodology

An overview presentation on the PLACE method that clearly identifies the goals of the assessment and a rationale of the method should be given. Upon completion of this pre-

sentation, all participants sign an agreement of confidentiality (see example of an agreement on next page). These forms are collected and kept on file at the implementing organization.

Train Interviewers on Ethical Guidelines for Research with Human Subjects

Training on ethical principles and guidelines for research involving human subjects is conducted next. This training is required for all assessments funded through a United States government agency, but the training is beneficial to all, regardless of funding source, because it informs participants of ethical issues involved in research with human subjects and specific ethical issues associated with PLACE assessments. Upon completion of this presentation, all participants sign two ethics completion certificates. The training facilitator also signs the certificates. One copy is for the participant and the other goes on file. An example certificate appears on page 48.

Confidentiality Agreement

Title of Research Project: _____

Local Principal Investigator: _____

As a member of this research team I understand that I may have access to confidential information about study venues and participants. By signing this statement, I am indicating my understanding of my responsibilities to maintain confidentiality, and agree to the following:

- ▲ I understand that names and any other identifying information about study venues and participants are completely confidential.
- ▲ I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any information obtained in the course of this research project that could identify the persons who participated in the study.
- ▲ I understand that all information about study venues or participants obtained or accessed by me in the course of my work is confidential. I agree not to divulge or otherwise make known to unauthorized persons any of this information, unless specifically authorized to do so by approved protocol or by the local principal investigator acting in response to applicable law or court order, or public health or clinical need.
- ▲ I understand that I am not to read information about study venues or participants, or any other confidential documents, nor ask questions of study participants for my own personal information but only to the extent and for the purpose of performing my assigned duties on this research project.
- ▲ I agree to notify the local principal investigator immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

Signature

Date

Printed name

Signature of local
principal investigator

Date

Printed name

Ethical Principles and Guidelines for Research Involving Human Subjects

Completion Certificate

This is to certify that _____
(print name)

has completed a training on the Ethical Principles and Guidelines for Research Involving Human Subjects, based on the School of Public Health Institutional Review Board requirement at the University of North Carolina at Chapel Hill. The training was administered by _____ in _____
on _____
(date)

This course included the following:

- ▲ key historical events and current issues that impact guidelines and legislation on human participant protection in research
- ▲ ethical principles and guidelines that should assist in resolving the ethical issues inherent in the conduct of research with human participants
- ▲ use of key ethical principles and federal regulations to protect human participants at various stages in the research process
- ▲ description of guidelines for the protection of special populations in research
- ▲ definition of informed consent and components necessary for a valid consent
- ▲ description of the role of the institutional review board in the research process
- ▲ roles, responsibilities, and interactions of federal agencies, institutions, and researchers in conducting research with human participants.

Signature of participant _____

Signature of research associate _____

Provide General Training on Interviewing Techniques

After a break, training continues with a review of the Interviewer Guide. The facilitators will highlight staying neutral during interviews with respondents, the importance of asking questions as written, following instructions (which are written in capital letters in the questionnaires), recording responses, the art of probing, and steps to follow in the field. Next, the logistics of fieldwork are discussed, including the typical daily schedule and expectations, and per diem. The interviewers need to choose a location that is convenient to meet daily with the field coordinator.

Train Interviewers on Community Informant Questionnaire (Form A) and Venue and Event Report (Form B)

Finally, the Community Informant Questionnaire (Form A) and Venue and Event Report (Form B) are 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 a response properly.



Interviewers take part in training during a PLACE study in Ghana.

The field coordinator needs to ensure interviewers understand that, for each Community Informant Questionnaire (Form A), up to 10 Venue and Event Reports (Form B) may be completed.

After a lunch break, interviewers are given the opportunity to practice administering the questionnaires. Two interviewers are asked to role-play 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 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 arise during the role-playing exercise and the completion of the questionnaires. Finally, the interviewers are given the opportunity to ask any remaining questions about any aspect of the PLACE study or the community informant interview process.

Step 2.3 Collect Data

Prior to the start of data collection, the field coordinator completes the following tasks (forms are available on this manual's CD-ROM):

- ▲ Make copies of the Community Informant Questionnaire (Form A). (It is recommended to have 25 more than the expected number of interviews to be completed.)
- ▲ Make copies of the Venue and Event Report (Form B). Approximately six to eight are needed per interview.
- ▲ Obtain per diem for each interviewer for each day.
- ▲ Obtain extra blue or black ink pens.

On the first morning of data collection, the interviewers and field coordinator gather at the designated location to review the schedule for the day. Each interviewer is assigned an interviewer number that is used to identify the questionnaires completed by that interviewer. Interviewers will keep the same number throughout all three stages of fieldwork. Interviewers are divided into pairs to ensure safety in the field. Interviewers are expected to work independently but travel together. The field coordinator then assigns each interviewer target numbers of particular types of community informant in a certain section of the PPA. Interviewers will receive blank Community Informant Questionnaires (Form A) and six to eight Venue and Event Reports (Form B) for each interview that they are to complete that day, and their per diem allowance.

Interview Community Informants

The interviewers go to the section of the PPA where they are assigned and observe public places where the target type of community informant is most likely to be available. For example, interviewers go to taxi stands to find taxi drivers, police stations to find police officers, and bars to find bar managers. After identifying a potential respondent, interviewers introduce themselves, explain the purpose of the study, request verbal informed consent, and ask those who agree to participate to identify specific public venues and events where he or she believes people meet new sexual partners.

The interviewer records the name and address of each venue or event identified by the community informant onto a Venue and Event Report (Form B). Each venue or event is recorded on a separate Venue and Event Report. 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. This schedule, with the interviewers receiving per diem allowance, target numbers of interviews, and questionnaires each day, continues until community informant fieldwork is complete.

Provide Quality Control of Data

The field coordinator is available for consultation at any time by interviewers. At the end of each day of community informant interviews, the field coordinator checks every questionnaire for accuracy and completeness and flags any mistakes. (See Checking Questionnaires for Errors on this page for further details.) The following morning, the field coordinator returns questionnaires with 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 with interviewers ways in which to improve the quality of the data.

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. The Community Informant Fieldwork Summary is on this manual's CD-ROM and includes the following:

- ▲ number of interviewers
- ▲ number of days of interviewing
- ▲ number of completed interviews
- ▲ number of refusals
- ▲ number of venue reports
- ▲ number of unique venues reported
- ▲ problems encountered during fieldwork

Checking Questionnaires for Errors

The following is a list of questions to be checked by the field coordinator or project coordinator before the data from the questionnaires are entered into Epi Info or a similar data entry program.

Community Informant Questionnaire (Form A)

- ▲ Review completed questionnaires daily to ensure that there are no errors and that every question has been answered.
- ▲ If A7 is less than the age of eligibility, then A8=3 and the remainder of the questionnaire should be blank.
- ▲ A10 (number of places named that are...) must match the number of venues and events listed in A11.
- ▲ Check to make sure that A10 and A11 match the number of completed Venue and Event Report Forms (Form B) with that questionnaire.

Venue and Event Report (Form B)

- ▲ Review completed questionnaires daily to ensure that there are no errors and that every question has been answered.
- ▲ B1 must agree with A3 on Form A.

Community Informant 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 first of three fieldwork summaries (see page 69 for the Step 3 summary and page 93 for the Step 4 summary).

TRAINING:

In what language(s) were community informant interviews/training performed? _____

Date of training: _____

FIELDWORK:

Number of days of community informant interviews: _____

Number of interviewers: _____

Dates of fieldwork: _____

Number of geographic codes in PPA: _____

Were community informant interviews performed in all geographic codes? Yes No

If NO, explain why not here:

Complete columns B through F:

A	B	C	D	E	F
Number of Community informants:	Target number of interviews:	Number actually Interviewed:	Number of reports (completed Form B) by community informants:	Number of unique venues:	Number of unique venues selected for venue verification:
Compare B and C					
<p>The number interviewed (Column C) should be very close to the target number of interviews (Column B). If the number interviewed is much different from the target number, explain why here.</p> <p>If "Number of reports (completed Form Bs) by community informants" (Column D) is less than 1,000, explain why here.</p>					
Compare E and F					
<p>If the "Number of unique venues" (Column E) is different from "Number of unique venues selected for venue verification" (Column F), explain here what the criteria were for excluding venues, and list each criterion and the number excluded based on that criterion. The PLACE protocol does not permit any exclusion except venues outside the PPA.</p> <p>Were venues located outside the PPA excluded? Yes or No If Yes, how many venues were excluded for this reason? _____</p> <p>If venues outside the PPA were excluded, do you have any information on where the venues were located? How many were inside the district? ____ How many were outside the district? ____</p>					

COMMENTS AND PROBLEMS ENCOUNTERED:

Comments from study coordinator and interviewers about community informant phase of study (problems encountered, reliability of data, acceptability of questionnaire, delays such as rain, etc.):

In addition to the fieldwork summary, the fieldwork coordinator should retain a copy of the questionnaires adapted to the local context, a list of geographic codes, and other materials used during this step.

Step 2.4 Enter Data

Data from the Community Informant Questionnaire (Form A) is entered using a data entry program such as Epi Info. (A guide for using Epi Info to manage and analyze data is available on this manual's CD-ROM). Available information about refusals, such as age, gender, and type of community informant, is also entered.

All of the Venue and Event Reports (Form B) are entered into a spreadsheet, with a separate row for each report. For example, if 300 community informants each reported four venues, the spreadsheet would contain 1,200 rows of data plus a header row to label each column. This spreadsheet is called List 1: The Complete List of All Venues and Events Reported.

Create Unique Venue List

The field coordinator sorts the entries by venue name and location and saves a copy of the spreadsheet to be called List 2: The Consolidated Venue List. In List 2, the field coordinator examines the number of times each venue was reported and deletes duplicate reports of the same venue, while maintaining a tally of the number of times each venue was reported by a community informant. A venue may be reported by one community informant or by 50 or more informants. (See Creating a List of Venue and Event Reports and a Unique Venue List on next page for spreadsheet examples.)



Creating a List of Venue and Event Reports and a Unique Venue List

This is the recommended method for getting a complete list of venues and events. Information from four questions from each Venue and Event Report (Form B) is entered here: B3 venue name, B5 venue location, B6 venue address, and B7 venue type. Data from the Community Informant Questionnaire (Form A) are not entered here.

The process for developing **List 1: The Complete List of All Venues and Events Reported** and **List 2: The Consolidated Venue List** is presented below. This process must be followed thoroughly and completely before moving on to Step 3: Venue Verification Interviews.

- a. Enter data from questions B3, B5, B6, and B7 from each Venue and Event Report (Form B) separately into a spreadsheet. Care must be taken to ensure that every name and address given is entered exactly as it appears on the questionnaire.

List 1: The Complete List of All Venues and Events Reported

Numbers refer to question numbers (e.g. question B3 on Venue and Event Report, Form B)

	A	B	C	D
	B3	B5	B6	B7
2	Venue Name	Geographic Code	Address	Venue Type
3	Bow Ties Restaurant	10	1502-A Market St	2
4	The Grill	13	600 10th St	9
5	Henry's	12	22 Main St	2
6	Bow Tie Bar	10	1502 Market St	2
7	Sam's Bar	10	Market St	2
8	The Spot	12	Alley behind The Grill	9
9	Fat Cat	10	1509 Market St	2
10	Bow Tie	10	1502 Market St	2
11	Fat Cat	10	Market St, near Bow Tie Bar	2
12	Macy's	13	418 8th St.	2
13	The Grill	13	600 10th St	9
14				

To document each step in the process properly, it is necessary to make a copy of List 1 before moving on. This first list is important because it contains a record of all venue report forms.

- b. Once all the data have been entered, copy the completed List 1 into a new worksheet, to be named List 2 (and be sure to keep the original List 1 as a separate file). The new list must be collapsed down to eliminate any duplicate entries, as shown on the next page.

Care must be taken to ensure a number of things:

- ▲ Each time a duplicate venue is deleted from the list, the number of times it was reported must be tallied. Note that a separate column has been created for this purpose (Column F). It is helpful to sort the list by venue name, address, and geographic code when looking for duplicates.
 - ▲ Any variations in address must be noted. See example below (‡).
 - ▲ Any variations in names must also be recorded. Note that a separate column has been added for additional names. (Column C)
- c. Once a final list of venues has been compiled and no more duplicates exist, sort the list by geographic code.
- d. Assign a Unique Venue Number (Column A) to each venue. This number will be used during the remainder of the study to refer to the venue.

List 2: The Consolidated Venue List, with Duplicate Venue Listing Removed

	A	B	C	D	E	F	G
1		B3		B5	B6		B7
2	Unique Venue Number	Venue Name	Additional Names	Geo Code	Address	Number of CI Reports	Venue Type
3	1	Bow Tie Bar	Bow Tie Bow Tie Restaurant †	10	1502 Market St	3 *	2
4	2	Fat Cat		10	1509 Market St, near Bow Ties Bar ‡	2	2
5	3	Sam's Bar		10	Market St	1	2
6	4	Henry's		12	22 Main St	1	2
7	5	The Spot		12	Alley behind The Grill	1	31
8	6	The Grill		13	600 10th St	2	9
9	7	Macy's		13	418 8th St.	1	2
10							

- * In the previous worksheet, there were three entries for Bow Tie Bar. When the list was consolidated, the three entries were combined into one and the number of times it was reported was tallied in Column F.
- † An additional column (Column C) was created to include the variations on name.
- ‡ The address for Fat Cat was changed to include components of both addresses when the duplicate listing was deleted.

Summary of Step 2

In Step 2, a list of venues where people in the PPA meet new sexual partners (and if appropriate, where IDUs socialize) is created. In subsequent steps, these venues and the people who socialize at them are characterized and a list of priority venues for intervention is developed and mapped.

List of Step 2 Outputs

The outputs of this step include the following:

- ▲ Geographic boundaries of the PPAs are established.
- ▲ Interviewers are trained in the principles of ethical research with human subjects and in how to conduct interviews with community informants.
- ▲ Interviews with 300 to 400 community informants are completed.
- ▲ A spreadsheet of each report of venues and events identified by community informants is created (List 1: The Complete List of All Venues and Events Reported).
- ▲ A spreadsheet of each unique venue and event reported by community informants with a variable indicating the number of community informants who identified the venue is created (List 2: The Consolidated Venue List), to be used in Step 3 of the PLACE method.

Step 2 Summary

ACTIVITY	OBJECTIVE	CHECKLIST: WHAT IS NEEDED
Step 2.1 — Prepare for Step 2		
Protocol decisions: PPA boundaries and community informants	Establish PPA boundaries and determine number and type of community informants that should be interviewed	Meeting to brainstorm types of community informants and to set targets for each type
Step 2.2 — Train interviewers		
Preparation for training	Select venue and prepare materials for training	<ul style="list-style-type: none"> ▲ Per diem for interviewers ▲ Training venue and materials
Overview training for interviewers	Introduce all phases in the PLACE method and review timeline for each phase of the study	<ul style="list-style-type: none"> ▲ Overview ▲ Community informant training schedule ▲ Interviewer confidentiality pledge
Ethical training	Familiarize interviewers with ethical standards associated with conducting research	<ul style="list-style-type: none"> ▲ Ethical principles presentation ▲ Ethics completion certificate
General training on interviewing techniques	Provide guidelines on how to approach a potential respondent, complete a questionnaire, probe, etc.	Interviewer Guide
Community informant training	Provide instruction on community informant questionnaire, role-play, and address questions/concerns	<ul style="list-style-type: none"> ▲ Interviewer Guide ▲ Questionnaires (Forms A & B)
Step 2.3 — Collect data		
Data collection schedule	Assign interviewers to work in pairs and assign each pair a zone with target numbers and types for community informants to interview	
Quality control	Ensure everything is recorded accurately and completely, and there are no inconsistencies in responses	<ul style="list-style-type: none"> ▲ Follow Checking Questionnaires for Errors in this chapter
Documentation	Complete Community Informant Fieldwork Summary	<ul style="list-style-type: none"> ▲ Community Informant Fieldwork Summary
Step 2.4 — Enter data		
Characteristics of community informants	Enter Form A data into Epi Info or similar program capable of double entry	<ul style="list-style-type: none"> ▲ Epi Info data entry templates
List of venue and event reports	Enter Form B into Microsoft Excel or similar program	<ul style="list-style-type: none"> ▲ Follow Creating a List of Venue and Event Reports and a Unique Venue List section in this chapter
Unique venue list	Collapse the list of venues and events reported so that there is one entry per unique venue or event.	<ul style="list-style-type: none"> ▲ Follow Creating a List of Venue and Event Reports and a Unique Venue List section in this chapter

