

Venue Verification Interviews

STEP 3



Summary of Step 3

In Step 3, trained interviewers visit venues reported by community informants to verify the existence of the venues. At each venue, an interview is performed with a person knowledgeable about the venue (such as an employee or regular patron at a place of business) to obtain characteristics of the venue. These venue characteristics include number of patrons, whether people meet new sexual partners at the venue, whether sex occurs at the venue, and condom availability — information important for HIV/AIDS prevention efforts.

Activities in Step 3

- ▲ Step 3.1 — Prepare for Step 3
- ▲ Step 3.2 — Train interviewers
- ▲ Step 3.3 — Collect data
- ▲ Step 3.4 — Enter data

Outputs of Step 3

In Step 3, outputs include establishing guidelines on how to characterize outdoor and multi-use sites and completing interviews with knowledgeable people at all located venues. Interviewers will have received training and experience in venue verification interviewing, and a spreadsheet of venues will have been produced, to be used in the sampling of venues during Step 4. A list of outputs is provided at the end of this chapter.

Introduction to Step 3: Venue Verification Interviews

Step 3 is the heart of the PLACE method. In Step 1, the geographic boundaries of the PPAs are defined. In Step 2, community informants in the PPAs report the names of venues where they believe people meet new sexual partners. At the end of Step 2, these reports are compiled into a list of venues and addresses, but it is still unknown which venues on the list actually exist and whether they should be considered as priority venues for HIV/AIDS prevention efforts. In Step 3, interviewers attempt to locate each reported venue, document the existence and location of the venue, and interview someone at the venue knowledgeable about the characteristics of the venue and its patrons.

The approach assumes that:

- ▲ venue representatives 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 their venues;
- ▲ venue representatives are knowledgeable about characteristics of individuals who patronize the venues;
- ▲ self-presentation bias is reduced by not asking questions about personal behaviors of the venue representatives;
- ▲ requesting verbal, anonymous informed consent increases acceptability of the questionnaire; and
- ▲ venue verification interviews can be completed in seven to 10 days by a team of 12 interviewers.



Venues selected for a study often include popular bars.

The information collected through venue verification interviews is necessary to describe venues where HIV transmission is likely to occur and to develop a list of priority venues for prevention programs. GPS coordinates of each venue are also obtained so that the geographic distribution of venues within 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 IDUs socialize)?

The number and diversity of venues where people meet new sexual partners (and IDUs socialize) serves as a useful gauge of the local potential for HIV/AIDS transmission. In every application of the method, many previously unknown venues have been revealed. Frequently, more venues are identified than anticipated. The number and diversity in the types of venues and their patrons often expose patterns of transmission opportunity that were previously unknown. For example, in several PLACE assessments, venues where youth meet new sexual partners have included fast-food restaurants, video shops, and malls. The variety and sheer number of venues often serves 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/AIDS transmission.

PLACE uses a venue-based approach rather than a risk group-based approach to prevention. Rather than targeting risk groups directly, PLACE identifies venues where these individuals can be reached by venue-based intervention programs. Venue-based prevention programs are advantageous because they potentially reach many different risk groups socializing at a single venue and thus prevent transmission through multiple routes and in several key populations.

Results from Interviews with Venue Representatives

Characteristics of Venues

- ▲ type
- ▲ busy times/days
- ▲ number of people socializing
- ▲ activities occurring
- ▲ whether new partners meet
- ▲ whether men meet male partners
- ▲ whether injecting drug users socialize
- ▲ whether alcohol is served

HIV/AIDS Prevention at Venues

- ▲ condom availability at venues
- ▲ HIV/AIDS prevention activities at venues
- ▲ potential for condom distribution or prevention activities at venues

Characteristics of People Who Socialize at Venues

- ▲ gender ratio of patrons
- ▲ where patrons come from
- ▲ whether sex workers, injecting drug users, students, or youth socialize at the venue

Step 3.1 Prepare for Step 3

To ensure that the results of the PLACE assessment are directly useful to intervention groups, several decisions are necessary to adapt the method to the local community. These decisions include how to characterize venues without walls and how to classify venues that fall into multiple venue type codes.

Decide How to Characterize Outdoor Venues and Venues without Walls

Locally appropriate methods are used to define venues without walls or outdoor venues. For example, streets and street corners are often named as venues. Is the venue best defined as the area between building A and building B, as the whole block, or as only the intersection of the named street corner? Standardized definitions are needed to define outdoor venues to determine the specific area that needs to be characterized by the venue representative. To obtain correct information, the interviewer must fully understand the definition of a venue without walls and be able to explain it accurately to the respondent.

Decide How to Code Venues that Have Characteristics of More than One Type

Venues with characteristics of more than one type are coded as the type that most closely identifies how the venue is operating at times when high-risk activities occur, such as people meeting new sexual partners or sex workers soliciting clients. It is important to classify a venue by the type it is when the high-risk activities occur. This classification system will ensure that appropriate interventions are designed for the venue and its patrons. For example, if a venue is a restaurant during the day but operates as a nightclub at night and the high-risk behaviors are reported to occur during the evening and nighttime hours, then the venue should be coded as a nightclub.

Step 3.2 Train Interviewers

Prior to the beginning of venue verification, interviewers receive training for this step of the method. Below is a description of the practical issues and objectives of training for venue verification interviews.

Prepare for Training

A location for the training session must be obtained. This could be the same location that was used for community informant 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 copies of the venue verification training day schedule and Interviewer Guide for Step 3 for each interviewer.
- ▲ Make two copies per interviewer of the Venue Verification Form (Form C).
- ▲ Buy office supplies for training, including blue or black ink pens.
- ▲ Make arrangements for lunch or tea.

Training for Step 3 takes approximately four hours. The training session includes a discussion of the rationale, objectives, and methods for venue verification interviews.

Training Overview

Training begins with a welcome and a debriefing of the results from the previous step. These results include the number of people interviewed, the total number of venue reports, and the number of unique venues. Next, conduct a brief discussion about community informant fieldwork and problems encountered in the field. 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 session in Step 2, the facilitators will emphasize staying neutral during interviews with respondents, the importance of asking questions as written in questionnaires, following instructions in questionnaires (which appear 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.

Train Interviewers on How to Use Venue Verification Form (Form C)

After a break, a review of the Venue Verification Form (Form C) should be done, one question at a time. For each question, the Interviewer

Training Day Schedule for Step 3 — Venue Verification Questionnaire (Form C)

Welcome and comments on Step 2, community informant phase (15 minutes)

- ▲ Feedback from interviewers and discussion about Community Informant Questionnaire (Form A) and Venue and Event Report (Form B) (30 minutes)
- ▲ Review of Interviewer Guide training and fieldwork logistics (45 minutes to 1 hour)

Break (for tea, lunch, etc.)

- ▲ Venue Verification Form (Form C) training (1 hour)
- ▲ Role play interviews (15 minutes)
- ▲ Practice interviewing each other (30 minutes)
- ▲ Review and questions (20 minutes)

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 play the roles of an interviewer and person being interviewed 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 may ask any remaining questions about any aspect of the PLACE study or the venue verification interview process.

Step 3.3 Collect Data

Venue verification takes place no more than one week after community informant interviews. Prior to the start of data collection, the field coordinator completes the following tasks:

- ▲ The coordinator makes copies of Venue Verification Form (Form C). (An extra 25 copies over the number of interviews expected to be completed are recommended.)
- ▲ Questions C1-C5 on each Venue Verification Form (Form C) are completed, using the consolidated venue list compiled at the end of Step 2.
- ▲ Per diem for each interviewer for each day is obtained.
- ▲ Extra blue or black ink pens are purchased.

Prior to the first day of data collection, it is important for the field coordinator to complete questions C1 through C5 on Venue Verification Form (Form C). This information is required for the interviewers to find the venue and complete the interview.

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 uses the same interviewer number that she or he was assigned during Step 2, to identify the interviewer who completed each questionnaire. To ensure safety in the field, interviewers work in pairs, keeping the same pairings as was assigned in Step 2. For this step, interviewers work together to complete venue verification interviews.

The field coordinator assigns each pair of interviewers a list of venues to verify. Verification means locating a venue and confirming that it is a place where people meet new sexual partners. Additional information is also obtained, such as the types of people who visit the venue, the number of people at the venue at a busy time, and whether HIV/AIDS information and condoms are available at the venue. Interviewers receive Venue Verification Form (Form C) with questions C1 through C5 already completed by the field coordinator. They also receive their per diem allowance.

Visiting Assigned Venues

Each pair of interviewers visits their assigned venues, identifies a person knowledgeable about each venue, then 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, these interviews are not conducted with people in a position of leadership over the location. In such situations, the interviewer pair chooses a person who is likely to be familiar with the venue, but is not a manager, 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. While not in a position of responsibility for the park, this person is likely to know about the types of people that visit there. The field coordinator can be consulted by the interviewers for advice before going to the venue, if necessary.



A vendor who regularly sets up near a public venue, such as a park, could be approached for an interview. The operator of this fruit stand in St. Petersburg, Russia would be familiar with the types of people socializing in a nearby popular square.

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

Verbal informed consent for an anonymous interview is obtained for each completed interview. 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 is followed each day until venue verification fieldwork is complete.

Provide Quality Control of Data

At the end of each day of community informant interviews, the field coordinator checks every questionnaire for accuracy and completeness and identifies any mistakes (see Notes on Checking Questionnaires for Errors — Step 3 on the next page for further details). The following morning, the field coordinator returns questionnaires with mistakes to interviewers. Interviewers correct mistakes, if possible, and take note of errors from the

previous day. If necessary, an interviewer may return to a venue to correct errors, if the errors cannot be resolved otherwise. This review also provides an opportunity to discuss with interviewers ways to improve the quality of the data. As with the previous activity when data were collected, the field coordinator is available at any time for interviewers to consult.

Collect Coordinates of Venues for Mapping

An important component of the PLACE method is the mapping of venues. Mapping can be done at any point after the final list of verified venues is obtained in Step 3.



A hand-held GPS unit is used to obtain coordinates.

A common scenario is that two interviewers measure venue coordinates using two GPS units. A mapping specialist can be consulted for training interviewers to collect venue coordinates. Training takes approximately one hour and practice is recommended for another hour. Measuring coordinates using GPS units is relatively simple for someone understanding the hand-held device. These interviewers are given a list of verified venues with the unique venue number, venue name, venue address, other location information such as the geographic code, and spaces to record the coordinates. The interviewers visit each venue on the list. Coordinates are measured outside of the venue with a clear view of the sky, operating the GPS unit for five to 15 minutes.

Notes on Checking Questionnaires for Errors — Step 3

The following questions need to be checked by the field coordinator or project coordinator before data from the Venue Verification Forms (Form C) are entered into Epi Info or a similar data-management software program.

- ▲ Review completed questionnaires daily to ensure that there are no errors and that every question has been answered.
- ▲ If C10 is greater than 1, then the venue was not found, closed, or a duplicate, and the rest of the questionnaire should be blank.
- ▲ If C16 is younger than the age of eligibility, then C17 must be 3 and the remainder of the questionnaire must be blank.
- ▲ If C16 is 1 then C17 must be 1.
- ▲ C20 beer/alcohol needs to match C30i and C31i.
- ▲ C22 needs to match C30j, C31j, C30l, C31l and C31m.
- ▲ C27 and C28 need to agree. The number given for total socializing (in C28) must be equal to or less than the range specified in C27. The numbers given in C28 for number of men socializing and number of women socializing must equal the total socializing exactly.
- ▲ If C36 is 1 then C37 must be 1 or 2 and C35 must be 1, 2, or 3, and C39 must be 1.
- ▲ If in C42 there are condoms available, then C37 should be coded as 2. If in C42 there are posters or leaflets visible, then in C35, “posters or leaflets” should be coded 1.

All venues verified to exist in Step 3 are identified on the base map, including those where no interview with a venue representative was possible and those located outside the PPA boundaries but within a reasonable distance.

If the mapping specialist does not receive the venue coordinates as part of the venue verification data set, the file containing the venue coordinates must be merged with the data from venue verification, using the unique venue number as the common identifier.

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 Venue Verification Fieldwork Summary is prepared that includes the following:

- ▲ number of interviewers
- ▲ number of days of interviewing
- ▲ target number of venues to be verified
- ▲ outcome of venue verification, including number of refusals, venues that could not be found, closed venues and duplicate venues
- ▲ number of completed interviews
- ▲ problems encountered during fieldwork

An example of a summary appears on the next page, and a template is available from this manual's CD-ROM. In addition to the fieldwork summary, the field coordinator should retain a copy of the questionnaires adapted to the local context and other materials used during this step.

Step 3.4 Enter Data

The data from the Venue Verification Form (Form C) are entered into Epi Info, a public-domain software program for analyzing health data, or into 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 with the original questionnaire.

Update Venue List and Prepare for Sampling

The consolidated venue list produced in Step 2 needs to be revised with new and updated information obtained during Step 3. A final venue list is produced, which will be used to select venues where interviews occur with socializing individuals (see Procedure for Updating Venue Lists, page 70).

Venue Verification 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 second of three fieldwork summaries (see page 52 for the Step 2 summary and page 93 for the Step 4 summary).

TRAINING:

In what language(s) were venue verification interviews /training performed? _____

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

Date of training: _____

FIELDWORK:

Number of days of venue verification interviews: _____

Number of interviewers: _____

Dates of fieldwork: _____

Repeat F (From C1 Fieldwork Summary)	G	H	I	J
Number selected for venue verification:	Target number:	Number of Venue Verification Forms returned by interviewers (count all questionnaires regardless of whether the venue was found):	Number in each category of C10: 1: 2: 3: 4: 5: Total:	Number in each category of C17: 1: 2: 3: Total:
Compare F and G				
If the number selected (Column F) does not equal the number targeted (Column G), what is the explanation?				
Confirm whether Columns F=H=I				
These should all refer to the same venues. For every venue selected for venue verification (F), a questionnaire should be completed and returned by an interviewer (H), and every questionnaire should be completed at least through question C10 (I). If there are differences, explain why here.				
Compare Column I (C10=1) to Column J (Total)				
At all located and operating venues (C10=1), an individual should be approached for an interview. The number of venues where C10=1 should equal the sum of responses for C17 (Was an interview initiated?). If there are differences, then explain why here.				

COMMENTS AND PROBLEMS ENCOUNTERED:

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



Procedure for Updating Venue Lists

Follow the steps below to update the venue list with new information gained during venue verification visits and to prepare the list for selecting venues for interviewing individuals socializing at venues.

Update List 2 – **List 2: The Consolidated Venue List** is updated to include the correct venue name and venue address as reported by the venue representatives (below). Note that the columns labeled “Additional Names” and “Venue Type” when this list was created have been deleted, since this information will not be used.

List 2: The Consolidated Venue List Updated with Names and Addresses from Venue Verification

	A	B	C	D	E
1	C2	C11	C3	C11	C4
2	Unique Venue Number	Correct Venue Name	Geo Code	Correct Address	Number of CI Reports
3	1	Bow Tie Bar	10	1502 Market St	3
4	2	Fat Cat	10	1509 Market St, near Bow Tie Bar	2
5	3	Sam's Bar	10	1502 Market St	1
6	4	Henry's	12	22 Main St	1
7	5	The Spot	12	Alley behind The Grill	1
8	6	The Grill	13	600 10th St	2
9	7	Macy's	13	418 8th St.	1

Address reported by community informant was **Market Street** but the number was unknown.

Note: The Correct Address column (C11) has been updated using new information from Venue Verification Forms (Form C). During venue visits, a more specific address for Sam's Bar (Unique Venue Number 3) was obtained. Sam's Bar now has the same address as Bow Tie Bar (Unique Venue Number 1) and was found to be a duplicate entry.

Input additional information about venues collected during Step 3 (shown below). This information will be used to select the venues where individual interviews will be performed during Step 4. Be sure to include:

- ▲ outcome of the venue verification visit (C10, Column E)
- ▲ information about the size of the venue including the number of men and women socializing at the venue and the code corresponding to the total number of people socializing at the venue at a busy time. (C 28, Columns F, G, and H).

By completing the Microsoft Excel spreadsheet at each step, the coordinator can manage fieldwork effectively, noting what has been done and what has not.

List 2: The Consolidated Venue List, Showing New Information from Venue Verification

	A	B	C	D	E	F	G	H
1	C2	C11	C3	C11	C10	C28	C28	C28
2	Unique Venue Number	Correct Venue Name	Geo Code	Correct Address	Outcome of Visit	Number of Men	Number of Women	Venue Size Code
3	1	Bow Tie Bar	10	1502 Market St	1	50	30	4
4	2	Fat Cat	10	1509 Market St, near Bow Tie Bar	1	110	90	9
5	3	Sam's Bar	10	1502 Market St	5			
6	4	Henry's	12	22 Main St	3			
7	5	The Spot	12	Alley behind The Grill	1	7	12	1
8	6	The Grill	13	600 10th St	1	43	40	4
9	7	Macy's	13	418 8th St.	1			

Prepare a sampling worksheet, List 3 — Before moving on, create a copy of List 2. This new list (to be called List 3: Final Venue List, similar to the example shown below) will be the base for the sampling worksheet used in Step 4.

Examine the list for additional duplicate venues not previously identified during venue verification and update the worksheet to indicate which venues are duplicates. When looking for duplicates, it helps to sort the worksheet by all possible combinations (venue name, address). Record on a separate worksheet the information about duplicate venues. It is important to keep track of duplicate venues so that adjustments in the total number of venues can be accounted for in each step of the protocol.

List 3: Venue List Ready for Step 4, with Venues Ineligible for Selection Removed

	A	B	C	D	E	F	G	H
1	C2	C11	C3	C11	C10	C28	C28	C28
2	Unique Venue Number	Correct Venue Name	Geo Code	Correct Address	Outcome of Visit	Number of Men	Number of Women	Venue Size Code
3	1	Bow Tie Bar	10	1502 Market St	1	50	30	4
4	2	Fat Cat	10	1509 Market St, near Bow Tie Bar	1	110	90	9
5	5	The Spot	12	Alley behind The Grill	1	7	12	1
6	6	The Grill	13	600 10th St	1	43	40	4
7	7	Macy's	13	418 8th St.	1			
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Note: Bow Tie Bar and Sam's Bar had the same addresses, and during venue verification visits were discovered to be the same venue. Bow Tie Bar was determined to be the official name of the establishment located at 1502 Market Street. On a separate sheet, a note should be made that Unique Venue Numbers 1 and 3 (Column A) represented the same venue and that only Unique Venue Number 1 was retained and included in the sampling list used to select venues for Step 4. Sam's Bar has been deleted.

Sort the venue list by the outcome of venue verification (Column E, C10, Outcome of Visit). Delete all venues with an outcome not equal to 1 (i.e. delete venues with codes 2 through 5). Only venues found during venue verification, regardless of whether a venue verification interview was completed, are eligible for selection in Step 4.

The resulting List 3 serves as the base for the Sampling Worksheet in Step 4, used to select venues where individual interviews should be performed.

Determine the gender distribution of interviews to be performed — It is necessary to determine the ratio of men and women socializing at venues.

Separately sum the total number of men and women that are socializing at the venues during a busy time (Columns F and G). Divide the number of men socializing by the total number of men and women socializing. This quantity is equal to the proportion of interviews at each venue that should be performed with male patrons.

For example, if there is a total of 6,523 men and 5,312 women, then the proportion of men in the total socializing population is 55% (6523 divided by the sum of 6,523 and 5,312 = 0.55). Thus, for each cluster of 24 interviews, 13 should be performed with men and 11 with women.

Summary of Step 3

In Step 3, venues named by community informants in the previous step are verified, and characteristics of venues and their patrons are obtained by an interview with a knowledgeable person at each venue. GPS coordinates are also collected for these venues.

In the next step (Step 4), individuals socializing at a sample of these venues are interviewed.

List of Step 3 Outputs

- ▲ Guidelines on how to characterize outdoor and multi-use sites are developed (the correct characterization of such venues is important for determining the most appropriate intervention program at the venue).
- ▲ Interviewers are trained in conducting venue verification interviews and gain experience by conducting the interviews.
- ▲ Interviews with knowledgeable people at all located venues identified by community informants are completed (these interviews contain information about venue characteristics and patrons that can be used to develop prevention programs).
- ▲ GPS coordinates of all located venues are collected. (Combined with the other information collected from the venues during this step, coordinates can be used to create maps showing the distribution of venue characteristics and program coverage.)
- ▲ A spreadsheet is created containing the venues located in this step (to be used for sampling of venues for interviews with socializing individuals in Step 4).

Step 3 Summary

ACTIVITY	OBJECTIVE	CHECKLIST: WHAT IS NEEDED
Step 3.1 — Prepare for Step 3		
Protocol decisions	Determine how venues identified by community informants are to be described	▲ Meeting to address protocol decisions
Step 3.2 — 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 10 days)
Overview training	Provide overview of the PLACE method for venue verification; review Interview Guide training; and review timeline for each phase of the study	<ul style="list-style-type: none"> ▲ Venue verification training schedule ▲ Interviewer Guide
Venue verification training	Provide detailed instructions for the use of the Venue Verification Form (Form C); role-play for practice; and address questions or concerns	<ul style="list-style-type: none"> ▲ Interviewer Guide ▲ Venue Verification Form (Form C)
Step 3.3 — Collect Data		
Data collection schedule	Prepare questionnaires for interviewers; assign each pair of interviewers a set of venues to verify; verify existence of venues; and obtain venue characteristics important for HIV/AIDS prevention	<ul style="list-style-type: none"> ▲ Spreadsheet with List of Unique Venues created in Step 2 to fill in questions C1-C5 ▲ Venue Verification Form (Form C)
Quality control	Ensure that everything has been recorded accurately and that there are no inconsistencies in responses between related questions	▲ Notes on Checking Questionnaires for Errors – Step 3, found in this chapter
Obtain venue coordinates	Obtain latitude and longitude coordinates for each venue	▲ GPS units
Documentation	Complete Venue Verification Fieldwork Summary worksheet	▲ Venue Verification Fieldwork Summary, found on CD-ROM
Step 3.4 — Enter Data		
Entry of Venue Verification Form (Form C)	Enter data from Form C into Epi Info or similar program capable of double entry	▲ Sample Epi Info data entry template
Update venue list and prepare for sampling	Update the Consolidated Venue List from Step 2 using information obtained in Step 3	▲ See Procedure for Updating Venue Lists in this chapter

