

PLACE

Priorities for Local AIDS Control Efforts

A Manual for Implementing
the PLACE Method

The MEASURE Evaluation Project



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the PLACE Method



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MEASURE
Evaluation

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Forms

Community Informant Questionnaire (Form A)

Venue and Event Report (Form B)

Venue Verification Form (Form C)

Questionnaire for Individuals Socializing at Venues (Form D)

PowerPoint Presentations

List of Resources

CD-ROM

A CD-ROM with electronic versions of documents and forms is included in this manual. Current versions of these documents are also available at the MEASURE Evaluation Web site at: <http://www.cpc.unc.edu/measure>. The CD contains:

Interviewer Guide

Community Informant Questionnaire (Form A)

Venue and Event Report (Form B)

Venue Verification Form (Form C)

Questionnaire for Individuals Socializing at Venues (Form D)

Fieldwork Summaries and Certificates

EpilInfo Guide

PowerPoint Presentations

PLACE Report Template

PLACE Reports

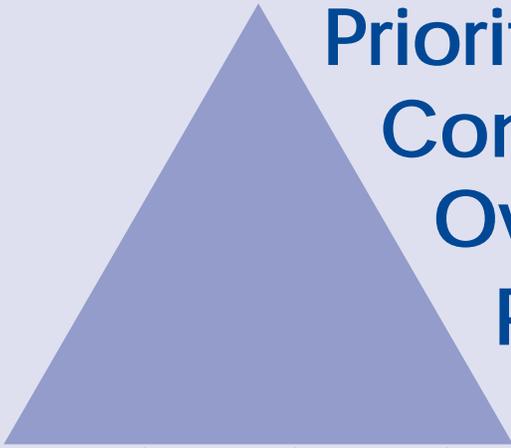
Scientific Journal Articles

PLACE Manual (Overview and Steps 1-5)

List of Acronyms



AIDS	acquired immunodeficiency syndrome
CBO	community-based organization
DHS	Demographic and Health Surveys
GPS	global positioning system
HIV	human immunodeficiency virus
HTA	high transmission area
IDU	injection drug user
IEC	information, education, and communication
IRB	institutional review board
NGO	nongovernmental organization
PEPFAR	President's Emergency Plan for AIDS Relief
PLACE	Priorities for Local AIDS Control Efforts
PPA	priority prevention area
STI	sexually transmitted infection
TB	tuberculosis
UNAIDS	Joint United Nations Programme on HIV/AIDS
VCT	voluntary counseling and testing
ZIP	zones interventions prioritaires

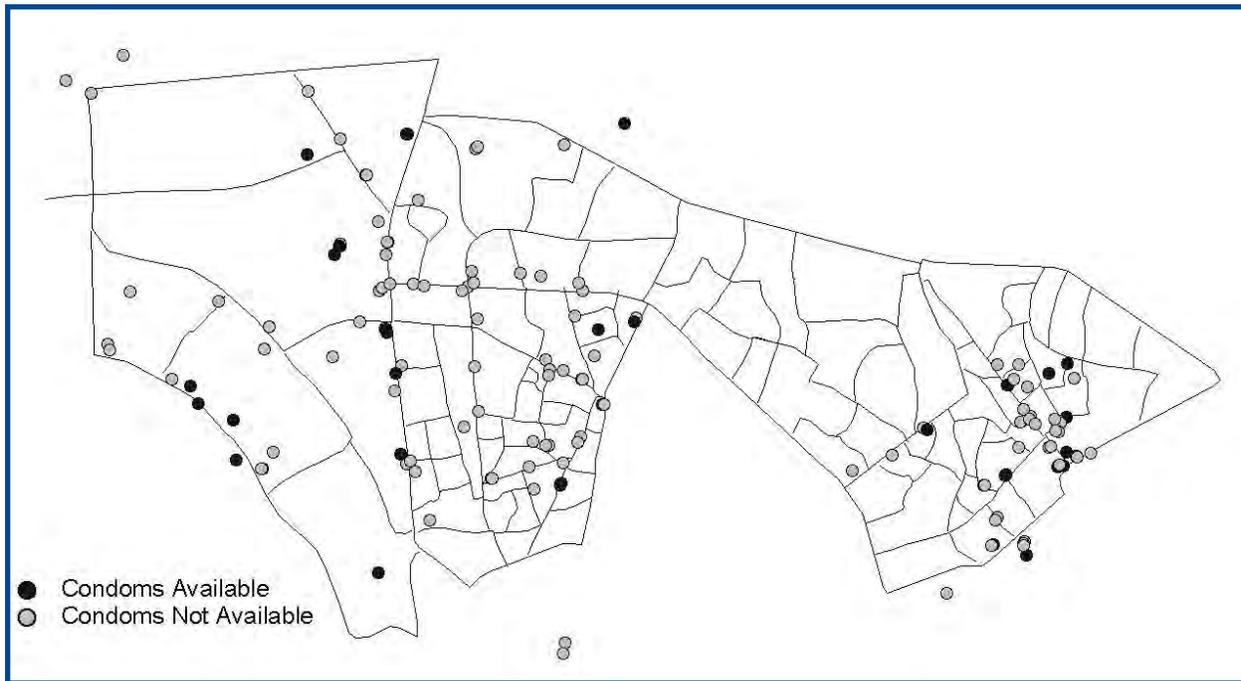


Priorities for Local AIDS Control Efforts — Overview of the PLACE Method



Overview Summary

The PLACE method addresses the need for rapidly available information to target and monitor local AIDS prevention strategically.



Condom Availability at Public Venues in Kampala, Uganda, 2003

Background: What Is the Problem Addressed by PLACE?

The AIDS epidemic is a global tragedy. In the past 20 years, countries have seen workforces diminish, children orphaned, and millions suffer. Every day, another 12,000 people aged 15 and older become newly infected with the virus that causes AIDS. Of these, almost 50% are women and about 50% are aged 15-24.

Why are so many infected daily when most people know how to prevent transmission of HIV? There are no easy answers to this question, but conquering the global pandemic will not be accomplished solely by global efforts. Conquering the AIDS pandemic will require action at the local level in the thousands of communities and districts where transmission is most likely to occur. There is surely a global HIV epidemic, but it is comprised of thousands of local HIV epidemics.

Preventing HIV transmission at the local level is a challenge. Local HIV epidemics are as varied as the populations and cultures they inhabit. Obtaining valid information on local HIV epidemics is challenging for several reasons. First, HIV surveillance systems are usually national in scope and do not provide information about local epidemics. Second, newly infected people rarely know they are infected, making the local pattern of new infections almost impossible to detect. Finally, there is often a lack of capacity at the local level to collect the

information necessary to target interventions and monitor prevention efforts. The lack of information about local epidemics stymies national efforts to scale up effective programs. Where is HIV incidence highest? Where is the epidemic likely to spread? Where should prevention programs focus? These questions often go unanswered. These are the questions that the Priorities for Local AIDS Control Efforts (PLACE) method addresses.

What Are the Objectives of PLACE?

PLACE is a rapid assessment tool to monitor and improve AIDS prevention program coverage in areas where HIV transmission is most likely to occur.

PLACE is designed for local program managers who want to know where to target resources to prevent new infections. PLACE systematically identifies gaps in current prevention programs, enhances the local use of these findings to improve program delivery, and monitors program coverage over time using

PLACE Activities, Objectives, and Contributions

Activity	PLACE Objective	PLACE Contribution
Surveillance	Identify areas where HIV incidence is likely to be high.	PLACE provides a forum to reach consensus on local areas likely to have the highest HIV incidence.
Monitoring behavior and program coverage	Describe characteristics of sexual and injecting drug-use (IDU) networks. Monitor program coverage using indicators and maps.	PLACE produces a report describing the characteristics and behavior of the sexual and injecting drug-use networks most likely to transmit HIV, the extent to which prevention programs are reaching these networks, maps of public venues where programs can reach these networks, and specific indicators of program coverage.
Intervention design	Improve the design and delivery of interventions to fill gaps in program coverage.	PLACE data are particularly appropriate for improving condom distribution, peer education, and targeted risk reduction messages. PLACE data can be used to estimate the size of key populations that need intervention services.
Scaling up programs	Extend programs to additional areas.	Lessons learned from a PLACE assessment can be applied in subsequent rollout assessments in other priority areas.
Community mobilization	Improve social, legal, and economic structures.	PLACE results can mobilize community response to HIV/AIDS, document unmet needs for program services, and support requests for additional funding.

over time using easy-to-understand indicators and coverage maps. Although PLACE findings may be used to inform several AIDS control activities, the focus is on monitoring behavior and program coverage (see PLACE Activities, Objectives and Contributions on page 3).

Programs covered include condom distribution, peer health education, access to voluntary counseling and testing (VCT), treatment of sexually transmitted infections (STIs), harm reduction programs for injecting drug users, and tuberculosis control. PLACE maps can be integrated with other mapping efforts that monitor infectious disease, health service availability, population density, and environmental change.

What Is the Rationale Behind PLACE?

Epidemiologic data often show geographic clustering of HIV infections, suggesting that HIV transmission is more likely in some areas than in others. When resources are limited, prevention efforts should target areas where the potential for preventing infections is greatest. These areas are called “priority prevention areas.”

The Concept of Geographic Targeting

Although maps showing differences in HIV prevalence among antenatal clinic patients must be interpreted with care, surveillance data typically show that HIV prevalence is not uniform within a country. HIV prevalence differs in urban and rural areas and in areas characterized by different patterns of mobility and migration.

To target resources effectively, AIDS prevention programs should focus on geographic areas where there is the greatest opportunity for preventing new infections. The clustering of HIV infections in an area reflects the size and characteristics of the underlying sexual and/or injection drug-user (IDU) networks. These networks are not directly observable. In most countries, however, knowledgeable local experts can identify areas likely to have networks capable of spreading HIV using available demographic, epidemiologic, and contextual data. In sub-Saharan Africa, for example, there has been a pattern of geographical clustering of HIV/AIDS infections by level of urbanization and population density.

The intersection of alcohol consumption, short-term migration and commercial activity (e.g., along transport routes, in port cities, and in mining towns) signals an area that may have a high incidence of infection or is likely to have a high incidence in the future unless prevention efforts are undertaken soon. Other

factors possibly associated with present or future high HIV incidence include poverty, rapid growth, limited access to health services, a high male-to-female ratio, and high unemployment. Areas where these factors converge are likely to be priority prevention areas.

The Critical Role of New Sexual and Needle-Sharing Partnerships in the Spread of HIV Infection

HIV transmission models reveal the importance of the rate and pattern of new sexual partnerships. Within high transmission areas, prevention programs should focus on preventing transmission among new sexual and needle-sharing partnerships.

Epidemiologists agree that the rate and pattern of new sexual partnerships and new needle-sharing partnerships determine the overall progress of the HIV epidemic. People with new partnerships are more at risk of acquiring and subsequently transmitting HIV. Without new partnerships, the HIV epidemic would eventually die. The conceptual models that illustrate the importance of the new sexual and injecting drug use networks include the proximate determinants framework, the Anderson and May models, and the phase-specific model (see List of Resources section for a description of these models).

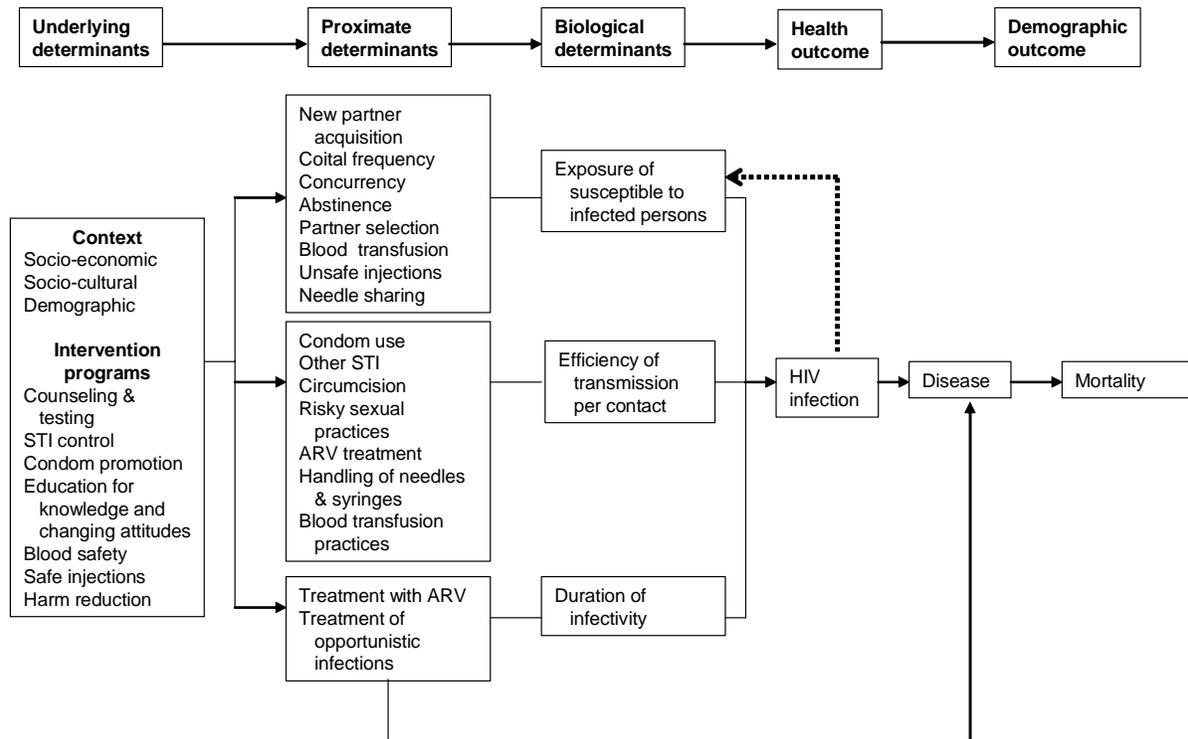
The proximate determinants framework illustrated on the next page shows how contextual factors and program factors are underlying determinants of an HIV epidemic. These underlying determinants operate through intermediate proximate determinants to affect the three biological determinants of HIV transmission (exposure to HIV, transmission efficiency, and duration of infectiousness). Programs that seek to reduce the rate of new partner acquisition and increase condom use during sexual exposure to HIV are critical in order to reduce transmission of HIV and consequently the incidence of HIV.

The Need for Program-Driven Monitoring of Prevention Programs

When resources are limited, monitoring local AIDS prevention must be feasible using local resources and be pragmatic and non-stigmatizing, and provide indicators that are readily interpretable and actionable. PLACE results are summarized in indicators and action plans that specify where to focus prevention programs in order to reach the people most likely to acquire and transmit HIV infection.

An important barrier to developing network-informed interventions has been the lack of rapid, reliable, and valid field methods for identifying and accessing sexual and injecting-drug networks containing individuals with high rates of new

Proximate Determinants Framework



Source: Boerma JT & Weir SS. (2005). Integrating demographic and epidemiologic approaches to research on HIV/AIDS: the proximate-determinants framework. *J Infect Dis*, 191(Suppl1):S63.

sexual and needle-sharing partnerships. The approach taken in the PLACE method is to identify the public places (such as the hotels, hostels, and bars) in a priority prevention area where people meet new sexual partners or where IDUs can be found. These places are potential intervention venues where the individuals most likely to transmit HIV can be accessed. There is an urgent need to intervene at such venues.

PLACE is a systematic venue-based approach to understanding sexual and injecting drug-use networks rather than a risk-group based approach. Risk groups such as commercial sex workers, out-of-school youth, and mobile populations have proven difficult to define and there are often overlaps in risk group memberships. The PLACE method provides a map of venues where people – regardless of risk-group membership – meet new partners or where injecting drug users socialize. Priority venues for AIDS prevention are identified and prioritized for program outreach.

PLACE is designed for implementation within a short period of time without extensive involvement of outside technical experts. It can be implemented

using only a spreadsheet program, a word-processing program, and Epi Info, a widely-used statistical software program developed by the U.S. Centers for Disease Control and Prevention. PLACE aims to provide new, useful, and timely information for intervention monitoring. The method includes local participatory feedback and dissemination workshops to ensure that results are used to tailor local interventions.

PLACE provides the critical information required for writing action plans for local prevention efforts.

The PLACE method is designed to be implemented and used by people who have not collected data previously.

Resources Required to Implement PLACE in One Area

Personnel

- ▲ steering committee
- ▲ principal investigator
- ▲ PLACE coordinator
- ▲ field coordinator for seven weeks
- ▲ 12 interviewers for 25 days
- ▲ two data entry operators for two weeks
- ▲ translator

Supplies

- ▲ PLACE Manual
- ▲ Interviewer Guide
- ▲ questionnaires for 1,600+ respondents
- ▲ flip chart and pens
- ▲ overhead projector and transparencies
- ▲ two computers for four weeks
- ▲ data entry/analysis program
- ▲ spreadsheet program
- ▲ word-processing program
- ▲ mapping program
- ▲ pens, bags, raincoats
- ▲ identification cards
- ▲ two global positioning units
- ▲ maps of the area
- ▲ funds to pay interviewers, enter data, conduct training and planning workshops, pay for maps, and conduct dissemination workshops

Summary

The PLACE method has five steps. Each step is achieved by following the methods outlined in this manual. Each step produces specific outputs, summarized in the table below.

Summary of the PLACE Method	
Methods	Outputs
STEP 1 — Prepare a PLACE strategy	
<p><u>Steering committee</u> A steering committee identifies priority prevention areas, decides where PLACE will be implemented, makes protocol decisions, obtains ethical approval, and plans implementation.</p>	<ul style="list-style-type: none"> ▲ PLACE strategy ▲ Map of priority prevention areas ▲ Final indicators ▲ Ethical approval
STEP 2 — Identify venues where people meet new sexual and needle-sharing partners	
<p><u>Community informant interviews</u> Trained interviewers ask approximately 400 community members to name venues and events where people meet new sexual partners and venues where drug injectors socialize.</p>	<ul style="list-style-type: none"> ▲ List of venues and events where people meet new sexual partners, where IUDs can be reached ▲ Characteristics of community informants
STEP 3 — Visit, map, and characterize all venues reported	
<p><u>Visits, on-site interviews, and global positioning system (GPS) data collection</u> Interviewers obtain information from people knowledgeable about the venue and use GPS devices to map each venue.</p>	<ul style="list-style-type: none"> ▲ Map of venues ▲ Description of venues ▲ Indicators of program coverage at venues ▲ Initial list of priority sites
STEP 4 — Characterize people who socialize at venues	
<p><u>Interviews with individuals socializing at venues</u> Trained interviewers ask 960 individuals socializing at 40 venues about their sexual behavior and exposure to AIDS prevention programs.</p>	<ul style="list-style-type: none"> ▲ Sociodemographics ▲ Sexual behavior ▲ Drug use, sex work, STI symptoms ▲ Exposure to prevention programs
STEP 5 — Use results to improve programs	
<p><u>Analysis, report, and workshops</u> Local stakeholders review the findings and develop action plans in participatory workshops.</p>	<ul style="list-style-type: none"> ▲ PLACE report ▲ Stakeholder recommendations ▲ Action plans ▲ Maps of priority sites ▲ Monitoring indicators



Summary of Step 1

In Step 1, a PLACE steering committee identifies priority prevention areas where PLACE will be implemented, adapts the PLACE method to the local context, obtains ethical approval for the method, plans implementation, anticipates how the data will be used, and kicks off local implementation with a “Let’s Get in PLACE” workshop.

Activities in Step 1

- ▲ Step 1.1 — Establish a PLACE steering committee
- ▲ Step 1.2 — Specify geographic scope and hierarchy
- ▲ Step 1.3 — Collect and synthesize information to identify priority prevention areas
- ▲ Step 1.4 — Convene a workshop to prioritize assessment areas
- ▲ Step 1.5 — Make PLACE protocol decisions
- ▲ Step 1.6 — Finalize PLACE questionnaires and Interviewer Guide
- ▲ Step 1.7 — Plan dissemination of results and data use
- ▲ Step 1.8 — Plan study implementation and logistics
- ▲ Step 1.9 — Kick off implementation with a “Let’s Get in PLACE” workshop

Outputs of Step 1

In Step 1, a steering committee is established and a PLACE strategy is developed. Priority prevention areas are identified and prioritized, a protocol is adapted and approved, questionnaires are translated and field tested, teams are identified, a budget is planned, and a workshop report is completed. A list of specific outputs is at the conclusion of this chapter.

Introduction to Step 1: PLACE Strategy

The PLACE strategy lays out the plan for implementing PLACE. The PLACE strategy describes the rationale for PLACE in the country; documents key decisions; archives the protocol approved by the appropriate ethical committee; and specifies the study team, budget, and time frame.

A key part of the PLACE strategy is identifying the priority prevention areas (PPAs) where PLACE will be implemented. PPAs are areas where HIV is most likely to be transmitted in the future. Previously, these areas were called “high transmission areas” or HTAs; but the new term “priority prevention areas,” or PPAs, has proven more acceptable as it focuses attention on the use of the data for improving prevention efforts in these areas. In French-speaking countries, the term “zones interventions prioritaires” (ZIPs)

has been used. Interventions in PPAs and ZIPs have a great potential for preventing new infections. (See Types of Priority Prevention Areas on this page for a more detailed description.)

Types of Priority Prevention Areas

Seven types of priority prevention areas have emerged during previous PLACE assessments. Each type represents the geographic convergence of economic, demographic, and health factors associated with vulnerability to HIV/AIDS transmission. The types are:

- ▲ districts with a large number of mobile populations, seasonal workers, and migrant populations;
- ▲ large, densely-populated, poor urban neighborhoods experiencing rapid uncontrolled growth or decay;
- ▲ “red-light” areas in a city (where sex workers solicit clients, pornography is readily available, and crime may be high) and the adjoining commercial and residential areas that supply clients;
- ▲ the complex of urban and peri-urban communities, commercial centers, and settlements along major transport routes including border crossings;
- ▲ areas with an uneven male-to-female ratio, such as urban or rural communities housing military camps, prisons, and women’s colleges;
- ▲ cities that are popular tourist destinations; and
- ▲ areas with poor economies in transition, where commercial sex and injection drug use find footholds among discouraged youth.

Step 1.1 Establish a PLACE Steering Committee

The PLACE method comes alive when a committee of thoughtful people – the PLACE steering committee – reviews the status of the HIV/AIDS epidemic within the borders of their country and reaches consensus on a PLACE strategy that ensures that the findings will be used to improve programs. The PLACE steering committee is composed of decision-makers and people with strong ties to AIDS prevention programs. Members could include ministry of health officials, an epidemiologist, a demographer or social scientist, and representatives from intervention groups.

Although the steering committee is usually convened at a national level, representatives from the local areas where PLACE assessments are conducted should be invited to join the committee as soon as the specific local areas are identified. The chair of the steering committee is the principal investigator for the PLACE assessments. The steering committee will:

- ▲ determine the geographic scope of the PLACE strategy;
- ▲ reach consensus on where PLACE will be implemented;
- ▲ identify local PLACE study coordinators in study areas;
- ▲ adapt the PLACE protocol;
- ▲ commission a field test of the protocol and questionnaires;
- ▲ assure local ethical review and approval of the protocol;
- ▲ secure funding;
- ▲ ensure confidentiality of data;
- ▲ ensure that the results are used to improve interventions;
- ▲ meet periodically during PLACE implementation to track progress;
- ▲ respond to any problems that arise;
- ▲ finalize the PLACE strategy; and
- ▲ initiate the first “Let’s Get in PLACE” workshop.

Steering Committee Assumptions

This manual assumes that the steering committee:

- ▲ is convened at the national level;
- ▲ has the authority to identify where PLACE will be implemented;
- ▲ has the authority to adapt the PLACE protocol, specify indicators, and mobilize a programmatic response; and
- ▲ prefers that implementation in each area follows a protocol that allows comparison of results across areas but is sufficiently flexible to provide local indicators of program coverage.

Step 1.2 Specify Geographic Scope and Hierarchy

The steering committee should agree on the geographic scope for PLACE and identify the most useful geographic hierarchy, taking into account known administrative units and areas likely to be identified as priority prevention areas.

The geographic scope is the entire area under consideration when choosing where to implement PLACE. This manual assumes that the geographic scope is a country, but it could also be a province, district, city, or region of interest including several countries, cities, or border crossings.

After the geographic scope of the PLACE strategy is determined, the steering committee should determine the relevant geographic hierarchy that will be used at a national workshop to select PPAs. A country often has four levels: (1) provinces or regions; (2) districts, parishes, oblasts, or states; (3) large cities treated as a district or oblast; and (4) urban and rural areas within districts or states. The objective is to define a hierarchy that is relevant for program planning that matches administrative boundaries to the extent possible and contains the types of areas that may be defined later as PPAs. An

example of geographic hierarchy is provided on the next page, in the left column of the table entitled Geographic Hierarchy for Selecting PPAs. The middle column indicates whether these areas have proven useful for defining PPAs. The right column indicates the extent to which useful information is usually available for each level.

Determining the Geographic Scope

The PLACE strategies used in Jamaica and Madagascar were national strategies. In Jamaica, every parish was considered before a decision was made to choose an initial two parishes for the assessment. Similarly, in Madagascar, information on HIV/AIDS prevalence and contextual data from all sections of the country were reviewed. The assessment was eventually conducted in seven cities.

The scope of each strategy was the city in St. Petersburg, Russia; Kampala, Uganda; and Bhubaneswar, India. No other cities were considered. The PLACE assessment was not conducted in every area of each city, but the entire city was under consideration for an assessment.

Geographic Hierarchy for Selecting PPAs

	Suitable for defining as a priority prevention area	Extent to which useful sociodemographic, health, and epidemiologic information is available
Country	Almost never	Almost always
Province	Yes, if population is less than 1 million	Usually
District within province	Yes	Sometimes
District capital	Yes	Sometime
Other urban area	Yes, if population is greater than 20,000	Rarely
Border area or transport route	Yes, if population is greater than 20,000	Rarely
Rural area	Possibly	Rarely
Major city	Yes, if population is less than 2 million	Usually
Neighborhood in city	Yes	Rarely

Step 1.3 Collect and Synthesize Information to Identify Priority Prevention Areas

For workshop participants to have an informed discussion to identify, prioritize, and select PPAs, the steering committee should commission a synthesis of relevant epidemiologic data using relevant reports and maps showing demographic, health, and economic indicators that highlight the state of the epidemic in the geographic scope of the PLACE initiative and summarize in broad strokes the known information about factors underlying the epidemic and their geographic distribution. The proximate determinants framework (illustrated schematically on page 6) can be used as a guide to identify factors that determine the size and pattern of the HIV epidemic.

The areas covered in the synthesis should include the pattern of HIV prevalence; socioeconomic, cultural, and contextual factors affecting HIV transmission; programmatic rationale; and presentation of relevant information on maps. Each of these is discussed on the following pages.

The Pattern of HIV Prevalence

Trends in epidemiologic surveillance data from each province or district in the country should be summarized with particular attention paid to evidence of increases in HIV prevalence among women aged 15-24 years old tested anonymously as part of a national surveillance program implemented at antenatal care clinics. Valid estimates of HIV incidence or empirical evidence of the geographic clustering of HIV/AIDS transmission are rarely available given currently available surveillance technologies, and consequently identification of PPAs usually relies more on contextual factors than on surveillance data. In some cases, there may be a plethora of surveillance data, but the data are not organized to facilitate the identification of areas that may have the highest incidence of HIV transmission. In this case, it is extremely useful to identify clinics where surveillance

has been conducted at least three times and to identify the specific clinics where prevalence among 15 to 24-year-old women has consistently increased over time.

Surveillance data can be misleading for identifying areas where HIV incidence is high, particularly if surveillance data include all age groups and testing was done at different times

and in different clinics using different eligibility criteria. As an epidemic matures, an increasing majority of the older people infected have been infected for many years. In these countries, only trends in infection levels among the youngest age groups can indicate a high incidence of infection. High incidence among older age groups is more difficult to detect. Subtle differences in the use of antenatal clinics can mask true changes in the prevalence of infection. For example, if a country has implemented a large program to reduce the mother-to-child transmission of HIV, some infected women may choose not to have additional pregnancies, thus changing the risk profile of women attending antenatal care clinics in the future. Changes in the catchment population of the clinic and changes in clinic attendance will also distort observed trends in prevalence data.



Decision-makers and people with ties to HIV/AIDS prevention programs in Rwanda help develop the strategy for a PLACE study.

Socioeconomic, Cultural, and Contextual Factors Affecting HIV Transmission

Summarize the socioeconomic characteristics of the population and describe the key cultural factors likely to affect HIV transmission, the characteristics of sexual networks, and the acceptability of interventions. Socioeconomic characteristics include population size by age and gender, and indicators of poverty, mobility, crime, and health. Cultural factors can include a description and timing of pay days, cultural festivals, or events during which new sexual partnerships are likely to be formed.

Programmatic Rationale

This synthesis should summarize evidence of the lack of information on prevention program coverage, why information on gaps in prevention program coverage is urgently needed, and how the findings from PLACE will be used.

Presentation of Relevant Information on Maps

To facilitate discussion at the workshop, information from this synthesis should be summarized on maps (see Maps to Highlighting Geographic Distribution of Factors Affecting HIV Transmission on this page). Maps engage workshop participants and spark discussions. At the workshop, these maps will be reviewed to identify where to implement PLACE, taking into account issues of finances, feasibility, and intervention potential as well as epidemiological and contextual evidence of the potential for HIV/AIDS transmission.

Maps to Highlight Geographic Distribution of Factors Affecting HIV Transmission

Maps of socio-demographic and health indicators may show:

- ▲ population density;
- ▲ location of HIV sentinel surveillance sites and most recent HIV prevalence estimates for antenatal care patients;
- ▲ location of voluntary counseling and testing sites;
- ▲ tuberculosis cases;
- ▲ high crime areas;
- ▲ areas with known high rates of alcoholism, injecting drug use, or crime;
- ▲ poverty-stricken areas of rapid uncontrolled growth;
- ▲ areas where the male-to-female distribution is 2:1 or greater, including military posts, male worker dormitory areas, employment areas, and truck stations; or
- ▲ tent cities and refugee camps.

Maps of political jurisdictions and commerce may show:

- ▲ political divisions;
- ▲ transportation routes;
- ▲ commercial centers;
- ▲ ports and border crossings;
- ▲ high-crime areas; or
- ▲ tourist areas.

Step 1.4 Convene a Workshop to Prioritize Assessment Areas

The steering committee convenes a national one-day workshop to identify and select PPAs where PLACE will be implemented. Participants include the steering committee members and key stakeholders.

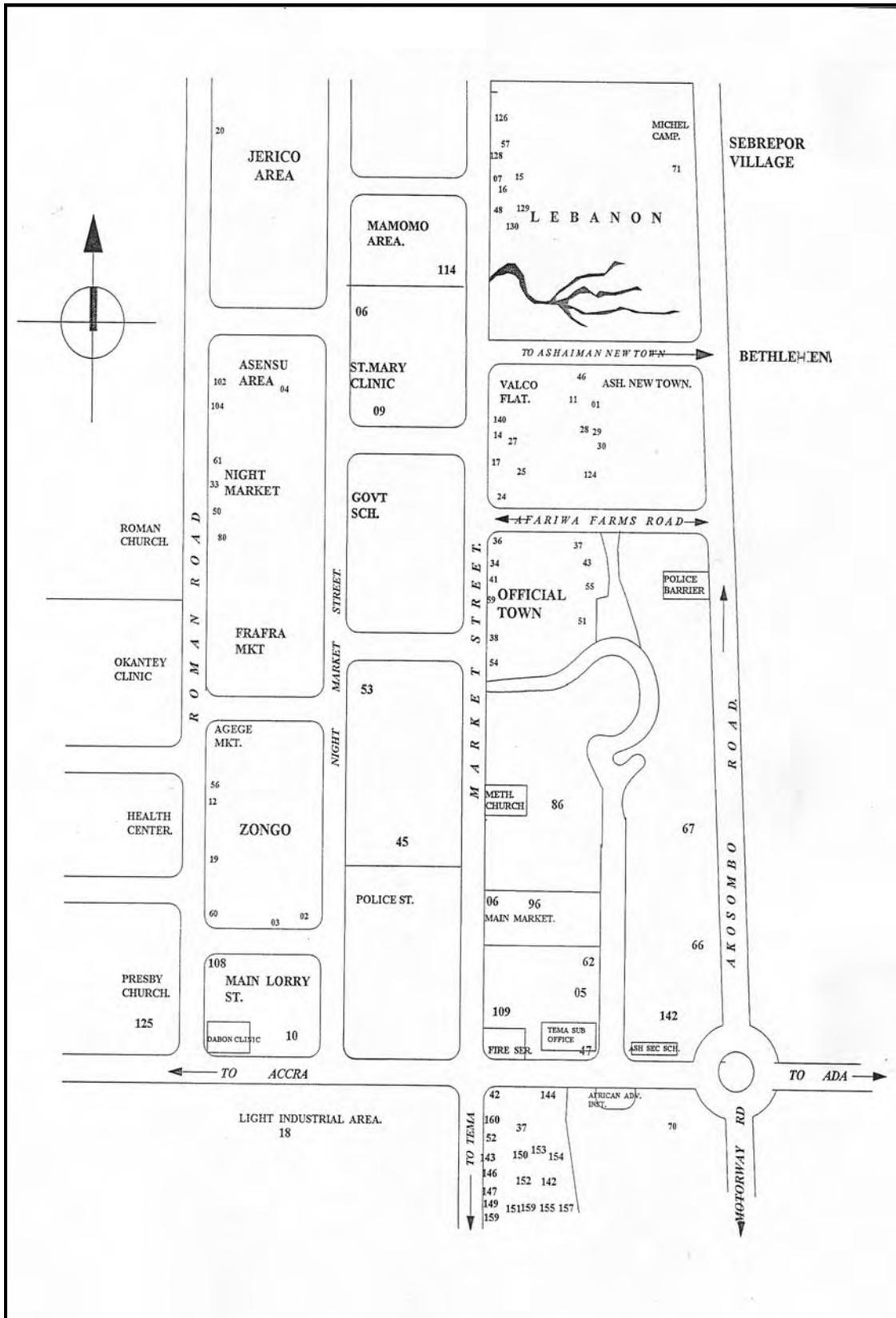
Workshop Objective 1: To Review the HIV Epidemic in the Country and Its Determinants

At the workshop, presentations should be made that review and synthesize relevant epidemiologic and contextual information in order to highlight the state of the epidemic in the geographic scope of the PLACE initiative and to summarize in broad strokes the known information about factors underlying the epidemic and their geographic distribution. The proximate determinants framework (illustrated on page 6) can be used as a guide to identify factors that determine the size and pattern of the HIV epidemic. In order to facilitate discussion at the workshop, information is most usefully summarized on maps. The areas covered in the review should include areas covered by the synthesis in the preceding section, such as:

- ▲ geographic trends in HIV prevalence among young people;
- ▲ maps of socioeconomic, cultural, and contextual factors affecting HIV transmission, including maps of population density, migration patterns, poverty, major transportation routes and commercial centers, migrant worker locations, health indicators, health care availability, locations of areas with high prevalence of tuberculosis and other infectious diseases, high crime areas, drug trafficking routes, and the location of cultural festivals; and
- ▲ geographic location of current prevention programs and target populations.

Workshop Objective 2: To Nominate PPAs

After the review, workshop participants discuss the findings and reach consensus on criteria for identifying an area as a PPA. Then members nominate geographic areas in the country where the available evidence suggests that the criteria would be met and where prevention programs are most likely to prevent new infections. A brief description of the health, population, and infrastructure of each selected PPA and the rationale for identifying it as a PPA should be written.



Hand-Drawn Map of a Priority Prevention Area in Ghana

Agenda for PLACE Workshop to Identify and Prioritize Prevention Areas

8:00 a.m.	Welcome and introductions
8:20 a.m.	Objectives for the workshop
8:30 a.m.	<p>Overview of the PLACE protocol. Points to cover include:</p> <ul style="list-style-type: none">▲ PLACE rationale;▲ theoretical framework;▲ what is a PPA?;▲ the five steps of PLACE;▲ PLACE results;▲ need for ethical review and data confidentiality; and▲ examples from other countries.
9:30 a.m.	<p>Review of epidemiologic data and other relevant information</p> <p>Brief description of the HIV epidemic in the country with particular attention to:</p> <ul style="list-style-type: none">▲ recent evidence of geographic differences in the prevalence of HIV infection in the general population and among key population group from surveillance data or from other sources;▲ location of antenatal care surveillance clinic venues where there is evidence of consistent increases in HIV prevalence among women age 15-24;▲ any known evidence identifying locations where there were recent increases in HIV prevalence;▲ known information on clusters of new infections or cohort studies including incidence measures; and▲ interpretation of the above information to determine whether available epidemiologic data suggest that particular areas are likely to have a current high incidence of HIV transmission relative to other areas. <p>Description of the socioeconomic and cultural context of the HIV epidemic with particular attention to:</p> <ul style="list-style-type: none">▲ geographic convergence of socioeconomic and cultural factors that create an environment conducive to the transmission of HIV; and▲ interpretation of available socioeconomic and contextual data to determine whether the data suggest specific areas are likely to be particularly vulnerable to increased transmission of HIV infection in the future. <p>Programmatic rationale, including geographic distribution of prevention programs in the country with particular attention to areas where coverage is inadequate</p> <p>Available maps of relevant data</p>
10:30 a.m.	Tea and coffee break
10:45 a.m.	Criteria for identifying PPAs. Nomination of PPAs
11:30 a.m.	Small groups write brief description and rationale for each PPA
12:30 p.m.	Discussion to prioritize PPAs based on descriptions and rationale
1 p.m.	Lunch
2 p.m.	Presentation of prioritized list of PPAs; wrap up and way forward

Workshop Objective 3: To Prioritize PPAs for PLACE Assessments and Specify Their Geographic Boundaries

The workshop ends with discussion to reach consensus on which of the nominated areas are the highest priority for a PLACE assessment and which are the lowest priority, based on intervention potential, feasibility of implementation, and resources available. The workshop should not close without identifying the geographic boundaries of each PPA prioritized for a PLACE assessment. PLACE results are often more useful for intervention planning if locally accepted administrative boundaries are used to define the PPA. For example, in a South African city, the PLACE team decided to implement PLACE in the section of downtown where sex workers solicit at night. The PPA was defined as the central business district of the city, a well-defined administrative area that included the area where sex workers solicit clients.

Workshop Agenda

A suggested agenda for the workshop to identify and prioritize PPAs is shown on page 18. A Microsoft PowerPoint presentation for leading the workshop is included in this manual's CD-ROM, and a printout showing these slides is located under a tabbed section called PowerPoint Presentations.

Descriptions of Selected PPAs

After the workshop, a more complete description of the health, population, and infrastructure of each selected PPA should be written based on available information, reports, and interviews with community leaders, including, for example:

- ▲ a map of each PPA (such as a municipal street map) including the location of health clinics, roads, schools, commercial centers, train stations, major employers, and taxi routes;
- ▲ a map showing any geographic divisions within each PPA (called “zones” in the PLACE method) and the geographic divisions outside the PPA that can be used to develop a system of non-overlapping geographic codes for the PPA and its surrounding area;
- ▲ the population structure of the assessment area (e.g., age, gender, ethnicity, population density, mobility, educational attainment, and income levels);
- ▲ the STI health care infrastructure in the PPA, including government clinics, private clinics, traditional healers, and pharmacies;

- ▲ resources in the assessment area for AIDS prevention programs, including community-based organizations, churches, and women's groups;
- ▲ known information on the epidemiology of HIV/AIDS and STIs in the PPA and the pattern of STI treatment-seeking behavior;
- ▲ information on where alcohol is sold and the location of registered bars, hotels, and bottle sellers; and
- ▲ information on the extent of full-time and part-time sex work in the assessment area, city, and district.

Step 1.5 Make PLACE Protocol Decisions

The PLACE method provides indicators to monitor AIDS prevention activities and guide the development of local AIDS action plans. The steering committee should decide which programs should be included in this assessment and for which populations the sociodemographic, behavioral, and program exposure indicators are desired. This section outlines the programs, populations, and behaviors that are usually included in a PLACE assessment and provides a list of optional populations, programs, and behaviors. Decisions about the programs, populations, and behaviors will affect the questionnaires and may affect the number of the people required to be interviewed. Consequently, these decisions should be well-documented.

Program Coverage Estimates

One of the most important decisions is the range of programs for which program coverage estimates will be obtained. The standard protocol obtains program coverage estimates for condom availability, treatment of STIs, and use of VCT programs.

Other programs could be included, such as harm reduction programs, programs to treat tuberculosis, specific mass media campaigns or messages (for radio, television, billboards, etc.), and special programs for key populations (such as peer education for commercial sex workers, STI treatment for migrant workers, or harm reduction programs for injecting drug users). Indicators of program coverage will include maps, venue-level indicators of program coverage, and indicators of exposure to programs among people socializing at venues.

Recommended Number of Community Informant Interviews

Adult Population Size	Recommended Number of Community Informants	Expected Number of Unique Venues
20,000	250	75
60,000	300	200
100,000	400	250
300,000	600	400
600,000+	1,200	850

Number of People Interviewed

The numbers of people to be interviewed during each step must also be determined.

- ▲ **Community informants** — Prior to fieldwork, the steering committee must decide how many community informants will be interviewed, set a target number for each type of community informant, and develop a strategy to ensure that interviews are conducted throughout the PPA. The number of community informant interviews required to obtain an accurate and complete list of venues varies according to the size of the PPA, the type of venues within the PPA, and other characteristics of the PPA. Experience has shown that more venues are identified than usually anticipated. The table on this page (Recommended Number of Community Informant Interviews) shows the number of community informant interviews likely to be sufficient for obtaining a complete list of venues for PPAs ranging in size from an adult population. The table also indicates the expected number of unique venues that will be named by the community informants. These numbers reflect the experience of 40 different implementations of the PLACE method. The recommended number of interviews to be performed and expected number of unique venues to be identified are based on the size of the adult population of the PPA.

- ▲ **Venue representatives** — One person knowledgeable about the venue is interviewed at each venue. Thus, the number of interviews with venue representatives fluctuates based on the number of venues identified.

-
- ▲ **People socializing at venues** — Typically, 960 people interviewed at approximately 40 venues is sufficient. 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.

Identifying Key Sub-populations

PLACE provides information about the men and women socializing at public venues where people meet new sexual partners. The target population in a PLACE assessment is defined by attendance at public venues where people meet new sexual partners.

In countries where injection drug use is an important transmission route for HIV, the target population is extended to include persons socializing at public venues where injecting drug users can be found.

The population at these venues is often comprised of a diverse group of individuals including men and women who are young, mobile, engage in transactional sex, have sex with persons of the same sex, or inject drugs. The PLACE assessment will include estimates of what percentage of the target population socializing at the venues has any of these characteristics.

PLACE can also provide descriptions of specific key sub-populations if at least 200 individuals in the sub-population are interviewed. Consequently, the PLACE strategy should specify whether there are any key sub-populations (e.g., sex workers, clients of sex workers, injecting drug users, youth) for whom separate indicators of behavior or program coverage are required. These key populations should be specified in the PLACE strategy as well as whether additional funds should be spent if additional data collection is required to obtain a sample of sufficient size for describing the behavior and characteristics of the key populations. If additional data collection includes over-sampling individuals with certain characteristics, the questionnaires should identify which individuals were over-sampled. Characteristics of over-sampled individuals are reported separately from those of the representative sample unless the appropriate adjustments are made.

Case Study: Exclusion of Venues from Venue Verification Interviews

A PLACE assessment was performed in a large Central Asian city, with the entire city viewed as the PPA. However, since the city was too large to perform community informant interviews in all areas, focus group discussions were held to identify the geographic zones within which to conduct community informant interviews. At the completion of the community informant phase, 848 venues located throughout the PPA were named – too many venues to verify within the time and budget constraints of the study. Thus, the local principal investigator developed a set of exclusion criteria to reduce the number of venues that would be verified. These criteria were as follows:

- ▲ Venues named by fewer than five community informants and located outside the selected geographic codes were excluded.
- ▲ Venues located inside the selected geographic codes that were flats, basements, roofs, or stairwells and named by fewer than five community informants were excluded.

Flats, basements, roofs, and stairwells named by only a few community informants were excluded because these locations were unlikely candidates for outreach efforts (consequently, there would be little benefit from visiting them). Infrequently named venues outside the selected geographic codes were also excluded because they were less likely to play a role in the underlying sexual and injection drug networks. These exclusion criteria resulted in a list of 445 potential venues for venue verification interviews. It was feasible to complete venue verification interviews at these venues within the allotted time and budget constraints.

Special Venues, Too Many Venues

PLACE provides information about the venues identified by community members in the PPAs as places where people meet new sexual partners. In countries where injection drug use is an important form of transmission, PLACE also provides information about the venues where community members report that injecting drug users can be found. Typically, all public venues identified in the PPAs are included in the assessment, regardless of the type of venue. The steering committee should consider whether venues located outside a PPA will be included, whether new venues identified after community informant interviews inside the PPA will be included, and whether schools and churches should be included. Each of these is described below.

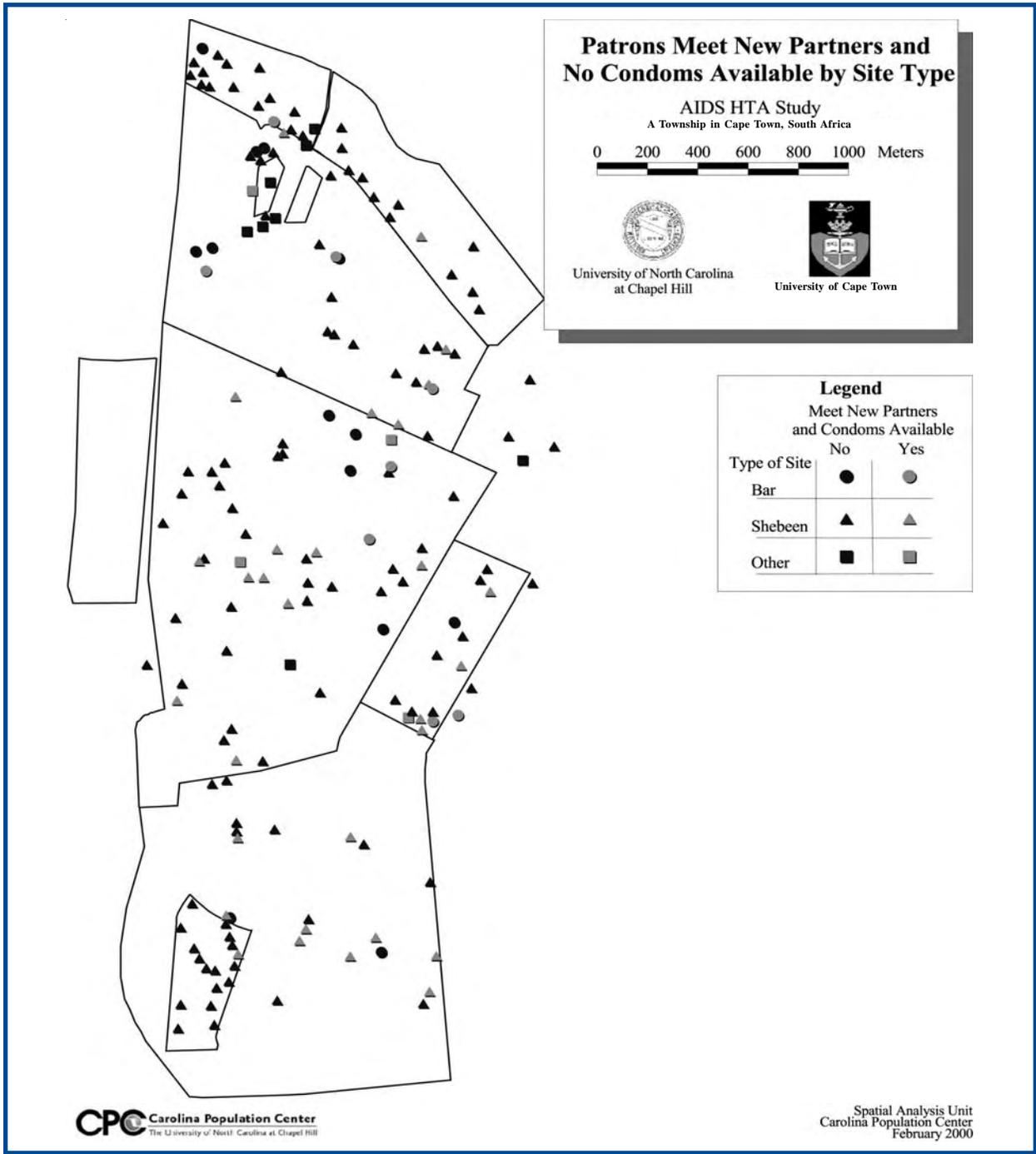
- ▲ **Venues located outside a PPA** — The PLACE method asks community informants to identify venues and events where people meet new sexual partners. Most are located inside the PPA, but often there are

popular venues outside but nearby the PPA. The steering committee should decide if venues named outside the PPA will be visited or not. If possible, venues outside the PPA should be visited. Sexual networks are not constrained by the boundaries of the PPA. Venues located outside the PPA, but near the boundaries of the PPA, may play an important role in the network structure present in the specified PPA. Thus, to obtain the most complete picture of the underlying network, all venues named by community informants located inside or in the area contiguous to the PPA should be verified.

- ▲ **New venues** — Often new venues are identified during the course of the study. New venues are almost always identified during venue verification, for example, when venue representatives are asked to name other venues where their patrons meet new sexual partners. Visiting these additional venues named by venue representatives will give a more complete picture of the network of venues where people meet new sexual partners.
- ▲ **Schools and churches** — In every PLACE assessment to date, schools and religious venues (such as churches) have been identified as places where people meet new sexual partners. Occasionally there is reluctance by interviewers to visit schools and churches. The questionnaires have been designed so that they can be administered at schools and churches. If a decision is made to exclude schools and churches from a study, this decision should be clearly communicated to the field coordinators. Countries that have included schools and churches have found the information valuable.
- ▲ **Too many venues** — If it is not feasible to verify all venues named by community informants due to time or budget constraints and an unexpectedly high number of venues reported, a decision must be made about which venues to exclude. Candidates for exclusion are venues outside the PPAs or venues not accessible to intervention programs. Excluding venues from the venue verification phase could obscure the underlying sexual network, making it difficult to visualize the complete picture of the interconnectedness of venues. If the number of venues to be verified after exclusion criteria has been applied still exceeds time and budget constraints, other options include taking a random sample of venues or redrawing the boundaries of the PPAs to reduce the number of venues.

Typically, individual interviews are performed at 40 venues in each PPA. These venues are selected 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 during a venue visit. 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 interview. This interval sampling strategy also ensures that the selected venues will be geographically distributed throughout the PPAs.



Condom Availability in a South African Township

The steering committee should determine whether this strategy is reasonable or whether information is required for people socializing at certain high interest venues, such as venues with sex workers or venues named by many key informants. If necessary, an additional sample of venues may be selected consisting of venues meeting the criteria of a high interest venue but not selected by the systematic interval sampling strategy. The budget should be increased to cover the cost of conducting individual interviews at additional venues.

In PPAs where 60 or fewer venues are eligible for individual interviews, it is reasonable to allocate the target number of 960 interviews among all venues.

Using PLACE to Assess Programs

A one-time implementation of PLACE can identify gaps in program coverage. PLACE can also be used to assess changes in program coverage over time if PLACE is implemented again in the same area. Subsequent implementations should not occur more frequently than every two years in order to allow time for program changes to take hold.

If follow-up assessments are conducted two years after a baseline assessment, some evidence of an intervention effect may be assumed if improved behavior change at follow-up is associated with increased exposure to prevention programs. However, without a comparison group or biomarker outcome data, it is difficult to attribute behavior change to the intervention program or assume that the behavior change decreased HIV transmission.

A more valid assessment of the effectiveness of the intervention can be obtained by conducting baseline and follow-up PLACE assessments in multiple comparable PPAs, with and without interventions. This permits a more valid estimate of the intervention effect as changes in behavior can be measured in areas that did not receive intervention.

Producing Maps

The most useful maps are maps showing the locations of all venues identified as places where people meet new sexual partners or where injecting drug users socialize, maps showing condom availability or other program coverage data at venues, and maps of priority venues. PLACE maps have proved invaluable for tracking program coverage. In South Africa, one local AIDS program coordinator enthusiastically reports: “Maps are the heart of our prevention program.”

Measuring venue coordinates is the preferred method for identifying venues on a base map since it provides accurate information about location and distance from other venues or landmarks. Venue coordinates are measured using a hand-held, battery-operated device called a global positioning system (GPS) unit. GPS units are the size of a cellular telephone and can be used with a couple of hours of training and practice. These units utilize signals from space satellites to determine the location of a venue with a high degree of accuracy. Coordinates are measured by standing outside of a venue with a clear view of the sky while operating the GPS unit for five to 15 minutes. The result is a list of unique venue numbers and their coordinates that can be entered into a database and given to a mapping specialist to use with mapping software to locate venues accurately on a base map. (An example of a map showing venue locations appears on page 25.) To enhance the utility of the maps, landmarks such as schools, taxi stands and bus terminals, churches, police stations, health clinics, and other locations are also mapped with a GPS unit if they do not already appear on the base map.

It is not difficult to buy GPS units and collect geographic coordinates as part of the fieldwork, but producing the best maps requires geo-reference base maps or aerial photos that are compatible with the coordinates obtained with the GPS units so that the venue locations appear on the map correctly. The availability of base maps, aerial photos, and computer software to produce maps is continually improving. Consult with a local mapping specialist to finalize the mapping strategy.

Summary of Mapping Options

There are several options for base maps and two options for identifying venues on the base maps. These options can be combined in many ways, providing several possible types of resulting maps.

	Base map options	Geo-referencing options	Venue mapping options
Digital	Existing computer file	Geo-referenced or not geo-referenced	Measure coordinates or place by hand
	Scanned aerial photo or paper map	Geo-referenced or not geo-referenced	Measure coordinates or place by hand
	Landmarks drawn after mapping venues	Geo-referenced sites	Measure coordinates
Paper	Hand-drawn or paper	Not geo-referenced	Place by hand

Using PLACE Indicators to Interpret PEPFAR and UNAIDS Indicators

Many of the sexual behavior indicators used by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the Joint United Nations Programme on HIV/AIDS (UNAIDS) are designed to measure national trends in sexual behavior based on data from national population-based surveys. Surveys are rarely conducted every year and are not designed to provide estimates for sub-national areas, such as PPAs. PLACE assessments can provide selected PEPFAR and UNAIDS indicators among the population in PPAs most likely to transmit HIV infection. These local trends can be compared to PEPFAR and UNAIDS indicators, and used to interpret national indicators. The indicators that can be estimated for the PLACE population include the following.

PEPFAR, percentage of:

- ▲ never-married young people aged 15-24 who have never had sex;
- ▲ never-married women and men aged 15-24 who had sex in the last 12 months, of all never-married women and men (aged 15-24) surveyed;
- ▲ women and men aged 15-49 who had sex with more than one partner in the last 12 months, of all people aged 15-49;
- ▲ women and men aged 15-49 who say they used a condom the last time they had sex with a non-marital, non-cohabitating partner, of those who have had sex with such a partner in the last 12 months;
- ▲ men reporting sex with a sex worker in the last 12 months who used a condom during last paid intercourse; and
- ▲ population aged 15-49 receiving HIV test results in the last 12 months.

UNAIDS

Indicator Number*

▲ population receiving an HIV test	5.1.1
▲ higher-risk sex in the past year	8.1
▲ condom use at last higher risk sex	8.2
▲ condom use at last sex with anyone	8.2.2
▲ commercial sex in last year	8.3
▲ condom use at last commercial sex, reported by client	8.4
▲ condom use at last commercial sex, reported by sex worker	8.5
▲ higher risk male sex in last year	8.6
▲ median age at first sex among young men and women	9.1
▲ young people having premarital sex in last year	9.2
▲ young people using a condom during premarital sex	9.3
▲ young people having multiple partners in last year	9.4
▲ young people using a condom at last higher risk sex	9.5, 9.5.1
▲ age mixing in sexual relationships	9.7
▲ injection drug users sharing equipment at last injection	10.1
▲ drug injectors using condom at last sex	10.3
▲ drug injectors using a condom at last commercial sex	10.3.1

* Indicator numbers refer to how these are referenced in *National AIDS Programmes: A Guide to Monitoring and Evaluation*. Geneva, Switzerland: UNAIDS, 2000.

If geo-referenced base maps or aerial photos are not available or there is no available expertise in using mapping software, then hand-drawn maps may be a reasonable alternative. Different combinations of base maps and mapping of venues are available and are summarized on page 27, in the table called Summary of Mapping Options.

Comparing PLACE with Other HIV/AIDS Indicators

With modest revisions, the PLACE questionnaires can be modified to provide indicators that can be compared with indicators from Demographic and Health Surveys (DHS) or indicators obtained for the President's Emergency Plan for AIDS Relief (PEPFAR) reporting (see Using PLACE Indicators to Interpret PEPFAR and UNAIDS Indicators on page 28). The steer-

Step 1.6 Finalize PLACE Questionnaires and Interviewer Guide

All questionnaires must be finalized prior to interviewer training, taking into account decisions made by the steering committee regarding key populations, indicators, and programs for which coverage indicators are needed. Any changes made to the questionnaires must be reflected in the Interview Guide. The steering committee may want to consider adding additional questions to the questionnaires pertaining to the local study area. In addition to adding and adapting the questionnaires, each questionnaire should be translated and back-translated into and from the relevant local languages.

Questionnaires are available on this manual's CD-ROM, and can be found in the Forms tab section of this manual. Also, a summary of specific items that must be adapted on each questionnaire is given at the beginning of the Forms section.

Step 1.7 Plan Dissemination of Results and Data Use

Ensuring that the PLACE findings are used to improve programs is an integral step of the PLACE method. Reports, maps, and presentations will be shared at meetings strategically planned to maximize the usefulness of the PLACE assessments. Typically, reports and meetings include the following:

- ▲ **A local participatory feedback and action plan workshop to review the preliminary PLACE report** — At this workshop, local stakeholders discuss a preliminary PLACE report that summarizes the findings. The stakeholders provide feedback on the results and discuss their impli-

cations for current local HIV/AIDS prevention program strategies. Each participating intervention group is asked to identify immediate steps that the intervention group can take to improve their programs based on the results. These participatory workshops are an important means of informing key stakeholders and community members of intervention gaps and facilitating ownership by the community of the results. Getting feedback from intervention groups about the results has proven essential for interpreting findings.

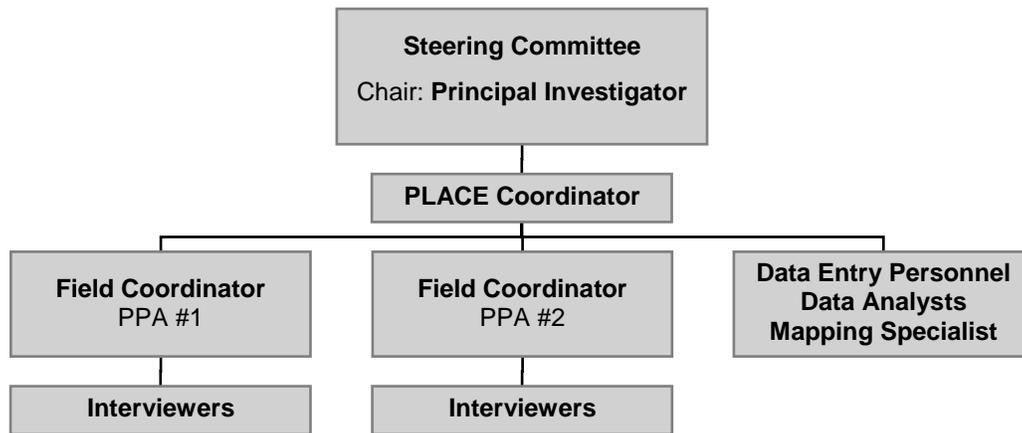
- ▲ **A district or city-wide presentation of results** — After incorporating comments and suggestions from the local participatory feedback meeting into a final PLACE report, the final report is presented at a higher administrative level. This presentation is targeted to national or city-level officials and policy-makers. In addition, members of the community where the PLACE assessment was conducted are invited to comment on the findings. The results are presented by the chair of the steering committee.
- ▲ **A data-use workshop** — A data-use workshop for community members engaged in monitoring local HIV/AIDS prevention programs enables people to use the data to monitor their own programs. Armed with the capacity to revisit the results, the intervention team can generate new lists of priority sites to receive prevention programming. As coverage of previously identified priority sites is achieved, or priorities change, new sites for intervention can be identified.
- ▲ **A meeting to plan follow-up PLACE assessments and rollout assessments** — The PLACE method is an effective means of monitoring programs. To examine change over time, subsequent assessments are necessary. Developing a plan for a follow-up assessment will help structure a timeline for venue-based interventions. Likewise, “rolling out” PLACE to other areas will help target prevention programs in a broader geographic area.

Step 1.8 Plan Study Implementation and Logistics

This section presents a basic organizational structure and budget.

Organizational Structure, Roles, and Responsibilities

The responsibilities listed below are not mutually exclusive. Responsibilities can be shifted from one person to another within the team depending on the structure of a study. The descriptions below are only a guide.



Responsibilities and composition of the steering committee are as follows:

- ▲ The steering committee should consist of members of the intervention group and key local nongovernmental organizations (NGOs).
- ▲ The chair of the steering committee serves as the local principal investigator.
- ▲ The committee is responsible for finalizing the protocol and questionnaires.
- ▲ The committee networks with local NGO groups to provide support.

The principal investigator:

- ▲ chairs the steering committee;
- ▲ is ultimately responsible for all aspects of the study;
- ▲ aids in identification and coordination of the entire research team;
- ▲ is responsible for obtaining ethical clearance;
- ▲ aids in adapting questionnaires to local context;
- ▲ assists in coordinating all data entry and analysis; and
- ▲ is responsible for disseminating results and informing interventions.

The PLACE coordinator:

- ▲ assists the chair of the steering committee;
- ▲ answers questions regarding ethical clearance and the reasons behind the study;
- ▲ is responsible for adaptation of questionnaires to the local setting;
- ▲ aids in identifying field coordinators and interviewers and coordinates the fieldwork team;

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- ▲ oversees and participates in training of field coordinators and interviewers;
 - ▲ aids in checking completed questionnaires for accuracy and completion;
 - ▲ coordinates feedback sessions; and
 - ▲ coordinates all data entry and analysis (must know how to use Microsoft Excel or similar spreadsheet software).

The field coordinator (one for each PPA):

- ▲ aids in selection of interviewers;
- ▲ participates in training of interviewers;
- ▲ manages a team of 10 to 20 interviewers and must have adequate knowledge about the geography and the community where the PPA is located;
- ▲ must be accessible and available in the PPA for consultation at any time by interviewers;
- ▲ meets with interviewers daily to collect completed interviews, distribute daily travel expenses, mediate conflicts, answer questions, debrief on the previous day's work, raise morale, etc.;
- ▲ works with PLACE coordinator to check interviews for accurate completion (must have adequate skills in Microsoft Excel or similar spreadsheet software); and
- ▲ performs checks on interviewers to ensure honesty in data collection.

Criteria for Selection of Interviewers

Interviewer capabilities and duties include:

- ▲ street-wise knowledge of the layout of the PPA;
- ▲ ability to speak and translate between English and the local language;
- ▲ willingness to visit venues during evening and weekend hours (ideally, interviewers will be sent out in male/female pairs for safety reasons);
- ▲ willingness to visit places where sex can be purchased, places where drug users socialize, and places that sell alcohol;
- ▲ capacity to interview professional people as well as street youth;
- ▲ able to devote 80% of time to the project (including weekends) for six consecutive weeks (including during holidays);
- ▲ able to take mapping coordinates;

-
- ▲ willing to work flexible hours (sometimes mornings, sometimes late nights; must be available at *all* times – the steering committee will decide when interviewers work each day);
 - ▲ being honest, time-conscious, dependable, and hard-working, with good social skills (must be able to listen and probe delicately for more information); and
 - ▲ ideally, have experience in administering questionnaires with sensitive questions, such as those related to sexual behavior.

Data Management

One to three data-entry staff are needed to enter responses from questionnaires. These staff should be supervised by an experienced data manager who has the skills to:

- ▲ create a template for data entry that includes checks to ensure quality, such as Epi Info 6, Epi Info version 3, SPSS, or Microsoft Access;
- ▲ clean data sets by checking for outliers and resolving improbable and conflicting responses (e.g. never used a condom but reported condom use with last new partner);
- ▲ calculate frequency distributions or tables of each variable in order to complete table shells; and
- ▲ create new variables (e.g. ages in five-year age groups, size of venue based on number of men and women reported at a busy time, etc.).

Mapping Specialist

Making digital maps using computer software usually requires someone with special training. The person hired for mapping must have:

- ▲ familiarity with mapping software that links venue coordinates with data sets, such as Epi Info version 3 or Arcview;
- ▲ mapping capabilities (as described in this step and in Steps 3 and 5);
- ▲ ability to print maps in a size useful for intervention teams; and
- ▲ knowledge of sources of digital maps of the area or skills to scan a paper map and to align it with its latitudinal and longitudinal coordinates.

Budget

The total cost of the study will depend on the area and intended sample size. The following items should be considered when creating a budget (see Sample Budget for a PLACE Assessment on page 35):

Study preparation costs include:

- ▲ translation and back-translation of questionnaires into local language;
- ▲ pre-testing and revision of questionnaires;
- ▲ duplication of questionnaires, interview guide, and any other field supplies;
- ▲ purchase of digital maps and aerial photographs;
- ▲ fieldwork supplies (pens, clipboards, etc.); and
- ▲ meeting with local stakeholders, intervention groups, community groups, etc.

Fieldwork costs (personnel, data collection, and data entry) include:

- ▲ local principal investigator salary;
- ▲ PLACE coordinator salary, cell phone, and transport;
- ▲ field coordinator salary, cell phone, and transport;
- ▲ interviewer salaries;
- ▲ interviewer daily transport allowance;
- ▲ training costs, including rental of space (three days of training);
- ▲ data entry;
- ▲ data analyst; and
- ▲ mapping specialist.

Communication and report writing costs include:

- ▲ feedback workshop to community and stakeholders;
- ▲ debriefing session;
- ▲ photocopying and distribution of report; and
- ▲ miscellaneous.

Sample Budget for a PLACE Assessment

Assumptions:

- ▲ 1 PPA with population of about 100,000
- ▲ 12 interviewers
- ▲ three days of training
- ▲ 400 community informant interviews in four days
- ▲ 250 venue verification interviews in eight days
- ▲ 960 individual interviews in 10 days

	Quantity	Unit Price (U.S. \$)	National Costs (U.S. \$)	PPA Costs (U.S. \$)
Study Preparation				
Translation and back-translation of study materials			\$300	
Pre-testing and revision of questionnaires			\$300	
Duplication of Interview Guide	450 pages/PPA	6 cents/page		\$27
Duplication of Community Informant Questionnaire (Form A)	1,260 pages/PAA	6 cents/page		\$76
Duplication of Venue and Event Report (Form B)	2800 pages/PPA	6 cents/page		\$168
Duplication of Venue Verification Form (Form C)	2200 pages/PPA	6 cents/page		\$132
Duplication of Socializing Individuals Questionnaire (Form D)	10,000 pages/PPA	6 cents/page		\$600
Purchase of digital maps or aerial photos				\$200
Fieldwork supplies (pens, clipboards, etc.)				\$100
National "Let's Get In PLACE" workshop			\$500	
Local "Let's Get In PLACE" workshop				\$200
Salary for local principal investigator	15 days	\$150/day	\$2,250	
Salary for PLACE coordinator	15 days	\$100/day	\$1,500	
SUBTOTAL			\$4,850	\$1,503
Fieldwork				
Local principal investigator (1 person)	35 days	\$150/day		\$5,250
Salary for PLACE coordinator (1 person)	35 days	\$100/day		\$3,500
Salary for Field coordinator (1 person)	35 day	\$45/day		\$1,575
Interviewer salary including travel allowance (12 people)	25 days	\$25/day		\$7,500
Training costs	3 days	\$134/day		\$402
PLACE coordinator daily cell phone allowance (2 people)	35 days	\$6/day		\$420
Data entry staff (2 people)	10 days	\$30/day		\$600
Mapping specialist (1 person)				\$400
Local travel in PPA				\$100
SUBTOTAL				\$19,747
Communication, Report Writing				
Feedback workshop to community and stakeholders				\$300
Data use workshop				\$300
Debriefing session				\$100
Photocopying and distribution of report				\$200
Presentation at national or international meeting			\$1,000	
SUBTOTAL			\$1,000	\$900
(TOTAL National and PPA = \$28,000)			\$5,850	\$22,150

Step 1.9 Kick Off Implementation with a “Let’s Get in PLACE” Workshop

Now that key decisions have been made, a written version of the strategy should be prepared to help guide the study team (see Outline for Written PLACE Strategy on next page). However, the work of the steering committee to finalize the PLACE strategy is not completed until the first “Let’s Get in PLACE” workshop has been implemented in the first PPA.

Some of the steering committee members should attend the first local meeting in order to explain the rationale for the PLACE study and to ensure that there is a reasonable process to identify interviewers and organize the fieldwork team. All local stakeholders should be invited to the morning workshop to ensure their support of the PLACE study and to ensure that the results will be used. A lunch should be provided to all participants.

The “Let’s Get in PLACE” workshop is conducted in order to:

- ▲ establish and gain local recognition of a local PLACE steering committee;
- ▲ familiarize participants with methods and objectives of the upcoming PLACE assessment;
- ▲ answer local questions and concerns regarding the PLACE assessment;
- ▲ identify perceived local problems and issues associated with expansion of local HIV/AIDS prevention programs;
- ▲ identify local resources, programs, and tools available for AIDS prevention and compile the list into a local resource directory;
- ▲ gain insight into the PPA through participatory mapping of contextual factors in the PPA;
- ▲ specify the exact geographic boundaries of PPA;
- ▲ initiate the process to identify interviewers; and
- ▲ familiarize the local community with the time frame for the study and set a tentative date for the feedback workshop.

The “Let’s Get in PLACE” workshop has proven to be an invaluable way to gain the cooperation of the local community and facilitate the use of the results.

Outline for Written PLACE Strategy

Cover page: Title and map of country, with priority prevention areas identified

Part I — Background and rationale for PLACE in the country

- ▲ why implement PLACE in this country?
- ▲ geographic scope of the PLACE strategy
- ▲ steering committee and membership affiliations

Part II — Identification and prioritization of priority prevention areas

- ▲ list of workshop participants
- ▲ workshop agenda
- ▲ criteria for defining an area as a priority prevention area
- ▲ map of all priority prevention areas and salient characteristics of each area
- ▲ ranking of areas according to priority for implementing PLACE and rationale for rankings

Part III — Protocol decisions and summary indicators

- ▲ programs and key populations that will be monitored
- ▲ number of community informants to be interviewed
- ▲ exclusion criteria for venue visits, expected number of venues to be visited
- ▲ number of patrons to be interviewed at number of venues
- ▲ selection of mapping method
- ▲ selection of data entry process
- ▲ specification of summary indicators
- ▲ adaptation of questionnaires
- ▲ translation and pretesting questionnaires

Appendix 1

- ▲ tables of HIV and STI prevalence data over time, by gender, by urban/rural status, by district or province, by risk group, among antenatal care patients, as available
- ▲ other documentation and reports

Appendix 2-4

- ▲ time frame
- ▲ budget
- ▲ protocol
- ▲ questionnaires

Summary of Step 1

In Step 1, a steering committee designates PPAs and adapts the PLACE method to the local context. Implementation of the assessment begins with a “Let’s Get in PLACE” workshop.

List of Outputs for Step 1

- ▲ A national steering committee has been established.
- ▲ The PLACE strategy has been written.
- ▲ Priority prevention areas have been identified and prioritized for PLACE.
- ▲ The protocol has been adapted and questionnaires translated and field tested.
- ▲ The protocol has been approved by an ethical review committee.
- ▲ PLACE teams in the initial implementation areas have been identified.
- ▲ A time frame has been developed for fieldwork, feedback workshops, and dissemination of results.
- ▲ A budget has been developed and funding secured.
- ▲ A map identifying areas where PLACE will be implemented has been printed.
- ▲ Report from the first “Let’s Get in PLACE” workshop has been made.

Step 1 Summary

ACTIVITY	OBJECTIVE	CHECKLIST: WHAT IS NEEDED
Step 1.1 — Establish a PLACE steering committee		
Form steering committee	Develop PLACE strategy	Three to six strategists who have strong ties with HIV/AIDS prevention programs to guide planning and implementing PLACE
Step 1.2 — Specify geographic scope and hierarchy		
Identify geographic scope	Prepare for PLACE workshop	Knowledge of administrative units, major cities, urban areas, transportation routes
Step 1.3 — Collect and synthesize information to identify PPAs		
Collect information	Obtain contextual data, epidemiologic reports, maps and air photos to inform the strategy	<ul style="list-style-type: none"> ▲ Maps ▲ Population structure ▲ STI health care infrastructure ▲ Information on the epidemiology of HIV/AIDS and other STIs ▲ Relevant reports
Step 1.4 — Convene a workshop to prioritize assessment areas		
Hold workshop	Identify and prioritize priority prevention areas where PLACE will be implemented	<ul style="list-style-type: none"> ▲ Maps/information from above ▲ Venue and funding for workshop, materials, and lunch ▲ Invited stakeholders and participants
Step 1.5 — Make PLACE protocol decisions		
Make protocol decisions	Summarize key monitoring and evaluation indicators and maps; and adapt protocol to local context	<ul style="list-style-type: none"> ▲ List of current and planned intervention programs ▲ Identification of key populations ▲ Local mapping capabilities and options ▲ Knowledge of national or local required indicators ▲ Protocol decisions finalized
Step 1.6 — Finalize PLACE questionnaires and Interviewer Guide		
Revise forms and Interviewer Guide	Finalize questionnaires and Interviewer Guide	<ul style="list-style-type: none"> ▲ Guidance for adapting forms (in Forms section) ▲ Questionnaires (Forms A-D)
Step 1.7 — Plan dissemination of results and data use		
Plan data use	Specify how data will be used to improve prevention programs	<ul style="list-style-type: none"> ▲ Commitment from prevention program groups to use data and participate in data interpretation ▲ Preliminary PLACE report template
Step 1.8 — Plan study implementation and logistics		
Plan logistics	Schedule fieldwork, plan transportation, and set up project financial system	<ul style="list-style-type: none"> ▲ List of transportation needs ▲ List of supplies ▲ See Sample Budget for a PLACE Assessment in this chapter ▲ Check with ethical review board ▲ See Organizational Structure, Roles, and Responsibilities in this chapter
Step 1.9 — Kick off implementation with a “Let’s Get in PLACE” workshop		
Hold a workshop	Begin implementation of PLACE in the first PPA	<ul style="list-style-type: none"> ▲ Invited local stakeholders ▲ Funding for venue, materials, and lunch ▲ Participation by local PLACE steering committee ▲ Funding for field work in PPA





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 presentation,

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



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			
8								

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



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.

▲ 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.



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.

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

- a. **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.
- b. 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.
- c. 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 ($960/52 = 18.46$).
- d. 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.

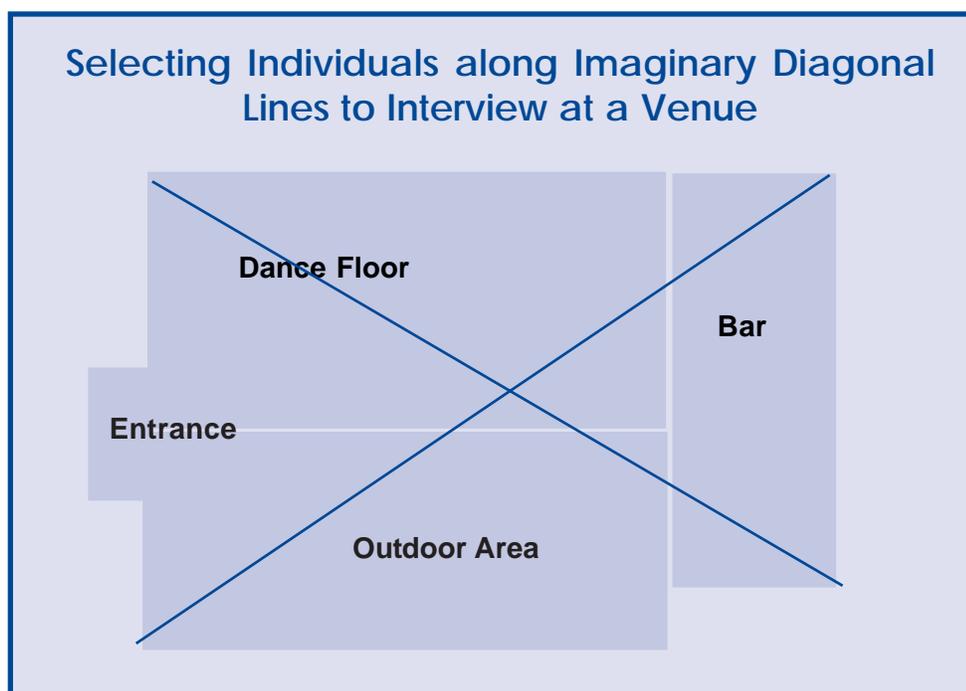
Following this discussion, the field coordinator reviews the Interviewer Guide and fieldwork logistics. As in the previous training sessions for Steps 2 and 3, the facilitator highlights staying neutral during interviews with respondents, the importance of asking questions as written, following the instructions 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



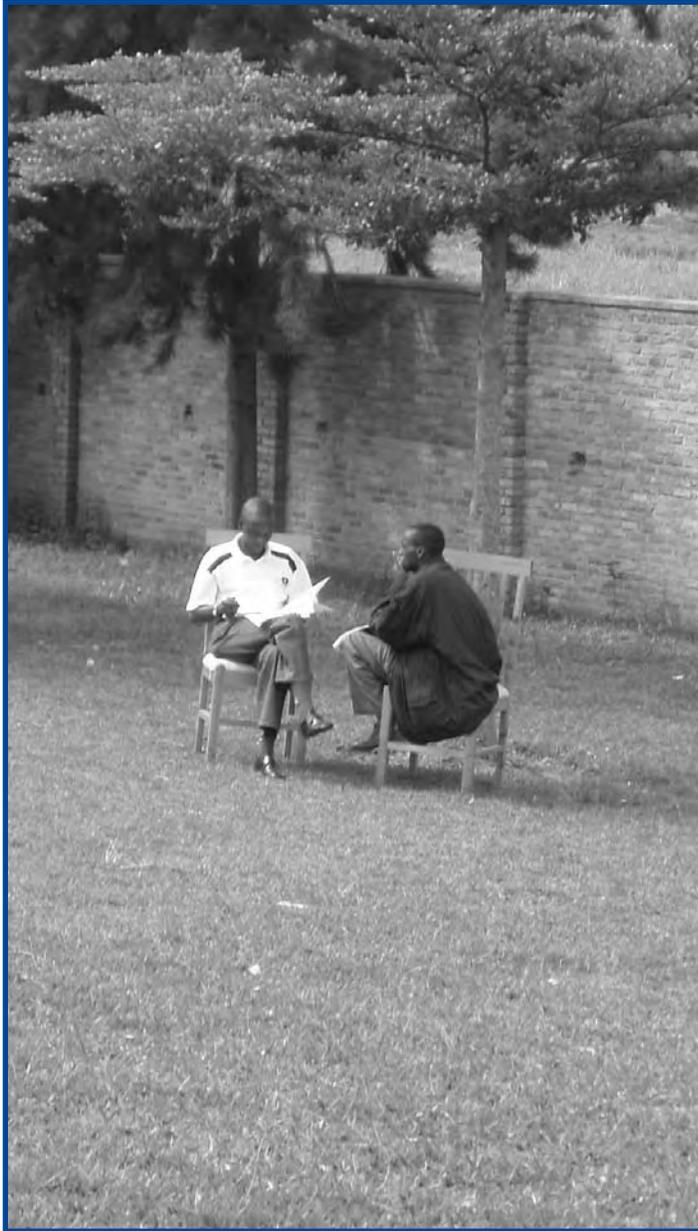
selecting individuals to interview yields a systematic sample representative of all patrons socializing at the venues.

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 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:
<p>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.</p>					
<p>Compare K and O The number of completed interviews should be close to the target number of interviews. If not, explain why here.</p>					

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





STEP 5

Use Results To Improve Programs

Summary of Step 5

In the final step of the PLACE method, data and other fieldwork documentation are prepared into tables, maps, and reports. A PLACE report is written, and local feedback to findings is solicited through workshops. After additional analysis, the PLACE report is revised and planning begins for future assessments.

Activities in Step 5

- Step 5.1 — Clean data and document fieldwork
- Step 5.2 — Prepare documentation tables using PLACE templates
- Step 5.3 — Prepare program coverage maps and maps of priority venues
- Step 5.4 — Prepare summary indicators and write the PLACE report
- Step 5.5 — Conduct local and national feedback workshops
- Step 5.6 — Conduct additional analysis and revise the PLACE report
- Step 5.7 — Conduct a data use workshop, if necessary
- Step 5.8 — Plan rollout and follow-up PLACE assessments

Outputs of Step 5

In Step 5, full documentation of PLACE methods and data sets are completed and a PLACE report is prepared for distribution at a feedback workshop. In response to feedback, the report is revised accordingly. People at the local level will have been trained to use PLACE data, and planning can be done on follow-up assessments.

Step 5.1 Clean Data and Document Fieldwork

At the end of the fieldwork, there are typically four data sets:

- ▲ characteristics of community informants, obtained in Step 2
- ▲ venue reports from community informants, obtained in Step 2
- ▲ characteristics of venues from venue verification visits in Step 3
- ▲ data from interviews with people socializing at venues, obtained in Step 4

Prior to creating the tables for the PLACE report, the quality of the data should be reviewed and the data should be cleaned. This includes:

- ▲ range checks, to assure that values are within a valid range;
- ▲ review of missing data to understand whether the quality of the findings are compromised because data are missing;
- ▲ checking to assure that the number of records in the data set equals the number of interviews conducted and the number of interviews keyed;
- ▲ determining whether there are duplicate records and deleting duplicate records;
- ▲ deleting from the data set data from any Questionnaire for Individuals Socializing at Venues (Form D) if the gender of the respondent is missing or if the age of the respondent is missing;
- ▲ checking to make sure that there is consistency in the unique venue identification number in the venue verification data set, in the data set from Questionnaire for Individuals Socializing at Venues (Form D), and in the data set of geographic coordinates of the venues;
- ▲ limited consistency checks, including making sure that people who answered questions about male STI symptoms were men and that people who answered questions about female symptoms were female;
- ▲ a consistency check regarding whether people who reported not ever having sex have the appropriate codes for questions about recent sexual activity and STI symptoms; and
- ▲ reviewing the list of items that the field coordinator was to check in every questionnaire and determine whether those checks were completed (these lists are included in Steps 2-4).

Resolve and document any changes to the data made on the basis of these guidelines for data quality and cleaning.

A data documentation notebook should be prepared that contains:

- ▲ the final questionnaires;
- ▲ the fieldwork summary sheets;
- ▲ comments from the interviewers and field coordinators about problems encountered during implementation;
- ▲ a listing of the venue report data sorted by venue name;
- ▲ a frequency distribution for each variable on the Community Informant Questionnaire (Form A), with a label describing each variable and linking it to the appropriate question;
- ▲ a full frequency distribution for the initial variables on Venue Verification Form (Form C), C1 through C17, and a frequency distribution for the remaining variables on this form for those venues where a questionnaire was successfully completed (i.e., where C17=1); and
- ▲ a full frequency distribution for the initial variables on Questionnaire for Individuals Socializing at Venues (Form D), D1 through D14, and a frequency distribution by sex for all remaining variables for those who are eligible to participate and agreed to participate in the survey (i.e., where D14=1).

The frequency distributions should be used to determine the extent to which data are missing, identify responses that are out of range, and identify responses that are internally inconsistent. Any changes to the data should be written in the data documentation notebook.

Step 5.2 Prepare Documentation Tables Using PLACE Templates

Documentation tables organize the frequency distributions printed in the data documentation notebook by data set and topic. Templates for these tables are included in the PLACE Report Template, a Microsoft Word document found in this manual's CD-ROM.

Step 5.3 Prepare Program Coverage Maps and Maps of Priority Venues

Maps display the geographic distribution of venues and can be used to determine visually the areas that are particularly underserved or have a very elevated risk of disease transmission. The intervention team can use maps to target areas or specific venues where intervention efforts should be focused. A map indicating where condoms are needed is a very good way to present a recommendation for increasing condom distribution (see map examples in this chapter, beginning on page 102). Other maps that might be useful include maps showing the different types of venues, the size of venues based on number of patrons, and the identified priority venues.

Another option for showing program coverage with maps is to illustrate which venues had any prevention activities. Different types of interventions can be marked with different symbols or colors.

A map showing priority venues for interventions is also useful for planning prevention activities. Each venue can be represented with a different symbol and color to indicate the characteristic that makes it a priority venue to receive an intervention.

Criteria for selecting priority venues to receive an intervention will depend on the local epidemic and the amount of resources available to field an intervention response. Criteria that have been used to identify priority venues include the following:

- ▲ **Popular venues** — Locations identified most frequently by community informants.
- ▲ **Large venues** — Places with the largest number of patrons.
- ▲ **Specific key-population venues** — Venues frequented by members of a specific key population, such as sex workers, injecting drug users, men who have sex with men, youth, etc.
- ▲ **Overlap venues** — Venues frequented by two or more key populations.
- ▲ **High partnership venues** — Places where people socializing report a high rate of new partner acquisition.

Because the PLACE method collects information about some illegal or stigmatizing behaviors, care should be taken when displaying this information on maps. It is recommended that maps appearing in documents that might

be circulated to people not working in health, such as police or other authorities, contain only non-sensitive information. Since maps, by nature, provide definitive clues for finding the places marked on them, some variables need consideration before including them in maps appearing in reports or other documents. These variables include locations where:

- ▲ alcohol is sold illegally;
- ▲ sex workers solicit customers;
- ▲ injecting drug users can be found; and
- ▲ men meet male sexual partners.

However, maps containing sensitive information may be needed by the intervention team for program planning. Such maps should be provided, along with an explanation of the ethical issues involved in sharing the maps with others.

Step 5.4 Prepare Summary Indicators and Write the PLACE Report

After the documentation tables are completed and maps are produced, two pages of summary tables are created that highlight the main findings of the PLACE assessment, including the most important contextual information.

The summary tables reflect the decisions made by the steering committee in Step 1 regarding the identification of key populations and national indicators for which PLACE comparison indicators are warranted. Most of the data for the summary indicators can be taken from the documentation tables, but some of the indicators on the final summary tables require additional data manipulation. These are described below.

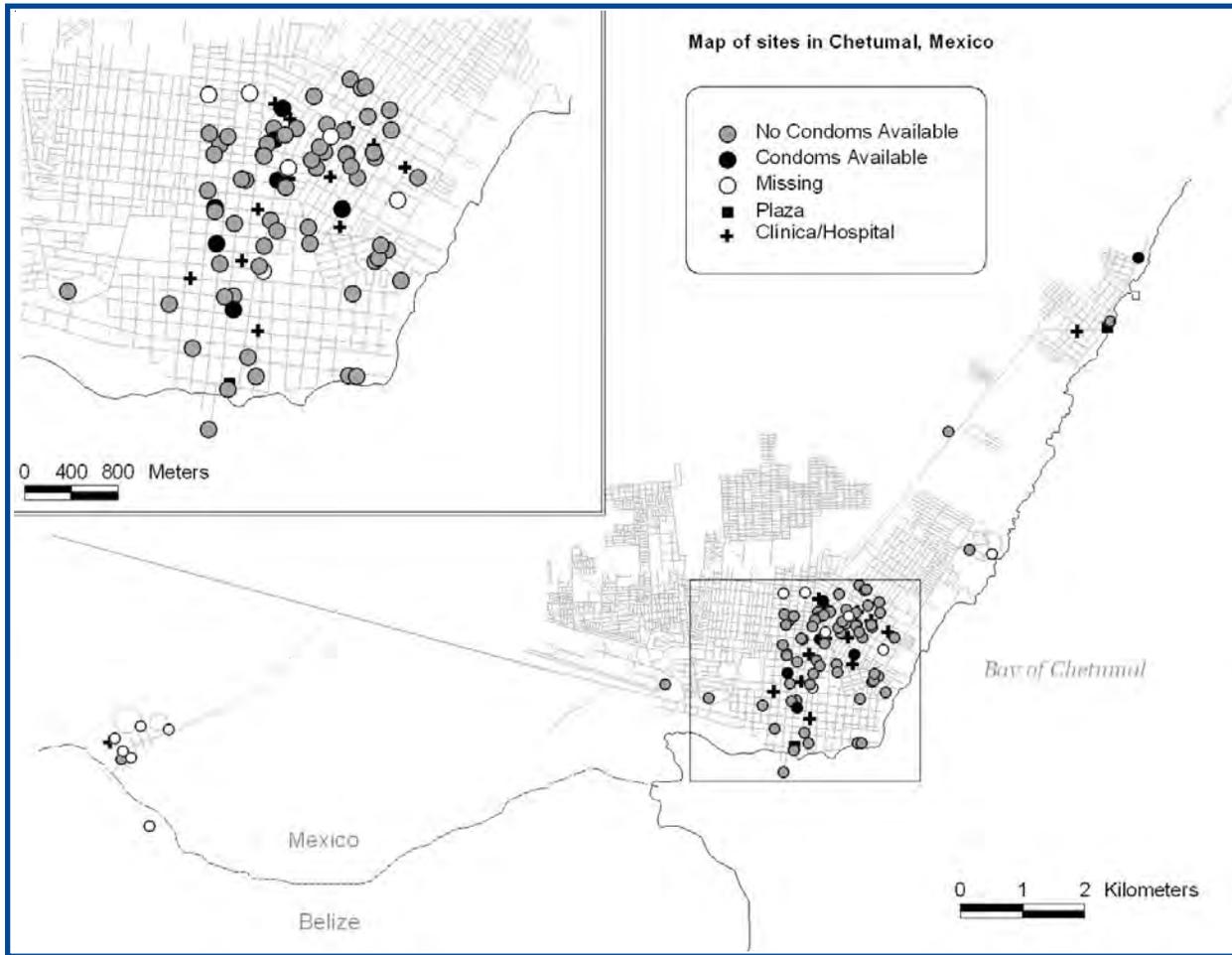
Composite Variable on New and Concurrent Partnerships

One of the most important indicators is the proportion of the population with new or concurrent sexual partnerships. This indicator is derived from a composite variable based on the number of new and total partners reported in the past four weeks and past 12 months (see Partner Contact Level table of indicators on page 105).

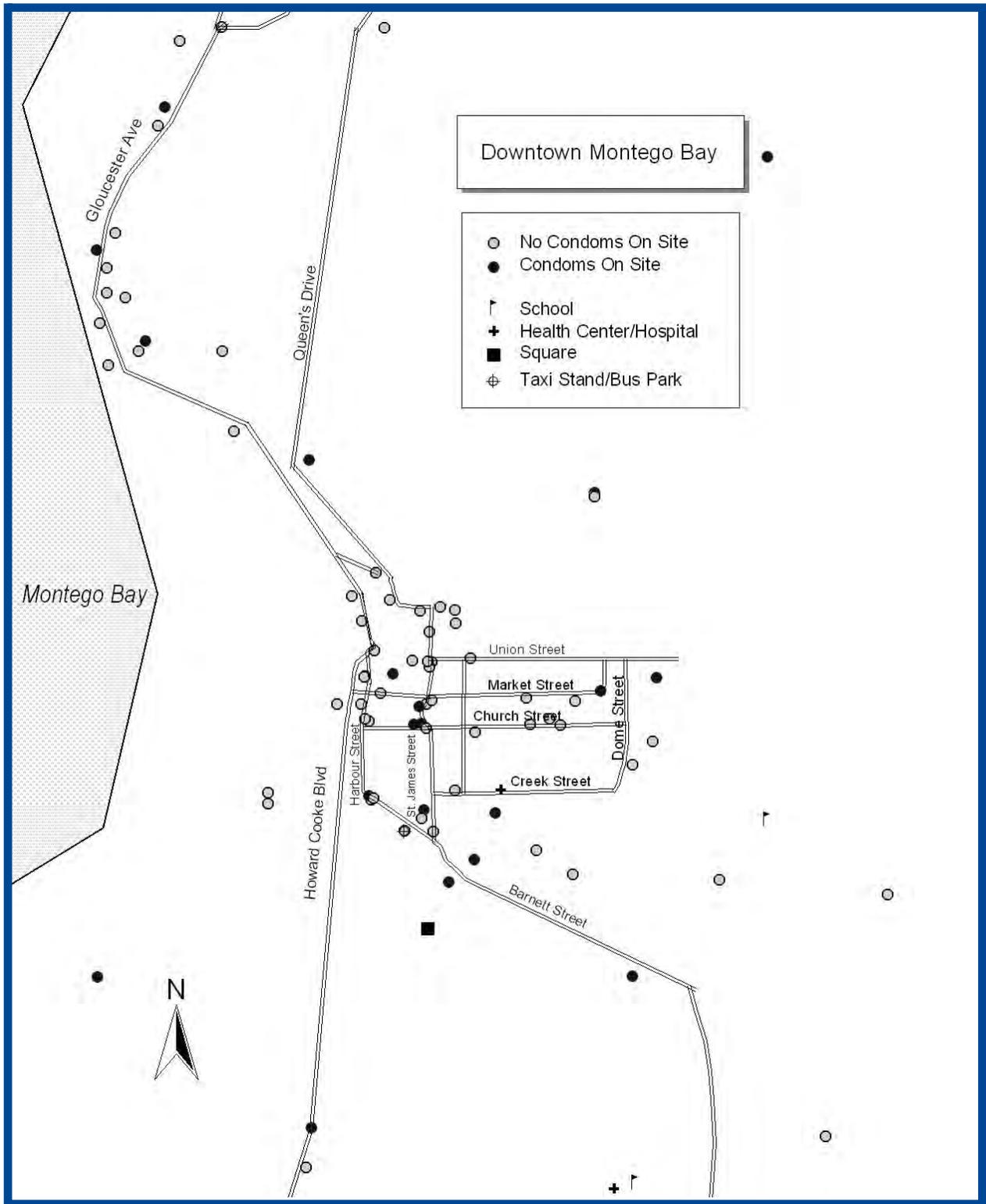
Example of a Key Indicators Summary Table

Field Work Summary	Number	
Community informants interviewed	400	
Venues reported by community informants	350	
Venues eligible for venue verification	350	
Venues where venue representative interviewed	340	
Venues where patrons interviewed	40	
Socializing people interviewed at venues	Men: 480	Women: 480
Characteristics of Venues (From Step 3)	Percentage	
Venues:		
that are bars or taverns	75	
where people meet new sexual partners	80	
where sex workers solicit	5	
where sex occurs onsite	5	
where IDU's socialize	20	
where students or youth under 18 socialize	25	
where non-residential/mobile populations socialize	60	
where men who have sex with men socialize	5	
where any AIDS prevention had occurred at the venue	40	
where condoms were available and seen	20	
where condoms were never available in the past year	60	
where manager willing to have AIDS prevention at the venue	70	
Characteristics of Venue Patrons (From Step 4)	Men	Women
	Number	
Estimated number of patrons at all venues during most busy time	10,000	10,000
Number of venue patrons interviewed at venues	480	480
Mean years of age of patrons interviewed	28	26
	Percentage	
Patrons who by self-report:		
are aged 15-24	30	35
are unemployed	30	38
are currently a student	10	10
do not live in the PPA	20	5
visit the venue daily	25	20
have injected drugs in the past 12 months	4	1
gave or exchanged money for sex in the past 4 weeks	18	9
had a new sexual partner in the past 4 weeks	25	16
had a new sexual partner in the past 12 months	45	30
of these, % using condom with last new partner	40	60
had more than one sexual partner in the past 12 months	88	92
of these, % using a condom at last coitus	32	19
had sex with a man in the past 12 months (men only)	5	--
had a sex partner more than 10 years older in past year	8	42
had a sex partner more than 10 years younger in past year	15	12
had a symptom of an STI in the past 4 weeks (men only)	17	--
have ever been tested for HIV	15	19
Sexual Partnerships: Partner Contact Level	Percentage	
High: % with 1+ new partners or 2+ partners past 4 weeks	28	17
Moderate: % with 1+ new or 2+ partners past 12 months	60	75
Low: % not sexually active or 1 partner in the past 12 months	12	8
Total	100	100

Note: The numbers in this table are not from any particular study but are similar to findings obtained in actual PLACE studies.



Map of Condom Availability in Chetumal, Mexico, from a 2001 PLACE Study



Map of Condom Availability in Montego Bay, Jamaica, from a 2003 PLACE Study

On the Partner Contact Level table (on this page below), the variable can be collapsed into the following three categories and a simple distribution provided of the proportion of the population in each category. Categories are those:

- ▲ most likely to acquire and transmit HIV (those with either a new partner in the past four weeks or multiple partners in the past four week);
- ▲ at risk of acquiring and transmitting HIV (those who did not have new or multiple partners in the past four weeks but who had new or multiple partners in the past 12 months); and
- ▲ least likely to contribute to HIV transmission (those with neither a new partner or multiple partners in the past 12 months).

Key Populations

Key populations are identified by the steering committee in Step 1. The summary tables provide indicators showing the proportion of venues frequented by each key population as reported during venue visits in Step 3, the proportion of the population socializing at venues with reported behaviors associated with each of the key populations, and the size of key populations. These indicators require some data manipulation.

Partner Contact Level*		
	New Partner	Number of Partners
High	Past four weeks	
1	yes	2+
2	yes	1
3	no	2+
Moderate	Past 12 months	
4	yes	2+
5	no	2+
6	yes	1
Low	Past 12 months	
7	no	1
8	no	0
9	Never had sex	

*Risk is ranked from 1 as “highest” to 9 as “lowest.”

Estimates of the Size of the Population Socializing at Venues and Estimates of the Size of Other Key Populations

A special feature of the PLACE method is using the resulting data to estimate the size of key populations. Having an estimate of population size is important because it enables program managers to know the coverage of their programs. For example, a program reaching 100 commercial sex workers in one year is impressive. However, interpretation of that achievement has more meaning when knowing the total population of commercial sex workers is 200 and not 500, meaning 50% of sex workers were reached versus 20%.

The size of the population socializing at venues in a PPA during a single busy time and the size of key populations over a specified time period of interest can be estimated as follows:

- ▲ To estimate the size of the population socializing at venues in the PPA during a busy time, add estimates of the number of men and number of women socializing at the venue at a busy time, as reported by venue representatives (C28). The result provides the intervention team with a rough estimate of the number of people that would be reached by an intervention implemented at venues during a single busy time.

The PLACE method also provides crude estimates of the size of key populations of interest who socialize at venues over a specified time period of interest, such as four weeks or three months. For example, the steps for estimating the size of the commercial sex worker population socializing at venues in the PPA identified by the PLACE method are described below (for a specific illustration, see Estimating the Population Size of Commercial Sex Workers on page 108). It is important to note that the result may be an underestimate of the total number of commercial sex workers in the PPA since it is unlikely that all the sex workers in the PPA socialize at venues identified by the PLACE method.

- a. For each venue, determine the proportion of women who reported exchanging money for sex in the past four weeks (from question D49 of Form D). If interviews were performed with individuals socializing at 40 venues, then there should be 40 proportions – one for each venue.
- b. Calculate the total number of women socializing at each venue during a busy time. To do this, multiply the proportion of women reporting recent transaction sex at each venue (result of paragraph “a” above)

-
- by the number of women socializing at the venue during a busy time as reported by venue representatives (from question C28 of Form C).
- c. Determine the rate of venue visitation for each commercial sex worker. To do this, determine the interval of time (in days) that has elapsed between the day of the interview and the date reported in question D24 (Form D), the date of the most recent visit. If the interval of time is greater than the time period of interest, the interval of time should be truncated to equal the time period of interest. For example, if a commercial sex worker reports last visiting the venue 45 days before, but the goal is to estimate the number of commercial sex workers who visit the venues over a 28-day period, then an interval of 28 days should be assigned to this commercial sex worker.
 - d. Determine the number of commercial sex workers during the time period of interest at each venue where interviews with socializing patrons were performed. To do this, for each venue, sum over all commercial sex workers at the venue, the rate of visitation for each commercial sex worker (sum results of paragraph “c” for each venue) and multiply the sum at each venue by the reciprocal of the sampling fraction for selecting commercial sex workers for interview at the venue. For example, if four commercial sex workers were interviewed at the venue and the estimated total number of commercial sex workers socializing at that venue was nine (result of paragraph “b”), then the sampling fraction is $4/9$.
 - e. Determine the number of commercial sex workers at all venues. To do this, sum over all venues where interviews with socializing individuals were performed, the number of commercial sex workers at these venues (sum results of paragraph “d”) and multiply by the reciprocal of the sample fraction for selecting venues for interviews with socializing individuals. For example, if 40 of 203 venues were selected for patron interviews, the sampling fraction is $40/203$.

The above process can be used to produce a crude estimate of size for any key population of interest. These estimates are very imprecise but will provide insight into the magnitude of a program necessary to reach the population of interest. If respondents frequent multiple venues during the study period, then the obtained population size will be an overestimate of the venue-based population of interest. For more information about how to estimate the size of venue-based populations using PLACE data, please see the MEASURE Evaluation Web site at <http://www.cpc.unc.edu/measure>.

Estimating the Population Size of Commercial Sex Workers

In a very small, hypothetical PPA, the local intervention team wants to determine the number of women at public venues who reported exchanging sex for money in the past four weeks.

Suppose the PPA has 10 public venues and three of those were selected for interviews with a sample of socializing patrons. The following table summarizes key information from the Venue Verification Form (Form C) and the Questionnaire for Individuals Socializing at Venues (Form D):

	Venue 1	Venue 2	Venue 3
From Venue Verification Form (Form C)			
Number of women socializing at venue during a busy time (C28)	20	25	10
From Questionnaire for Individuals Socializing at Venues (Form D)			
Number of women interviewed	7	10	6
Number of women who received money for sex in past 4 weeks (D49)	2	1	5

- a. First, determine the proportion of women who received money for sex in the past four weeks by dividing the number who received money by the number interviewed (using the information above from Form D):

$$\begin{aligned} \text{Venue 1:} & \quad 2/7 = 29\% \\ \text{Venue 2:} & \quad 1/10 = 10\% \\ \text{Venue 3:} & \quad 5/6 = 83\% \end{aligned}$$

- b. Next, determine the number of commercial sex workers socializing at each venue during a busy time by multiplying these proportions by the number of women socializing at each venue during a busy time (using the information above from Form C):

$$\begin{aligned} \text{Venue 1:} & \quad 20 \text{ women} \times 0.29 \text{ (or } 29\%) = 6 \\ \text{Venue 2:} & \quad 25 \text{ women} \times 0.10 = 3 \\ \text{Venue 3:} & \quad 10 \text{ women} \times 0.83 = 8 \end{aligned}$$

- c. Determine the rate of venue visitation for each commercial sex worker (from D24 on Form D):

	Venue 1	Venue 2	Venue 3
Number of days since last visit to venue			
Sex worker #1	4	3	1
Sex worker #2	6	—	1
Sex worker #3	—	—	2
Sex worker #4	—	—	3
Sex worker #5	—	—	1

- d. Find the number of commercial sex workers during the time period of interest at each venue. To do this calculation, divide the number of commercial sex workers socializing at the venue (from step b) by the number of women interviewed who reported receiving money for sex in the past four weeks (D49). Multiply this fraction by the sum of the venue visitation rates from commercial sex workers interviewed at the venue (from step c).

$$\begin{aligned} \text{Venue 1:} & \quad 6/2 \times (4+6) = 30 \\ \text{Venue 2:} & \quad 3/1 \times (3) = 9 \\ \text{Venue 3:} & \quad 8/5 \times (1+1+2+3+1) = 13 \end{aligned}$$

- e. Finally, estimate the number of commercial sex workers at all 10 venues by multiplying the above totals by 10/3 (the total number of venues divided by the number of venues where interviews were performed):

$$10/3 \times (30+9+13) = 173$$

Conclusion: An estimated 173 women who exchanged money for sex in the past four weeks socialized at the 10 venues over a 28 day period.

Exposure to AIDS Prevention Programs and Condom Availability and Use

The summary tables also describe the extent to which condoms are available at venues and AIDS prevention messages are provided on-site either by peer health educators, posters, or outreach activities. In addition, indicators of exposure to AIDS prevention programs and extent of condom use among those socializing at venues as well as self-reported condom use with partners are presented.



Exposure to local HIV/AIDS prevention programs and messages, such as this performing group in South Africa, is among the findings of a PLACE study.

PLACE Report

A PLACE report is typically a 30-plus page summary of the PLACE assessment, not including appendices. The report includes an executive summary based on the summary tables, the summary tables, a description of the PLACE method, and the key findings from each step using pie charts and other illustrations to display the results. Recommendations are often included to facilitate discussion at a local feedback workshop, and the report is usually revised later to reflect feedback. The documentation tables are included in the body of the report. The questionnaires should be included in an appendix to the report.

Step 5.5 Conduct Local and National Feedback Workshops

The purpose of the local feedback workshop is to present the findings to community stakeholders in the area where the PLACE assessment was conducted in order to inform them of the findings, to improve understanding of the findings through discussion with the people who know the community best, to generate renewed local interest in prevention programs, and to develop an action plan that identifies particular steps that could be taken immediately to address program gaps. The executive summary and summary tables from the PLACE report can be distributed as a handout at the local feedback workshop.

Development of an action plan is one of the critical components of the workshop. The action plan is developed through a process that includes identifying what activities can be initiated at the community level without any additional resources and what activities are higher priorities if resources from outside the community could be obtained. These community needs and recommendations for action are later presented to other stakeholders for consideration and further input.

After sharing PLACE results with members of the local communities and developing a list of recommendations and action plans, the report is updated and presented to a larger workshop of stakeholders involved in HIV/AIDS prevention at a national level. Participants might include donors, ministry of health staff, religious groups working in HIV/AIDS, community organizations working with or having members belonging to key populations (e.g. commercial sex worker or youth organizations), and other intervention groups. Additionally, a few participants from each local dissemination workshop share the recommendations from the local workshop with the other participants. Participants may break into smaller, homogenous groups to discuss the role of their organizations (as donors, ministry of health staff, NGO participants, or others) in combating HIV/AIDS in these PPAs given the results from the PLACE assessment. In the end, each small group shares its discussion with the other groups and a set of recommendations is finalized.

Materials Needed for Planning the Workshop

Following is a list of materials needed for planning a local feedback workshop:

- ▲ invitation to the workshop, stating dates and logistics and listing the materials to bring to the workshop including a short description of every HIV/AIDS program or activity that the invited organization is carrying out (including description of the activity and program area covered, e.g. condom distribution, peer education, etc.; priority risk groups covered, e.g. youth, mobile populations, miners, etc.; and geographic areas covered, including specific venues covered)
- ▲ PLACE brochure (description of the PLACE methodology)
- ▲ Microsoft PowerPoint presentation of findings, including introduction to PLACE, the PLACE fieldwork summary, and a summary of key findings, e.g. sites, target populations, behaviors, target programs, gaps, etc.
- ▲ copies of the PLACE report for distribution
- ▲ PLACE maps, with boundaries, roads, and venues

Features of the Local PLACE Feedback Workshop

Participants: The same group of stakeholders who participated in the “Let’s Get in PLACE” workshop, plus any additional public sector, NGO, or community leaders involved in HIV/AIDS efforts who may have missed the first workshop.

Duration: Two or three days.

Objectives:

- ▲ Review the PLACE process and procedures.
- ▲ Review and understand the PLACE findings.
- ▲ Develop recommendations based on the key findings from PLACE.
- ▲ Prepare a matrix of existing programs, including program areas covered, organizations, activity name, areas/sites/risk populations covered or target audience, and organization contact information.
- ▲ Prepare action plans for filling the obvious gaps in program coverage: plans that can be carried out immediately with local resources; and plans for activities that would require additional outside resources.
- ▲ Agree on a timetable, including the individual or organization responsible for activities.
- ▲ If a local AIDS strategic plan has been developed, revise the plan based on the findings.

- ▲ guidelines for break-out discussion groups to review key findings including (a) guidelines to discuss key populations and behaviors (including specifying benchmarks and targets for specific behavioral changes) and (b) guidelines to discuss program coverage (e.g. condoms; VCT; information, education and communication (IEC); peer education; STI treatment; tuberculosis control)
- ▲ guidelines to help prepare local action plans (for each program area to be addressed, the following key questions will be used: Look at the matrix — who is covering this program area? Is the whole district coverage? Who will fill the gap?)
- ▲ for each activity identified, two key questions will be addressed: What can we do with the money and resources we already have? Are there still gaps to fill for priority activities?

Step 5.6 Conduct Additional Analysis and Revise the PLACE Report

After the main findings of the PLACE assessment are presented to local community and intervention groups and to national and regional stakeholders, the PLACE report is updated. This may include revising the recommendations for introducing or improving HIV/AIDS prevention programs in the PPAs and a critical review of results. Additional analyses, including the analyses and maps described below, may be added to the report. These additional analyses provide more detailed information about people with recent new partners, whether there is an association between condom availability and use, and the size of specific populations. These results can provide intervention teams with valuable information for targeting programs. The additional analyses mentioned here are just the beginning of the potential use of the data collected in PLACE assessments. Many other questions can be answered using these data and data users are encouraged to explore.

Behavior among Different Age Groups

After the local and regional workshops, additional analysis of the data is often useful to guide interventions. Questions are often raised at the workshops that can be answered through further analysis. One very informative analysis is to examine behavioral variables by age group (e.g., number of new sex partners; condom use at last sex with non-marital, non-cohabiting partner; condom use at first sex with last new partner; whether money was exchanged for sex in the last four weeks).

Behavior among Key Populations

If not already included in the report, behavioral variables can be compared among different groups or key populations, e.g., injecting drug users, commercial sex workers, and youth.

Behavior at Venues with Certain Characteristics

Linking the data collected during interviews with venue representatives with data collected during interviews with individuals socializing at venues can also provide useful insights. The linking of data sets facilitates the comparison of behaviors at venues with differing characteristics. For example:

- ▲ Examine whether beer or hard alcohol consumed at a venue of interview is associated with reports of a new sexual partner in last four weeks.

-
- ▲ Examine whether condom use reported by people socializing at venues with condoms available is different than at venues where condoms are not available.

Analytic Maps

One or two maps should be included in the report to illustrate program coverage along with the distribution of venues in the PPAs. Additional maps, including some wall-sized maps, might also be useful to the intervention team for planning prevention activities.

Other maps that can be useful show the types of venues and size of venues based on the number of patrons (see examples of maps on the following pages). Two variables can be shown on the same map, as seen in the example map of venue size and geographic mixing.

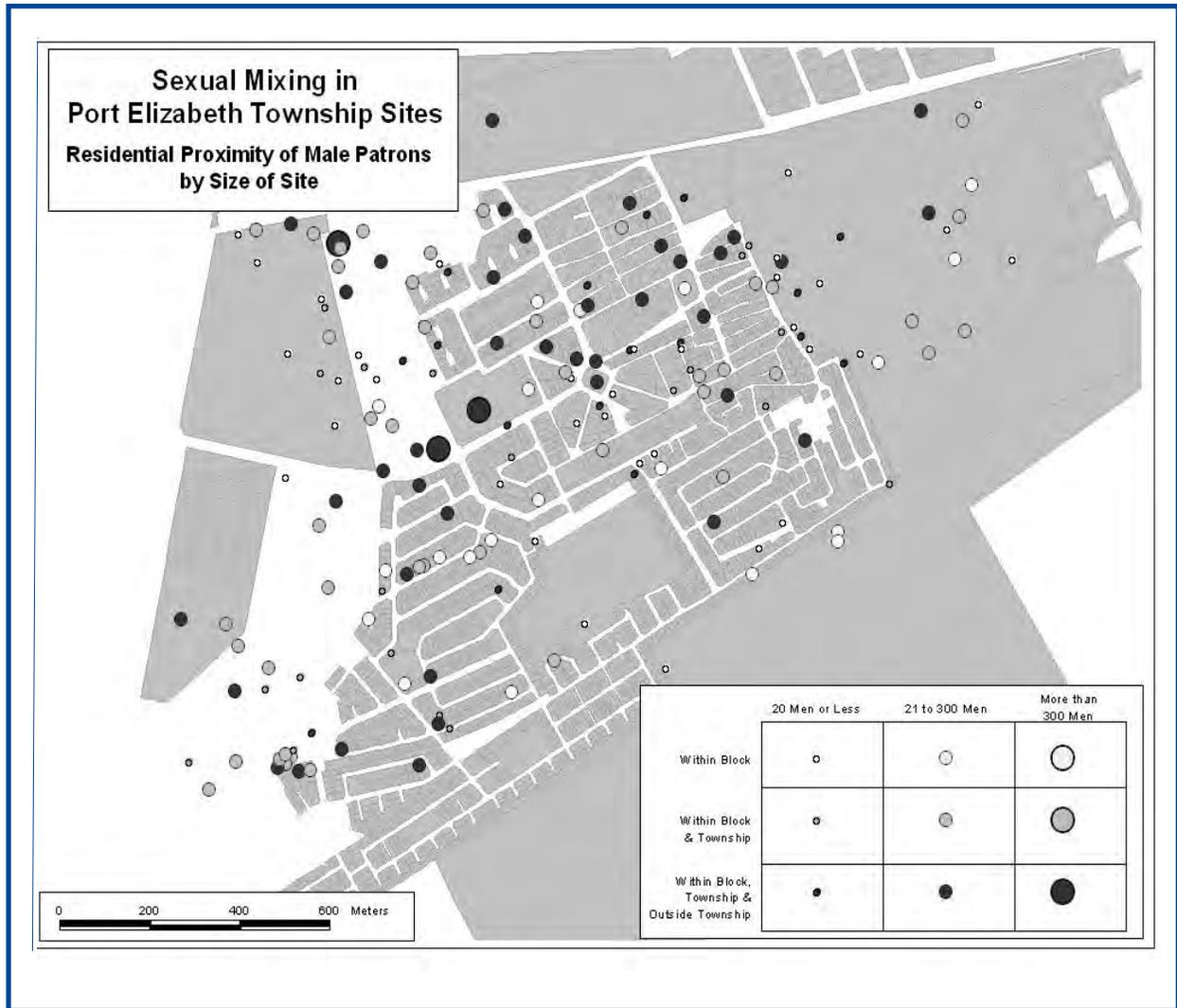
Step 5.7 Conduct a Data Use Workshop, if Necessary

If necessary, a data use workshop may be offered to train local people to analyze the data, prepare the PLACE report for the district, and plan the local feedback workshop. The specific objectives are to:

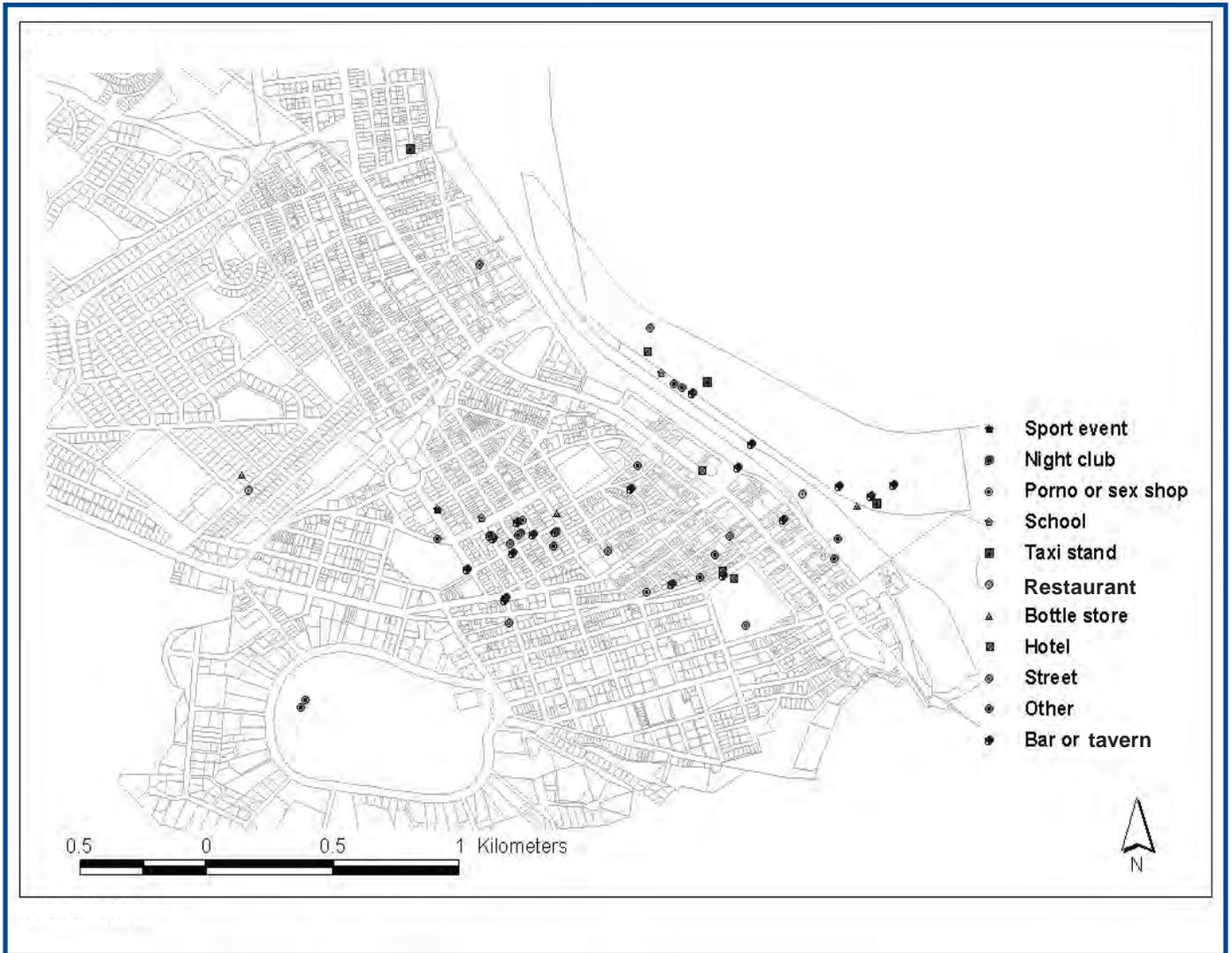
- ▲ provide an overview on data use for decision-making (concepts and techniques);
- ▲ introduce participants to data analysis using a program such as Epi Info;
- ▲ conduct quality checks on the data from each district;
- ▲ produce tables and maps;
- ▲ facilitate local preparation of the PLACE report (assist with planning the local feedback workshops); and
- ▲ provide training in communication and facilitation skills.

The expected outputs of the data use workshop are:

- ▲ cleaned and edited data sets;
- ▲ summary of key data and key findings;
- ▲ a written PLACE report;
- ▲ a plan for a local feedback workshop, including materials; and
- ▲ trained people capable of using local PLACE data.



Map of Venue Size and Geographic Mixing in Port Elizabeth, South Africa



Map Showing Venues by Type, South Africa

Step 5.8 Plan Rollout and Follow-Up PLACE Assessments

An essential part of a PLACE strategy is planning for future assessments. After an initial assessment, the PLACE steering committee needs to discuss the method's rollout to other areas in the district or county. To guide this process, the committee again follows the outline presented in Step 1 for considering epidemiological and contextual information about potential high-transmission areas. The committee also needs to reflect on lessons learned in the first application of the PLACE method in planning subsequent assessments. Plans for a follow-up assessment are also made to monitor program coverage of site-based interventions resulting in the first PLACE study. Timelines for rollout to other areas and for follow-up studies are discussed and funding sources identified.

PLACE Rollout

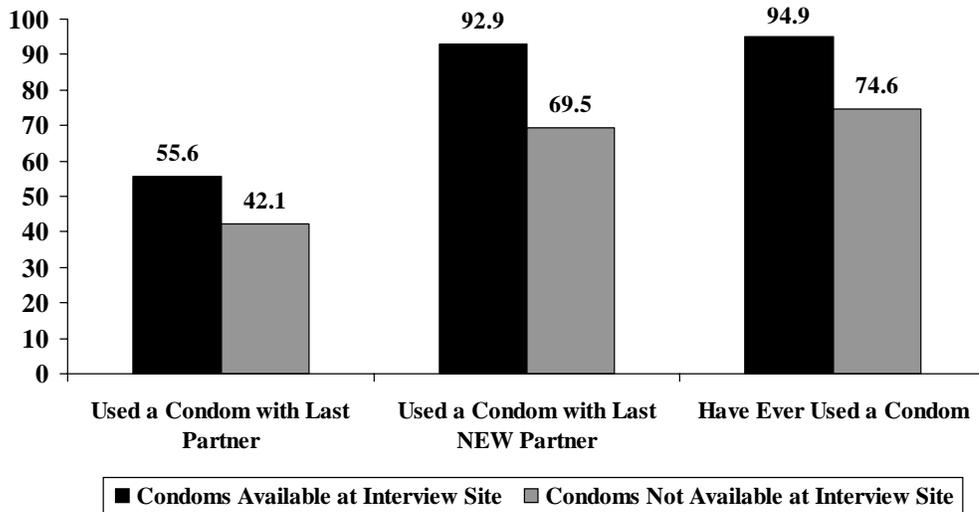
After the first PLACE assessment (or the first round of planned assessments) is completed, the committee may wish to expand the PLACE initiative to other areas. In some cases, the first round of PLACE assessments is done as a pilot of the method, with the intention of conducting additional assessments in other districts. In other cases, new assessments are planned to take place after venue-based interventions have begun in the pilot areas. When no plans are made beyond the first round of assessments, expanding the PLACE initiative to other areas can still be considered.

Rolling out PLACE to other districts or cities involves taking stock of the lessons learned during the first round of assessments. Adaptations to the strategy must be made when necessary. For example, specific events such as community dances may be important in a country. Consequently, one adaptation might be to visit all possible community dances for individual interviews (in addition to venues selected using the interval sampling strategy) and to analyze and report those data separately.

Additionally, questionnaires used for rollout assessments can be improved. Based on the experience in the first round of assessments, new questions might be added and others deleted. Wording of questions and response options should be refined.

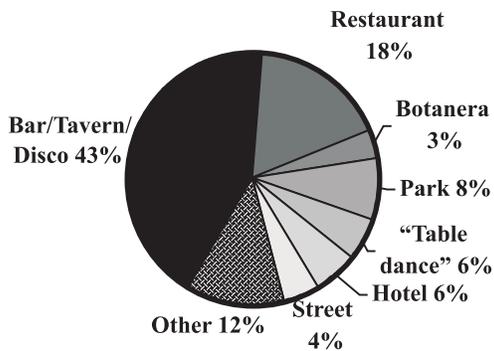
Experience with mapping in the first round of assessments can lead to recommendations for future assessments. Knowledge of types of maps available and local mapping specialists should be passed to assessment teams in new areas.

Condom Use of Patrons by Condom Availability at Site, Men

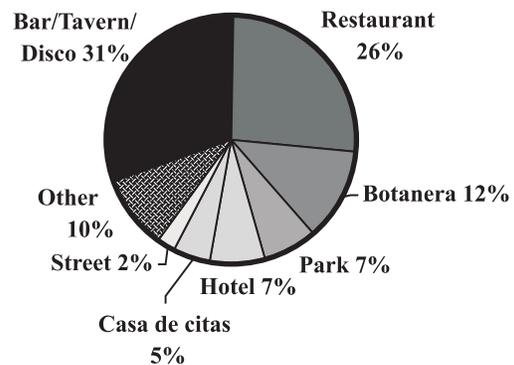


Types of Sites

Chetumal



Ciudad Hidalgo



Examples of Figures from PLACE Reports Showing Condom Use in Uganda (above) and Venue Types in Two Mexican Cities (below)

In the process of conducting the first assessments, the PLACE team gains experience with the method and is able to provide guidance to assessment teams in newly-selected areas. Similarly, people hired for data entry, analysis, and mapping can be contracted for the next round of assessments. The names of these resources should be passed on to assessment teams in new areas.

Follow-Up Assessments for Monitoring and Evaluation

Monitoring is an important component of any program. To achieve the objective of a provincial program, managers must have information with which to base decisions for improving programs and for allocating resources. Monitoring is done by measuring indicators such as coverage of a program or behavior change of individuals targeted by that program. The PLACE method was designed with monitoring in mind, and, to that end, a number of indicators are measured using the questionnaires provided in this manual.

To compare changes over time, at least two PLACE assessments must be conducted — ideally one prior to the intervention for baseline information and another at least one year after the intervention has begun. This timing of assessments allows for comparison of indicators before and after venue-based interventions begin.

Ideally, plans for a follow-up assessment are made prior to initiating the baseline assessment. However, advanced planning is not always feasible, especially when a starting date for venue-based interventions has not been identified. Even if not planned from the beginning, a follow-up assessment is strongly recommended for any area where venue-based interventions have been implemented based on results of a baseline PLACE assessment.

A follow-up assessment uses mostly the same questions as the baseline assessment so that direct comparisons can be made between indicators. The PLACE assessment team may wish to add questions to the follow-up questionnaire, especially to collect information about exposure to specific interventions (e.g. a new question on Questionnaire for Individuals Socializing at Venues [Form D] might be “In the last six months, have you talked about HIV/AIDS with a member of the HIV Awareness Group, who typically would be wearing a green T-shirt?”). Changing the wording of questions between baseline and follow-up assessments is not recommended, especially if respondents might interpret the questions differently, rendering comparison of results over time less meaningful. If changes are unavoidable, the change must be noted in the report of follow-up results.

Another component that is important for maintaining consistency between baseline and follow-up assessments is the sampling method. To draw conclusions about change over time in a given population (of venues or individuals), it is imperative that the method of selecting that population be the same. The danger of changing the sampling method is that it cannot be determined whether changes over time are due to the fact that it is a different population or to actual change. If any adaptations to the sampling method presented in Step 4 are made, it is important that sufficiently detailed notes are taken so that the same adaptations can be made at follow-up.

The methodology for follow-up assessments is the same as for the baseline study, beginning at Step 2. It concludes with Step 5 such that a dissemination workshop is held to share results and to compare indicators with the baseline study. Another report is written and new maps made. Tables are produced that contain data from both the baseline and follow-up assessments. Differences in the baseline and follow-up results are discussed. The dissemination workshop acknowledges the successes of the prevention program to date, and also produces recommendations for changes to prevention programs to improve effectiveness.

Summary of Step 5

Step 5, the final step of the PLACE method, uses data and other fieldwork documentation to prepare a PLACE report. Feedback to the report's findings is gathered through workshops and additional analysis is added to the report. In this step, planning also begins on future assessments.

List of Step 5 Outputs

- ▲ Full documentation of PLACE methods and data sets is completed.
- ▲ A PLACE report is written for distribution at workshops.
- ▲ A report from workshops, including action plans, is prepared.
- ▲ People at the local level have been trained and are capable of using PLACE data.
- ▲ Plans are made for rollout and follow-up assessments.

Step 5 Summary

ACTIVITY	OBJECTIVE	CHECKLIST: WHAT IS NEEDED
Step 5.1 — Clean data and document field work		
Clean data	Produce clean data set ready for analysis	Questionnaire data sets
Document fieldwork	Prepare data documentation notebook	<ul style="list-style-type: none"> ▲ Final questionnaires ▲ Completed fieldwork summary sheets ▲ Final venue list ▲ Frequency distributions for data from Forms A, C, and D
Step 5.2 — Prepare documentation tables using PLACE templates		
Documentation tables	Organize frequency distributions printed in the data documentation notebook by data set and topic	<ul style="list-style-type: none"> ▲ Table templates ▲ Clean data sets
Step 5.3 — Prepare program coverage maps and maps of priority venues		
Prepare maps	Show geographically the areas that are underserved by prevention programs or have an elevated risk of disease transmission	<ul style="list-style-type: none"> ▲ Base maps ▲ GPS coordinates for verified venues linked to venue verification data set
Step 5.4 — Prepare summary indicators and write the PLACE report		
Prepare summary indicators	Highlight the main findings of the PLACE assessment	<ul style="list-style-type: none"> ▲ Documentation tables ▲ Additional data manipulation
Write report	Prepare preliminary report to facilitate discussion at the local feedback workshop	<ul style="list-style-type: none"> ▲ Documentation tables ▲ Summary indicators ▲ PLACE report template
Step 5.5 — Conduct local and national feedback workshops		
Hold a local workshop	Present findings to community stakeholders; generate local interest in prevention programs; develop an action plan; and update the preliminary report based on local workshop comments	<ul style="list-style-type: none"> ▲ Invited local stakeholders ▲ Report copies for distribution ▲ Maps, PowerPoint, and similar presentation materials ▲ Guidelines for working groups
Hold a national workshop	Present findings to stakeholders involved in HIV/AIDS prevention at a national level	<ul style="list-style-type: none"> ▲ Invited national stakeholders ▲ Updated preliminary reports for distribution ▲ Maps, PowerPoint, and similar presentation materials ▲ Guidelines for working groups

Step 5 Summary (continued)

ACTIVITY	OBJECTIVE	CHECKLIST: WHAT IS NEEDED
Step 5.6 — Conduct additional analysis and revise the PLACE report		
Additional analyses	Provide more detailed information about the venues and their patrons based on feedback workshop discussions	<ul style="list-style-type: none"> ▲ Notes from local and national feedback workshops ▲ Clean data sets
Revise PLACE report	Produce a final report that reflects feedback from local and national workshops	<ul style="list-style-type: none"> ▲ PLACE report ▲ Notes from local and national feedback workshops
Step 5.7 — Conduct a data use workshops if necessary		
Data use workshop	Train local people to analyze the PLACE data; prepare PLACE report for the district; and plan the local feedback workshop	<ul style="list-style-type: none"> ▲ Unclean data sets ▲ PLACE report template ▲ Table templates
Step 5.8 — Plan rollout and follow-up PLACE assessments		
PLACE rollout	Plan PLACE method rollout to other areas in the district or country	<ul style="list-style-type: none"> ▲ Steering committee ▲ PLACE strategy from initial assessment ▲ PLACE report
Follow-up PLACE assessments	Plan future assessment for monitoring and evaluation	<ul style="list-style-type: none"> ▲ Steering committee ▲ PLACE strategy from baseline assessment ▲ Data documentation notebook ▲ PLACE report



Interviewer Guide

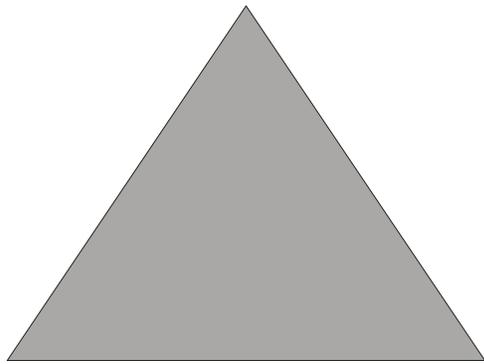


This section includes a step-by-step guide for interviewers conducting a PLACE study.

The guide must be adapted before use and, if necessary, translated:

- ▲ Edit text between the caret marks (between "<" and ">").
- ▲ Changes made to the questionnaire forms should also be reflected in this manual. For example, if an optional question from a questionnaire is removed, then delete the instructions for that question from this guide. (If leaving an optional question in a questionnaire, be sure to remove the word "optional" so that interviewers do not think that the choice of asking the question is up to them.)

The *Interviewer Guide* and all questionnaire forms are available on the manual's CD-ROM for making revisions as needed, available as Microsoft Word files. A copy of the unrevised guide follows this page. Printouts of the four unrevised questionnaire forms are under the next tab, called Forms.



INTERVIEWER GUIDE

**A Step-by-Step Guide for
Completing Forms A-D
of the PLACE Method**



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November 2005

MS-05-13 Interviewer Guide

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▲ SECTION ONE: Getting Started

Purpose of PLACE

The purpose of the study is to obtain information that will be used to improve AIDS prevention programs. There is a critical need for AIDS prevention programs, because every day more and more people are getting infected with HIV, the virus that causes AIDS.

One practical approach to AIDS prevention is to target prevention programs in locations where people are most at risk of getting infected or infecting others. This may sound sensible and easy, but in fact it is quite a challenge to locate the places where AIDS prevention programs should be implemented. There are several reasons for this. First, the virus that causes AIDS is transmitted sexually, and no one really knows the pattern of sexual partnerships in any community. People are not usually comfortable telling others who their sexual partners are, especially if they are married and have extramarital partners. Consequently, we do not really know how often people have a new partner or where they meet new partners. Also, the virus can be transmitted when injecting drug users share needles or syringes. Because injecting drugs is illegal in most countries, this behavior is also difficult to track. A second challenge to finding out where to implement prevention programs is that people usually do not know that they are infected with the virus that causes AIDS. A person can be infected for years without having symptoms. It would be easier to target prevention programs if we knew where the infection was spreading most quickly in a community.

Because most of the transmission of the virus occurs during sexual intercourse or injection drug use, we know that prevention programs should be designed for people who frequently have new sexual partners and for people who inject drugs. These people have a greater chance of having sex with someone who is infected and of transmitting the virus to someone else.

This study will try to identify where people in <name of priority prevention area> meet new sexual partners <and inject drugs>. We will try to identify the characteristics of the places and the characteristics of people who go there. This is done in three stages of fieldwork: community informant interviews, venue verification, and interviews with people socializing at these venues. Community informants identify venues where they believe people meet new sexual partners <or inject drugs>. Then, each venue is verified to be sure it still exists and to record its correct address and other basic information.

Finally, people socializing at some of the venues will be interviewed to confirm that people meet new sexual partners <or inject drugs> at the venue to learn about the characteristics of people who visit the venue and meet new sexual partners there. This guide explains these steps in more detail.

Purpose and Content of this Guide

This guide is for the interviewers who will be conducting interviews as part of a PLACE assessment, using the Community Informant Questionnaire (Form A), Venue and Event Report (Form B), Venue Verification Form (Form C), and the Questionnaire for Individuals Socializing at Venues (Form D). This guide should be used during training interviewers in how to use PLACE questionnaires and forms, and interviewers should carry this guide for reference during their fieldwork. The field coordinator can answer any questions not answered by this guide.

Roles and Responsibilities

The fieldwork team consists of a field coordinator, assistant field coordinator, and a group of interviewers.

The responsibilities of the field coordinator and assistant field coordinator are to:

- ▲ provide interviewers with instructions and guidance during each phase of data collection;
- ▲ review each questionnaire to be sure it is complete and internally consistent;
- ▲ meet with each interviewer daily to discuss fieldwork;
- ▲ be available during fieldwork to answer questions or solve problems;
- ▲ ensure the safety of interviewers; and
- ▲ pay interviewers for work completed according to this guide.

The responsibilities of the interviewers are to:

- ▲ conduct fieldwork according to instructions given by the field coordinator;
- ▲ ensure each questionnaire is properly completed, that all questions are asked and all responses are neatly and legibly recorded;

- ▲ preserve at all times the confidentiality of survey information and instruments; and
- ▲ report any problems or concerns to the field coordinator.

All persons involved in a survey hold important positions, whether they serve as drivers, data entry staff, interviewers or coordinators. In fieldwork, however, the interviewers have the most important role because they have the crucial face-to-face contact with the respondents. The *quality* of the survey data depends on how well the interviews are conducted, and how accurately the interviewer fills out the questionnaires. Correcting data that has been wrongly recorded is difficult, expensive, and often impossible.

Open communication between the interviewers and the field coordinator and assistant field coordinator is very important. There should be a time every day when each interviewer and field coordinator and assistant can discuss issues and concerns, make notes on problems, talk about ways to improve techniques and determine the next day's schedule.

Confidentiality of the Survey Information

You may not discuss or reveal any information collected in the survey to any person who is not an authorized member of the survey team. This includes disclosure or breaches of confidentiality that may result from carelessness, such as leaving your survey documents in a place where they may be seen or handled by unauthorized persons, or discussing the survey in a public setting where you may be overheard.

It is your responsibility to keep what you learn during an interview strictly confidential. The information obtained from survey respondents will be used for statistical purposes only. No names will be associated with any of the survey information that is released, disseminated, or published.

Prior to participating in data collection, you must successfully participate in a session on ethics in research.

Data Collection Instruments

There are four data collection forms for a PLACE study, identified by the letters A through D:

Community Informant Questionnaire (Form A) — Form A is used to record the characteristics of the community

informant being interviewed. This form will be used in conjunction with Form B.

Venue and Event Report (Form B) — Form B is used to record information about each venue (or location) or event (such as a sporting event) that the community informant reports to be a place where people meet new sexual partners. This form will be used in conjunction with Form A.

Venue Verification Form (Form C) — Form C is used while interviewing a responsible person at each venue or event, such as a manager or owner. One form per venue or event will be completed during a visit to record information about the place.

Questionnaire for Individuals Socializing at Venues (Form D) — Form D is a questionnaire used to record information about each individual interviewed socializing at a systematically selected subset of venues.

Conducting Interviews and Completing Forms

Preparing for the Interview

To be successful, every interviewer must thoroughly understand each data collection instrument, and be able to use the instrument easily and correctly. Before you begin interviewing, review the questionnaires until you feel confident and comfortable with these instruments. Fumbling with your questionnaire can cause the respondent to lose confidence in you.

Before each time you start into the field for an interview, check to make sure you have all the materials you need (letter of introduction, a sufficient number of copies of the questionnaire, a copy of the list of geographic codes, two pens or pencils, and this guide). Review this guide often.

Establishing Good Rapport and Staying Neutral

A successful interview is founded on a good relationship between the interviewer and the respondent. If an interviewer seems bored, uninterested, or hostile, the respondent is likely to behave in similar fashion. Try to show the respondent that you are an understanding and friendly person. Interviewers may have certain opinions about the respondents. In this study, some respondents may report behavior that is illegal or that you do not approve of, such as selling or buying sex,

having many sexual partners, or injecting drugs. Do not allow your words, tone of voice, or gestures to convey “judgment” of the respondent. Be careful to remain friendly but neutral. Although it may be difficult at times, do not allow anything in your words or manner to reflect surprise, criticism, approval or disapproval of the questions asked or the answers given.

If a respondent gives an ambiguous answer, never assume that you know what the respondent means. Do not say things like “Oh, I see, I suppose you mean... Is that right?” If you do, the respondent is very likely to think you are suggesting the “right” answer, and to agree, regardless of what they really feel or believe.

Asking the Questions

There is a logical sequence in the order in which the questions follow each other. Do not alter the sequence of questions.

Also, do not change the wording of the questions. If the respondent seems not to understand, simply repeat the question. This is important, because each question needs to be asked in the same way to each respondent. If a respondent asks you to define any words in a question or explain some part of a question, refer to relevant sections of this manual.

If it is clear that a respondent does not understand the question, even after you have repeated it, you can rephrase it using simpler or colloquial words, but taking care not to alter the meaning.

Avoid Showing the Questions to the Respondent

Respondents can be influenced by knowing what questions are coming next, or by seeing the answer categories. Do not show the questionnaire to the respondent, before or after the interview.

Avoid Conducting the Interview while Others Observe

Bystanders noticing an interviewer with a clipboard and questionnaire may become curious and gather around the respondent. If this occurs, stop the interview, explaining to the observers that you need to conduct the interview in privacy. Move to another place if necessary. Allowing others to observe is discouraged because it can affect the answers the respondent gives.

Introductory Statements

Before the questionnaire begins, the interviewer should read an introductory statement to the potential respondent explaining the purpose of the study, that their name or other identifying information will not be recorded, and that their participation is voluntary. These

statements are written in normal lower case type toward the beginning of the form, immediately before the first question to be asked.

Example introductory statement: “Hello. I am working in this city to develop better health programs. We want to talk with people like you in the community and ask you a few questions. We won’t ask you for your name. Your answers will be kept confidential. The questions include questions about where you think people meet sexual partners. Your participation is completely voluntary.”

If a respondent declines to participate or is too young to participate, it is important that interviewers complete the first portion of the questionnaire and return it with the completed forms. In this study, it will be interesting to know what types of people decline the interview.

Instructions in Capital Letters

Special instructions for interviewers are always written in CAPITAL LETTERS under the question. These instructions are not to be read aloud. Rather, they are meant to guide you in recording responses. The pre-coded responses (such as YES, NO, DON’T KNOW), are also in capital letters, and in general, are not to be read out. In a few cases, however, you will be instructed in the questionnaire to “READ LIST” or “READ OPTIONS” for a particular set of responses. For example, question C23 in the Venue Verification Form (Form C) is “Where do people socialize here?” In this example, the responses to be read out include “only indoors,” “only outdoors,” “both indoors and outdoors,” etc.

Sometimes the notes to the interviewer include instructions depending on the answer given by the respondent. For example, in the Community Informant Questionnaire (Form A), question A7 asks for the age of the respondent. The instructions to the interviewer below the question say: “RECORD AGE. STOP INTERVIEW IF RESPONDENT IS YOUNGER THAN <age of eligibility>.”

Some instructions are meant to guide you in recording responses. For example, some questions may allow more than one response. Below such a question will be the instruction “CAN MARK MORE THAN ONE OPTION.”

Recording Responses

- ▲ Do not leave any questions blank.
- ▲ All entries in the questionnaire must be legible.
- ▲ Record responses in the proper places.
- ▲ Write all words in block letters.

- ▲ Take care in recording numbers that are similar in appearance, such as “1” and “7,” or a “4” and a “7,” or a “5” and an “8.” These can be easily confused. Numerical entries, such as dates and ages, must be written by putting one number (digit) per blank (example, record the number “82” as: 8 2). If you are recording a one-digit number and there are two or three blanks given, such as “2,” be sure to write a “0” in each space before the “2” (for example, 0 2 or 0 0 2).
- ▲ The most typical pre-coded responses are YES, NO, and DON’T KNOW (sometimes written as “DK”). In such a case, read the question and circle only one response code (YES=1, NO=2, or DON’T KNOW=8). In a few questions, the respondent is allowed to give more than one of the listed answers. In this case, more than one response code may be circled. These “multiple response” questions are special cases, and will be noted in the instructions (as in the example above).
- ▲ Some questions provide an answer called “OTHER.” This indicates that the respondent may give an answer that is not reflected in the options already provided. When recording an “OTHER” response, write in the answer given. These responses will be coded separately at a later time.
- ▲ Several questions ask for a geographic code. Interviewers will be given a list of geographic codes to use in filling in the appropriate response. It may be necessary to probe the respondent in order to arrive at a geographic code on the list. Geographic codes are assigned to different areas both inside and outside the study area.
- ▲ Be sure all answers are consistent. If any appear contradictory, ask the respondent to clarify his or her responses.

If you have any problems obtaining the information required, make a note on the questionnaire explaining the problem. Remember the phrase: “When in doubt, write it down.”

The Art of Probing

What is probing? It is a way to encourage the respondent to clarify an answer. Probing serves three main functions:

- ▲ to encourage the respondent to expand upon, clarify or finish up an answer being given;
- ▲ to discourage the respondent from giving irrelevant information; and
- ▲ to indicate that the interviewer is paying attention.

Some questions specifically include instructions for the interviewer to PROBE for a response.

There are many situations in which a probe may be needed, going beyond those questions with an explicit instruction for a probe. Some respondents have difficulty putting their thoughts into words or may be reluctant to give you certain information. Different techniques work in different settings – you must learn to “read” the respondent, and to judge when to use certain types of probes. Additionally, try not to use the same probe all of the time. You can use the following probe techniques to encourage the respondent to clarify or expand upon an answer:

- ▲ Repeat the question as it was asked the first time.
- ▲ Repeat what the respondent has just said.
- ▲ Give neutral comments or ask neutral questions, such as: “*Anything else?*” (especially for questions where more than one response is possible) or “*Any other reason?*” or “*What do you mean?*”
- ▲ Give non-verbal cues or verbal acknowledgements, such as an expectant pause, look, or nod intended to give the respondent time to gather his or her thoughts.
- ▲ Nod your head, or say “Okay” or “I understand” to acknowledge a response.

What about “Don’t Know” Responses?

In some cases, people will say that they “don’t know” the answer to a question. This can mean several things, including:

- ▲ the respondent does not understand the question;
- ▲ the respondent feels uncomfortable answering the question; or
- ▲ the respondent really does not know the answer.

Avoid “don’t know” responses by repeating the question, or use a probe to encourage the respondent to answer. Often, if you sit quietly, the respondent will think of something to say. Other useful probes for “don’t know” responses are “Well, what do you think?” or “I just want your own ideas.”

Don’t try to force an answer, but try to probe at least once when you hear a “don’t know” answer. Stop probing when you have a clear, complete answer. Stop probing immediately if the respondent becomes irritated or annoyed.

Controlling the Interview

It is very important to have a pleasant and courteous manner and to get the respondent’s cooperation. However, you must also maintain control of the interview so that it is completed in a timely and orderly manner.

If the respondent starts to provide information on a topic to be covered at a later stage of the interview, tell the respondent politely that you must ask other questions first, and that he or she should wait until later to provide information on that particular topic. Alternatively, write down the responses and simply confirm them at an appropriate stage.

Ending the Interview

It is important to leave the respondent with the idea that you are grateful for his or her cooperation. Thank the respondent and mention that his or her co-operation has been most helpful and appreciated.

Immediately look over the questionnaire to be sure it is complete. If answers have been skipped or are not clearly marked, follow up with the respondent.

At the end of the day, return all questionnaires to the field coordinator. He or she will review them and may need to clarify responses with you. If you have any questions about the correct way to handle respondents, ask questions, or record answers, ask the field coordinator in order to make improvements in the next interview.

Summary Instructions — Steps to Follow in the Field

- ▲ Check to be sure you have all necessary materials (an adequate supply of the appropriate form, two pencils or pens, this manual, a letter of introduction, and any other instructions from the field coordinator).
- ▲ Receive your assignment from the field coordinator (the area you will work, the number of interviews to be conducted).
- ▲ If working in teams, coordinate the fieldwork for the day with your partner or partners.
- ▲ Meet with the field coordinator at the designated point in the field when questions arise during interviews.
- ▲ After each interview, check for completeness and accuracy, then thank the respondent.
- ▲ At the end of the day, meet with the field coordinator to review your completed questionnaires.

DO:

- ▲ Read this manual often to refresh your memory.
- ▲ Carry this manual with you and refer to it whenever questions arise.
- ▲ Become very comfortable and familiar with each of the questionnaires you will use.

- ▲ Be polite to everyone you meet.
- ▲ Introduce yourself and explain to the respondent the reason for the interview before starting.
- ▲ Complete the first page of a questionnaire even if the respondent refuses.
- ▲ Ask questions in a clear and simple manner and in the same order that they are presented in the questionnaire.
- ▲ Carefully record each answer given by the respondent. In case of doubt about a response, probe further in a neutral manner.
- ▲ Be sure that all hand-written answers are accurate, neat and legible. Keep the questionnaires clean and free of damage.
- ▲ Keep all survey information and questionnaires confidential.
- ▲ Thank the respondent for his or her cooperation.
- ▲ Consult with the field coordinator about any questions, problems or difficulties you have in the field.

DO NOT:

- ▲ Do not phrase questions in a manner likely to suggest answers.
- ▲ Do not put words in the mouth of the respondent, or lead the respondent towards your own viewpoint.
- ▲ Do not reveal your judgments or opinions about the respondents.
- ▲ Do not leave any response column blank. Make sure each question has been answered and the response recorded.
- ▲ Do not tear out any page of the questionnaire. If there is a problem with using any part of the questionnaire, write “CANCELLED” in big letters across the page and use a fresh questionnaire. Be sure to hand back to your supervisor any unused or partially used questionnaires.
- ▲ Do not allow people to observe the interview, and especially do not allow any person to answer on behalf of the respondent.
- ▲ Do not show the individual questionnaire form to the respondent or to any unauthorized person. This includes before, during, or after completing an interview.
- ▲ Do not leak any names or interview information in any way, whether knowingly or through carelessness.
- ▲ Do not combine your survey work with any canvassing for personal causes or for personal gain. This includes canvassing for political, religious, or other organizations.

▲ SECTION TWO: Community Informant
Questionnaire (Form A)
and Venue and Event
Report (Form B)

What, Exactly, Is a Community Informant?

A community informant is a person who is knowledgeable about the topic of interest and who is willing to share the information with you. Some informants are important because their job or position indicates that they should have the information you want. For example, some of the community informants in this study are government officials, health officials, or representatives of community-based organizations (CBOs). These people should know the community well enough to know about the behavior of people in the area.

Other informants are important because their day-to-day lives include activities that directly concern the topic of interest. In this study, we are interested in where people meet new sexual partners <and inject drugs>. Some of the people in the community who are likely to know about this topic are people who know about the nightlife and social networks in the area. Consequently, some community informants are taxi drivers, truck drivers, market vendors, or bar managers. Some community informants are people who often look for new sex partners or frequently provide sex in return for money, goods, or services. This may include prostitutes or “sex workers” on the street who solicit clients from cars. However, in addition to easily identifiable sex workers, some people exchange sex for money, goods, or services in more discreet ways. Part of your job is to obtain information from community informants involved in these more discreet activities – for example, students exchanging sex for taxi rides to school. Don’t make the mistake of assuming you know other people’s behaviors. Keep an open mind. Refrain from a judgmental attitude and adopt an attitude of respect, curiosity, and persistence.

Many people have no experience in answering questions such as the ones you will be posing. Respondents may be suspicious at first, or they may want to ask you some questions before they are willing to talk with you. Don’t worry. By the time you conduct your first interview, you will be confident and competent.

Community Informant Questionnaire (Form A)

The goal of the first part of the interview is to establish a rapport with the community informant, determine whether he or she is willing to participate, and record some of his or her basic characteristics. After recording these characteristics, the goal is to identify venues and events where people in the community meet new sexual partners, and to collect enough information to visit those places.

Make sure you have everything you need before you begin interviews: this guide, the letter of introduction (if necessary), the proper blank questionnaires, and two pencils or pens.

This questionnaire can be finalized by translation into local languages, adding locally appropriate types of community informants in A6, providing missing information in the spaces provided, and providing locally appropriate names and codes where indicated by italicized text. This example assumes one priority prevention area (PPA) with three zones.

COMMUNITY INFORMANT QUESTIONNAIRE

No.	Questions	Coding categories
A1	Priority Prevention Area	<Name of priority prevention area> 1

- ▲ **Circle the code for the Priority Prevention Area (PPA) in which you are conducting interviews.**

A2	Location of Interview in <name of priority prevention area>.	<Name of ZONE 1> 1 <Name of ZONE 2> 2 <Name of ZONE 3> 3
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- ▲ **Circle the code for the ZONE within the PPA in which you are conducting interviews.**

A3	A. Interviewer Number	A. _____
	B. Community Informant Number	B. _____

▲ **Write your two-digit interviewer number after A. You will use this number in every phase of the study.**

After B, write the community informant number. You will assign a community informant number to each person that you interview. When you interview your first community informant, begin with number 001. The next community informant will be number 002, and so on. On your second day of interviews, you will continue the numerical sequence that you began on the first day. You should *not* start over with number 001. Be sure to take note of the number that you finish with at the end of each day. That way, you will know what number to start with the next day.

For example, if interviewer number 3 were interviewing his 22nd community informant, he would write A. 0 3 and B. 0 2 2.

A4	Date (DD/MM/YYYY)	(Day)____/(Month____/(Year) _____
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▲ **Write the date in DD/MM/YYYY format.**

A5	Gender of Community Informant	MALE 1 FEMALE 2
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▲ **After you have identified the person you will approach for an interview, circle the code that corresponds with his or her gender.**

A6	TYPE OF COMMUNITY INFORMANT: OCCUPATIONS IN CONTACT WITH PEOPLE SOCIALIZING	ENTER CODE: ____
	<p>Taxi driver 01 Truck driver 02 Mobile hawker/street vendor 03 Other migrant and mobile workers 04 Mechanics/petrol stations attendants 05 Bar, tavern, club worker/manager 06 Hotel or tourism worker/manager 07 Security guards, cleaners 08 Hairdresser, barber 09 Beer/liquor store owner 10 <OTHER LOCALLY APPROPRIATE> 11 <OTHER LOCALLY APPROPRIATE> 12</p> <p><u>Community Leaders</u> Mayor/chief/community leader 20 CBO/NGO staff 21 Teacher 22 Police/military officer 23 Health care worker 24</p>	<p>CODES CONTINUED: <u>Community Leaders Continued</u> Traditional healers 25 Church worker 26 <OTHER LOCAL> 27</p> <p><u>Behavioral and Socio-Demographic</u> STI patient 30 Individual socializing at venue 31 Sex worker 32 Beach boys/gigolos 33 Youth in school 34 Youth out of school 35 Street people 36 Unemployed 37 Injection drug user 38 <OTHER LOCAL> 39</p> <p>Other 98</p>

▲ **Do not read this question to the community informant. You will answer this question yourself.**

Circle the code that most closely describes the type of community informant you will approach for an interview. Write the code on the blanks. Be sure to always write a two-digit number (for example, write “01” rather than “1” for TAXI DRIVER). The “type” of community informant does not necessarily refer to the respondent’s profession — note that an individual socializing at a venue or someone who is unemployed is a perfectly acceptable community informant. If you do not find a code that describes the community informant, record code 98 for “OTHER” and describe the person in a few words in the margin of the questionnaire.

READ: Hello. I am working on a study approved by <name of district AIDS committee or other organization>. We want to talk to people like you who know about this community and ask you a few questions. The purpose of the study is to identify where better health programs are needed in this area in order to prevent the further spread of diseases that are transmitted by sex. We need to know the names and locations of places where you think people meet new lovers, boyfriends, girlfriends, or one-night sexual partners. People who are at these places may be especially in need of educational programs. We do not want to know the names of any private residences. We are just interested in public places. If you tell us the names of a few places, then we will visit those places to see if they would benefit from a health outreach program. Telling us the names and locations of these places should take between five and 15 minutes.

We do not want to know your name or any information about yourself that could identify you. This is an anonymous questionnaire. You will not be contacted in the future. Your answers cannot be linked back to you. The questionnaires will be kept at <name of location> in a locked cabinet. The only people who will see the questionnaires are people working on this study. Some people feel anxious or embarrassed when asked these questions. Your participation is completely voluntary and you may decline to answer any specific question or completely refuse to participate. We would greatly appreciate your help in responding to these questions, even though we are not able to financially compensate you for your time. You may not personally benefit directly from this study, but the results will be used to improve health programs in this area. An ethical review board has approved this study. If you have any questions you can ask the field coordinator <name of field coordinator>. <She or he> can be reached at <telephone number>. We want to talk with people aged <age of eligibility> and older.

▲ Read the above paragraph word for word.

A7	<p>How old are you?</p> <p>RECORD AGE. STOP INTERVIEW IF RESPONDENT IS YOUNGER THAN <age of eligibility>.</p>	<p>AGE IN YEARS: ___ ___</p>
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▲ Ask: “How old are you?”

Record the person’s age on the line. If the person is younger than the eligible age for participation in the study, circle code 3 in question A8 and stop the interview. Turn in the form with only A1 through A8 filled in. If the respondent is older than the eligible age for participation, then continue with the interview.

A8	Are you willing to answer a few questions? *IF NO OR RESPONDENT TOO YOUNG, STOP INTERVIEW.	YES 1 NO 2 RESPONDENT TOO YOUNG 3
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▲ Ask: “Are you willing to answer a few questions?”

If the answer is no, stop the interview. Turn in the form with only A1 through A8 filled in. If the answer is yes, proceed with the interview. If the person was not old enough to participate in the study, circle code 3 for “RESPONDENT TOO YOUNG.”

READ: We want to know where people meet new persons with whom they have sex. This includes new lovers, new boyfriends and new girlfriends. This includes places where people find a sexual partner for one night as well as places where people meet someone they will know for a long time. Knowing where these places are will help us plan health education programs there. Places can be indoor locations where people socialize, such as bars and churches; outdoor locations such as parks and street corners; and places that are actually events such as weddings or community festivals. We are not interested in private places such as someone’s home. We want to know about public indoor and outdoor places and events.

▲ Read above paragraph word for word.

A9	<p>ASK EVERYONE: First let's talk about places that are close by, within a 10-minute walk of here. Could you tell me a few public places where people meet new lovers, boyfriends, girlfriends, or one-night partners within a 10-minute walk of here?</p> <p>WRITE EACH PLACE NAMED ON THE LIST IN A11. FILL OUT A VENUE AND EVENT REPORT FORM (FORM B) FOR EACH PLACE LISTED. DO NOT RECORD MORE THAN 10 PLACES.</p> <ul style="list-style-type: none"> ▪ NEXT: Now let's talk about places that are further away. Where else do people from here meet new lovers, boyfriends, girlfriends, and one-night partners? ▪ NEXT: Anywhere else? ▪ NEXT: Where do <key populations identified as important in local epidemic> meet new sexual partners? For example: <p style="margin-left: 20px;">Where do <newcomers> meet new lovers in <name of priority prevention area>? Where do <youth> meet new lovers? Where do <sex workers> solicit clients? Where do <gay men> find new sexual partners? Where do <travelers> find new sexual partners?</p>
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▲ Ask: “First let’s talk about places that are close by, within a 10-minute walk of here. Could you tell me a few public places where people meet new lovers, boyfriends, girlfriends, or one-night partners within a 10-minute walk of here?”

Write each venue or event suggested by the community informant on the list in question A11. You can record up to 10 venues or events. If the respondent names more than 10, politely tell them that you only need 10. They do not have to name 10 venues or events. For example, if the informant can only think of three venues, that’s fine. There is no minimum. After he or she has listed as many places as possible (up to 10), ask the first probe: “Now let’s talk about places that are further away. Where else do people from <state name of PPA> meet new lovers, boyfriends, girlfriends, and one-night partners?” Write each place named on the list in question A11, as you did before. Continue with the next probe: “Anywhere else?” If there are important subgroups identified for the priority prevention area, continue with the final probe, asking: “Where do <name of key populations> meet new sexual partners?”

After you have finished this questionnaire, you will fill out a Venue and Event Report (Form B) for each place named. This will enable you or someone else to find this venue later.

A10	NUMBER OF PLACES NAMED THAT ARE: NOTE: IF MORE THAN ONE PPA, ADAPT TO INCLUDE SEPARATE LINES FOR VENUES INSIDE EACH PPA	A. VENUES INSIDE THIS PPA: ___ ___ B. VENUES OUTSIDE THIS PPA: ___ ___ C. EVENTS INSIDE PPA: ___ ___ D. EVENTS OUTSIDE PPA: ___ ___
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▲ Do not read question A10 to the community informant. You will answer this question after the interview is finished, using the information from the Venue and Event Report Forms (Form B).

Count the number of venues named by the community informant that are inside the PPA where you are conducting the interview and write the number in the top blank. Write the number of places that are not inside the PPA in the second row. Write the number of events inside the PPA in the third-row blank. Write the number of events outside the PPA 1 in the bottom-row blank. If the community informant did not name any places or events in one or more of these categories, then write the number 0 0 in the blank. The coordinator will check to be sure that this question is completed at the end of each day.

A11: LIST OF VENUES AND EVENTS

LIST EACH VENUE OR EVENT NAMED BY THE COMMUNITY INFORMANT HERE. AFTER RECORDING ALL OF THE PLACES, FILL OUT A VENUE AND EVENT REPORT (FORM B) FOR EACH PLACE NAMED. IF YOU HAVE FIVE PLACES NAMED, YOU NEED TO FILL OUT FIVE VENUE AND EVENT REPORTS (FORM B). IF YOU HAVE 10 PLACES NAMED, YOU MUST FILL OUT 10 VENUE AND EVENT REPORTS (FORM B). THIS REQUIRES ASKING THE RESPONDENT ADDITIONAL QUESTIONS ABOUT EACH PLACE NAMED. NOTE: THIS LIST DOES NOT NEED TO BE KEYED.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

▲ For A11, do not read this question to the community informant.

This is where you will record the places and events named by the community informant in question A9. You will also use this list to help you organize your Venue and Event Report Forms (Form B) for each community informant.

Venue and Event Report (Form B)

You will fill out one Venue and Event Report (Form B) for each venue or event that a community informant named in A9 and listed in A11. For example, if there are five places or events listed in Question A11 of the Community Informant Questionnaire (Form A), then you will fill out five Venue and Event Reports (Form B).

This form can be finalized by translation into local languages and adding locally-appropriate types of venues in B7. The example that follows assumes one priority prevention area (PPA) comprised of three zones.

VENUE AND EVENT REPORT

No.	Question	Coding Categories
B1	Interviewer Number / Community Informant Number THESE NUMBERS SHOULD BE THE SAME AS THE NUMBERS IN A3.	_____/____-____

▲ Write your two-digit interviewer number in front of the hash mark, “/” and the three-digit community informant number after the hash mark.

These numbers should be identical to the numbers in question A3 on the Community Informant Questionnaire (Form A).

B2	Date (Day, Month, Year)	____/____/____-____
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▲ Write the date in DD/MM/YY format.

B3	Name of venue or event: _____ If event, where and when does event occur?
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▲ Write the name of the venue or event.

It will be helpful to write the name exactly as it appears in the list in question A11 of the Community Informant Questionnaire (Form A). If this is an event, ask the respondent where the event occurs. Write the response on the line provided.

B4	<p>Is this venue called by any other name?</p> <p>Additional names of venue:</p>
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▲ Ask: “Is this venue called by any other name? (For example, <name in the local language>?)”

Sometimes different community informants will refer to the same venue by different names, which can be confusing. If you record that a certain venue has more than one name, it will make it easier when it is time for you or someone else to visit the venue.

B5	<p>Where is this venue located?</p> <p>Geographic Code Where Venue is Located.</p>	<p><name of ZONE 1> 1</p> <p><name of ZONE 2> 2</p> <p><name of ZONE 3> 3</p> <p>OUTSIDE THIS PPA 9</p>
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▲ Ask where the venue is located.

If the venue is inside <PPA>, where you are conducting the interview, find out the zone or section of <PPA> where the venue is located. Record the geographic code.

B6	<p>What is the address of the venue and how can I find it? (BE VERY DETAILED)</p>
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▲ Write the address of the venue.

Try to include enough details about how to find the venue so that someone not familiar with the area could find it. Include information about landmarks if it will help (for example, the location of the venue in relation to a park or church).

B7	What type of venue is this?	ENTER CODE: ___ ___
	<p>TYPE OF VENUE:</p> <p><u>Eating/Drinking/Dancing/Sleeping Places</u></p> <p>Informal bar, home brew 01</p> <p>Formal bar, tavern 02</p> <p>Nightclub 03</p> <p>Gay bar 04</p> <p>“X-rated” “adults-only” go-go club, massage Parlor, porno shop 05</p> <p>Brothel 06</p> <p>Hotel, bed and breakfast, hostel 07</p> <p>Overnight truck stop 08</p> <p>Restaurant 09</p> <p><OTHER LOCAL> 10</p> <p>Other eating/drinking/sleeping 11</p> <p><u>Hidden/Private/Abandoned Areas</u></p> <p>Unused house/crack house 40</p> <p>Private dwelling 41</p> <p>Abandoned yard, field, “bush” 42</p> <p>Public toilet 43</p> <p><OTHER LOCAL> 44</p> <p>Other hidden, private 45</p>	<p><u>Transportation/Public/Commercial Areas</u></p> <p>Bus, Train, Metro Stop or Station...20</p> <p>Truck stop 21</p> <p>Taxi Stand 22</p> <p>Port, Harbor 23</p> <p>Beach 24</p> <p>Street or Street Corner 25</p> <p>Parks 26</p> <p>Markets 27</p> <p>Church/temple /mosque 28</p> <p>Nearby or on school, university campus 29</p> <p>Sports venue 30</p> <p>Store 31</p> <p>Convenient store 32</p> <p>Liquor store 33</p> <p>Mall, shopping center 34</p> <p>Tourist attraction 35</p> <p>Construction site 36</p> <p><OTHER LOCAL> 37</p> <p>Other transportation, public, commercial 38</p> <p><u>Events</u></p> <p>Concert, festival, cultural show 50</p> <p>Spring break, holidays 51</p> <p>Wedding 52</p> <p>Funeral 53</p> <p>Harvest season 54</p> <p>Sports events 55</p> <p><OTHER LOCAL> 56</p> <p>Other events 57</p>

▲ Ask for a brief description of the venue.

A list of different venue types is provided. Do not read the list. Circle the code for the type of venue that is closest to the community informant’s description. Write this number in the blanks.

Don’t forget! When the community informant has named as many places or events as possible, go back to the Community Informant Questionnaire (Form A) and fill in question A10, the total number of venues named. If this is not done immediately after the interview ends, it must be done before the completed forms are returned to the field coordinator.

Important Concepts

Here are the most important concepts to know by heart as you conduct the interview:

Population of Interest

We want to know where the residents of <name of PPA> meet new sexual partners. This includes both full-time residents and temporary residents, such as migrant workers. We also want to know where non-residents meet new sexual partners in <name of PPA>. <Some studies want to know where people inject drugs. > NOTE: We don't need to know where people who live *outside* of <name of PPA> meet partners *outside* of <name of PPA>. This would cover most of the world's population!

We are limited to interviewing only men and women who have reached the age of eligibility for this study. The questionnaires are designed to determine the respondent's age early in the interview. If a respondent tells you that they are younger than <age of eligibility>, you must end the interview. Thank the respondent for their participation.

Venues and Events: What's the Difference?

Venue: A venue is a specific place. Many venues will have street addresses, but some will not. Examples might include bars, street corners, stores where liquor and beer are sold, private residences, taxi stands, nightclubs, open fields, or schoolyards. Most of the places that community informants suggest to you will be venues.

Event: An event is a special gathering. Events may occur at different or temporary locations. Some examples are weddings, funerals, parties, sporting events, and festivals.

Venues Could Be inside OR outside the PPA

Community informants may report venues that are inside or outside <name of PPA>. Be sure to record *all* venues, even if they are not inside <name of PPA>. This information is still important for the development of health programs.

More on Venues

If the respondent seems hesitant to provide information about a venue where illegal activities might take place (for example, a tavern that may be selling liquor without a license), reassure him or her that the information is for health research, not for the police.

Definition of Meeting New Partners

We want to know where people socialize with individuals who will become new sexual partners. We recognize that there may be several stages in a relationship. Two people may meet at work or at church and then further develop their relationship at a bar or restaurant before having sex for the first time. There may be many meeting places before sex occurs, but we are most interested in the venues commonly visited just prior to sex. In other words, we are looking for the places where two people who are casual friends or acquaintances develop intentions to form a sexual partnership.

Don't Forget Gay and Lesbian Relationships

We are interested in all types of relationships that carry risk of HIV transmission. This includes men who have sex with other men (gay) or women who have sex with other women (lesbian). Gay and lesbian relationships are more common than most people believe.

▲ SECTION THREE: Venue Verification Form (Form C)

The next phase of the study involves “verifying” the venues and events named by community informants. Verification means locating a venue and confirming that it is a place where people go to 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 AIDS information and condoms are available at the venue.

After all community informant interviews are completed, the field coordinator will make a final list of venues in each section or zone of the PPA. The field coordinator will give each interview team a list of venues to visit for verification. At each venue, the interview team will conduct an interview with a responsible party at the venue, such as a manager or owner. The Venue Verification Form (Form C) will be used to conduct this interview.

Getting Ready

Make sure you have everything you need before you arrive at the venue: this guide, a letter of introduction (if necessary), the study fact sheet, the proper blank questionnaires, and two pencils or pens.

Ask to speak to someone in charge. Explain that you wish to ask a few questions about the place and that it should only take a few minutes. Try to talk with the person who has the most responsibility at the venue, such as a bar owner or manager.

At some venues, it will not be possible to speak to someone in charge. The responsible party might not be present, or there may be no responsible party due to the nature of the venue. For example, at places like taxi stands, street corners, or parks, you may not be able to identify a person in a position of responsibility. In cases like these, try to choose a person who is likely to be familiar with the venue. For example, you might approach a food vendor who regularly sets up shop near a city park. He is not in a position of responsibility for the park, but he is likely to know about the types of people that visit there. Use your best judgment to determine whom you should approach for an interview. If you need assistance, ask the field coordinator for advice before going to the venue.

Venue Verification Form (Form C)

Each question on the Venue Verification Form (Form C) is discussed below. Some of these questions will not be appropriate in some settings. Even so, do try to answer all of the questions on the form.

VENUE VERIFICATION FORM

No.	Questions	Coding Categories
THE FIELD COORDINATOR COMPLETES C1–C5 BASED ON THE VENUE AND EVENT REPORT (FORM B) FOR THE VENUE		
C1	Name of Priority Prevention Area	<Name of Priority Prevention Area> 1

▲ **The field coordinator will circle the code for the priority prevention area where you will be conducting interviews.**

C2	Unique Venue Number	Venue Number: ____ _
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▲ **The field coordinator will write the unique venue number of the venue you will be verifying.**

C3	Location of Venue	<p style="text-align: right;">IN THIS PPA, <name of ZONE 1> 1</p> <p style="text-align: right;">IN THIS PPA, <name of ZONE 2> 2</p> <p style="text-align: right;">IN THIS PPA, <name of ZONE 3> 3</p> <p style="text-align: right;">IN <NAME OF DISTRICT> BUT NOT IN THIS PPA 4</p> <p style="text-align: right;">IN <NAME OF PROVINCE/STATE> BUT NOT THIS DISTRICT 5</p>
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▲ **The field coordinator will circle the geographic code for the zone where the venue is located.**

C4	How Many Community Informants Reported This Venue	_____
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▲ **The field coordinator will write the number of community informants that reported the venue.**

C5	A. Name of Venue Per Community Informant: _____	
	B. Address Per Community Informant: _____	

▲ **The field coordinator will write the name and address of the venue or event that was given by each community informant.**

C6 – C14 SHOULD BE COMPLETED BY THE INTERVIEWER BEFORE THE INTERVIEW		
C6	Interviewer Gender	MALE 1 FEMALE 2

▲ **Circle the code corresponding to *your* gender.**

C7	Interviewer Number	_____
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▲ **Write your two-digit interviewer number in the blanks. This is the same number you used on the Community Informant Questionnaire (Form A).**

C8	Date (DD/MM/YYYY)	(Day)____ / (Month) ____ / (Year)_____
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▲ **Write the date in DD/MM/YYYY format.**

C9	Time of day (24 HOUR CLOCK)	A. (Hour) ____ : B (Minutes) ____
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▲ **Write the time that you arrive at the venue. Use the 24-hour clock system. For example, 3 o'clock in the afternoon or 3 p.m. should be written A. (Hour) 1 5: B. (Minutes) 0 0.**

C10	Was the venue found?	<p style="text-align: right;">YES AND VENUE IN OPERATION 1</p> <p style="text-align: right;">YES BUT VENUE CLOSED TEMPORARILY 2</p> <p style="text-align: right;">VENUE CLOSED PERMANENTLY OR NO LONGER A VENUE 3</p> <p style="text-align: right;">ADDRESS INSUFFICIENT, VENUE NOT FOUND 4</p> <p style="text-align: right;">DUPLICATE VENUE, VENUE ALREADY VISITED 5</p>
IF VENUE NOT FOUND OR NOT IN OPERATION (C10 ≠ 1) THEN STOP.		

- ▲ **Circle the answer that best describes whether the venue was found, and if it was open. If the venue is not found or in operation, then stop.**

C11	<p>What is the proper name and correct venue address?</p> <p>A. NAME: _____</p> <p>B. CORRECT ADDRESS: _____</p>
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- ▲ **In C11, write the proper name and the correct street address for the venue. This may differ from the information in question C5.**

C12	GPS Coordinates	A. Latitude: _____ B. Longitude: _____
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- ▲ **Write the GPS coordinates for the venue. In most cases, you will not know this information at the time that you are completing the interview. If this is true, just leave it blank.**

C13	What type of venue is this? TYPE OF VENUE:	ENTER CODE: ___ ___
	<p><u>Eating/Drinking/Dancing/Sleeping Places</u></p> <p>Informal bar, home brew 01 Formal bar, tavern 02 Nightclub 03 Gay bar 04 "X-rated" "adults-only" go-go club, massage parlor, porno shop 05 Brothel 06 Hotel, bed and breakfast, hostel 07 Overnight truck stop 08 Restaurant 09 <OTHER LOCAL> 10 Other eating/drinking/sleeping 11</p> <p><u>Hidden/Private/Abandoned Areas</u></p> <p>Unused house/crack house 40 Private dwelling 41 Abandoned yard, field, "bush" 42 Public toilet 43 <OTHER LOCAL> 44 Other hidden, private 45</p>	<p><u>Transportation/Public/Commercial Areas</u></p> <p>Bus, train, metro stop or station 20 Truck stop 21 Taxi stand 22 Port, harbor 23 Beach 24 Street or street corner 25 Parks 27 Markets 27 Church/temple/mosque 28 Nearby or on school, university campus 29 Sports venue 30 Store 31 Convenient store 32 Liquor store 33 Mall, shopping center 34 Tourist attraction 35 Construction site 36 <OTHER LOCAL> 37 Other transportation, public, commercial 38</p> <p><u>Events</u></p> <p>Concert, festival, cultural show 50 Spring break, holidays 51 Wedding 52 Funeral 53 Harvest season 54 Sports events 55 <OTHER LOCAL> 56 Other Events 57</p>

▲ For question C13, a list of different venue types is provided. Do not read list out loud.

Circle the code for the type that you think best describes the venue. Write this number in the blanks. Always be sure to write a two-digit number (for example, write "05" rather than "5"). If you cannot find an appropriate venue type in the list, then circle the code for "Other" corresponding to the general category of the type of venue.

THE INTERVIEWER SHOULD IDENTIFY SOMEONE KNOWLEDGEABLE ABOUT THIS VENUE AND THEN COMPLETE THE REST OF THIS QUESTIONNAIRE.	
C14	Gender of respondent
	MALE 1 FEMALE 2

▲ In C14, circle the code corresponding to the gender of the person that you will approach for an interview.

C15	Position at the venue	OWNER, MANAGER, STAFF 1 PATRON 2 OTHER 3
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▲ Find out what position the person approached to interview holds at venue. Circle the appropriate answer.

READ: Hello. I am working on a study approved by <name of organization>. We want to ask people who know about this community a few questions. We are talking with hundreds of people. The purpose of the study is to identify where health programs are needed to prevent the spread of infectious diseases. I would like to ask you about activities that occur here, people who come here, and whether you are interested in having health information here. The interview should take 20 to 30 minutes. I won't ask your name or any other identifying information. Some people feel anxious or embarrassed when asked these questions. Your participation is completely voluntary and you may decline to answer any question or completely refuse to participate. We appreciate your help, even though we are not able to financially compensate you. You may not personally benefit directly from this study, but the results will be used to plan new health programs for this area. This is what we will do with the information you give us. Your answers will be recorded on this questionnaire. Your name will not be recorded anywhere and we won't ask any personal information about you. The questionnaires will be kept at <name of implementing organization> in a locked cabinet. The only people who will see the questionnaires are people working on this study. An ethical review board has reviewed this study. If you have any questions you can ask the field coordinator, <name of coordinator> who can be reached at <telephone number>.

▲ Read the above paragraph word for word.

C16	How old are you? IF RESPONDENT IS YOUNGER THAN <AGE OF ELIGIBILITY>, END INTERVIEW AND FIND AN OLDER PERSON KNOWLEDGEABLE ABOUT THE VENUE. IF RESPONDENT IS <AGE OF ELIGIBILITY> OR OLDER, ASK: Are you willing to answer these questions?	A. AGE: ____ ____ B. YES, WILLING 1 NO, NOT WILLING 2
-----	--	---

▲ If the respondent is older than <age of eligibility> and willing to participate, continue the interview with that person.

If the respondent is younger than <age of eligibility>, then stop the interview and thank the person for his or her participation. Ask if there is someone older at the venue who would be willing to speak with you.

If a respondent of any age is not willing to answer these questions, stop the interview. Ask if there is someone else at the venue with whom you could talk.

RECORD IN C17 WHETHER THE INTERVIEW CAN CONTINUE ON TO C18. C17 CANNOT BE LEFT BLANK.		
C17	WAS AN INTERVIEW INITIATED?	YES 1
	<u>IF NO, WHY NOT?</u>	NO BECAUSE: NO WILLING RESPONDENT 2 ALL POTENTIAL RESPONDENTS TOO YOUNG 3

▲ **Do not read C17 out loud. Circle code 1 for “yes” if you will continue with the interview.**

If you need to end the interview, circle the appropriate explanation. Circle code 2 for question C17 if you are unable to find anyone who is willing to participate, then leave the venue. Circle code 3 for question C17 if all potential respondents were too young, and leave the venue. If the interview ends, turn in the form with only questions C1 through C17 filled in.

The above question must be answered.

READ: Now let’s start the interview. First I will ask you about this venue.

▲ **Read: “Now let’s start the interview. First I will ask you about this venue.”**

C18	How many years has this venue been in operation?	< 1 YEAR 1
		1-2 YEARS 2
		MORE THAN 2 YEARS 3
		NOT APPLICABLE 9

▲ **We want to know how long the venue has been operating under the same name. Circle the code that corresponds to the response.**

C19	How many men and women usually work here during a busy day from opening until closing, including yourself if you are one of the staff? PROBE CAREFULLY. DO NOT LEAVE BLANK.	A. MALE STAFF: ___ ___ B. FEMALE STAFF: ___ ___
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▲ **Allow the respondent time to come up with his or her own response.**

However, if the respondent tells you that he or she does not know, probe for an estimate. We want separate estimates for men and women.

C20	What types of activities take place here? READ LIST CIRCLE ONE CODE FOR EACH ACTIVITY			YES	NO
		A.	People buy food and eat	1	2
		B.	People socialize for an hour or more	1	2
		C.	People can buy beer/alcohol to consume on-site	1	2
		D.	People bring beer/alcohol to consume	1	2
		E.	TV viewing	1	2
		F.	VCR or CD video viewing	1	2
		G.	Explicit sex videos shown	1	2
		H.	Individual/group or couple dancing	1	2
		I.	Exotic or go-go dancing	1	2
		J.	Live music	1	2
		K.	Recorded music	1	2
		L.	Live DJ	1	2

▲ **Ask about each of the activities listed.**

Circle the appropriate code for “YES” or “NO” for each response.

C21	Have you seen used syringes lying around inside or outside of this place in the past three months?	YES 1 NO 2
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▲ **This question is to help determine whether injected drugs are used at this venue.**

Circle the appropriate response.

C22	I have been told that people meet sexual partners at places like this. In your opinion..... READ LIST		YES	NO	
		A.	Do men meet new female sexual partners here?	1	2
		B.	Do women meet new sexual partners here?	1	2
		C.	Do men meet male (gay) sexual partners here?	1	2
		D.	Does someone on-site help partners hook up/link up?	1	2
		E.	Do female sex workers solicit customers here?	1	2
		F.	Do people have sex here at the venue?	1	2
		G.	Do female staff meet new sexual partners here?	1	2
		H.	Do male staff meet new sexual partners here?	1	2

▲ **This question is a key part of the data collection.**

We want to know whether the respondent believes that people meet new sexual partners at the venue. A new sexual partner is someone a person has not had sex with before. Be sure to ask each of the eight questions in C22. Circle the appropriate code for each response.

C23	Where do people socialize here? READ LIST:		ONLY INDOORS	1
			ONLY OUTDOORS	2
			BOTH INDOORS AND OUTDOORS	3
			NEITHER INDOORS OR OUTDOORS	4

▲ **Ask: “Where do people socialize here,” and then read the four options.**

Circle the answer given.

C24	What are the busiest times of the year here at this venue? READ OPTIONS:		YES	NO	
		A.	School holidays	1	2
		B.	Public holidays	1	2
		C.	End of month	1	2
		D.	Now is a busy time of year	1	2
		E.	<ADD OTHER LOCAL>	1	2

▲ **For C24, read the list of options to help the respondent answer.**

Circle “yes” or “no” as appropriate.

C25	<p>We would like to know when the most people are at this venue during a typical week. On which day of the week do the most people visit this venue?</p> <p>CIRCLE CODE FOR ONLY ONE DAY OF THE WEEK (CODE 1-7) UNDER "BUSIEST DAY"</p> <p>On <DAY FROM ABOVE, e.g. "SATURDAY"> when is the busiest time of the day for people to socialize?</p> <p>READ OPTIONS FOR "BUSIEST TIME" AND CIRCLE ONLY ONE CODE (1-4).</p>	<p>A. BUSIEST DAY</p> <table data-bbox="1193 254 1388 541"> <tr><td>Monday</td><td>1</td></tr> <tr><td>Tuesday</td><td>2</td></tr> <tr><td>Wednesday</td><td>3</td></tr> <tr><td>Thursday</td><td>4</td></tr> <tr><td>Friday</td><td>5</td></tr> <tr><td>Saturday</td><td>6</td></tr> <tr><td>Sunday</td><td>7</td></tr> </table> <p>B. BUSIEST TIME</p> <table data-bbox="992 600 1388 758"> <tr><td>Morning: 6 am–Noon</td><td>1</td></tr> <tr><td>Afternoon: Noon–6 pm</td><td>2</td></tr> <tr><td>Evening: 6 pm–10 pm</td><td>3</td></tr> <tr><td>Late night: 10 pm–6 am</td><td>4</td></tr> </table>	Monday	1	Tuesday	2	Wednesday	3	Thursday	4	Friday	5	Saturday	6	Sunday	7	Morning: 6 am–Noon	1	Afternoon: Noon–6 pm	2	Evening: 6 pm–10 pm	3	Late night: 10 pm–6 am	4
Monday	1																							
Tuesday	2																							
Wednesday	3																							
Thursday	4																							
Friday	5																							
Saturday	6																							
Sunday	7																							
Morning: 6 am–Noon	1																							
Afternoon: Noon–6 pm	2																							
Evening: 6 pm–10 pm	3																							
Late night: 10 pm–6 am	4																							

▲ Ask: “We would like to know when the most people are at this venue during a typical week. On which day of the week do the most people visit this venue?”

Circle the code (1-7) in the “BUSIEST DAY” column. Only one day should be selected.

Then ask: “On <DAY FROM ABOVE>, when is the busiest time of day for people to socialize?” Read the options, e.g. “Afternoon: Noon-6 pm”, and circle the code in the column under “BUSIEST TIME.” For example, the “2” would be circled for “Afternoon: Noon-6 pm.” Only one option should be selected.

C26	<p>Which day of the week is the <u>next</u> most busy?</p> <p>CIRCLE ONLY ONE CODE UNDER “NEXT BUSIEST DAY” (CODE 11-77)</p>	A.	NEXT BUSIEST DAY	
			Monday	11
			Tuesday	22
			Wednesday	33
			Thursday	44
			Friday	55
			Saturday	66
			Sunday	77
		B.	BUSIEST TIME	
	On <DAY FROM ABOVE>, when is the busiest time of day for people to socialize?		Morning: 6 am–Noon	11
			Afternoon: Noon–6 pm	22
			Evening: 6 pm–10 pm	33
	READ OPTIONS AND CIRCLE ONLY ONE CODE (CODE 11-44).		Late night: 10 pm–6 am	44

▲ Question C26 is similar to C25, but asks for the next busiest day of the week.

Ask: “Which day of the week is the next most busy?” and circle the appropriate code (11-77) under the “NEXT BUSIEST DAY” column. Again, only one day should be selected.

Using the day given for the first part of the question, ask: “On <indicated day>, when is the busiest time of day for people to socialize?” Read the options and circle one answer from the “BUSIEST TIME” column.

C27	Approximately how many people (men and women) are here on the <BUSIEST DAY FROM C25> at <THE BUSIEST TIME FROM C25>? This includes people who come here to socialize and people who come here for other reasons. PROBE FOR CODE. CIRCLE ONLY ONE CODE	TOTAL:	< 10	1	251-300	8
			11-25	2	301-350	9
			26-50	3	351-400	10
			51-100	4	401-450	11
			101-150	5	451-500	12
			151- 200	6	501-600	13
			201-250	7	> 600	14

▲ Using the answers given for C25, ask: “Approximately how many people (men and women) are here on the <busiest day from C25> at <busiest time from C25>? This includes people who come here to socialize and people who come here for other reasons.”

Use probes to reach an answer that fits into one of the categories provided. You can read the list of options to help the respondent choose an answer and circle the appropriate code. Circle only one code. We are looking for an estimate of the total number of people that could be found at the venue during one of the busiest times.

Question C27 asks about the number of people that visit the venue regardless of whether they are socializing or not. For example, if the venue is a take-away restaurant, some people will enter and leave quickly without socializing. Those people should be included in this estimate.

C28	Of these, approximately how many are socializing some or all of the time while they are here? RECORD NUMBER SOCIALIZING. AFTER ENTERING THE TOTAL, CIRCLE CODE FROM 1-20. Of those socializing, how many are men and how many are women? MEN AND WOMEN SHOULD ADD TO TOTAL.	A.	CIRCLE CODE CORRESPONDING TO TOTAL:			
			1-25	1		
			26-75	2		
			76-125	4		
			126-175	6		
			176-275	9		
			276-475	15		
			476-675	19		
			> 676	20		
			B.	TOTAL NUMBER SOCIALIZING: _____		
	C.	MEN SOCIALIZING: _____				
	D.	WOMEN SOCIALIZING: _____				

▲ For C28, ask: “Of these, approximately how many are socializing some or all of the time while they are here?”

Enter the total number of people socializing on the line provided (C23B). In some places, nearly all of the people will be socializing. In other places such as a market or bus stop, only a portion will be socializing. After entering the response, circle the code corresponding to this answer, in C28A. For example, if the person says 55 people are there to socialize, then write

“55” on the line “TOTAL NUMBER SOCIALIZING” (C28B), and circle code 2 above, for the “26-75” range (C28A).

Then ask C28C and C23D: “Of those socializing, how many are men and how many are women?”

Record a separate number for men and women on the lines provided. Encourage the respondent to be as precise as possible. You may have to do some probing to help him or her answer this question. The numbers of men and women socializing must add up to the number given for “TOTAL NUMBER SOCIALIZING.”

C29	Where do most of the people who come here to socialize come from?	Mentioned	Some	None
	A. THIS PPA	1	2	3
	CIRCLE CODE 1 FOR THE AREAS MENTIONED FIRST (WITHOUT PROBES).			
	B. ELSEWHERE IN <DIST/PROV>	1	2	3
	C. <Specify other District/Province 1 >	1	2	3
	D. <Specify other District/Province 2 >	1	2	3
Where else do patrons come from? Do some patrons come from... READ AREAS NOT MENTIONED ABOVE AND CIRCLE SOME OR NONE FOR EACH ONE.	E. ELSEWHERE IN COUNTRY	1	2	3
	F. OUTSIDE THIS COUNTRY	1	2	3

▲ For question C29, first ask: “Where do most of the people who come here to socialize come from?”

Circle code 1 for each of any areas they name. Then ask: “Where else do patrons come from?” Read the list of zones they did not mention above and circle code 2 for “some” or code 3 for “none” for each one. You should have from one to three zones marked code 1 or “Mentioned,” and all others circled 2 or 3 for “some” or “none.”

READ: We would like some information on the type of women and men who come here to socialize during your busiest times. For each characteristic, tell me if none, less than half, half or more, or all of the men or women have the characteristic. Let’s begin with the characteristics of the women.

▲ Read the above word for word to the respondent.

C30	How many <u>women</u> who come here during the busiest times:	NONE	<HALF	≥HALF	ALL
A.	Live in <name of this PPA>	0	1	2	3
B.	Are secondary or high school students	0	1	2	3
C.	Are unemployed	0	1	2	3
D.	Are university / college students	0	1	2	3
E.	Are less than age 18	0	1	2	3
F.	Live within a 10 minute walk of here	0	1	2	3
G.	Come here at least once a week	0	1	2	3
H.	Are from outside <name of district/province>	0	1	2	3
I.	Drink alcohol here	0	1	2	3
J.	Find a new sexual partner here	0	1	2	3
K.	Appear to be injection drug users	0	1	2	3
L.	Appear to be selling or buying sex	0	1	2	3

▲ Ask: “How many women who come here during the busiest times live in <name of PPA>?”

The respondent should think about all the women who come there on a busy night, and estimate the fraction of them that live in the area. Guide the respondent to give one of the following responses: “none,” “less than half (<half),” “half or more than half (≥ half)” or “all.” Circle the code for the answer given. Continue with the series of questions, until you have received an answer for each option, (a)-(l). At first, the respondent may have difficulty choosing one of the four responses. After the first few questions, it should become easier for him or her to answer.

C31	How many <u>men</u> who come here during the busiest times:	NONE	<HALF	≥HALF	ALL
A.	Live in <name of PPA>	0	1	2	3
B.	Are secondary or high school students	0	1	2	3
C.	Are unemployed	0	1	2	3
D.	Are university / college students	0	1	2	3
E.	Are less than age 18	0	1	2	3
F.	Live within a 10 minute walk of here	0	1	2	3
G.	Come here at least once a week	0	1	2	3
H.	Are from outside <name of district/province>	0	1	2	3
I.	Drink alcohol here	0	1	2	3
J.	Find a new sexual partner here	0	1	2	3
K.	Appear to be injection drug users	0	1	2	3
L.	Appear to be selling or buying sex	0	1	2	3
M.	Are men who have sex with men/gay/homosexual	0	1	2	3

▲ **Question C31 is almost exactly the same as question C30, but it asks about the *men* who come to the venue. Part (m) applies to men who have sex with other men. This part did not appear in question C30.**

Note: Questions C30 and C31 can be difficult for respondents. You must pay close attention to identify contradictory answers. For example, if a respondent says that “most” of the men who come there are secondary or high school students, but that “none” are younger than 18, you should ask for clarification because those responses appear to contradict one another. There may be a good explanation for the apparent contradiction (such as the respondent had meant to say the students are in university), or maybe the respondent was confused and would like to change his or her responses.

There also may be inconsistencies between the responses to C30 and C31 and previous questions. For example, the respondent may report in question C22 that women do not meet new sexual partners at the venue, but report in question C30 that “most” find new sexual partners at the venue. You should be familiar enough with the questionnaire to notice a contradiction like this. Whenever you notice an inconsistency, you should clarify the issue with the respondent right away.

C32	Do you believe that the men and women who come here go to other locations to socialize and look for a new partner?	YES	NO	DON'T KNOW
A.	MEN:	1	2	9
B.	WOMEN:	1	2	9

▲ **Question C32 needs to have separate answers for both men and women. If it is necessary, probe until you have an answer for both.**

If the respondent answers “no” for both men and women, questions C33B and C34B should both have the code 99 circled for “NO VENUE NAMED,” and the interview should resume with C35.

▲ Questions C33 and C34 are to be asked if the respondent answered “yes” in question C32.

Record the name of each venue on the lines provided in C33A and C34A. Then, record the location of each venue in the B portion of each question, encouraging the respondent to be as specific as possible. Choose a geographic code from the list. If the respondent names a location that is in another district or province, enter “3” and then fill in the name of the other district or province on the line provided in C33C and C34C.

Then, for the D portion of each question, ask: “What type of place is it?” and circle the code that corresponds to the answer given. If the respondent names a venue type that is not on the list, enter “10” and then fill in the venue type in the line provided (in C33E and C34E). There is only time in this interview to record information for two venues. If the respondent suggests more than two, thank the person and politely explain that you need to proceed to the next stage of the interview.

C35	Now let's discuss HIV/AIDS prevention activities at this location. Has there been any... READ LIST		YES	NO
		A.	HIV/AIDS prevention?	1 2
		B.	Educational talk on HIV/AIDS?	1 2
		C.	Peer health education program?	1 2
		D.	Condom promotion?	1 2
		E.	HIV/AIDS video shown at the location?	1 2
		F.	HIV/AIDS radio program broadcast?	1 2
		G.	HIV/AIDS posters or leaflets?	1 2
		H.	< ADD OTHER LOCAL >	1 2

▲ For C35, read the question to the respondent, asking it separately for each option on the list. Circle the appropriate response for each option.

C36	In the past year, how often have condoms been available here?	ALWAYS	1
		SOMETIMES	2
		NEVER	3

▲ Read the list of responses to help the respondent answer and circle the appropriate code.

C37	Are there any condoms here today? IF YES, ask: Can I see one?	YES, BUT YOU DID NOT SEE ONE 1 YES, AND A CONDOM WAS SEEN 2 NO 3
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▲ **Ask: “Are there any condoms here today?” Wait for respondent to answer, and if they say “yes,” then ask: “Can I see one?”**

If the respondent says “yes” but does not show you a condom, circle “1.” If the respondent says “yes” and shows you a condom, circle “2.” If the respondent says “no,” circle “3.”

C38	In the past four weeks, have any condoms been sold from here or taken freely?	YES, SOLD 1 YES, TAKEN FREELY 2 YES, BOTH SOLD AND TAKEN FREELY 3 NO 4
-----	---	---

▲ **For C38, if the respondent answers “yes,” probe in order to determine whether the condoms were sold, taken freely, or both. Circle the appropriate answer.**

C39	Is it possible to get a condom within 10 minutes of this place at night?	YES 1 NO 2 DON'T KNOW 8
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▲ **We want to know if people who meet a potential sexual partner at the venue would be able to easily find condoms. Circle the appropriate code for the response.**

C40	Now we would like to talk about the possibility of having an AIDS prevention activity at this venue. This could include a poster, a meeting, a video, or a visit from a health outreach worker. Would you be willing to have some type of AIDS prevention program here?	YES 1 NO 2 DON'T KNOW 8
-----	---	-------------------------------

▲ **Read the entire question for C40 to the respondent. Circle the appropriate code for the question.**

C41	Would you be willing to sell condoms here?	<p style="text-align: right;">YES 1</p> <p style="text-align: right;">NO 2</p> <p style="text-align: right;">ALREADY SELLING 3</p> <p style="text-align: right;">NOT POSSIBLE DUE TO TYPE OF VENUE 9</p>
-----	--	--

▲ For C41, circle the appropriate code for the response given.

If you are verifying a venue where no one has the authority to make such a decision (for example, a park or taxi stand), then do not ask this question but circle “9” for “NOT POSSIBLE DUE TO THE TYPE OF VENUE.”

C42	<p>INTERVIEWER OBSERVATION:</p> <p>Evidence of HIV/AIDS prevention activities noted by interviewer at the venue</p> <p>RECORD THE NUMBER YOU SEE</p>	<p>A. NUMBER OF HIV/AIDS POSTERS DISPLAYED ____</p> <p>B. NUMBER OF HIV/AIDS BROCHURES AT VENUE ____</p> <p>C. NUMBER OF CONDOMS VISIBLE ____</p> <p>D. NUMBER OF USED SYRINGES LYING AROUND ____</p>
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▲ Do not read question C42 to the respondent. You will answer this question yourself.

Take a look around the venue and count the number of HIV/AIDS posters, HIV/AIDS brochures, condoms, and used syringes that you see. Record your observations.

Be sure to thank the respondent for their time when you have finished.

▲ SECTION FOUR: Questionnaire for Individuals Socializing at Venues (Form D)

The last set of interviews will be with people socializing at venues. These interviews give us important information about the sexual <and injection drug use> behavior of people that visit the venues. Since the goal of the study is to learn where people are at high risk for acquiring HIV, this part of the study is very important.

You will visit only a portion of the venues that were named and verified in earlier stages of the study. The field coordinator will tell you which venues you will visit.

Getting Ready

Make sure you have everything you need before you arrive at the venue: this guide, the letter of introduction (if necessary), the proper blank questionnaires, and 2 pencils or pens.

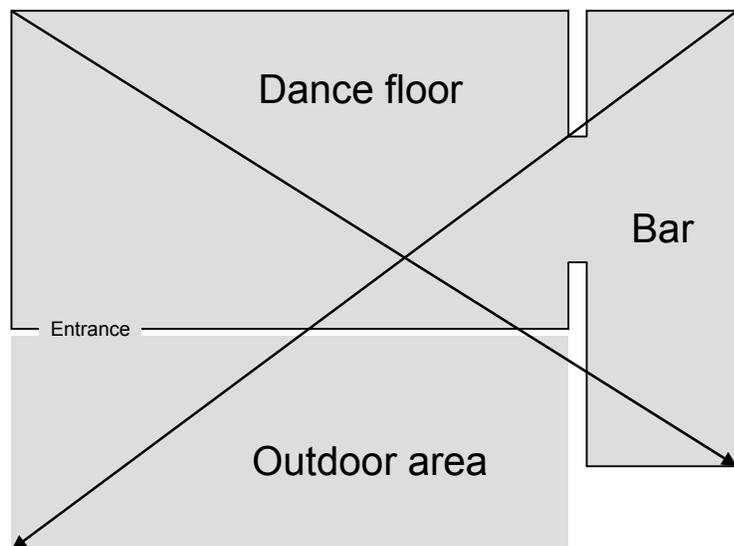
Approach someone in charge at the venue and ask politely for permission to interview 24 people socializing there.

Be sure to follow the instructions of the field coordinator regarding how to select people at the venue to interview, visiting venues with another interviewer, carrying a cell phone to remain in contact, and other instructions.

Selecting People to Interview

The field coordinator will tell you how many men and women should be interviewed at each venue and describe exactly how to select the respondents. The way to select people to approach for an interview is very important. The method must be systematic and not simply based on convenience. You should not only approach people who seem to be interested in what you are doing, or only people that are socializing in one part of the venue. We want you to interview a group of people that best represents all of the different types of people that visit the venue. It is extremely important that you follow the field coordinator's instructions regarding interview selection. The following paragraph describes one possible method for interview selection.

When you reach a venue, review the layout with the other members of your interview team. Identify the four corners of the venue. If people are also socializing outside the venue, be sure to include those outdoor areas. Imagine that there are two diagonal lines connecting the opposite corners of the venue to make an “X” (see illustration below). If you are working with one other interviewer, then each of you should “work” one of these diagonal lines. Approach people at evenly-spaced points along the line to request interviews, taking care to distribute the gender of the respondents evenly along the line. It may be necessary to conduct the interview in another area or outside the venue in order to protect the privacy of the respondent. In this case, return to your imaginary diagonal line when the interview is finished and approach a new respondent at the next designated point. This method should always be possible to administer, regardless of the size and shape of the venue or the number of people present.



This diagram shows how to visualize diagonal lines connecting opposite corners of a venue, showing a hypothetical bar with a dance floor and outdoor area.

Questionnaire for Individuals Socializing at Venues (Form D)

The questions to be asked during the interview with individuals socializing at venues are discussed on the following pages. Be sure to use a separate form for each interview. Some of these questions are about delicate topics, such as the respondent’s sexual <or injecting drug> behavior, sexual partners, frequency of acquisition of new partners, and condom use. Try your best to have the respondent answer all of the questions on the form.

QUESTIONNAIRE FOR INDIVIDUALS SOCIALIZING AT VENUES

No.	Questions	Coding categories
D1	Name of Priority Prevention Area	<name of priority prevention area> 1

▲ **Circle the code for the name of the PPA where you will be conducting interviews.**

D2	Interviewer Number	A. INTERVIEWER NUMBER ____
	Interviewer Gender	B. MALE INTERVIEWER 1 FEMALE INTERVIEWER 2

▲ **Write your two-digit interviewer number. This is the same number you used on Forms A-C. Circle the code that corresponds to your gender.**

D3	Name of Venue:
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▲ **Write the name of the venue or event exactly as given to you by your field coordinator. In some cases, the field coordinator may fill this in before distributing the forms to you.**

D4	Unique Venue Number	Venue Number: ____
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▲ **Write the unique venue number exactly as given to you by your field coordinator.**

D5	Location of Venue CIRCLE A GEOGRAPHIC CODE	IN <NAME OF PPA, ZONE 1>	1
		IN <NAME OF PPA, ZONE 2>	2
		IN <NAME OF PPA, ZONE 3>	3
		IN THIS DISTRICT BUT NOT IN <THIS PPA>	4
		IN <PROVINCE/STATE> BUT NOT <DISTRICT>	5

▲ In D5, circle the correct code corresponding to the geographic code of the venue.

D6	Date (DD/MM/YYYY)	(Day)___ __ / (Month)___ __ / (Year) ___ __ ___
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▲ Write the date in DD/MM/YYYY format.

D7	Day of the week	MONDAY	1
		TUESDAY	2
		WEDNESDAY	3
		THURSDAY	4
		FRIDAY	5
		SATURDAY	6
		SUNDAY	7

▲ Circle the code for the day of the week that the interview takes place.

D8	Time of day (24 hour clock)	A. (Hour)___ __ : B. (Minutes) ___ __
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▲ Write the time that you arrive at the venue.

Use the 24-hour clock system. For example, 3 p.m. should be written A (Hour) 1 5 : B. (Minutes) 0 0— adding the afternoon's three hours to the morning's 12 hours.

D9	Number socializing at venue at this time COUNT ALL MEN AND WOMEN SOCIALIZING INSIDE AND OUTSIDE AND RECORD ON LINES PROVIDED.	A. MEN: ___ ___ ___ B. WOMEN: ___ ___ ___
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▲ For D9, count the number of men and women socializing inside and outside the venue.

You need to get accurate numbers for the first interview and the last interview. You can estimate the ones in between. Write the numbers in the space provided. Be sure to record a separate number for men and women each time you interview someone.

D10	Individual Interview Number	Individual Interview Number: ___ ___
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▲ Write the individual interview number.

You will assign an individual interview number to each person that you interview at a venue, beginning with the number “0 1.” You will start again with number “0 1” at the next venue.

Note: You will now select a person that you will approach for an interview, based on the guidelines of the field coordinator.

D11	Gender of respondent	MALE 1 FEMALE 2
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▲ Circle the code for the gender of the respondent you have selected: male or female.

READ: Hello. I am working on a study approved by <name of organization>. We want to talk to people like you who know about this community and ask you a few questions. The purpose of the study is to identify where better health programs are needed in this area in order to prevent the spread of diseases that are transmitted by sex. We would like to ask you a few questions to get the information necessary to plan the programs. I would like to ask you some questions about your behavior, including your sexual behavior. The interview should take between 20 and 30 minutes of your time and you will not be contacted in the future. We will not ask you for your name. Your answers are confidential and cannot be linked back to you. The questionnaires will be kept at the <name of implementing organization> in a locked cabinet. The only people who will see the questionnaires are people working on this study. Some people feel anxious or embarrassed when asked questions about their behavior. Your participation is completely voluntary and you may decline to answer any specific question or completely refuse to participate. We would greatly appreciate your help in responding to these questions, even though we are not able to financially compensate you. You may not personally benefit directly from this study, but the results may be used to plan a new health program for this area. An ethical review board has reviewed this study. If you have any questions you can ask <name of field coordinator> who can be reached at <telephone number>. We want to talk with people age <age of eligibility> and older.

▲ Read above paragraph word for word.

D12	How old are you?	DO NOT LEAVE BLANK. AGE: ____
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▲ In D12, ask: “How old are you?”

If the respondent is younger than <age of eligibility>, stop the interview and circle code 3 in question D13. Turn in the form with only questions D1 through D13 filled in. If the respondent is older than <age of eligibility>, then continue with the next question.

D13	IF RESPONDENT IS \geq 18, CODE 1. IF RESPONDENT IS $<$ 15, CODE 5.	AGE \geq 18 1
	IF RESPONDENT 15, 16, OR 17 ASK: Are you here with a parent or here on a family errand such as <example, to buy milk>?	NO, NOT WITH PARENT OR ON ERRAND 2 YES, HERE WITH PARENT 3 YES, ON FAMILY ERRAND 4 < AGE 15 5
	IF RESPONDENT IS 15,16, OR 17, CIRCLE CODE 2,3 OR 4.	IF D13=3, 4 OR 5. STOP INTERVIEW.
	DO NOT LEAVE BLANK.	
NOTE: Continue if the respondent is age 18 or older OR if the respondent is age 15-17 and not with a parent or on a family errand. Continue if D13=1 OR D13=2.		

- ▲ **If the respondent is 18 or older, circle code 1 for D13, and continue with the interview.**

If the respondent is 15, 16, or 17, ask: “Are you here with a parent or here on a family errand such as <example, to buy milk>?” Circle the code (2, 3, or 4) that corresponds to answer. If the respondent is with a parent, on a family errand or under the age of 15, stop the interview. Turn in the form with only questions D1 through D13 filled in.

D14	Are you willing to answer these questions?	YES 1 NO 2
D15	INTERVIEWER: INDICATE WHETHER THE RESPONDENT IS CAPABLE OF UNDERSTANDING THE QUESTIONS AND COMPLETING THE QUESTIONNAIRE. IF NOT WILLING OR CAPABLE, DESCRIBE WHY NOT.	A. INTERVIEWER OBSERVATION: RESPONDENT CAPABLE 1 RESPONDENT NOT CAPABLE 2 B. WHY NOT: _____
IF RESPONDENT IS NOT WILLING, CIRCLE 2 AND STOP INTERVIEW.		

- ▲ **In D14, ask: “Are you willing to answer these questions?”**

If the respondent says “no,” stop the interview and circle code 2 for “NO.” If willing, circle code 1 for “YES” and continue.

While talking to the respondent, determine whether he or she seems capable of understanding the questions and completing the questionnaire, and record your impression in D15. *Do not ask the respondent question D15.*

If the respondent seems capable, circle code 1 in D15. If the person is not capable, circle code 2 and describe the main reason this person is not capable on the blank line.

If the respondent is not willing or not capable of completing the questions, stop the interview. Turn in the form for this respondent with only questions D1 through D15 filled in.

D16	Do you live in <name of PPA>?	IN <NAME OF THIS PPA>	1
		IN <DISTRICT> BUT NOT IN <PPA>	2
	If NO: Do you live in <name of district/province/country>?	IN <PROVINCE/STATE> BUT NOT <DISTRICT>	3
		IN <COUNTRY> BUT NOT <PROVINCE/STATE>	4
	PROBE FOR CORRECT RESPONSE.	OUTSIDE <COUNTRY>	5

▲ Ask: “Do you live in <name of PPA>?”

If the answer is “no,” ask: “Do you live in <name of this district/province/country>?” Read the list of answers, if necessary, to help the respondent answer. Circle the appropriate code. It may be necessary to probe by asking more questions until you obtain an appropriate response. Do not ask the respondent for his or her street address.

D17	How would you describe where you live?	A CAPITAL CITY	1
		A LARGE CITY OVER 1 MILLION POPULATION	2
	READ OPTIONS	A SMALL CITY (POPULATION 50,000-1 MILLION)	3
		A TOWN (URBAN AREA < 50,000 POPULATION)	4
		A RURAL AREA	5

▲ For D17, ask: “How would you describe where you live?”

Read the list of options and have the respondent choose the best description.

D18	How long have you lived here/there?	LESS THAN ONE YEAR	0
		NUMBER OF YEARS ____	____
		ALL MY LIFE	97

▲ In Question D18, ask: “How long have you lived here” or “How long have you lived there?”

If the respondent says “less than one year” or “all my life,” circle the appropriate code. If any other answer is given, record the number of years in the space provided.

D19	Now think about where you slept last night. Did you stay in a household residence such as a family or friend's home, an institution such as a university or employee dormitory, a hotel or commercial lodging, the street or somewhere else?	<p style="text-align: right;">A HOUSEHOLD RESIDENCE 1 AN INSTITUTION 2 HOTEL OR COMMERCIAL LODGING 3 STREET 4 SOMEWHERE ELSE 5</p>
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▲ **Read question D19 to the respondent and circle the appropriate answer. Institutions include dormitories, jails, and hospitals.**

READ: I want to ask you a few questions about activities related to your health and lifestyle including how often you come here. These are questions you might get asked during a health physical. For each activity I would like to know when you most recently did the activity. If you did the activity today, just answer "today". If you never did the activity, answer "never." There is no right or wrong answer. It can be difficult to remember when you did an activity. Here is a calendar to help you answer the questions. You may keep the calendar.

▲ **Read the above paragraph word for word.**

Hand the respondent a calendar.

D20	<p>When did you most recently spend the night outside of <NAME OF PPA>?</p> <p>READ OPTIONS, CIRCLE CODE, AND PROBE FOR DATE IF WITHIN THE PAST 12 MONTHS.</p> <p>CODE AS COMPLETE A DATE AS POSSIBLE INCLUDING DAY, MONTH, AND YEAR.</p>	<p>A.</p> <p style="text-align: right;">LAST NIGHT 1 NOT LAST NIGHT BUT IN PAST 7 DAYS 2 WITHIN PAST 2-4 WEEKS 3 WITHIN PAST 2-6 MONTHS 4 WITHIN PAST 7-12 MONTHS 6 OVER A YEAR AGO 7 NEVER 9</p> <p>B. (Day)___/(Month)___/(Year)_____</p>
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▲ **Ask: "When did you most recently spend the night outside of <name of PPA>?"**

Read the options to the respondent, and circle the appropriate code. If the last night that a respondent spent outside the PPA was within the past year, probe for as complete a date as possible for the night and fill in D20B.

D21	<p>When did you most recently purchase medicine, drugs, vitamins or medicinal herbs for yourself or someone in your family?</p> <p>READ OPTIONS, CIRCLE CODE, AND PROBE FOR DATE IF WITHIN THE PAST 12 MONTHS.</p> <p>CODE AS COMPLETE A DATE AS POSSIBLE INCLUDING DAY, MONTH, AND YEAR.</p>	<p>A.</p> <p style="text-align: right;">TODAY 1</p> <p style="text-align: right;">NOT TODAY BUT WITHIN PAST 7 DAYS 2</p> <p style="text-align: right;">WITHIN PAST 2-4 WEEKS 3</p> <p style="text-align: right;">WITHIN PAST 2-6 MONTHS 4</p> <p style="text-align: right;">WITHIN PAST 7-12 MONTHS 6</p> <p style="text-align: right;">OVER A YEAR AGO 7</p> <p style="text-align: right;">NEVER 9</p> <p>B. (Day)___ __/(Month)___ __/(Year)___ ___ ___</p>
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▲ Ask: “When did you most recently purchase medicine, drugs, vitamins or medicinal herbs for yourself or someone in your family?”

Read the options to the respondent and circle the appropriate code. If the last time that a respondent made this type of purchase was within the past year, probe for as complete a date as possible for the purchase and fill in D21B.

D22	<p>When did you most recently smoke a cigarette?</p> <p>READ OPTIONS, CIRCLE CODE, AND PROBE FOR DATE IF WITHIN THE PAST 12 MONTHS.</p> <p>CODE AS COMPLETE A DATE AS POSSIBLE INCLUDING DAY, MONTH AND YEAR.</p>	<p>A.</p> <p style="text-align: right;">TODAY 1</p> <p style="text-align: right;">NOT TODAY BUT WITHIN PAST 7 DAYS 2</p> <p style="text-align: right;">WITHIN PAST 2-4 WEEKS 3</p> <p style="text-align: right;">WITHIN PAST 2-6 MONTHS 4</p> <p style="text-align: right;">WITHIN PAST 7-12 MONTHS 6</p> <p style="text-align: right;">OVER A YEAR AGO 7</p> <p style="text-align: right;">NEVER 9</p> <p>B. (Day)___ __/(Month)___ __/(Year)___ ___ ___</p>
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▲ Ask: “When did you most recently smoke a cigarette?”

Read the options to the respondent and circle the appropriate code. If the last time that a respondent smoked was within the past year, probe for as complete a date as possible for the last time smoked and fill in D22B.

D23	<p>The next question is about sexual behavior.</p> <p>When did you most recently have sex without a condom?</p> <p>READ OPTIONS, CIRCLE CODE, AND PROBE FOR DATE FROM EVERYONE REGARDLESS OF WHEN THE PERSON LAST HAD SEX WITHOUT A CONDOM.</p> <p>CODE AS COMPLETE A DATE AS POSSIBLE INCLUDING DAY, MONTH, AND YEAR.</p>	<p>A.</p> <p style="text-align: right;">TODAY 1</p> <p style="text-align: right;">NOT TODAY BUT WITHIN PAST 7 DAYS 2</p> <p style="text-align: right;">WITHIN PAST 2-4 WEEKS 3</p> <p style="text-align: right;">WITHIN PAST 2-3 MONTHS 4</p> <p style="text-align: right;">WITHIN PAST 4-6 MONTHS 5</p> <p style="text-align: right;">WITHIN PAST 7-12 MONTHS 6</p> <p style="text-align: right;">OVER A YEAR AGO 7</p> <p style="text-align: right;">NEVER 9</p> <p>B. (Day)____/(Month)____/(Year)_____</p>
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▲ Ask: “The next question is about sexual behavior. When did you most recently have sex without a condom?”

Read the options to the respondent and circle the appropriate code. Probe for as complete a date as possible and fill in D23B, no matter how long ago the respondent last had sex without a condom.

D24	<p>Before today, when did you most recently come to this place?</p> <p>IF THIS IS THE FIRST VISIT TO THE VENUE, CODE 8 for D25 AND D26.</p> <p>READ OPTIONS, CIRCLE CODE, AND PROBE FOR DATE FROM EVERYONE WHO HAS EVER BEEN TO THE VENUE PREVIOUSLY.</p>	<p>A.</p> <p style="text-align: right;">WITHIN PAST 7 DAYS 2</p> <p style="text-align: right;">WITHIN PAST 2-4 WEEKS 3</p> <p style="text-align: right;">WITHIN PAST 2-3 MONTHS 4</p> <p style="text-align: right;">WITHIN PAST 4-6 MONTHS 5</p> <p style="text-align: right;">WITHIN PAST 7-12 MONTHS 6</p> <p style="text-align: right;">OVER A YEAR AGO 7</p> <p style="text-align: right;">THIS IS MY FIRST VISIT 8</p> <p>B. (Day)____/(Month)____/(Year)_____</p>
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▲ Ask: “Before today, when did you most recently come to this place?”

Read the options to the respondent and circle the appropriate code. Probe for as complete a date as possible and fill in D24B, no matter how long ago the respondent last visited the venue.

THANK YOU FOR ANSWERING THESE QUESTIONS. NOW WE WILL CONTINUE.

▲ Read the above sentences word for word.

D25	When did you come to this place for the first time?	<p style="text-align: right;">WITHIN PAST 7 DAYS 2 WITHIN PAST 2-4 WEEKS 3 WITHIN PAST 2-3 MONTHS 4 WITHIN PAST 4-6 MONTHS 5 WITHIN PAST 7-12 MONTHS 6 OVER A YEAR AGO 7 THIS IS MY FIRST VISIT 8</p>
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▲ For question D25, ask: “When did you come to this place for the first time?”

Again, if the respondent gives a vague answer or says, “I don’t remember,” ask more questions until you find out approximately when the first visit to the venue occurred. If necessary, you may read the options to help him or her.

D26	How often do you come to this place? READ RESPONSES.	<p style="text-align: right;">EVERY DAY 1 4-6 TIMES PER WEEK 2 2-3 TIMES PER WEEK 3 ONE TIME PER WEEK 4 2-3 TIMES PER MONTH 5 ONE TIME PER MONTH 6 LESS THAN ONCE A MONTH 7 THIS IS MY FIRST VISIT 8</p>
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▲ Ask: “How often do you come to this place?”

Read the list to the respondent and circle the response given.

D27	I’ve been told that this is one of the places where some people go to meet new sexual partners. Do you believe that some people come here to meet a new sexual partner?	<p style="text-align: right;">YES 1 NO 2</p>
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▲ Ask: “I’ve been told that this is one of the places where some people to meet new sexual partners. Do you believe that some people come here to meet a new sexual partner?”

Circle the appropriate code for the response given.

D28	Why did you come here today/tonight? Did you come here to: READ EACH...		YES	NO
		A.	Socialize?	1 2
		B.	Drink alcohol?	1 2
		C.	Look for a sexual partner?	1 2
		D.	Work at my job?	1 2

▲ Ask: “Why did you come here today?” or “Why did you come here tonight? Did you come here to: socialize? Drink alcohol? Look for a sexual partner? Work at my job?”

Make sure you have a code circled for each option.

D29	How many (other) places have you been to today to socialize, drink alcohol, or look for a person to have sex with?	A.	OTHER PLACES BEEN TO: __ __
	How many (other) places do you plan to go to today or tonight to drink alcohol, look for a person to have sex with, or socialize?	B.	OTHER PLACES WILL GO TO: __ __

▲ Ask: “How many (other) places have you been to today to socialize, drink alcohol, or look for a person to have sex with?”

Omit the word “other” if the respondent answered “No” to all parts of the previous question.

Fill in the blank with the number given. Remember, if it is a single digit number, fill in 0 0 in the first blank. For example, two others places would be written 0 2. Also ask: “How many (other) places do you plan to go to today or tonight to drink alcohol, look for a person to have sex with, or socialize?” Fill in the second blank with that number.

D30	Have you ever had sex with a person you first met here? IF NO: CODE 2 HERE, CODE 9 FOR D31 and D32, AND CONTINUE WITH D33.	YES	1
		NO	2

▲ Ask: “Have you ever had sex with a person you first met here?”

Circle the appropriate code for the response given.

You want to find out if the respondent ever met a new partner at the venue where you are conducting the interview. If the answer is “no,” then enter code 9 for questions D31 and D32 (do not ask these two questions), and continue the interview with question D33. If “yes,” then continue with D31.

D31	IF YES TO D30, ASK: When was the most recent time you met someone here that you later had sex with? Did you meet the person here within the past four weeks? The past 12 months? Or over a year ago?	<p style="text-align: right;"> WITHIN PAST 7 DAYS 2 WITHIN PAST 2-4 WEEKS 3 WITHIN PAST 2-3 MONTHS 4 WITHIN PAST 4-6 MONTHS 5 WITHIN PAST 7-12 MONTHS 6 OVER A YEAR AGO 7 NEVER MET A NEW PARTNER HERE 9 </p>
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▲ If the respondent reported in question D30 that he or she has met a new sexual partner at the venue, then ask: “When was the most recent time you met someone here that you later had sex with? Did you meet the person here within the past four weeks? The past 12 months? Or over a year ago?”

Circle the appropriate code for the response given. If the respondent gives a vague answer, ask more questions until you are able to circle one of the responses. If the respondent said that he or she has never met a new sexual partner at the venue, then circle code 9.

D32	IF YES TO D30, ASK: The <u>first</u> time you had sex with this person, did you use a condom?	<p style="text-align: right;"> YES 1 NO 2 NEVER MET A NEW PARTNER HERE 9 </p>
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▲ Ask: “The first time you had sex with this person, did you use a condom?”

Circle the appropriate code for the response given. If the respondent said that he or she has never met a new sexual partner at the venue, then circle code 9.

READ: Now I would like to ask you a few more questions about your sexual behavior. Remember that your responses are completely confidential and that your responses will be combined with the responses from all other respondents to improve community programs.

▲ Read the above paragraph word for word.

THE NEXT FOUR QUESTIONS ARE VERY IMPORTANT. DO NOT LEAVE ANY RESPONSES BLANK. PROBE FOR THE BEST ANSWER. IF THE ANSWER IS "NONE" CODE A ZERO.

D33	<p>Now let me ask you about the persons you have had sex with in the past four weeks. Some people have not had sex with anyone in the past four weeks and some people have had sex with quite a few persons. Think about all the persons you have had sex with in the past four weeks, since <date>, including people you only had sex with one or two times and people you have sex with regularly. In total, how many persons have you had sex with in the past four weeks?</p> <p>PROBE CAREFULLY.</p>	<p>TOTAL IN PAST 4 WEEKS: ____</p>
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▲ **Ask: “Now let me ask you about the persons you have had sex with in the past four weeks. Some people have not had sex with anyone in the past four weeks and some people have had sex with quite a few persons. Think about all the persons you have had sex with in the past four weeks since <date>, including people you only had sex with one or two times and people you have sex with regularly. In total, how many persons have you had sex with in the past four weeks?”**

Write the number in the blanks. Ask the question exactly as it is written. Do not change it to ask how many partners the respondent has had “in the last month.” If the respondent says that he or she has not had sex in the past four weeks, then write the numbers “0 0” in the number blanks.

D34	<p>How many of these persons are persons you had never had sex with previously? That is, the first time you had sex with the person was in the past four weeks.</p> <p>PROBE CAREFULLY.</p>	<p>4 WEEKS NEW: ____</p>
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▲ **Ask: “How many of these persons are persons you had never had sex with previously? That is, the first time you had sex with the person was in the past four weeks.”**

Write the number in the blanks. If the respondent says that he or she has not had a new sexual partner in the past four weeks, then write the numbers “0 0” in the blanks.

D35	<p>In total, how many persons have you had sex with in the past 12 months?</p> <p>This includes all male and female persons – people you had sex with only once and people you have had sex with regularly, such as a spouse or someone you live with. It includes all the persons you had sex with in the past 12 months since <insert date>, including the past four weeks.</p>	12 MONTH TOTAL ____
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▲ **Ask: “In total, how many persons have you had sex with in the past 12 months? This includes all male and female persons — people you had sex with only once and people you have had sex with regularly, such as a spouse or someone you live with. It includes all the persons you had sex with in the past 12 months since <insert date>, including the past four weeks.”**

Write the number in the blanks. If the respondent says that he or she has not had sex in the past 12 months, then write the numbers “0 0” in the blanks.

D36	<p>How many of these persons are persons you had sex with for the first time in the past 12 months, that is since <date>?</p> <p>You might have only had sex with the person one time in the past year or many times. You might be living with the person now. What is the total number of persons that you had sex with for the first time in the past 12 months? That is the number of new sexual partners in the past 12 months.</p>	12 MONTH NEW: ____
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▲ **Ask: “How many of these persons are persons you had sex with for the first time in the past 12 months, that is since <date.>? You might have only had sex with the person one time in the past year or many times. You might be living with the person now. What is the total number of persons that you had sex with for the first time in the past 12 months? That is the number of new sexual partners in the past 12 months.”**

Write the number in the blanks. If the respondent says that he or she has not had a new sex partner in the past 12 months, then write the numbers “0 0” in the blanks.

D37	IF ANY NEW PARTNERS IN PAST 12 MONTHS	YES 1
	Did you use a condom the first time you had sex with your most recent new partner?	NO 2
		NO NEW PARTNERS 9

▲ **Ask: “Did you use a condom the first time you had sex with your most recent new partner?”**

Circle the appropriate code for the response given. If the respondent reported no new partner in the last 12 months, then circle code 9.

D38	What is the age of the youngest person you had sex with in the past 12 months?	A. AGE OF YOUNGEST: ____ ____
	What is the age of the oldest person you had sex with in the past 12 months?	
	IF ONLY 1 PARTNER, MARK SAME AGE IN YOUNGEST AND OLDEST. IF NO PARTNERS IN PAST 12 MONTHS, CODE 97 FOR YOUNGEST AND OLDEST.	

▲ **Ask: “What is the age of the youngest person you had sex with in the past 12 months? What is the age of the oldest person you had sex with in the past 12 months?”**

Even if the respondent is not certain, encourage him or her to give an estimate. Write the ages in the blanks. If the respondent has only had one partner in the past 12 months, then write the same number in both blanks. If the respondent has not had any partners in the past 12 months, then write “9 7” in both blanks.

D39	Think about all the people you had sex with in the past four weeks. How many of these persons do you believe have been to this place at least once in the past four weeks?	SOCIALIZED AT THIS PLACE: ____ ____ DOES NOT KNOW 97
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▲ **Ask: “Think about all the people you had sex with in the past four weeks. How many of these persons do you believe have been to this place at least once in the past four weeks?”**

Encourage the respondent to give an estimate if he or she is not certain.

D40	In the past year, did you have sex with someone you were <u>not</u> living with or married to at the time?	A.	YES	1
			NO	2
	IF YES, did you use a condom the last time you had sex with a person you weren't living with or married to at the time?	B.	USED A CONDOM	1
			DID NOT USE A CONDOM	2
			NOT APPLICABLE	9

▲ Ask: “In the past year, did you have sex with someone you were not living with or married to at the time?”

If the respondent says “yes” for D40A, then ask D40B: “Did you use a condom the last time you had sex with a person you weren’t living with or married to at the time?”

Circle the appropriate response. If “no” for D40A, circle code 9 under D40B.

D41	In the past year, did you have sex with someone you <u>were</u> living with or married to at the time?	A.	YES	1
			NO	2
	IF YES, did you use a condom the last time you had sex with a person you were living with or married to at the time?	B.	USED A CONDOM	1
			DID NOT USE A CONDOM	2
			NOT APPLICABLE	9

▲ Ask: “In the past year, did you have sex with someone you were living with or married to at the time?”

If the respondent says “yes” to D40A, then ask D40B: “Did you use a condom the last time you had sex with a person you were living with or married to at the time?”

Circle the appropriate response. If “no” for D41A, then circle code 9 for D41B.

D42	<p>This next question is about the first time you had sex. Have you ever had sex? By having sex, I mean vaginal, anal or oral sex between a man and a woman or between a man and a man. If yes, how old were you the first time you had sex?</p> <p>PROBE CAREFULLY.</p>	<p>A. YES, HAS HAD SEX 1 NO, NEVER HAD SEX 2</p> <p>B. AGE AT FIRST SEX: ___ ___ NEVER HAD SEX 97</p>
<p>IF PERSON HAS NEVER HAD SEX, USE CODE 9 OR CODE 97 FOR D43 TO D50 AND GO TO D51. (DO NOT READ D43-D50 TO RESPONDENTS WHO HAVE NEVER HAD SEX.)</p> <p>FOR OTHERS, ASK ONLY MEN D43-D45. ENTER CODE 9 FOR WOMEN AND GO TO D46.</p>		

▲ For D42A, ask: “This next question is about the first time you had sex. Have you ever had sex? By having sex, I mean vaginal, anal, or oral sex between a man and a woman or between a man and a man. If yes, how old were you the first time you had sex?” (D42B)

Circle the appropriate code for D42A and fill in the blank with the age indicated for D42B. Probe, if necessary, for an exact age.

Note: Questions D43 through D45 are for men only. If you are interviewing a woman, circle code 9 for D43 and D44, and 99 for D45 (do not read the questions to the woman) and resume interviewing her with D46 if she has ever had sex, or resume interviewing her with D51 if she has never had sex.

D43	<p>Some men have problems that affect their genitals. They might have an unusual discharge, sores, or pain when they urinate. In the past four weeks, have you had...</p> <p>USE CODE 9 IF FEMALE RESPONDENT</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="border-bottom: 1px solid black;">SYMPTOMS</th> <th style="border-bottom: 1px solid black;">YES</th> <th style="border-bottom: 1px solid black;">NO</th> <th style="border-bottom: 1px solid black;">N/A</th> </tr> </thead> <tbody> <tr> <td>A. Pain on urination?</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">9</td> </tr> <tr> <td>B. Unusual discharge?</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">9</td> </tr> <tr> <td>C. Sores?</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">9</td> </tr> </tbody> </table>	SYMPTOMS	YES	NO	N/A	A. Pain on urination?	1	2	9	B. Unusual discharge?	1	2	9	C. Sores?	1	2	9
SYMPTOMS	YES	NO	N/A															
A. Pain on urination?	1	2	9															
B. Unusual discharge?	1	2	9															
C. Sores?	1	2	9															

▲ Ask: “Some men have problems that affect their genitals. They might have an unusual discharge, sores, or pain when they urinate. In the past four weeks, have you had...” and finish the sentence with each of the options.

Circle the code that most closely corresponds to the answer given. Circle code 9 if you are interviewing a female (do not read the question to her).

D44	IF ANY SYMPTOMS: What did you do for treatment in the past four weeks? Did you.... USE CODE 9 IF FEMALE RESPONDENT OR NO SYMPTOMS IN D43.		YES	NO	N/A	
		A.	Get medication from a street vendor?	1	2	9
		B.	Get medication from a pharmacy?	1	2	9
		C.	Visit a herbalist?	1	2	9
		D.	Go to a public clinic or hospital?	1	2	9
		E.	Go to a private doctor?	1	2	9

▲ If the respondent reports one or more of the symptoms listed in question D43, then ask: “What did you do for treatment in the past four weeks? Did you get medication from a street vendor? Did you get medication from a pharmacy?” and so on.

Circle the appropriate code for each response given. Circle code 9 if you are interviewing a female respondent or if the male respondent said in D43 that he had no symptoms.

D45	Some men have sex with other men. How many men, if any, have you had sex with in the past 12 months?		NONE	0
			NUMBER OF MALE PARTNERS (UP TO 95): ____	
			MORE THAN 95	96
			NEVER HAD SEX	97
			FEMALE RESPONDENT	99

▲ Ask: “Some men have sex with other men. How many men, if any, have you had sex with in the past 12 months?”

If the respondent says “none,” circle code 0. If the respondent gives you a number, write it in the spaces provided. If the number he gives you is more than 95, circle the code for “more than 95.” If he has never had sex, circle code 97. If you are interviewing a female, circle code 99 (do not read the question to her).

Note: Questions D46 and D47 are for women only. If you are interviewing a man, circle code 9 for all three questions (do not read the questions to a male respondent).

FOR D46 AND D47, ASK WOMEN ONLY AND ENTER CODE 9 FOR MEN (GO TO D48 FOR MEN).						
D46	Some women have problems that affect their genitals. They might have unusual discharge, sores, or lower abdominal pain. In the past 4 weeks, have you had... CODE 9 FOR MALE RESPONDENT	<u>SYMPTOMS</u>	YES	NO	N/A	
		A.	Lower abdominal pain?	1	2	9
		B.	Unusual discharge?	1	2	9
		C.	Sores?	1	2	9

▲ Ask: “Some women have problems that affect their genitals. They might have unusual discharge, sores, or lower abdominal pain. In the past four weeks, have you had lower abdominal pain?”

Circle the appropriate code for the response given. Ask the remaining questions in similar fashion. Circle code 9 if you are interviewing a male (do not read the question to him).

D47	IF ANY SYMPTOMS:			YES	NO	N/A
	In the past four weeks, what did you do for treatment? Did you....	A.	Get medication from a street vendor?	1	2	9
		B.	Get medication from a pharmacy?	1	2	9
		C.	Visit a herbalist?	1	2	9
		D.	Go to a public clinic or hospital?	1	2	9
		E.	Go to a private doctor?	1	2	9
CODE 9 FOR MALE RESPONDENT OR IF NO SYMPTOMS IN D46.						

▲ **If the respondent reports one or more of the symptoms listed in question D46, then ask: “In the past four weeks, what did you do for treatment? Did you get medication from a street vendor? Did you get medication from a pharmacy?” and so on.**

Circle the appropriate code for each response given. Enter code 9 if interviewing a male respondent (do not read the question to him) or enter code 9 if the respondent said in D46 that she had no symptoms (do not read the question to her).

Note: At this point, continue the survey with both male and female respondents.

CONTINUE WITH MEN AND WOMEN WHO HAVE HAD SEX.			
D48	We’ve talked about condom use, but I need to confirm if you have ever used a condom and if you used one the last time you had sex. Have you ever used a condom? IF YES: Did you use a condom the last time you had sex?	NEVER USED A CONDOM	1
		USED A CONDOM LAST TIME	2
		DID NOT USE A CONDOM LAST TIME	3
		NEVER HAD SEX	9

▲ **Ask: “We’ve talked about condom use, but I need to confirm if you have ever used a condom and if you used one the last time you had sex. Have you ever used a condom?”**

IF YES, Ask: “Did you use a condom the last time you had sex?” Mark the answer.

ASK ALL RESPONDENTS, INCLUDING THOSE WHO HAVE NOT HAD SEX:				
			YES	NO
D51	We want to know whether you have heard or been to any health education programs. In the past three months, have you...	A. Attended an AIDS education program?	1	2
		B. Seen an AIDS video?	1	2
		C. Heard an AIDS program on the radio?	1	2
		D. Seen an AIDS prevention poster?	1	2
		E. Talked about HIV or AIDS with a health worker?	1	2
		F. Obtained a condom at this venue?	1	2
		G. <OTHER LOCALLY APPROPRIATE>	1	2

▲ **Read: “We want to know whether you have heard or been to any health education programs. In the past three months, have you attended an AIDS educational program?”**

Ask the remaining questions in similar fashion. Circle the appropriate code for each response given. The period of interest for all of the questions is the three months prior to the interview.

D52	There are medical tests available to tell people if they are infected with the virus that causes AIDS. Every person has the right to learn if they are infected. I will not ask you if you are infected, but I would like to know if you have ever been tested for HIV, if you were tested in the past 12 months, and if you received your test results.	A. TESTED PAST 12 MONTHS 1 TESTED OVER 12 MONTHS AGO 2 NEVER TESTED 3
	Have you been tested in the past 12 months, tested over 12 months ago, or never tested? If TESTED IN PAST 12 MONTHS, did you get your test results?	B. YES, RECEIVED RESULTS 1 NO RESULTS RECEIVED 2 NOT APPLICABLE, NOT TESTED 9

▲ **Read: “There are medical tests available to tell people if they are infected with the virus that causes AIDS. Every person has the right to learn if they are infected. I will not ask you if you are infected, but I would like to know if you have ever been tested for HIV, if you were tested in the past 12 months, and if you received your test results.”**

Then ask D52A: “Have you been tested in the past 12 months, tested over 12 months ago, or never been tested?” Circle the appropriate code. If the respondent has been tested in the past 12 months, ask D52B: “Did you get your test results?” Circle the appropriate code.

D53	Would you be interested in getting a/another HIV test within the next 12 months?	YES, INTERESTED 1 NOT INTERESTED 2
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▲ For D53, ask: “Would you be interested in getting a/another HIV test within the next 12 months?”

Circle the appropriate code for the answer given.

D54	Are you currently a student?	YES, PRIMARY SCHOOL 1 YES, SECONDARY or HIGH SCHOOL 2 YES, UNIVERSITY, VOCATIONAL 3 NOT CURRENTLY A STUDENT 4
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▲ Ask: “Are you currently a student?”

Probe for the respondent’s grade level, and circle the code that best describes it.

D55	What is the highest level of school you have completed?	NONE 1 PRIMARY SCHOOL 2 SECONDARY SCHOOL 3 <OTHER LOCAL> 4
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▲ Ask: “What is the highest level of school you have completed?”

Circle the code for the highest level of school the person has completed.

D56	Are you currently employed full-time, part-time or, if not employed, are you looking for work?	YES, FULL-TIME 1 YES, OCCASIONAL/PART-TIME 2 NOT EMPLOYED, BUT LOOKING 3 NOT EMPLOYED AND NOT LOOKING 4
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▲ Ask: “Are you currently employed full-time, part-time or if not employed, are you looking for work?”

Circle the code that best describes the response given.

D57	Have you ever been married?	YES 1 NEVER MARRIED 2
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▲ **Ask: “Have you ever been married?”**

Circle the appropriate code.

D58	Are you currently married or living with a sexual partner? IF YES: How frequently do you use condoms with your spouse or live-in partner? READ OPTIONS	A. YES CURRENTLY MARRIED/LIVING WITH 1 NO, NOT CURRENTLY MARRIED OR LIVING WITH 2 B. ALWAYS USE CONDOMS 1 SOMETIMES USE CONDOMS 2 NEVER USE CONDOMS 3 NOT APPLICABLE, NO SPOUSE/LIVE IN 9
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▲ **Ask: “Are you currently married or living with a sexual partner?”**

Circle the appropriate code for D58A. If the respondent says “yes,” ask D58B: “How frequently do you use condoms with your spouse or live-in partner?” Read the options and circle the appropriate code.

READ: We also want to know what you think about drug use in this area. Your answers will remain confidential and will not be shared with anyone including the local authorities.

▲ **Read the above paragraph word for word.**

D59	In your opinion, do people who inject drugs socialize at this venue?	YES 1 NO 2
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▲ **Ask: “In your opinion, do people who inject drugs socialize at this venue?” Circle the code for YES or NO.**

D60	Now we would like to ask you a question about your own experience with injecting drugs. Have you injected an addictive drug such as heroin, opium, or cocaine in the past 12 months?	YES 1 NO 2
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▲ Ask: “Now we would like to ask you a question about your own experience with injecting drugs. Have you injected an addictive drug such as heroin, opium, or cocaine in the past 12 months?”

Circle the appropriate code based on their answer.

D61	When did you last inject drugs?	WITHIN PAST 7 DAYS 1 WITHIN PAST 2-4 WEEKS 2 WITHIN PAST 2-6 MONTHS 3 WITHIN PAST 7-12 MONTHS 4 OVER A YEAR AGO 5 NEVER INJECTED DRUGS 9
	IF NEVER INJECTED, CIRCLE CODE 9.	

▲ Ask: “When did you last inject drugs?”

If necessary, read the list to the respondent and circle the appropriate response. If the respondent has never injected any drugs, circle code 9.

<Insert Injection Drug Use Module followed by TB Module if Steering Committee identified IDU and/or TB as populations of interest. These modules are at the end of this questionnaire.>				
D100	Finally, we have been talking mostly about health issues but we would like to know your opinion of what are the most important problems that need to be addressed in this area. For each problem that I mention, tell me if it is a big problem here, a small problem or not a problem at all.			
			BIG	SMALL
			NOT	
	A. Unemployment	1	2	3
	B. Violence	1	2	3
	C. Access to health care	1	2	3
	D. AIDS	1	2	3
	E. Alcohol abuse	1	2	3
	F. Lack of education	1	2	3
	G. Getting food to eat	1	2	3
	H. Injection drug abuse	1	2	3

▲ Read D100 to the respondent:

Circle the code corresponding to “big,” “small,” or “not.” Continue to ask each question in this manner. You may circle “big” for more than one issue.

Thank the respondent: **“Thank you for your participation!”**

Form D: Injection Drug Use Module

Priorities for Local AIDS Control Efforts

These five questions should be included in Form D, following question D61, if the local steering committee determines that injection drug use is relevant to the study.

NOTE: If response to D61 is 5 or 9 (the respondent never injected drugs or injected over a year ago, then circle 9 for D62-D66, do not read the questions to the respondent, and continue with interview.

▲ **Questions D62-D66 are to be asked of any respondent that had an answer of 1, 2, 3, or 4 to D61.**

If the respondent has never injected drugs, or injected drugs over a year ago, circle 9 for questions D62-D66 and resume interview from that point on.

D62	With whom do you usually inject drugs? READ LIST IF NEVER INJECTED, CODE 9	INDIVIDUALLY 1 USUALLY WITH THE SAME GROUP 2 WITH DIFFERENT GROUPS 3 DEPENDS ON CIRCUMSTANCES 4 NOT APPLICABLE 9
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▲ **Ask: “With whom do you usually inject drugs?”**

Read the list and circle the code corresponding to the respondent’s answer. If he or she has never injected drugs, circle code 9.

D63	Did you share a syringe the last time you injected drugs? IF NEVER INJECTED, CODE 9	YES 1 NO 2 NEVER INJECTED DRUGS 9
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▲ **Ask: “Did you share a syringe the last time you injected drugs?”**

Circle the code for YES or NO. If the respondent has never injected drugs, circle code 9.

D64	During the last four weeks, did you ...		YES	NO	N/A
		A. Share a syringe	1	2	9
	READ EACH QUESTION	B. Take drugs from a common reservoir	1	2	9
		C. Use ready-made drug solution without boiling	1	2	9
	IF NEVER INJECTED, CODE 9	D. Exchange a used for a new syringe	1	2	9

▲ Ask: “During the last four weeks did you ... share a syringe?”

Read each part separately and circle code 1 for “YES” or code 2 for “NO” for each part. Circle code 9 for “N/A” or “not applicable” if the respondent has never injected drugs.

D65	In the past four weeks, with about how many different people did you share a syringe?	A.	TOTAL: ____
	Of those, how many were people you shared a syringe with for the first time?	B.	NEW: ____
	CODE ZERO IF NEVER INJECTED.		

▲ Ask: “In the past four weeks, with about how many different people did you share a syringe?”

Write the number in the first blank, entitled “TOTAL.” Then, ask: “Of those, how many were people you shared a syringe with for the first time?” Write the number in the second blank, called “NEW”. If the respondent reported that he or she never injected drugs then write “0 0” in the blanks.

D66	Can you get new syringes whenever you want? CODE 9 IF NEVER INJECTED.	ALWAYS	1
		SOMETIMES	2
		NEVER	3
		NEVER INJECTED	9

▲ Ask: “Can you get new syringes whenever you want?”

Circle the appropriate code for the response given. If the respondent reported that he or she never injected drugs, then circle code 9.

Form D: Tuberculosis Module
 Priorities for Local AIDS Control Efforts

These three questions should be included in Form D if the local steering committee determines that tuberculosis is relevant to the study. The questions should appear after D66 if the IDU module is added or after D61 if no IDU questions are added.

D67	Do you have any of the following symptoms?	<u>SYMPTOMS</u>		YES	NO
		A. Cough lasting 3 or more weeks		1	2
		B. Blood-stained sputum		1	2
		C. Chest pain		1	2
		D. Loss of appetite		1	2
		E. Loss of weight		1	2
		F. Fatigue		1	2
		G. Night sweats		1	2

▲ **Ask: “Do you have any of the following symptoms?”**

List each symptom and code 1 for “YES” or 2 for “NO” for each symptom.

D68	These are the symptoms of a disease.	A.	YES	1
			NO	2
	Do you know a disease with these symptoms? IF YES: What disease?	B.	TB	1
			AIDS	2
			OTHER	8

▲ **Ask: “Do you know a disease these are the symptoms of?”**

If the respondent answers “yes,” probe for a name of the disease in D68B. If the person names tuberculosis, circle code 1. If the person names HIV or AIDS, circle code 2. If the person names another disease, circle 8.

READ: The symptoms I listed can be indicative of tuberculosis.

▲ **Read the above sentence to the respondent.**

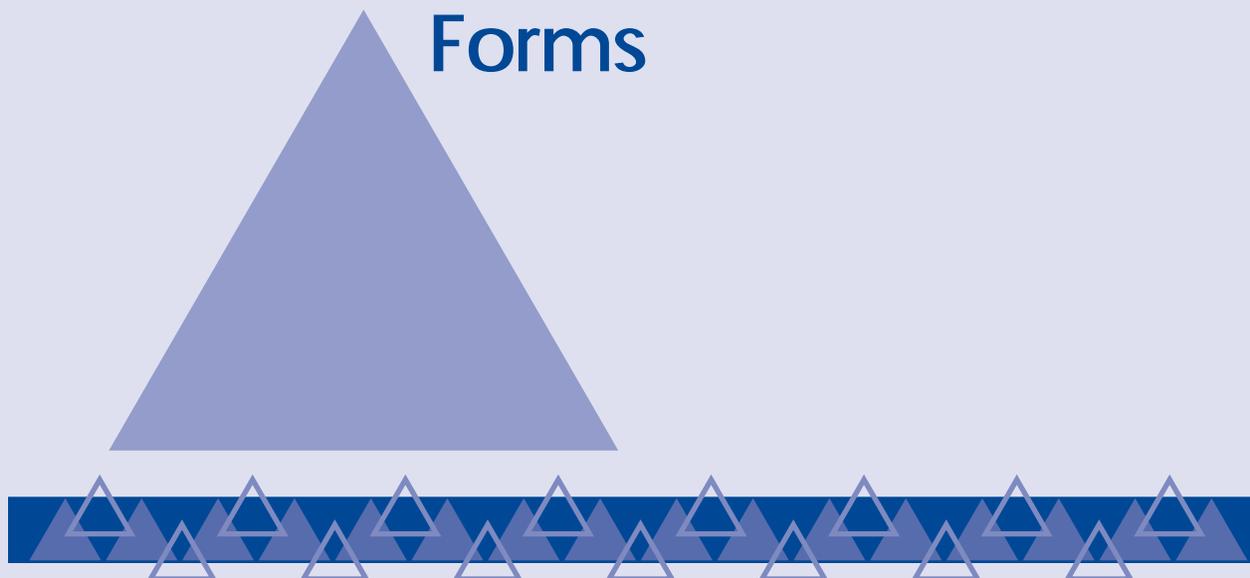
D69	<p>If the respondent has a cough lasting for three or more weeks, then ask:</p> <p>Did you go to the clinic for these symptoms?</p> <p>If YES ask:</p> <p>How many times did you go to the clinic?</p> <p>IF NO COUGH, ENTER 99.</p> <p>If YES, ask:</p> <p>Have you been asked to give a sputum sample at the clinic?</p>	<p>A. YES 1 NO 2 NO COUGH 9</p> <p>B. Number of visits to clinic ____ ____</p> <p>C. YES 1 NO 2 DID NOT GO TO CLINIC 8 NO COUGH 9</p>
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▲ If the person answered “no” to “cough lasting three weeks or more” in question D67, do not read D69 to the respondent.

However, be sure to circle code 9 for “NO COUGH” in D69A for the question about going to a clinic, enter “9 9” in the blank spaces after “Number of visits to clinic,” and enter code 9 for “NO COUGH” for the question about giving a sputum sample (D69C).

If the respondent answered “yes” to “cough lasting three or more weeks” in question D67, ask D69A, starting with: “Did you go to the clinic for these symptoms?” Circle the appropriate answer. Continuing with D69B, ask: “How many times did you go to the clinic?” Fill in the number in the corresponding blanks of D69B. Finally, ask D69C: “Have you been asked to give a sputum sample at the clinic?” Circle the appropriate answer for D69C.

Forms



Adapting PLACE Questionnaires

Prior to beginning interviewer training, the questionnaires (Forms A-D) need to be adapted to the local context in which they will be used. This process includes adding locally appropriate names and codes and translating the questionnaires into local languages when appropriate.

For the forms provided in this manual (available in the manual's CD-ROM as Microsoft Word documents and shown on the following pages), the passages and codes that need to be adapted are indicated by text appearing between the caret marks (between “<” and “>”). All adaptations to the questionnaires need to be reflected in the Interviewer Guide as well, which is also available on the CD-ROM, and appears in the previous section of this manual.

All questionnaires should take into account the strategy decisions made by the steering committee in Step 1 regarding key populations, indicators, and programs for which coverage indicators are needed. The forms that follow currently indicate one priority prevention area (PPA) with three zones. When revising the forms for a specific study, the number of PPAs and zones should be revised accordingly. Questionnaires appear in the following order:

- ▲ Community Informant Questionnaire (Form A)
- ▲ Venue and Event Report (Form B)
- ▲ Venue Verification Form (Form C)
- ▲ Questionnaire for Individuals Socializing at Venues (Form D)

The following is a summary of questionnaire adaptations (Step 1.6):

Community Informant Questionnaire (Form A)

A1 must be changed to the actual name of the PPA where interviews are to be conducted. If the same questionnaire is used in several PPAs, a list of the PPAs can be included with separate codes for each one.

A2 must be changed to reflect the geographic regions where interviews will take place. Each PPA must be divided into common sections that will be familiar to all study participants. These sections are called zones. Insert the zone names in each PPA. The zones will not change throughout the study. Each zone will be assigned a number (or code) that will be used to identify the zone. This number must be identical on all questionnaires.

A6 is a list of types of community informants. Look closely at the list and decide if there are any other types of people who are likely to be important community informants in the PPA. Insert additional types of community informants where it says “<other locally appropriate>” and delete the phrase. (The phrase “<other locally appropriate>” should also be deleted if no other PPAs are added.)

The informed consent paragraph requires completion, including the organization that approved the study, where the completed questionnaires will be stored, and the name and contact details of the field coordinator.

The minimum age for participation, usually 18, must be inserted in the consent paragraph. If it is different from 18, the note in A7 must be changed to the actual age of eligibility.

A9 needs to be adapted to include questions on any sub-group identified as important in the local epidemic. For example, it may be important to find places where specific groups of people – youth, for example – meet new sexual partners in the area. Consequently, the question “Where do youth meet new sexual partners in this area?” might be added. Other example questions are included on the questionnaires. They should be deleted if the steering committee has decided not to ask them.

A10 will need to be changed depending on how many PPAs may be relevant for persons who report venues. There needs to be a line that reads: “Venues Inside...” for each PPA in the study.

Venue and Event Report (Form B)

B5 will need to be changed to include the names of all the zones in each PPA as well as areas near to the PPA that are likely to be named. The zones listed for inside the PPA must be identical in name, order, and number to the zones listed in A2.

B7 is a list of types of venues. Look closely at the list and decide if there are any other types of sites that are likely to be common in the PPA. Insert additional types of venues in place of the phrase that says “<other local>.” More than one additional type may be added. If not adding any, delete “<other local>” from the list.

Venue Verification Form (Form C)

C1 must be changed to include the name of the PPA.

C3 must be changed to include the actual names of all zones within each PPA, in addition to the names of common zones near to each PPA that are likely to be named. The zones listed for inside the PPA must be identical in name, order, and number to the zones listed in A2 and B5.

C13 must be identical to the list of venues in B7.

The informed consent paragraph will need to be changed in the same way as the consent was revised in Form A. The only difference might be the age of eligibility.

C20 may be changed to include more activities.

C24 may need to be changed to reflect additional busy times of the year.

Question C28 is designed to aid in sampling. DO NOT change the question at all. (The coding has been intentionally designed to go 1, 2, 4, 6, etc. to reflect the number of people at the venue.)

C30 and C31 need to be adapted to include the names of each PPA.

C35 needs to be changed to include any local HIV/AIDS education efforts. If there aren't any, delete “<add other local>” from the list. (During follow-up studies, key components of any local intervention program should be included in C35.)

Questionnaire for Individuals Socializing at Venues (Form D)

D1 must be changed to the actual name of the PPA where interviews are conducted.

D5 must be changed to include the names of all zones within each PPA, in addition to names of common zones near PPAs that are likely to be named. The zones listed inside a PPA must be identical in name, order, and number to the corresponding zones listed in A2, B5, and C3.

D10 may need to include an indication whether the person being interviewed is in addition to the usual sample needed to obtain a minimum number of interviews for a key population of interest (this is called oversampling). If you choose to oversample sex workers for example, add an indicator to D10 showing that the respondent is being interviewed as part of an oversample of sex workers.

The informed consent paragraph will need to be changed to be consistent with revisions in Form A and Form C. The only difference might be the age of eligibility. The PLACE method typically involves interviews with people aged 15 or older. However, some ethical review boards may require a different age range, such as only interviewing people who are aged 18 or older. If the age of eligibility does not include people aged 15-17, then D13 will need to be changed accordingly, as well as the NOTE below D13.

D16 must have the geographic codes inserted. The same codes used in A2, B5, C3, and C29 must be used here. Be sure to include codes for zones outside the PPA.

D33, D35, and D36 need to have the month and year inserted that marks one year prior to the date of the interview.

For D51, particularly for follow-up assessments, include key components of any local intervention programs. For example, if there is a local intervention that uses peer health educators singing songs to convey messages, a question might ask: “Have you ever heard a group of peer health educators singing songs in this community?” IF YES, “What were the songs about?”

D55 requires local levels of schooling.

D62-D69 are optional questions about injection drug use or tuberculosis. If not asking them, delete them from the end of questionnaire. If being included, insert them following D61.

This questionnaire can be finalized by translation into local languages, adding locally-appropriate types of community informants in A6, providing missing information in the spaces provided, and providing locally appropriate names and codes where indicated by text appearing between “<” and “>.” The unrevised questionnaire provides one priority prevention area (PPA) with three zones. This should be revised according to the needs of the local study.

COMMUNITY INFORMANT QUESTIONNAIRE

No.	Questions	Coding categories
A1	Priority Prevention Area	<Name of priority prevention area> 1
A2	Location of Interview in <name of priority prevention area>.	<Name of ZONE 1> 1 <Name of ZONE 2> 2 <Name of ZONE 3> 3
A3	A. Interviewer Number B. Community Informant Number	A. ____ B. ____
A4	Date (DD,MM,YYYY)	(DAY)____/(MONTH)____/(YEAR)_____
A5	Gender of Community Informant	MALE 1 FEMALE 2
A6	TYPE OF COMMUNITY INFORMANT: OCCUPATIONS IN CONTACT WITH PEOPLE SOCIALIZING Taxi driver 01 Truck driver 02 Mobile hawker/street vendor 03 Other migrant and mobile workers 04 Mechanics/petrol stations attendants 05 Bar, tavern, club worker/manager 06 Hotel or tourism worker/manager 07 Security guards, cleaners 08 Hairdresser, barber 09 Beer/liquor store owner 10 <OTHER LOCALLY APPROPRIATE> 11 < OTHER LOCALLY APPROPRIATE> 12 <u>Community Leaders</u> Mayor/chief/community leader 20 CBO/NGO staff 21 Teacher 22 Police / military officer 23 Health care worker 24	ENTER CODE:____ <u>Community Leaders Continued</u> Traditional healers 25 Church worker 26 <OTHER LOCAL> 27 <u>Behavioral and Socio-Demographic</u> STI patient 30 Individual socialising at venue 31 Sex worker 32 Beach boys/gigolos 33 Youth in school 34 Youth out of school 35 Street people 36 Unemployed 37 Injection drug user 38 <OTHER LOCAL> 39 Other 98

No.	Questions	Coding categories
<p>READ: Hello. I am working on a study approved by <name of district AIDS committee or other organization>. We want to talk to people like you who know about this community and ask you a few questions. The purpose of the study is to identify where better health programs are needed in this area in order to prevent the further spread of diseases that are transmitted by sex. We need to know the names and locations of places where you think people meet new lovers, boyfriends, girlfriends, or one-night sexual partners. People who are at these places may be especially in need of educational programs. We do not want to know the names of any private residences. We are just interested in public places. If you tell us the names of a few places, then we will visit those places to see if they would benefit from a health outreach program. Telling us the names and locations of these places should take between five and 15 minutes.</p> <p>We do not want to know your name or any information about yourself that could identify you. This is an anonymous questionnaire. You will not be contacted in the future. Your answers cannot be linked back to you. The questionnaires will be kept at <name of location> in a locked cabinet. The only people who will see the questionnaires are people working on this study. Some people feel anxious or embarrassed when asked these questions. Your participation is completely voluntary and you may decline to answer any specific question or completely refuse to participate. We would greatly appreciate your help in responding to these questions, even though we are not able to financially compensate you for your time. You may not personally benefit directly from this study, but the results will be used to improve health programs in this area. An ethical review board has approved this study. If you have any questions you can ask the field coordinator <name of field coordinator>. She can be reached at <telephone number>. We want to talk with people aged <age of eligibility> and older.</p>		
A7	<p>How old are you?</p> <p>RECORD AGE. STOP INTERVIEW IF RESPONDENT IS YOUNGER THAN 18.</p>	<p>AGE IN YEARS: ___ ___</p>
A8	<p>Are you willing to answer a few questions? *IF NO OR RESPONDENT TOO YOUNG, STOP INTERVIEW.</p>	<p>YES 1 NO 2 RESPONDENT TOO YOUNG 3</p>
<p>READ: We want to know where people meet new persons with whom they have sex. This includes new lovers, new boyfriends and new girlfriends. This includes places where people find a sexual partner for one night as well as places where people meet someone they will know for a long time. Knowing where these places are will help us plan health education programs there. Places can be indoor locations where people socialize such as bars and churches; outdoor locations such as parks and street corners; and places that are actually events such as weddings or community festivals. We are not interested in private places such as someone's home. We want to know about public indoor and outdoor places and events.</p>		

No.	Questions	Coding categories
A9	<p>ASK EVERYONE: First let's talk about places that are close by, within a 10-minute walk of here. Could you tell me a few public places where people meet new lovers, boyfriends, girlfriends, or one-night partners within a 10-minute walk of here?</p> <p>WRITE EACH PLACE NAMED ON THE LIST IN A11. FILL OUT A VENUE AND EVENT REPORT FORM (FORM B) FOR EACH PLACE LISTED. DO NOT RECORD MORE THAN 10 PLACES.</p> <ul style="list-style-type: none"> ▪ NEXT: Now let's talk about places that are further away. Where else do people from here meet new lovers, boyfriends, girlfriends, and one-night partners? ▪ NEXT: Anywhere else? ▪ NEXT: Where do <key populations identified as important in local epidemic> meet new sexual partners? For example: Where do <newcomers> meet new lovers in <name of priority prevention area>? Where do <youth> meet new lovers? Where do <sex workers> solicit clients? Where do <gay men> find new sexual partners? Where do <travelers> find new sexual partners? 	
A10	<p>NUMBER OF PLACES NAMED THAT ARE:</p> <p>NOTE: IF MORE THAN ONE PPA, ADAPT TO INCLUDE SEPARATE LINES FOR VENUES INSIDE EACH PPA</p>	<p>A. VENUES INSIDE THIS PPA: ___ ___</p> <p>B. VENUES OUTSIDE THIS PPA : ___ ___</p> <p>C. EVENTS INSIDE PPA: ___ ___</p> <p>D. EVENTS OUTSIDE PPA: ___ ___</p>

A11: LIST OF VENUES AND EVENTS

LIST EACH VENUE OR EVENT NAMED BY THE COMMUNITY INFORMANT HERE. AFTER RECORDING ALL OF THE PLACES, FILL OUT A VENUE REPORT FORM FOR EACH PLACE NAMED. IF YOU HAVE FIVE PLACES NAMED, YOU NEED TO FILL OUT FIVE VENUE AND EVENT REPORTS (FORM B). IF YOU HAVE 10 PLACES NAMED, YOU MUST FILL OUT 10 VENUE AND EVENT REPORTS (FORM B). THIS REQUIRES ASKING THE RESPONDENT ADDITIONAL QUESTIONS ABOUT EACH PLACE NAMED. NOTE: THIS LIST DOES NOT NEED TO BE KEYED.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

This form can be finalized by translation into local languages and adding locally appropriate types of venues in B7. Passages between “<” and “>” should be revised. The form assumes one PPA with three zones, to be revised as needed.

VENUE AND EVENT REPORT

No.	Questions	Coding categories
B1	Interviewer Number / Community Informant Number THESE NUMBERS SHOULD BE THE SAME AS THE NUMBERS IN A3.	____ / ____ ____
B2	Date (Day, Month, Year)	____ / ____ / ____ ____
B3	Name of venue or event: _____ If event, where and when does event occur?	
B4	Is this venue called by any other name? Additional names of venue:	
B5	Where is this venue located? Geographic Code Where Venue is Located.	<name of ZONE 1> 1 <name of ZONE 2> 2 <name of ZONE 3> 3 OUTSIDE THIS PPA 9
B6	What is the address of the venue and how can I find it? (BE VERY DETAILED)	

No.	Questions	Coding categories
B7	<p>What type of venue is this?</p> <p>TYPE OF VENUE:</p> <p><u>Eating/Drinking/Dancing/Sleeping Places</u></p> <p>Informal bar, home brew 01</p> <p>Formal bar, tavern 02</p> <p>Nightclub 03</p> <p>Gay bar 04</p> <p>"X-rated" "adults-only" go-go club, massage Parlor, porno shop 05</p> <p>Brothel 06</p> <p>Hotel, bed and breakfast, hostel 07</p> <p>Overnight truck stop 08</p> <p>Restaurant 09</p> <p><OTHER LOCAL> 10</p> <p>Other eating/drinking/sleeping 11</p> <p><u>Hidden/Private/Abandoned Areas</u></p> <p>Unused house/crack house 40</p> <p>Private dwelling 41</p> <p>Abandoned yard, field, "bush" 42</p> <p>Public toilet 43</p> <p><OTHER LOCAL> 44</p> <p>Other hidden, private 45</p>	<p>ENTER CODE: ____</p> <p><u>Transportation/Public/Commercial Areas</u></p> <p>Bus, train, metro stop or station 20</p> <p>Truck stop 21</p> <p>Taxi Stand 22</p> <p>Port, Harbor 23</p> <p>Beach 24</p> <p>Street or Street Corner 25</p> <p>Parks 26</p> <p>Markets 27</p> <p>Church/temple /mosque 28</p> <p>Nearby or on school, university campus 29</p> <p>Sports venue 30</p> <p>Store 31</p> <p>Convenient store 32</p> <p>Liquor store 33</p> <p>Mall, shopping center 34</p> <p>Tourist attraction 35</p> <p>Construction site 36</p> <p><OTHER LOCAL> 37</p> <p>Other transportation, public, commercial 38</p> <p><u>Events</u></p> <p>Concert, festival, cultural show 50</p> <p>Spring break, holidays 51</p> <p>Wedding 52</p> <p>Funeral 53</p> <p>Harvest season 54</p> <p>Sports events 55</p> <p><OTHER LOCAL> 56</p> <p>Other events 57</p>

This questionnaire can be finalized by translation into local languages, repeating the types of venues used on the Venue and Event Report (Form B) in question B7, and specifying locally appropriate text and codes. (See text appearing between “<” and “>” for places that require adaptation.)

VENUE VERIFICATION FORM

No.	Questions	Coding categories
<p>THE FIELD COORDINATOR COMPLETES C1-C5 BASED ON THE VENUE AND EVENT REPORT (FORM B) FOR THE VENUE</p>		
C1	Name of Priority Prevention Area	<Name of priority prevention area> 1
C2	Unique Venue Number	Venue Number: ____ _
C3	Location of Venue	<p>IN THIS PPA, <name of ZONE 1> 1 IN THIS PPA, <name of ZONE 2> 2 IN THIS PPA, <name of ZONE 3> 3 IN <NAME OF DISTRICT> BUT NOT IN THIS PPA 4 IN <NAME OF PROVINCE/STATE> BUT NOT THIS DISTRICT 5</p>
C4	How Many Community Informants Reported This Venue	____ _
C5	<p>A. Name of Venue Per Community Informant: _____ B. Address Per Community Informant:</p>	
<p>C6-C14 SHOULD BE COMPLETED BY THE INTERVIEWER BEFORE THE INTERVIEW</p>		
C6	Interviewer Gender	<p>MALE 1 FEMALE 2</p>
C7	Interviewer Number	____ _
C8	Date (DD/MM/YYYY)	(Day) ____ / (Month) ____ / (Year) ____ _
C9	Time of day (24 HOUR CLOCK)	A. (Hour) ____ : B. (Minutes) ____
C10	Was the venue found?	<p>YES AND VENUE IN OPERATION 1 YES BUT VENUE CLOSED TEMPORARILY 2 VENUE CLOSED PERMANENTLY OR NO LONGER A VENUE 3 ADDRESS INSUFFICIENT, VENUE NOT FOUND 4 DUPLICATE VENUE, VENUE ALREADY VISITED 5</p>
<p>IF VENUE NOT FOUND OR NOT IN OPERATION (C10 ≠ 1) THEN STOP.</p>		

No.	Questions	Coding categories
C11	What is the proper name and correct venue address? A. NAME: _____ B. CORRECT ADDRESS: _____	
C12	GPS Coordinates	A. Latitude: _____ B. Longitude: _____
C13	What type of venue is this? TYPE OF VENUE: <u>Eating/Drinking/Dancing/Sleeping Places</u> Informal bar, home brew 01 Formal bar, tavern 02 Nightclub 03 Gay bar 04 "X-rated" "adults-only" go-go club, massage parlor, porno shop 05 Brothel 06 Hotel, bed and breakfast, hostel 07 Overnight truck stop 08 Restaurant 09 <OTHER LOCAL> 10 Other eating/drinking/sleeping 11 <u>Hidden/Private/Abandoned Areas</u> Unused house/crack house 40 Private dwelling 41 Abandoned yard, field, "bush" 42 Public toilet 43 <OTHER LOCAL> 44 Other hidden, private 45	ENTER CODE: ____ <u>Transportation/Public/Commercial Areas</u> Bus, train, metro stop or station 20 Truck stop 21 Taxi stand 22 Port, harbor 23 Beach 24 Street or street corner 25 Parks 27 Markets 27 Church/temple/mosque 28 Nearby or on school, university campus 29 Sports venue 30 Store 31 Convenient store 32 Liquor store 33 Mall, shopping center 34 Tourist attraction 35 Construction site 36 <OTHER LOCAL> 37 Other transportation, public, commercial 38 <u>Events</u> Concert, festival, cultural show 50 Spring break, holidays 51 Wedding 52 Funeral 53 Harvest season 54 Sports events 55 <OTHER LOCAL> 56 Other Events 57
THE INTERVIEWER SHOULD IDENTIFY SOMEONE KNOWLEDGEABLE ABOUT THIS VENUE AND THEN COMPLETE THE REST OF THIS QUESTIONNAIRE.		
C14	Gender of respondent	MALE 1 FEMALE 2
C15	Position at the venue	OWNER, MANAGER, STAFF 1 PATRON 2 OTHER 3

No.	Questions	Coding categories
<p>READ: Hello. I am working on a study approved by <name of organization>. We want to ask people who know about this community a few questions. We are talking with hundreds of people. The purpose of the study is to identify where health programs are needed to prevent the spread of infectious diseases. I would like to ask you about activities that occur here, people who come here, and whether you are interested in having health information here. The interview should take 20 to 30 minutes. I won't ask your name or any other identifying information. Some people feel anxious or embarrassed when asked these questions. Your participation is completely voluntary and you may decline to answer any question or completely refuse to participate. We appreciate your help, even though we are not able to financially compensate you. You may not personally benefit directly from this study, but the results will be used to plan new health programs for this area. This is what we will do with the information you give us. Your answers will be recorded on this questionnaire. Your name will not be recorded anywhere and we won't ask any personal information about you. The questionnaires will be kept at <name of implementing organization> in a locked cabinet. The only people who will see the questionnaires are people working on this study. An ethical review board has reviewed this study. If you have any questions you can ask the field coordinator, <name of coordinator>, who can be reached at <telephone number>.</p>		
C16	<p>How old are you?</p> <p>IF RESPONDENT IS YOUNGER THAN <AGE OF ELIGIBILITY>, END INTERVIEW AND FIND AN OLDER PERSON KNOWLEDGEABLE ABOUT THE VENUE.</p> <p>IF RESPONDENT IS <AGE OF ELIGIBILITY> OR OLDER, ASK: Are you willing to answer these questions?</p>	<p>A. AGE: ____</p> <p>B. YES, WILLING 1 NO, NOT WILLING 2</p>
<p>RECORD IN C17 WHETHER THE INTERVIEW CAN CONTINUE ON TO C18. C17 CANNOT BE LEFT BLANK.</p>		
C17	<p>WAS AN INTERVIEW INITIATED?</p> <p>IF NO, WHY NOT?</p>	<p>YES 1 NO BECAUSE: NO WILLING RESPONDENT 2 ALL POTENTIAL RESPONDENTS TOO YOUNG 3</p>
<p>READ: Now let's start the interview. First I will ask you about this venue.</p>		
C18	<p>How many years has this venue been in operation?</p>	<p>< 1 YEAR 1 1-2 YEARS 2 MORE THAN 2 YEARS 3 NOT APPLICABLE 9</p>
C19	<p>How many men and women usually work here during a busy day from opening until closing, including yourself if you are one of the staff?</p> <p>PROBE CAREFULLY. DO NOT LEAVE BLANK.</p>	<p>A. MALE STAFF: ____</p> <p>B. FEMALE STAFF: ____</p>

No.	Questions	Coding categories																																																				
C20	<p>What types of activities take place here?</p> <p>READ LIST</p> <p>CIRCLE ONE CODE FOR EACH ACTIVITY</p>	<table border="0"> <thead> <tr> <th colspan="2"></th> <th colspan="2" style="text-align: right;">YES NO</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>People buy food and eat</td> <td>1</td> <td>2</td> </tr> <tr> <td>B.</td> <td>People socialize for an hour or more</td> <td>1</td> <td>2</td> </tr> <tr> <td>C.</td> <td>People can buy beer/alcohol to consume on-site</td> <td>1</td> <td>2</td> </tr> <tr> <td>D.</td> <td>People bring beer/alcohol to consume</td> <td>1</td> <td>2</td> </tr> <tr> <td>E.</td> <td>TV viewing</td> <td>1</td> <td>2</td> </tr> <tr> <td>F.</td> <td>VCR or CD video viewing</td> <td>1</td> <td>2</td> </tr> <tr> <td>G.</td> <td>Explicit sex videos shown</td> <td>1</td> <td>2</td> </tr> <tr> <td>H.</td> <td>Individual/group or couple dancing</td> <td>1</td> <td>2</td> </tr> <tr> <td>I.</td> <td>Exotic or go-go dancing</td> <td>1</td> <td>2</td> </tr> <tr> <td>J.</td> <td>Live music</td> <td>1</td> <td>2</td> </tr> <tr> <td>K.</td> <td>Recorded music</td> <td>1</td> <td>2</td> </tr> <tr> <td>L.</td> <td>Live DJ</td> <td>1</td> <td>2</td> </tr> </tbody> </table>			YES NO		A.	People buy food and eat	1	2	B.	People socialize for an hour or more	1	2	C.	People can buy beer/alcohol to consume on-site	1	2	D.	People bring beer/alcohol to consume	1	2	E.	TV viewing	1	2	F.	VCR or CD video viewing	1	2	G.	Explicit sex videos shown	1	2	H.	Individual/group or couple dancing	1	2	I.	Exotic or go-go dancing	1	2	J.	Live music	1	2	K.	Recorded music	1	2	L.	Live DJ	1	2
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C21	<p>Have you seen used syringes lying around inside or outside of this place in the past three months?</p>	<table border="0"> <thead> <tr> <th colspan="2"></th> <th>YES</th> <th>1</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td>NO</td> <td>2</td> </tr> </tbody> </table>			YES	1			NO	2																																												
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C22	<p>I have been told that people meet sexual partners at places like this. In your opinion.....</p> <p>READ LIST</p>	<table border="0"> <thead> <tr> <th colspan="2"></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>Do men meet new female sexual partners here?</td> <td>1</td> <td>2</td> </tr> <tr> <td>B.</td> <td>Do women meet new sexual partners here?</td> <td>1</td> <td>2</td> </tr> <tr> <td>C.</td> <td>Do men meet male (gay) sexual partners here?</td> <td>1</td> <td>2</td> </tr> <tr> <td>D.</td> <td>Does someone on-site help partners hook up/link up?</td> <td>1</td> <td>2</td> </tr> <tr> <td>E.</td> <td>Do female sex workers solicit customers here?</td> <td>1</td> <td>2</td> </tr> <tr> <td>F.</td> <td>Do people have sex here at the venue?</td> <td>1</td> <td>2</td> </tr> <tr> <td>G.</td> <td>Do female staff meet new sexual partners here?</td> <td>1</td> <td>2</td> </tr> <tr> <td>H.</td> <td>Do male staff meet new sexual partners here?</td> <td>1</td> <td>2</td> </tr> </tbody> </table>			YES	NO	A.	Do men meet new female sexual partners here?	1	2	B.	Do women meet new sexual partners here?	1	2	C.	Do men meet male (gay) sexual partners here?	1	2	D.	Does someone on-site help partners hook up/link up?	1	2	E.	Do female sex workers solicit customers here?	1	2	F.	Do people have sex here at the venue?	1	2	G.	Do female staff meet new sexual partners here?	1	2	H.	Do male staff meet new sexual partners here?	1	2																
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C23	<p>Where do people socialize here?</p> <p>READ LIST.</p>	<table border="0"> <tbody> <tr> <td>ONLY INDOORS</td> <td>1</td> </tr> <tr> <td>ONLY OUTDOORS</td> <td>2</td> </tr> <tr> <td>BOTH INDOORS AND OUTDOORS</td> <td>3</td> </tr> <tr> <td>NEITHER INDOORS OR OUTDOORS</td> <td>4</td> </tr> </tbody> </table>	ONLY INDOORS	1	ONLY OUTDOORS	2	BOTH INDOORS AND OUTDOORS	3	NEITHER INDOORS OR OUTDOORS	4																																												
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C24	<p>What are the busiest times of the year here at this venue?</p> <p>READ OPTIONS</p>	<table border="0"> <thead> <tr> <th colspan="2"></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>School holidays</td> <td>1</td> <td>2</td> </tr> <tr> <td>B.</td> <td>Public holidays</td> <td>1</td> <td>2</td> </tr> <tr> <td>C.</td> <td>End of month</td> <td>1</td> <td>2</td> </tr> <tr> <td>D.</td> <td>Now is a busy time of year</td> <td>1</td> <td>2</td> </tr> <tr> <td>E.</td> <td><ADD OTHER LOCAL></td> <td>1</td> <td>2</td> </tr> </tbody> </table>			YES	NO	A.	School holidays	1	2	B.	Public holidays	1	2	C.	End of month	1	2	D.	Now is a busy time of year	1	2	E.	<ADD OTHER LOCAL>	1	2																												
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C25	<p>We would like to know when the most people are at this venue during a typical week. On which day of the week do the most people visit this venue?</p> <p>CIRCLE CODE FOR ONLY ONE DAY OF THE WEEK (CODE 1-7) UNDER "BUSIEST DAY"</p> <p>On <DAY FROM ABOVE, e.g. "SATURDAY"> when is the busiest time of the day for people to socialize?</p> <p>READ OPTIONS FOR "BUSIEST TIME" AND CIRCLE ONLY ONE CODE (1-4).</p>	<p>A. BUSIEST DAY</p> <table data-bbox="1224 289 1414 575"> <tr><td>Monday</td><td>1</td></tr> <tr><td>Tuesday</td><td>2</td></tr> <tr><td>Wednesday</td><td>3</td></tr> <tr><td>Thursday</td><td>4</td></tr> <tr><td>Friday</td><td>5</td></tr> <tr><td>Saturday</td><td>6</td></tr> <tr><td>Sunday</td><td>7</td></tr> </table> <p>B. BUSIEST TIME</p> <table data-bbox="1019 632 1414 789"> <tr><td>Morning: 6 am–Noon</td><td>1</td></tr> <tr><td>Afternoon: Noon–6 pm</td><td>2</td></tr> <tr><td>Evening: 6 pm–10 pm</td><td>3</td></tr> <tr><td>Late night: 10 pm–6 am</td><td>4</td></tr> </table>	Monday	1	Tuesday	2	Wednesday	3	Thursday	4	Friday	5	Saturday	6	Sunday	7	Morning: 6 am–Noon	1	Afternoon: Noon–6 pm	2	Evening: 6 pm–10 pm	3	Late night: 10 pm–6 am	4						
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C26	<p>Which day of the week is the <u>next</u> most busy?</p> <p>CIRCLE ONLY ONE CODE UNDER "NEXT BUSIEST DAY" (CODE 11-77)</p> <p>On <DAY FROM ABOVE>, when is the busiest time of day for people to socialize?</p> <p>READ OPTIONS AND CIRCLE ONLY ONE CODE (CODE 11-44).</p>	<p>A. NEXT-BUSIEST DAY</p> <table data-bbox="1214 947 1414 1232"> <tr><td>Monday</td><td>11</td></tr> <tr><td>Tuesday</td><td>22</td></tr> <tr><td>Wednesday</td><td>33</td></tr> <tr><td>Thursday</td><td>44</td></tr> <tr><td>Friday</td><td>55</td></tr> <tr><td>Saturday</td><td>66</td></tr> <tr><td>Sunday</td><td>77</td></tr> </table> <p>B. BUSIEST TIME</p> <table data-bbox="1040 1304 1414 1461"> <tr><td>Morning: 6 am–Noon</td><td>11</td></tr> <tr><td>Afternoon: Noon–6 pm</td><td>22</td></tr> <tr><td>Evening: 6 pm–10 pm</td><td>33</td></tr> <tr><td>Late night: 10 pm–6 am</td><td>44</td></tr> </table>	Monday	11	Tuesday	22	Wednesday	33	Thursday	44	Friday	55	Saturday	66	Sunday	77	Morning: 6 am–Noon	11	Afternoon: Noon–6 pm	22	Evening: 6 pm–10 pm	33	Late night: 10 pm–6 am	44						
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C27	<p>Approximately how many people (men and women) are here on the <BUSIEST DAY FROM C25> at <THE BUSIEST TIME FROM C25> ? This includes people who come here to socialize and people who come here for other reasons.</p> <p>PROBE FOR CODE.</p> <p>CIRCLE ONLY ONE CODE</p>	<table data-bbox="721 1524 1446 1810"> <tr><td>TOTAL: < 10</td><td>1</td><td>251-300</td><td>8</td></tr> <tr><td>11-25</td><td>2</td><td>301-350</td><td>9</td></tr> <tr><td>26-50</td><td>3</td><td>351-400</td><td>10</td></tr> <tr><td>51-100</td><td>4</td><td>401-450</td><td>11</td></tr> <tr><td>101-150</td><td>5</td><td>451-500</td><td>12</td></tr> <tr><td>151-200</td><td>6</td><td>501-600</td><td>13</td></tr> <tr><td>201-250</td><td>7</td><td>> 600</td><td>14</td></tr> </table>	TOTAL: < 10	1	251-300	8	11-25	2	301-350	9	26-50	3	351-400	10	51-100	4	401-450	11	101-150	5	451-500	12	151-200	6	501-600	13	201-250	7	> 600	14
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C28	<p>Of these, approximately how many are socializing some or all of the time while they are here?</p> <p>RECORD NUMBER SOCIALIZING.</p> <p>AFTER ENTERING THE TOTAL, CIRCLE CODE FROM 1-20.</p> <p>Of those socializing, how many are men and how many are women?</p> <p>MEN AND WOMEN SHOULD ADD TO TOTAL.</p>	<p>A. CIRCLE CODE CORRESPONDING TO TOTAL:</p> <table border="0"> <tr><td>1-25</td><td>1</td></tr> <tr><td>26-75</td><td>2</td></tr> <tr><td>76-125</td><td>4</td></tr> <tr><td>126-175</td><td>6</td></tr> <tr><td>176-275</td><td>9</td></tr> <tr><td>276-475</td><td>15</td></tr> <tr><td>476-675</td><td>19</td></tr> <tr><td>> 675</td><td>20</td></tr> </table> <p>B. TOTAL NUMBER SOCIALIZING: _____</p> <p>C. MEN SOCIALIZING: _____</p> <p>D. WOMEN SOCIALIZING: _____</p>	1-25	1	26-75	2	76-125	4	126-175	6	176-275	9	276-475	15	476-675	19	> 675	20																																																	
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C29	<p>Where do most of the people who come here to socialize come from?</p> <p>CIRCLE CODE 1 FOR THE AREAS MENTIONED FIRST (WITHOUT PROBES).</p> <p>Where else do patrons come from? Do some patrons come from... READ AREAS NOT MENTIONED ABOVE AND CIRCLE SOME OR NONE FOR EACH ONE.</p>	<table border="0"> <thead> <tr> <th></th> <th>Mentioned</th> <th>Some</th> <th>None</th> </tr> </thead> <tbody> <tr> <td>A. THIS PPA</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>B. ELSEWHERE IN<DIST/PROV></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>C. <Other district/province 1 ></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>D. <Other district/province 2 ></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>E. ELSEWHERE IN COUNTRY</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>F. OUTSIDE THIS COUNTRY</td> <td>1</td> <td>2</td> <td>3</td> </tr> </tbody> </table>		Mentioned	Some	None	A. THIS PPA	1	2	3	B. ELSEWHERE IN<DIST/PROV>	1	2	3	C. <Other district/province 1 >	1	2	3	D. <Other district/province 2 >	1	2	3	E. ELSEWHERE IN COUNTRY	1	2	3	F. OUTSIDE THIS COUNTRY	1	2	3																																					
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<p>READ: We would like some information on the type of women and men who come here to socialize during your busiest times. For each characteristic, tell me if none, less than half, half or more, or all of the men or women have the characteristic. Let's begin with the characteristics of the women.</p>																																																																			
C30	<p>How many <u>women</u> who come here during busiest times:</p> <p>A. Live in <name of this PPA></p> <p>B. Are secondary or high school students</p> <p>C. Are unemployed</p> <p>D. Are university/college students</p> <p>E. Are less than age 18</p> <p>F. Live within a 10-minute walk of here</p> <p>G. Come here at least once a week</p> <p>H. Are from outside <name of district/province></p> <p>I. Drink alcohol here</p> <p>J. Find a new sexual partner here</p> <p>K. Appear to be injection drug users</p> <p>L. Appear to be selling or buying sex</p>	<table border="0"> <thead> <tr> <th></th> <th>NONE</th> <th>< HALF</th> <th>≥HALF</th> <th>ALL</th> </tr> </thead> <tbody> <tr><td>A.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>B.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>C.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>D.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>E.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>F.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>G.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>H.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>I.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>J.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>K.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>L.</td><td>0</td><td>1</td><td>2</td><td>3</td></tr> </tbody> </table>		NONE	< HALF	≥HALF	ALL	A.	0	1	2	3	B.	0	1	2	3	C.	0	1	2	3	D.	0	1	2	3	E.	0	1	2	3	F.	0	1	2	3	G.	0	1	2	3	H.	0	1	2	3	I.	0	1	2	3	J.	0	1	2	3	K.	0	1	2	3	L.	0	1	2	3
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C34	<p>What is the name of a second location popular with the patrons who come here?</p> <p>Where is it located?</p> <p>What type of place is it?</p>	<p>A. NAME OF SECOND VENUE: _____</p> <p>B. LOCATION: IN THIS PPA 1 IN THIS DISTRICT/PROVINCE 2 IN OTHER DISTRICT/PROVINCE (C. SPECIFY): _____ 3 OUTSIDE OF COUNTRY 97 NO SECOND VENUE NAMED 99</p> <p>D. VENUE TYPE:</p> <table style="width: 100%; border: none;"> <tr><td style="padding-left: 40px;">Informal Bar, Home Brew</td><td style="text-align: right;">1</td></tr> <tr><td style="padding-left: 40px;">Formal Bar, Tavern, Nightclub</td><td style="text-align: right;">2</td></tr> <tr><td style="padding-left: 40px;">Brothel</td><td style="text-align: right;">3</td></tr> <tr><td style="padding-left: 40px;">Hotel, Hostel, Dormitory</td><td style="text-align: right;">4</td></tr> <tr><td style="padding-left: 40px;">Restaurant</td><td style="text-align: right;">5</td></tr> <tr><td style="padding-left: 40px;">Bus, Train, Metro, Taxi, Truck Stop</td><td style="text-align: right;">6</td></tr> <tr><td style="padding-left: 40px;">Street</td><td style="text-align: right;">7</td></tr> <tr><td style="padding-left: 40px;">Mall, Shopping Center</td><td style="text-align: right;">8</td></tr> <tr><td style="padding-left: 40px;">Abandoned Yard, Field, Bush</td><td style="text-align: right;">9</td></tr> <tr><td style="padding-left: 40px;">Other (E. Specify): _____</td><td style="text-align: right;">10</td></tr> <tr><td style="padding-left: 40px;">No Venue Named</td><td style="text-align: right;">99</td></tr> </table> <p>F. UNIQUE VENUE NUMBER (FILLED IN BY COORDINATOR): _____</p>	Informal Bar, Home Brew	1	Formal Bar, Tavern, Nightclub	2	Brothel	3	Hotel, Hostel, Dormitory	4	Restaurant	5	Bus, Train, Metro, Taxi, Truck Stop	6	Street	7	Mall, Shopping Center	8	Abandoned Yard, Field, Bush	9	Other (E. Specify): _____	10	No Venue Named	99					
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C35	<p>Have there ever been any HIV/AIDS prevention activities here at this location?</p> <p>Has there been any...</p> <p>READ LIST</p>	<table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">YES</th> <th style="text-align: center;">NO</th> </tr> </thead> <tbody> <tr><td>A. Any HIV/AIDS prevention?</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> <tr><td>B. Educational talk on HIV/AIDS?</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> <tr><td>C. Peer health education program?</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> <tr><td>D. Condom promotion?</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> <tr><td>E. HIV/AIDS video shown at this location?</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> <tr><td>F. HIV/AIDS radio program broadcast?</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> <tr><td>G. HIV/AIDS posters or leaflets?</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> <tr><td>H. < ADD OTHER LOCAL ></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> </tbody> </table>		YES	NO	A. Any HIV/AIDS prevention?	1	2	B. Educational talk on HIV/AIDS?	1	2	C. Peer health education program?	1	2	D. Condom promotion?	1	2	E. HIV/AIDS video shown at this location?	1	2	F. HIV/AIDS radio program broadcast?	1	2	G. HIV/AIDS posters or leaflets?	1	2	H. < ADD OTHER LOCAL >	1	2
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C36	<p>In the past year, how often have condoms been available here?</p>	<p style="text-align: right;">ALWAYS 1</p> <p style="text-align: right;">SOMETIMES 2</p> <p style="text-align: right;">NEVER 3</p>																											
C37	<p>Are there any condoms here today?</p> <p>IF YES, Ask: Can I see one?</p>	<p style="text-align: right;">YES, BUT YOU DID NOT SEE ONE 1</p> <p style="text-align: right;">YES, AND A CONDOM WAS SEEN 2</p> <p style="text-align: right;">NO 3</p>																											
C38	<p>In the past four weeks, have any condoms been sold from here or taken freely?</p>	<p style="text-align: right;">YES, SOLD 1</p> <p style="text-align: right;">YES, TAKEN FREELY 2</p> <p style="text-align: right;">YES, BOTH SOLD AND TAKEN FREELY 3</p> <p style="text-align: right;">NO 4</p>																											

FORM C

No.	Questions	Coding categories
C39	Is it possible to get a condom within 10 minutes of this place at night?	YES 1 NO 2 DON'T KNOW 8
C40	Now we would like to talk about the possibility of having an AIDS prevention activity at this venue. This could include a poster, a meeting, a video, or a visit from a health outreach worker. Would you be willing to have some type of AIDS prevention program here?	YES 1 NO 2 DON'T KNOW 8
C41	Would you be willing to sell condoms here?	YES 1 NO 2 ALREADY SELLING 3 NOT POSSIBLE DUE TO TYPE OF VENUE 9
C42	INTERVIEWER OBSERVATION: Evidence of HIV/AIDS prevention activities noted by interviewer at the venue. RECORD THE NUMBER YOU SEE	A. NUMBER OF HIV/AIDS POSTERS DISPLAYED ____ B. NUMBER OF HIV/AIDS BROCHURES AT VENUE ____ C. NUMBER OF CONDOMS VISIBLE ____ D. NUMBER OF USED SYRINGES LYING AROUND ____

READ: Thank you for your participation!

FORM D

This questionnaire can be finalized by translation into local languages and adding any additional locally appropriate questions. The unrevised form provides one PPA and three zones. Other PPAs and zones should be added as required by the study. See text between “<” and “>” for places that require adaptation.

QUESTIONNAIRE FOR INDIVIDUALS SOCIALIZING AT VENUES

No.	Questions	Coding categories
D1	Name of Priority Prevention Area	<name of priority prevention area> 1
D2	Interviewer Number Interviewer Gender	A. INTERVIEWER NUMBER ____ B. MALE INTERVIEWER 1 FEMALE INTERVIEWER 2
D3	Name of Venue:	
D4	Unique Venue Number	Venue Number: ____
D5	Location of Venue CIRCLE A GEOGRAPHIC CODE	IN <NAME OF PPA, NAME OF ZONE 1> 1 IN <NAME OF PPA, NAME OF ZONE 2> 2 IN <NAME OF PPA, NAME OF ZONE 3> 3 IN THIS DISTRICT BUT NOT IN <THIS PPA> 4 IN <PROVINCE/STATE> BUT NOT <DISTRICT> 5
D6	Date (DD/MM/YYYY)	(Day)____ / (Month)____/(Year)____
D7	Day of the week	MONDAY 1 TUESDAY 2 WEDNESDAY 3 THURSDAY 4 FRIDAY 5 SATURDAY 6 SUNDAY 7
D8	Time of day (24 hour clock)	A (Hour) ____ : B (Minutes) ____
D9	Number socializing at venue at this time COUNT ALL MEN AND WOMEN SOCIALIZING INSIDE AND OUTSIDE AND RECORD ON LINES PROVIDED.	A. MEN: _____ B. WOMEN: _____
D10	Individual Interview Number	Individual Interview Number: ____
D11	Gender of respondent	MALE 1

FORM D

No.	Questions	Coding categories
FEMALE 2		
<p>READ: Hello. I am working on a study approved by <name of organization>. We want to talk to people like you who know about this community and ask you a few questions. The purpose of the study is to identify where better health programs are needed in this area in order to prevent the spread of diseases that are transmitted by sex. We would like to ask you a few questions to get the information necessary to plan the programs. I would like to ask you some questions about your behavior, including your sexual behavior. The interview should take between 20 and 30 minutes of your time and you will not be contacted in the future. We will not ask you for your name. Your answers are confidential and cannot be linked back to you. The questionnaires will be kept at the <name of implementing organization> in a locked cabinet. The only people who will see the questionnaires are people working on this study. Some people feel anxious or embarrassed when asked questions about their behavior. Your participation is completely voluntary and you may decline to answer any specific question or completely refuse to participate. We would greatly appreciate your help in responding to these questions, even though we are not able to financially compensate you. You may not personally benefit directly from this study, but the results may be used to plan a new health program for this area. An ethical review board has reviewed this study. If you have any questions you can ask <name of field coordinator> who can be reached at <telephone number>. We want to talk with people age <age of eligibility> and older.</p>		
D12	How old are you?	DO NOT LEAVE BLANK. AGE: ____
D13	<p>IF RESPONDENT IS ≥ 18, CODE 1. IF RESPONDENT IS < 15, CODE 5.</p> <p>IF RESPONDENT 15, 16, OR 17 ASK: Are you here with a parent or here on a family errand such as <example, to buy milk>?</p> <p>IF RESPONDENT IS 15,16, OR 17, CIRCLE CODE 2,3 OR 4.</p> <p>DO NOT LEAVE BLANK.</p>	<p>AGE ≥ 18 1</p> <p>NO, NOT WITH PARENT OR ON ERRAND 2</p> <p>YES, HERE WITH PARENT 3</p> <p>YES, ON FAMILY ERRAND 4</p> <p>< AGE 15 5</p> <p>IF D13=3, 4 OR 5. STOP INTERVIEW.</p>
<p>NOTE: Continue if the respondent is age 18 or older OR if the respondent is age 15-17 and not with a parent or on a family errand. Continue if D13=1 OR D13=2.</p>		
D14	<p>Are you willing to answer these questions?</p> <p>CIRCLE 1 OR 2.</p>	<p>YES 1</p> <p>NO 2</p>
D15	<p>INTERVIEWER: INDICATE WHETHER THE RESPONDENT IS CAPABLE OF COMPLETING THE QUESTIONNAIRE. IF NOT WILLING OR CAPABLE, DESCRIBE WHY NOT.</p>	<p>A. INTERVIEWER OBSERVATION:</p> <p style="text-align: right;">RESPONDENT CAPABLE 1</p> <p style="text-align: right;">RESPONDENT NOT CAPABLE 2</p> <p>B. WHY NOT: _____</p>
<p>IF RESPONDENT IS NOT WILLING OR NOT CAPABLE, STOP INTERVIEW.</p>		

FORM D

No.	Questions	Coding categories
D16	Do you live in <name of PPA>? If NO: Do you live in this <name of district/province/country>? PROBE FOR CORRECT RESPONSE.	IN <NAME OF THIS PPA> 1 IN <DISTRICT> BUT NOT IN <THIS PPA> 2 IN <PROVINCE/STATE> BUT NOT <DISTRICT> 3 IN <COUNTRY> BUT NOT <PROVINCE/STATE> 4 OUTSIDE <COUNTRY> 5
D17	How would you describe where you live? READ OPTIONS	A CAPITAL CITY 1 A LARGE CITY OVER 1 MILLION POPULATION 2 A SMALL CITY (POPULATION 50,000-1 MILLION) 3 A TOWN (URBAN AREA <50,000 POPULATION) 4 A RURAL AREA 5
D18	How long have you lived here/there?	LESS THAN ONE YEAR 0 NUMBER OF YEARS ____ ALL MY LIFE 97
D19	Now think about where you slept last night. Did you stay in a household residence such as a family or friend's home, an institution such as a university or employee dormitory, a hotel or commercial lodging, the street or somewhere else?	A HOUSEHOLD RESIDENCE 1 AN INSTITUTION 2 HOTEL OR COMMERCIAL LODGING 3 STREET 4 SOMEWHERE ELSE 5
<p>READ: I want to ask you a few questions about activities related to your health and lifestyle including how often you come here. These are questions you might get asked during a health physical. For each activity I would like to know when you most recently did the activity. If you did the activity today, just answer "today." If you never did the activity, answer "never." There is no right or wrong answer. It can be difficult to remember when you did an activity. Here is a calendar to help you answer the questions. You may keep the calendar.</p>		
D20	When did you most recently spend the night outside of <NAME OF PPA>? READ OPTIONS, CIRCLE CODE, AND PROBE FOR DATE IF WITHIN THE PAST 12 MONTHS. CODE AS COMPLETE A DATE AS POSSIBLE INCLUDING DAY, MONTH, AND YEAR.	A. LAST NIGHT 1 NOT LAST NIGHT BUT IN PAST 7 DAYS 2 WITHIN PAST 2-4 WEEKS 3 WITHIN PAST 2-6 MONTHS 4 WITHIN PAST 7-12 MONTHS 6 OVER A YEAR AGO 7 NEVER 9 B. (Day)____/(Month)____/(Year)____

FORM D

No.	Questions	Coding categories
D21	<p>When did you most recently purchase medicine, drugs, vitamins or medicinal herbs for yourself or someone in your family?</p> <p>READ OPTIONS, CIRCLE CODE, AND PROBE FOR DATE IF WITHIN THE PAST 12 MONTHS. CODE AS COMPLETE A DATE AS POSSIBLE INCLUDING DAY, MONTH, AND YEAR.</p>	<p>A.</p> <p>TODAY 1</p> <p>NOT TODAY BUT WITHIN PAST 7 DAYS 2</p> <p>WITHIN PAST 2-4 WEEKS 3</p> <p>WITHIN PAST 2-6 MONTHS 4</p> <p>WITHIN PAST 7-12 MONTHS 6</p> <p>OVER A YEAR AGO 7</p> <p>NEVER 9</p> <p>B. (Day)____/(Month)____/(Year)_____</p>
D22	<p>When did you most recently smoke a cigarette?</p> <p>READ OPTIONS, CIRCLE CODE, AND PROBE FOR DATE IF WITHIN THE PAST 12 MONTHS.</p> <p>CODE AS COMPLETE A DATE AS POSSIBLE INCLUDING DAY, MONTH, AND YEAR.</p>	<p>A.</p> <p>TODAY 1</p> <p>NOT TODAY BUT WITHIN PAST 7 DAYS 2</p> <p>WITHIN PAST 2-4 WEEKS 3</p> <p>WITHIN PAST 2-6 MONTHS 4</p> <p>WITHIN PAST 7-12 MONTHS 6</p> <p>OVER A YEAR AGO 7</p> <p>NEVER 9</p> <p>B. (Day)____/(Month)____/(Year)_____</p>
D23	<p>The next question is about sexual behavior. When did you most recently have sex without a condom?</p> <p>READ OPTIONS, CIRCLE CODE, AND PROBE FOR DATE FROM EVERYONE REGARDLESS OF WHEN THE PERSON LAST HAD SEX WITHOUT A CONDOM.</p> <p>CODE AS COMPLETE A DATE AS POSSIBLE INCLUDING DAY, MONTH, AND YEAR.</p>	<p>A.</p> <p>TODAY 1</p> <p>NOT TODAY BUT WITHIN PAST 7 DAYS 2</p> <p>WITHIN PAST 2-4 WEEKS 3</p> <p>WITHIN PAST 2-3 MONTHS 4</p> <p>WITHIN PAST 4-6 MONTHS 5</p> <p>WITHIN PAST 7-12 MONTHS 6</p> <p>OVER A YEAR AGO 7</p> <p>NEVER 9</p> <p>B. (Day)____/(Month)____/(Year)_____</p>
D24	<p>Before today, when did you most recently come to this place?</p> <p>IF THIS IS THE FIRST VISIT TO THE VENUE, CODE 8 for D25 AND D26.</p> <p>READ OPTIONS, CIRCLE CODE, AND PROBE FOR DATE FROM EVERYONE WHO HAS EVER BEEN TO THE SITE PREVIOUSLY.</p>	<p>A.</p> <p>WITHIN PAST 7 DAYS 2</p> <p>WITHIN PAST 2-4 WEEKS 3</p> <p>WITHIN PAST 2-3 MONTHS 4</p> <p>WITHIN PAST 4-6 MONTHS 5</p> <p>WITHIN PAST 7-12 MONTHS 6</p> <p>OVER A YEAR AGO 7</p> <p>THIS IS MY FIRST VISIT 8</p> <p>B. (Day)____/(Month)____/(Year)_____</p>
<p>READ: THANK YOU FOR ANSWERING THESE QUESTIONS. NOW WE WILL CONTINUE.</p>		

FORM D

No.	Questions	Coding categories																				
D25	When did you come to this place for the first time?	<p style="text-align: right;">WITHIN PAST 7 DAYS 2</p> <p style="text-align: right;">WITHIN PAST 2-4 WEEKS 3</p> <p style="text-align: right;">WITHIN PAST 2-3 MONTHS 4</p> <p style="text-align: right;">WITHIN PAST 4-6 MONTHS 5</p> <p style="text-align: right;">WITHIN PAST 7-12 MONTHS 6</p> <p style="text-align: right;">OVER A YEAR AGO 7</p> <p style="text-align: right;">THIS IS MY FIRST VISIT 8</p>																				
D26	<p>How often do you come to this place?</p> <p>READ RESPONSES.</p>	<p style="text-align: right;">EVERY DAY 1</p> <p style="text-align: right;">4-6 TIMES PER WEEK 2</p> <p style="text-align: right;">2-3 TIMES PER WEEK 3</p> <p style="text-align: right;">ONE TIME PER WEEK 4</p> <p style="text-align: right;">2-3 TIMES PER MONTH 5</p> <p style="text-align: right;">ONE TIME PER MONTH 6</p> <p style="text-align: right;">LESS THAN ONCE A MONTH 7</p> <p style="text-align: right;">THIS IS MY FIRST VISIT 8</p>																				
D27	I've been told that this is one of the places where some people go to meet new sexual partners. Do you believe that some people come here to meet a new sexual partner?	<p style="text-align: right;">YES 1</p> <p style="text-align: right;">NO 2</p>																				
D28	<p>Why did you come here today/tonight? Did you come here to:</p> <p>READ EACH...</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 40%;"></th> <th style="width: 10%; text-align: center;">YES</th> <th style="width: 10%; text-align: center;">NO</th> </tr> </thead> <tbody> <tr> <td>A. Socialize?</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>B. Drink alcohol?</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>C. Look for a sexual partner?</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>D. Work at my job?</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> </tbody> </table>			YES	NO	A. Socialize?		1	2	B. Drink alcohol?		1	2	C. Look for a sexual partner?		1	2	D. Work at my job?		1	2
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B. Drink alcohol?		1	2																			
C. Look for a sexual partner?		1	2																			
D. Work at my job?		1	2																			
D29	<p>How many (other) places have you been to today to socialize, drink alcohol, or look for a person to have sex with?</p> <p>How many (other) places do you plan to go to today or tonight to drink alcohol, look for a person to have sex with, or socialize?</p>	<p>A. OTHER PLACES BEEN TO: ___</p> <p>B. OTHER PLACES WILL GO TO: ___</p>																				
D30	<p>Have you ever had sex with a person you first met here?</p> <p>IF NO: CODE 2 HERE, CODE 9 FOR D31 and D32, AND CONTINUE WITH D33.</p>	<p style="text-align: right;">YES 1</p> <p style="text-align: right;">NO 2</p>																				

FORM D

No.	Questions	Coding categories
D31	IF YES TO D30, ASK: When was the most recent time you met someone here that you later had sex with? Did you meet the person here within the past four weeks? The past 12 months? Or over a year ago?	WITHIN PAST 7 DAYS 2 WITHIN PAST 2-4 WEEKS 3 WITHIN PAST 2-3 MONTHS 4 WITHIN PAST 4-6 MONTHS 5 WITHIN PAST 7-12 MONTHS 6 OVER A YEAR AGO 7 NEVER MET A NEW PARTNER HERE 9
D32	IF YES TO D30, ASK: The <u>first</u> time you had sex with this person, did you use a condom?	YES 1 NO 2 NEVER MET A NEW PARTNER HERE 9
<p>READ: Now I would like to ask you a few more questions about your sexual behavior. Remember that your responses are completely confidential and that your responses will be combined with the responses from all other respondents to improve community programs.</p>		
<p>THE NEXT FOUR QUESTIONS ARE VERY IMPORTANT. DO NOT LEAVE ANY RESPONSES BLANK. PROBE FOR THE BEST ANSWER. IF THE ANSWER IS "NONE" CODE A ZERO.</p>		
D33	<p>Now let me ask you about the persons you have had sex with in the past four weeks. Some people have not had sex with anyone in the past four weeks and some people have had sex with quite a few persons. Think about all the persons you have had sex with in the past four weeks since <date>, including people you only had sex with one or two times and people you have sex with regularly. In total, how many persons have you had sex with in the past four weeks?</p> <p>PROBE CAREFULLY.</p>	TOTAL IN PAST 4 WEEKS: ___ ___
D34	<p>How many of these persons are persons you had never had sex with previously? That is, the first time you had sex with these persons was in the past four weeks.</p> <p>PROBE CAREFULLY.</p>	4 WEEKS NEW: ___ ___
D35	<p>In total, how many persons have you had sex with in the past 12 months?</p> <p>This includes all male and female persons – people you had sex with only once and people you have had sex with regularly, such as a spouse or someone you live with. It includes all the persons you had sex with in the past 12 months since <date.> including the past four weeks.</p>	12 MONTH TOTAL ___ ___

FORM D

No.	Questions	Coding categories
D36	<p>How many of these persons are persons you had sex with for the first time in the past 12 months, that is, since <date.> ?</p> <p>You might have only had sex with the person one time in the past year or many times. You might be living with the person now. What is the total number of persons that you had sex with for the first time in the past 12 months? That is the number of new sexual partners in the past 12 months.</p>	<p>12 MONTH NEW: ___ ___</p>
D37	<p>IF ANY NEW PARTNERS IN PAST 12 MONTHS</p> <p>Did you use a condom the first time you had sex with your most recent new partner?</p>	<p>YES 1</p> <p>NO 2</p> <p>NO NEW PARTNERS 9</p>
D38	<p>What is the age of the youngest person you had sex with in the past 12 months?</p> <p>What is the age of the oldest person you had sex with in the past 12 months?</p> <p>IF ONLY 1 PARTNER, MARK SAME AGE IN YOUNGEST AND OLDEST. IF NO PARTNERS IN PAST 12 MONTHS, CODE 97 FOR YOUNGEST AND OLDEST.</p>	<p>A. AGE OF YOUNGEST: ___ ___</p> <p>B. AGE OF OLDEST: ___ ___</p>
D39	<p>Think about all the people you had sex with in the past four weeks. How many of these persons do you believe have been to this place at least once in the past four weeks?</p>	<p>SOCIALIZED AT THIS PLACE: ___ ___</p> <p>DOES NOT KNOW 97</p>
D40	<p>In the past year, did you have sex with someone you were <u>not</u> living with or married to at the time?</p> <p>IF YES, did you use a condom the last time you had sex with a person you weren't living with or married to at the time?</p>	<p>A. YES 1</p> <p>NO 2</p> <p>B. USED A CONDOM 1</p> <p>DID NOT USE A CONDOM 2</p> <p>NOT APPLICABLE 9</p>
D41	<p>In the past year, did you have sex with someone you <u>were</u> living with or married to at the time?</p> <p>IF YES, did you use a condom the last time you had sex with a person you were living with or married to at the time?</p>	<p>A. YES 1</p> <p>NO 2</p> <p>B. USED A CONDOM 1</p> <p>DID NOT USE A CONDOM 2</p> <p>NOT APPLICABLE 9</p>

FORM D

No.	Questions	Coding categories																														
D42	<p>This next question is about the first time you had sex. Have you ever had sex? By having sex, I mean vaginal, anal or oral sex between a man and a woman or between a man and a man. If yes, how old were you the first time you had sex?</p> <p>PROBE CAREFULLY.</p>	<p>A. YES, HAS HAD SEX 1 NO, NEVER HAD SEX 2</p> <p>B. AGE AT FIRST SEX: ____ NEVER HAD SEX 97</p>																														
<p>IF PERSON HAS NEVER HAD SEX, ENTER CODE 9 OR CODE 97 FOR D43-D50 AND GO TO D51. (DO NOT READ D43-D50 TO RESPONDENTS WHO HAVE NEVER HAD SEX.)</p> <p>FOR OTHERS, ASK ONLY MEN D43-D45. ENTER CODE 9 FOR WOMEN AND GO TO D46.</p>																																
D43	<p>Some men have problems that affect their genitals. They might have an unusual discharge, sores, or pain when they urinate. In the past four weeks, have you had...</p> <p>ENTER CODE 9 IF FEMALE RESPONDENT</p>	<table border="1"> <thead> <tr> <th></th> <th>SYMPTOMS</th> <th>YES</th> <th>NO</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>Pain on urination?</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>B.</td> <td>Unusual discharge?</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>C.</td> <td>Sores?</td> <td>1</td> <td>2</td> <td>9</td> </tr> </tbody> </table>		SYMPTOMS	YES	NO	N/A	A.	Pain on urination?	1	2	9	B.	Unusual discharge?	1	2	9	C.	Sores?	1	2	9										
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D44	<p>IF ANY SYMPTOMS: What did you do for treatment in the past four weeks? Did you....</p> <p>ENTER CODE 9 IF FEMALE RESPONDENT OR NO SYMPTOMS IN D43.</p>	<table border="1"> <thead> <tr> <th></th> <th></th> <th>YES</th> <th>NO</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>Get medication from a street vendor?</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>B.</td> <td>Get medication from a pharmacy?</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>C.</td> <td>Visit a herbalist?</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>D.</td> <td>Go to a public clinic or hospital?</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>E.</td> <td>Go to a private doctor?</td> <td>1</td> <td>2</td> <td>9</td> </tr> </tbody> </table>			YES	NO	N/A	A.	Get medication from a street vendor?	1	2	9	B.	Get medication from a pharmacy?	1	2	9	C.	Visit a herbalist?	1	2	9	D.	Go to a public clinic or hospital?	1	2	9	E.	Go to a private doctor?	1	2	9
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D45	<p>Some men have sex with other men. How many men, if any, have you had sex with in the past 12 months?</p>	<p>NONE 0</p> <p>NUMBER OF MALE PARTNERS (UP TO 95): ____</p> <p>MORE THAN 95 96</p> <p>NEVER HAD SEX 97</p> <p>FEMALE RESPONDENT 99</p>																														
<p>FOR D46 AND D47, ASK WOMEN ONLY AND ENTER CODE 9 FOR MEN (GO TO D48 FOR MEN).</p>																																
D46	<p>Some women have problems that affect their genitals. They might have unusual discharge, sores, or lower abdominal pain. In the past four weeks, have you had...</p> <p>CODE 9 FOR MALE RESPONDENT</p>	<table border="1"> <thead> <tr> <th></th> <th>SYMPTOMS</th> <th>YES</th> <th>NO</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>Lower abdominal pain?</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>B.</td> <td>Unusual discharge?</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>C.</td> <td>Sores?</td> <td>1</td> <td>2</td> <td>9</td> </tr> </tbody> </table>		SYMPTOMS	YES	NO	N/A	A.	Lower abdominal pain?	1	2	9	B.	Unusual discharge?	1	2	9	C.	Sores?	1	2	9										
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FORM D

No.	Questions	Coding categories		
D47	<p>IF ANY SYMPTOMS: In the past four weeks, what did you do for treatment? Did you.... CODE 9 FOR MALE RESPONDENT OR IF NO SYMPTOMS IN D46.</p>	A. B. C. D. E.	<p>Get medication from a street vendor? Get medication from a pharmacy? Visit a herbalist? Go to a public clinic or hospital? Go to a private doctor?</p>	<p>YES NO N/A 1 2 9 1 2 9 1 2 9 1 2 9 1 2 9</p>
CONTINUE WITH MEN AND WOMEN WHO HAVE HAD SEX.				
D48	<p>We've talked about condom use, but I need to confirm if you have ever used a condom and if you used one the last time you had sex. Have you ever used a condom? IF YES: Did you use a condom the last time you had sex?</p>	<p>NEVER USED A CONDOM 1 USED A CONDOM LAST TIME 2 DID NOT USE A CONDOM LAST TIME 3 NEVER HAD SEX 9</p>		
D49	<p>Have you given or received money in exchange for sex in the past four weeks or past 12 months? IF YES, did you use a condom the last time money was given or exchanged for sex?</p>	<p>A. SEX FOR MONEY IN PAST 4 WEEKS 1 SEX FOR MONEY IN PAST 2-12 MONTHS 2 NO SEX FOR MONEY IN PAST 12 MONTHS 3 NEVER HAD SEX 9 ----- B. USED CONDOM 1 DID NOT USE CONDOM 2 NO SEX FOR MONEY IN PAST 12 MONTHS 3 NEVER HAD SEX 9</p>		
D50	<p>Do you have a condom with you now? *IF YES, would it be possible for me to see the condom you have?</p>	<p>CONDOM WITH ME BUT YOU CANT SEE 1 YES AND CONDOM SEEN 2 NO CONDOM WITH ME 3 NEVER HAD SEX 9</p>		
ASK ALL RESPONDENTS, INCLUDING THOSE WHO HAVE NOT HAD SEX:				
D51	<p>We want to know whether you have heard or been to any health education programs. In the past three months, have you...</p>	<p>A. Attended an AIDS education program? B. Seen an AIDS video? C. Heard an AIDS program on the radio? D. Seen an AIDS prevention poster? E. Talked about HIV or AIDS with a health worker? F. Obtained a condom at this site? G. <OTHER LOCALLY APPROPRIATE></p>	<p>YES NO 1 2 1 2 1 2 1 2 1 2 1 2 1 2</p>	

FORM D

No.	Questions	Coding categories
D52	<p>There are medical tests available to tell people if they are infected with the virus that causes AIDS. Every person has the right to learn if they are infected. I will not ask you if you are infected, but I would like to know if you have ever been tested for HIV, if you were tested in the past 12 months, and if you received your test results.</p> <p>Have you been tested in the past 12 months, tested over 12 months ago, or never tested?</p> <p>If TESTED IN PAST 12 MONTHS, did you get your test results?</p>	<p>A. TESTED PAST 12 MONTHS 1 TESTED OVER 12 MONTHS AGO 2 NEVER TESTED 3</p> <p>B. YES, RECEIVED RESULTS 1 NO RESULTS RECEIVED 2 NOT APPLICABLE, NOT TESTED 9</p>
D53	<p>Would you be interested in getting a/another HIV test within the next 12 months?</p>	<p>YES, INTERESTED 1 NOT INTERESTED 2</p>
D54	<p>Are you currently a student?</p>	<p>YES, PRIMARY SCHOOL 1 YES, SECONDARY or HIGH SCHOOL 2 YES, UNIVERSITY, VOCATIONAL 3 NOT CURRENTLY A STUDENT 4</p>
D55	<p>What is the highest level of school you have completed?</p>	<p>NONE 1 PRIMARY SCHOOL 2 SECONDARY SCHOOL 3 <OTHER LOCAL> 4</p>
D56	<p>Are you currently employed full-time, part-time or, if not employed, are you looking for work?</p>	<p>YES, FULL-TIME 1 YES, OCCASIONAL/PART-TIME 2 NOT EMPLOYED, BUT LOOKING 3 NOT EMPLOYED AND NOT LOOKING 4</p>
D57	<p>Have you ever been married?</p>	<p>YES 1 NEVER MARRIED 2</p>
D58	<p>Are you currently married or living with a sexual partner?</p> <p>IF YES:</p> <p>How frequently do you use condoms with your spouse or live-in partner?</p> <p>READ OPTIONS</p>	<p>A. YES CURRENTLY MARRIED/LIVING WITH 1 NO, NOT CURRENTLY MARRIED OR LIVING WITH 2</p> <p>B. ALWAYS USE CONDOMS 1 SOMETIMES USE CONDOMS 2 NEVER USE CONDOMS 3 NOT APPLICABLE, NO SPOUSE/LIVE IN 9</p>

FORM D

No.	Questions	Coding categories																																													
<p>READ: We also want to know what you think about drug use in this area. Your answers will remain confidential and will not be shared with anyone including the local authorities.</p>																																															
D59	In your opinion, do people who inject drugs socialize at this site?	<p>YES 1</p> <p>NO 2</p>																																													
D60	Now we would like to ask you a question about your own experience with injecting drugs. Have you injected an addictive drug such as heroin, opium, or cocaine in the past 12 months?	<p>YES 1</p> <p>NO 2</p>																																													
D61	When did you last inject drugs? IF NEVER INJECTED, CIRCLE CODE 9.	<p>WITHIN PAST 7 DAYS 1</p> <p>WITHIN PAST 2-4 WEEKS 2</p> <p>WITHIN PAST 2-6 MONTHS 3</p> <p>WITHIN PAST 7-12 MONTHS 4</p> <p>OVER A YEAR AGO 5</p> <p>NEVER INJECTED DRUGS 9</p>																																													
<p><Insert Injection Drug Use Module followed by TB Module if steering committee identified IDU and/or TB as populations of interest These modules are at the end of this questionnaire.></p>																																															
D100	Finally, we have been talking mostly about health issues but we would like to know your opinion of what are the most important problems that need to be addressed in this area.... For each problem that I mention, tell me if it is a big problem here, a small problem or not a problem at all.	<table border="0"> <thead> <tr> <th></th> <th></th> <th>BIG</th> <th>SMALL</th> <th>NOT</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>Unemployment</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>B.</td> <td>Violence</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>C.</td> <td>Access to health care</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>D.</td> <td>AIDS</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>E.</td> <td>Alcohol abuse</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>F.</td> <td>Lack of education</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>G.</td> <td>Getting food to eat</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>H.</td> <td>Injection drug abuse</td> <td>1</td> <td>2</td> <td>3</td> </tr> </tbody> </table>			BIG	SMALL	NOT	A.	Unemployment	1	2	3	B.	Violence	1	2	3	C.	Access to health care	1	2	3	D.	AIDS	1	2	3	E.	Alcohol abuse	1	2	3	F.	Lack of education	1	2	3	G.	Getting food to eat	1	2	3	H.	Injection drug abuse	1	2	3
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READ: Thank you for your participation!

Form D: Injection Drug Use Module

Priorities for Local AIDS Control Efforts

These five questions should be included in Form D, following question D61, if the local steering committee determines that injection drug use is relevant to the study.

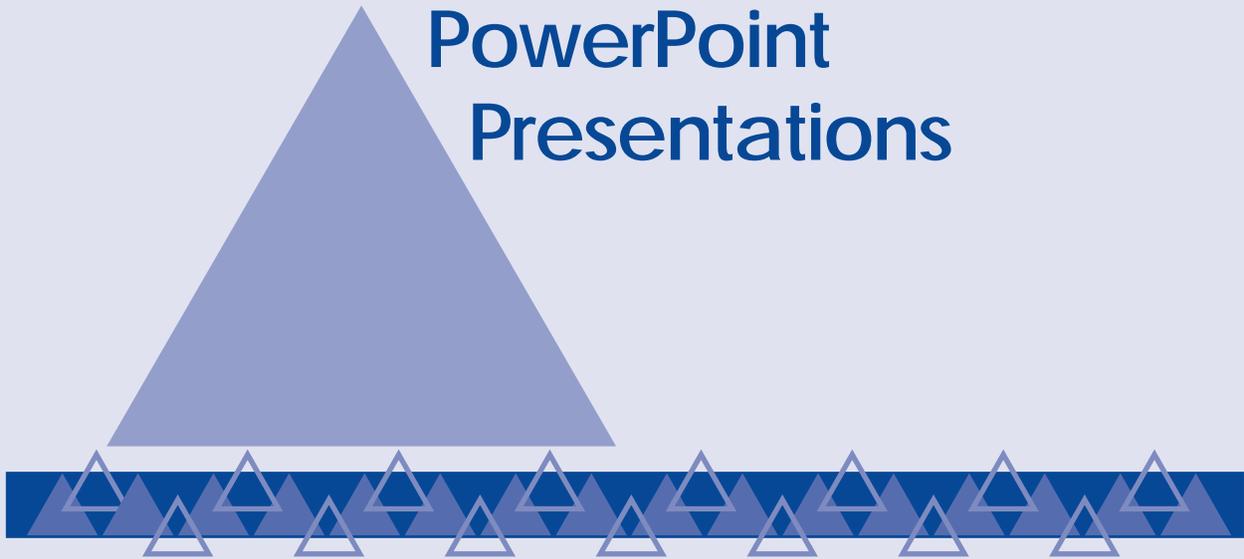
<p>NOTE: If response to D61 is 5 or 9 (the respondent never injected drugs or injected over a year ago), then circle 9 for D62-D66, do not read the questions to the respondent, and continue with interview.</p>																						
D62	<p>With whom do you usually inject drugs?</p> <p>READ LIST</p> <p>IF NEVER INJECTED, CODE 9</p>	<p>INDIVIDUALLY 1</p> <p>USUALLY WITH THE SAME GROUP 2</p> <p>WITH DIFFERENT GROUPS 3</p> <p>DEPENDS ON CIRCUMSTANCES 4</p> <p>NOT APPLICABLE 9</p>																				
D63	<p>Did you share a syringe the last time you injected drugs?</p> <p>IF NEVER INJECTED, CODE 9</p>	<p>YES 1</p> <p>NO 2</p> <p>NEVER INJECTED DRUGS 9</p>																				
D64	<p>During the last four weeks, did you ...</p> <p>READ EACH QUESTION</p> <p>IF NEVER INJECTED, CODE 9</p>	<table border="0"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>A. Share a syringe</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>B. Take drugs from a common reservoir</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>C. Use ready-made drug solution without boiling</td> <td>1</td> <td>2</td> <td>9</td> </tr> <tr> <td>D. Exchange a used for a new syringe</td> <td>1</td> <td>2</td> <td>9</td> </tr> </tbody> </table>		YES	NO	N/A	A. Share a syringe	1	2	9	B. Take drugs from a common reservoir	1	2	9	C. Use ready-made drug solution without boiling	1	2	9	D. Exchange a used for a new syringe	1	2	9
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D65	<p>In the past four weeks, with about how many different people did you share a syringe?</p> <p>Of those, how many were people you shared a syringe with for the first time?</p> <p>CODE ZERO IF NEVER INJECTED.</p>	<p>A. TOTAL: ____</p> <p>B. NEW: ____</p>																				
D66	<p>Can you get new syringes whenever you want?</p> <p>CODE 9 IF NEVER INJECTED.</p>	<p>ALWAYS 1</p> <p>SOMETIMES 2</p> <p>NEVER 3</p> <p>NEVER INJECTED 9</p>																				

Form D: TB Module
 Priorities for Local AIDS Control Efforts

These three questions should be included in Form D if the local steering committee determines that tuberculosis is relevant to the study. The questions should appear after D66 if the IDU module is added or after D61 if no IDU questions are added.

D67	Do you have any of the following symptoms	<table border="0"> <thead> <tr> <th></th> <th>SYMPTOMS</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>Cough lasting 3 or more weeks</td> <td>1</td> <td>2</td> </tr> <tr> <td>B.</td> <td>Blood-stained sputum</td> <td>1</td> <td>2</td> </tr> <tr> <td>C.</td> <td>Chest pain</td> <td>1</td> <td>2</td> </tr> <tr> <td>D.</td> <td>Loss of appetite</td> <td>1</td> <td>2</td> </tr> <tr> <td>E.</td> <td>Loss of weight</td> <td>1</td> <td>2</td> </tr> <tr> <td>F.</td> <td>Fatigue</td> <td>1</td> <td>2</td> </tr> <tr> <td>G.</td> <td>Night sweats</td> <td>1</td> <td>2</td> </tr> </tbody> </table>		SYMPTOMS	YES	NO	A.	Cough lasting 3 or more weeks	1	2	B.	Blood-stained sputum	1	2	C.	Chest pain	1	2	D.	Loss of appetite	1	2	E.	Loss of weight	1	2	F.	Fatigue	1	2	G.	Night sweats	1	2
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D68	These are the symptoms of a disease. Do you know a disease with these symptoms? IF YES: What disease?	<table border="0"> <tbody> <tr> <td>A.</td> <td></td> <td>YES</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>NO</td> <td>2</td> </tr> <tr> <td>B.</td> <td></td> <td>TB</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>AIDS</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td>OTHER</td> <td>8</td> </tr> </tbody> </table>	A.		YES	1			NO	2	B.		TB	1			AIDS	2			OTHER	8												
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<p>READ: The symptoms I listed can be indicative of tuberculosis.</p>																																		
D69	If the respondent has a cough lasting for three or more weeks, then ask: Did you go to the clinic for these symptoms? If YES, how many times did you go to the clinic? IF NO COUGH, ENTER 99. If YES, have you been asked to give a sputum sample at the clinic?	<table border="0"> <tbody> <tr> <td>A.</td> <td></td> <td>YES</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>NO</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td>NO COUGH</td> <td>9</td> </tr> <tr> <td>B.</td> <td>Number of visits to clinic</td> <td>_____</td> <td></td> </tr> <tr> <td>C.</td> <td></td> <td>YES</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>NO</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td>DID NOT GO TO CLINIC</td> <td>8</td> </tr> <tr> <td></td> <td></td> <td>NO COUGH</td> <td>9</td> </tr> </tbody> </table>	A.		YES	1			NO	2			NO COUGH	9	B.	Number of visits to clinic	_____		C.		YES	1			NO	2			DID NOT GO TO CLINIC	8			NO COUGH	9
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PowerPoint Presentations



Six PowerPoint presentations are available on this manual's CD-ROM and can be modified as needed. The following pages show the slides from three of these sets — Steering Committee Overview, Interviewer Training Overview, and Ethical Training for Interviewers.

The CD-ROM includes the following:

- ▲ Steering Committee Meeting Overview
- ▲ Interviewer Overview of PLACE Assessment
- ▲ Interviewer Training Overview
- ▲ Interviewer Ethical Training
- ▲ Data Use (How to Write a PLACE Report)
- ▲ Feedback to Step 1.1 — Establish a PLACE Steering Committee

PowerPoint Slides: Steering Committee Overview

Steering Committee Workshop: Overview of the PLACE Method

PLACE: Priorities for Local AIDS Control Efforts



Workshop Objectives

- △ Familiarize committee members with the theory, rationale, and objectives of the PLACE method
- △ Review the HIV epidemic in <COUNTRY> and its determinants
- △ Nominate priority prevention areas (PPAs)
- △ Prioritize PPAs for PLACE assessments and specify their geographic boundaries



Objectives of this Presentation

- △ Provide background on PLACE objectives, rationale, and theory
- △ Provide overview of the PLACE method
- △ Work through an example of a PPA selection
- △ Discuss “next steps”

... after this, steering committee selects PPAs



PLACE Objectives, Rationale, and Theory



△ What is the problem addressed by PLACE?

PLACE addresses the need for rapidly available information to target and monitor local AIDS prevention efforts strategically.

△ PLACE Objective:

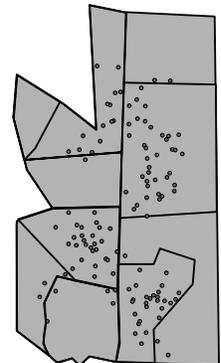
To monitor and improve AIDS prevention program coverage in areas where HIV transmission is most likely to occur



PLACE Rationale

1. The concept of geographic targeting

Epidemiologic data consistently show geographic clustering of HIV.



PowerPoint Slides: Steering Committee Overview

PLACE Rationale

- △ Prevention should focus on areas where HIV incidence is high. These are called priority prevention areas (PPAs).
- △ In the absence of HIV incidence data – rarely available – a national team can review and interpret epidemiologic and contextual data to identify areas where incidence is likely to be high.

PLACE Rationale

Priority Prevention Areas (PPAs)

PLACE Rationale

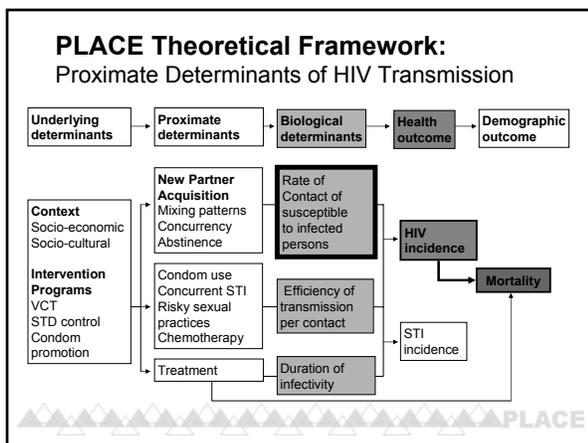
1. The concept of geographic targeting:

HIV prevalence in districts within a province

PLACE Rationale

2. The critical role of new sexual and needle-sharing partnerships in the spread of HIV infection

The rate and pattern of new sexual partnerships shape the HIV/AIDS epidemic. Within priority prevention areas, prevention programs should focus on preventing HIV transmission among new sexual and needle-sharing partnerships.

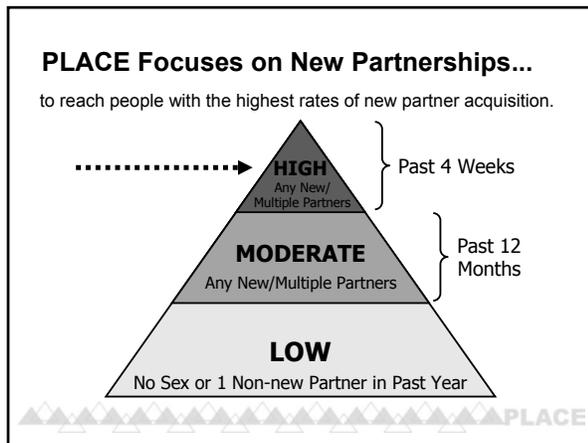
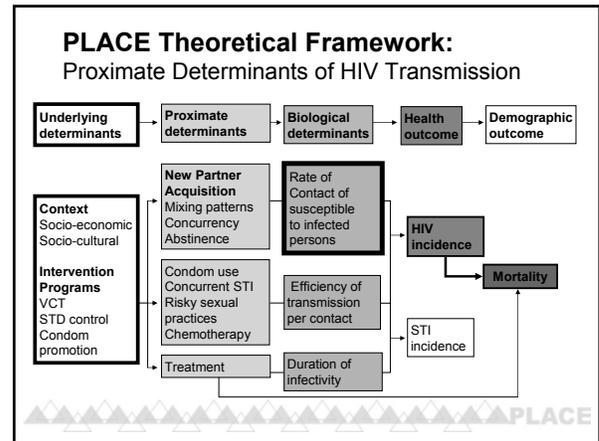
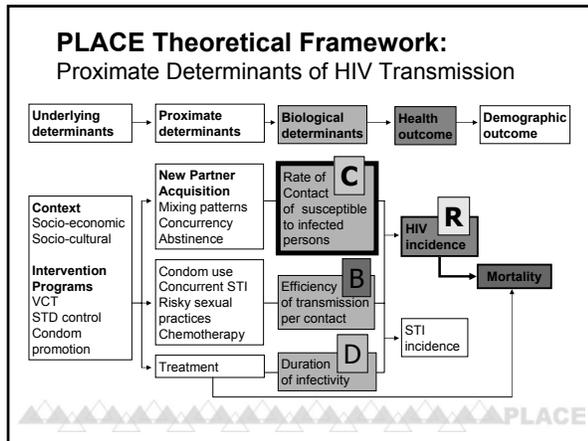


$R = B * c * D$

Reproductive number (average number of new cases generated by a primary case) =

- Probability of transmission per contact X
- Rate of contact between exposed and unexposed (new partner rate) X
- Duration of infection

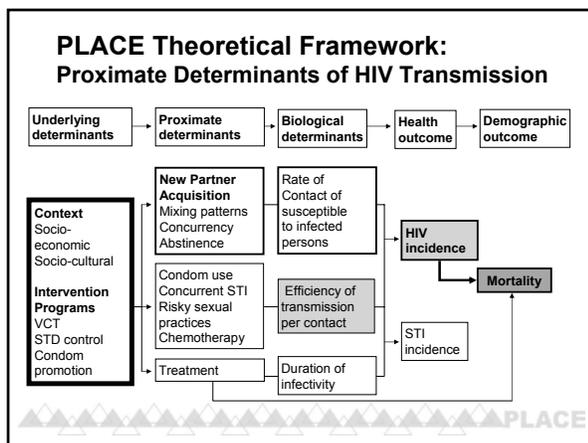
PowerPoint Slides: Steering Committee Overview



R = B * c * D

Reproductive number (average number of new cases generated by a primary case) =

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- Duration of infection



PLACE Rationale

3. The need for program-driven monitoring

When resources are limited, monitoring local AIDS prevention programs must be feasible using local resources, pragmatic, non-stigmatizing, and provide indicators that are readily interpretable and "actionable."

PowerPoint Slides: Steering Committee Overview

PLACE Method Overview

PLACE Overview: The 5 Steps of PLACE

**1 Prepare a PLACE strategy
(select priority prevention area)**

WORKSHOP
GOAL

2-4 Conduct rapid assessment in each area

- 2 Identify venues where people meet new partners
- 3 Visit, characterize, and map all venues
- 4 Confirm high partnership formation rates at venues

5 Use results to improve programs

Step 1: PLACE Strategy

Δ **Method:** A PLACE steering committee reviews and interprets available epidemiologic and contextual data to identify areas with high incidence and adapts PLACE method

Δ Consider geographic convergence of risk

- High unemployment, rapid urbanization, poor housing, crime, congested population, alcohol abuse, limited STI care, migrant labor, border stations, injecting drug use

Δ **Outputs:** Priority prevention areas (PPAs) identified and method adapted. **... Hold this thought! More later!**

Step 1 Activities

1. Establish PLACE steering committee
2. Specify geographic scope
3. Synthesize contextual and epidemiologic data
4. Conduct workshop to identify priority prevention areas
5. Choose PLACE indicators and maps, adapt method to local context
6. Plan for how data will be used
7. Finalize questionnaires
8. Establish a fieldwork plan
9. Hold a "Let's Get in PLACE Workshop" to kick off local implementation!

Step 1 Activities

1. ~~Establish PLACE steering committee~~ ✓
2. ~~Specify geographic scope~~ ✓
3. ~~Synthesize contextual and epidemiologic data~~ ✓
4. **Conduct workshop to identify PPAs**
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PLACE Overview

1 Prepare a PLACE strategy (select PPA)

2-4 Conduct rapid assessment in each area

- 2 Identify venues where people meet new partners
- 3 Visit, characterize, map all venues
- 4 Confirm high partnership formation rates at venues

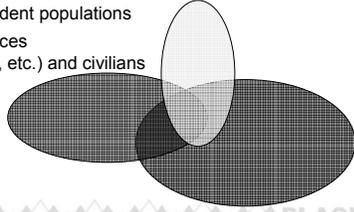
5 Use results to improve programs

PowerPoint Slides: Steering Committee Overview

Step 2: Identify Venues Where People Meet New Partners

Probe based on strata of interest for mixing

- △ Older people and younger people
- △ Commercial sex workers
- △ Mobile and resident populations
- △ Unformed services (military, police, etc.) and civilians



Step 2: Identify Venues Where People Meet New Partners

Ask until no new venues are named

- △ How many persons will be interviewed?

Adult Population Size	Recommended Number of Community Informant Interviews	Expected Number of Unique Venues (Urban)
20,000	250	75
60,000	300	200
100,000	400	250
300,000	600	400
600,000	1,200	850

- △ Output: List of venues with number times reported

Use Epidemiologic Context to Guide Selection of Community Informants

A sample of different types of informants:

- △ Officials, bus and taxi drivers, bar workers, STI patients, youth, hostel residents, teachers, sex workers, police, health care providers, hairdresser, mobile populations, street sellers

Step 3: Visit, Characterize, Map Venues

- △ Reported venues are visited, mapped and an interview is conducted with a knowledgeable person at the venue to obtain characteristics of the venue
- △ Mapping can be done by hand, onto an air photo, or using GPS

Characteristics of Venues

Obtained from interviewing a knowledgeable person at the venue

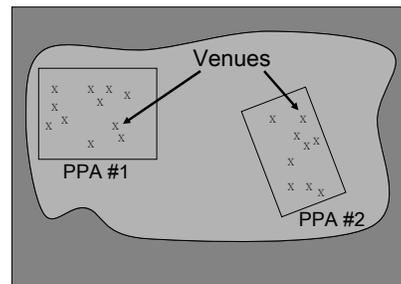
To gauge prevention program coverage and potential at venue:

- △ Type of venue
- △ Busy times
- △ Maximum occupancy
- △ Condom availability
- △ Venue stability
- △ Number of staff
- △ Evidence of AIDS prevention

To describe patrons at venue:

- △ Male:female ratio
- △ Regular patrons?
- △ Where patrons reside
- △ Do patrons include commercial sex workers, gay, military, mobile, youth, locals, unemployed, injection drug users?
- △ Do people meet new partners at venue?
- △ Do people have sex on-site?
- △ Do people inject drugs on-site?

Step 3 Output: PPA Venues Located Inside City or District



PowerPoint Slides: Steering Committee Overview

Step 3 Example: Venues in Eastern Cape Township, South Africa

△ In about 3 weeks, 297 community informants identified 234 venues, and interviewers visited and characterized these venues

△ We expected 50-60 venues



Step 3 Results: Venue-Based Indicators in Eastern Cape Township

△ Venues where new partners are met	234
△ % with condoms always available	5%
△ % where condoms never available	80%
△ % with alcohol consumption at venue	88%
△ % with over 100 patrons at once	10%
△ % with student patrons	27%
△ % willing to have AIDS program	92%



Step 4: Interview Venue Patrons

Opinion:

Do *other* people come here to meet new partners?

Behavior and socio-demographic characteristics:

- △ Have *you* ever met a new partner at this venue?
- △ Have *you* ever injected drugs?
- △ Number of new and total partners in the past four weeks/year
- △ Where else do people meet new partners?
- △ Condom use
- △ Exposure to intervention

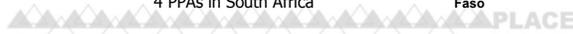
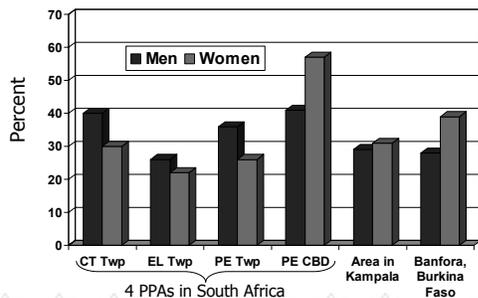


Step 4: Venue Patron Interview Procedure

- △ Interval sampling strategy with probability of selection proportional to size selects 40 venues where interviews with patrons will occur
- △ At each venue, approximately 24 men and women are systematically selected and interviewed
- △ Total of 960 people are interviewed (can vary)



Step 4 Results: Patrons Who Ever Met a New Partner at Venue, Six Urban Areas in Africa

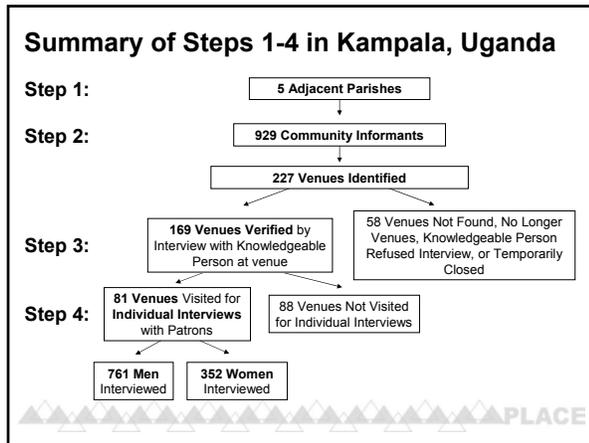


Step 4 Results: Characteristics of Venue Patrons in East London, South Africa

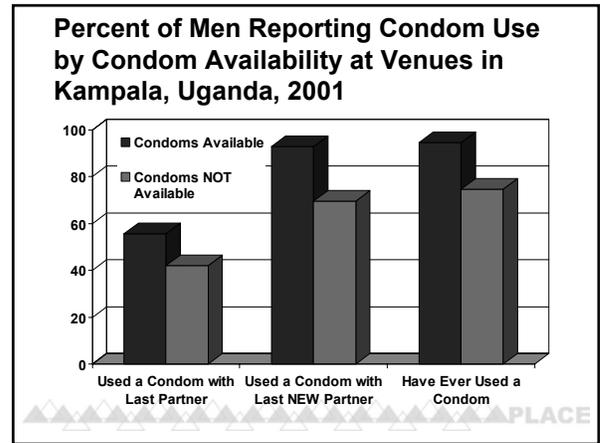
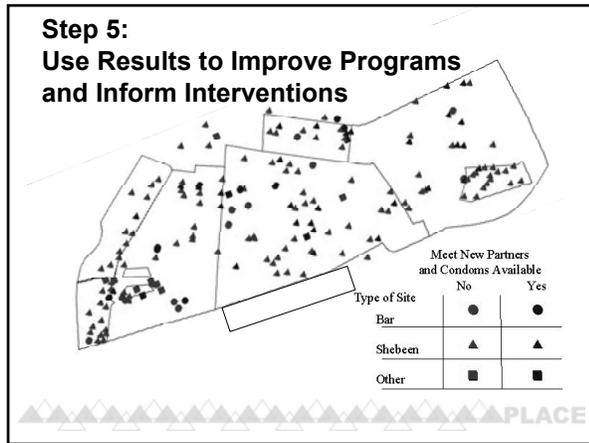
Male unemployment	48%
Attend venue weekly or more	77%
Mean number venues visited daily	2.5
Never used condom (men)	64%
Of sexually-active men, (88%):	
△ % with new partner in past 4 weeks	40%
△ % paid for sex	<1%



PowerPoint Slides: Steering Committee Overview



- ### PLACE Protocol Overview
- 1 Prepare a PLACE strategy (select PPA)
 - 2-4 Conduct rapid assessment in each area
 - 2 Identify venues where people meet new partners
 - 3 Visit, characterize, map all venues
 - 4 Confirm high partnership formation rates at venues
 - 5 Use results to improve programs



End of PLACE Overview

Guide to PPA Selection in <COUNTRY> (Today's Workshop Objective)

PowerPoint Slides: Steering Committee Overview

Priority Prevention Areas (PPA)

- Δ ... are areas where HIV is most likely to be transmitted in the future.
- Δ ... have the greatest potential for preventing new infections.
- Δ ... must be chosen using the best current information at hand; population-based HIV seroprevalence measures are generally not available.



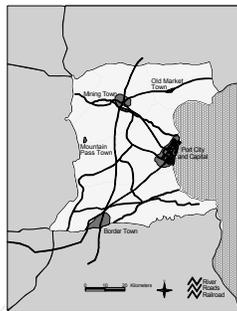
Types of Priority Prevention Areas (PPAs)

- Δ Districts with prevalent mobile/seasonal/migrant populations
- Δ Poor urban neighborhoods with high density and rapid growth or decay
- Δ Red-light and adjoining client commercial/residential areas
- Δ Urban and peri-urban areas along major transport routes
- Δ Areas with uneven male:female ratio (prisons, military camps)
- Δ Cities that are popular tourist destinations
- Δ Areas with poor economies in transition and discouraged youth who turn to commercial sex and injection drug use



PPA Selection Example

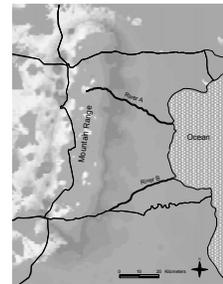
Where are the priority prevention areas in the imaginary country of Chackarona?



PPA Selection Example

Topography:

Chackarona is bordered by a mountain range on the west and an ocean on the east. Two main rivers connect the interior of the country to the ocean.



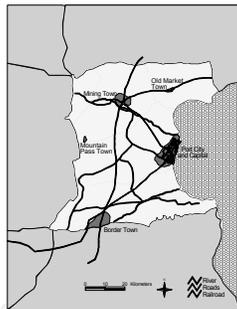
PPA Selection Example

Transportation:

There are several major population centers:

- Δ mining and old market towns in the north
- Δ large border town in the south
- Δ port city on the eastern coast (also the capital)
- Δ mountain town

Railways and major highways connect most of these centers



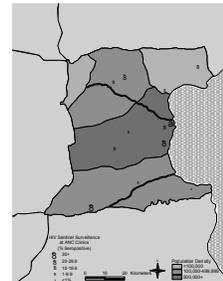
PPA Selection Example

Population density:

- Δ Low density in western mountainous regions
- Δ Highest density along the central coast

HIV prevalence:

- Δ 11 ANC clinics in cities, towns, and rural villages
- Δ Highest prevalence near border town and port city



PowerPoint Slides: Steering Committee Overview

Priority Prevention Area Selection

We picked three PPAs in Chackarona:

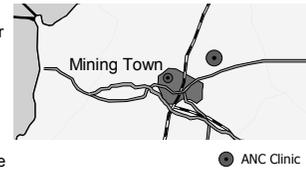
Mining Town **Port City** **Border Town**



PPA Selection Example

Why select **Mining Town** as a priority prevention area for PLACE implementation?

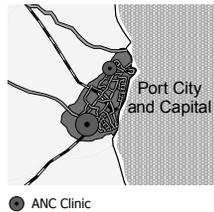
- Δ High population density
- Δ Intersection of major transport routes
- Δ Probably uneven male:female ratio
- Δ Possible high levels of CSW
- Δ High HIV prevalence at nearby ANC of 20-30%



PPA Selection Example

Why select **Port City** as a priority prevention area for PLACE implementation?

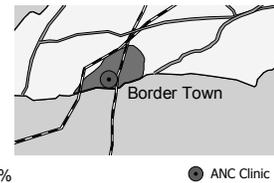
- Δ High population density
- Δ Intersection of major transport routes, an international hub
- Δ Sailors from all over the world
- Δ Possible high levels of CSW
- Δ High ANC HIV prevalence of over 30%



PPA Selection Example

Why select **Border Town** as a priority prevention area for PLACE implementation?

- Δ May be experiencing rapid and uncontrolled population growth
- Δ Intersection of major international transport routes
- Δ Migrant populations may create uneven male:female ratio
- Δ High ANC HIV prevalence of over 30%



Next Workshop Session

- Δ Review data from <COUNTRY>
- Δ Select priority prevention area for <COUNTRY>



Next Steps to Complete Step 1

Today:

- Δ Review data
- Δ Select PPAs

Later:

- Δ Complete key protocol decisions
- Δ Local ethical review of protocol
- Δ Logistics
 - determine organizational structure
 - assemble resources
- Δ "Let's Get in PLACE Workshop:" to kick off local implementation!



PowerPoint Slides: Steering Committee Overview

Decisions That Need to Be Made (1)

For which programs will coverage estimates be obtained?

- △ Standard: condom availability, STI treatment, and use of VCT
- △ Others: harm reduction, TB treatment, specific mass media messages or programs
- △ Indicators: maps, venue-level indicators, and reported exposure to prevention programs



Decisions That Need to Be Made (2)

For which key sub-populations are separate descriptions required?

- △ Target population defined by attendance at venues where people meet new partners (or IDU socialize)
- △ Descriptions of selected key sub-populations can be obtained if at least 200 individuals are interviewed (sex workers, sex worker clients, IDUs, youth, migrant/mobile populations).



Decisions That Need to Be Made (3)

Will all types of venues be visited to obtain venue characteristics?

- △ Venues located outside PPA:
 - include because sexual networks not constrained by PPA
- △ New venues:
 - visit if possible to give more complete picture of network
- △ Schools, churches, mosques, shrines, or temples
- △ Too many venues:
 - exclude if outside PPA or not accessible to prevention
 - take random sample or redraw boundary of PPA



Decisions That Need to Be Made (4)

- △ Should PLACE identify "hot spots," or venues where vulnerable groups such as gays, CSWs, youth, or IDUs socialize?
- △ Will PLACE assess changes in program coverage over time?
- △ Will PLACE assess effectiveness of venue-based prevention programs?
- △ Will PLACE obtain indicators that can be compared with other HIV/AIDS indicators?



Ethical Review and Data Confidentiality

Steering committee is responsible for local ethical review and approval of the protocol

Research ethics and regulations protect human subjects by ensuring:

- △ meaningful informed consent
- △ social/scientific value of research
- △ proper risk benefit ratio of research



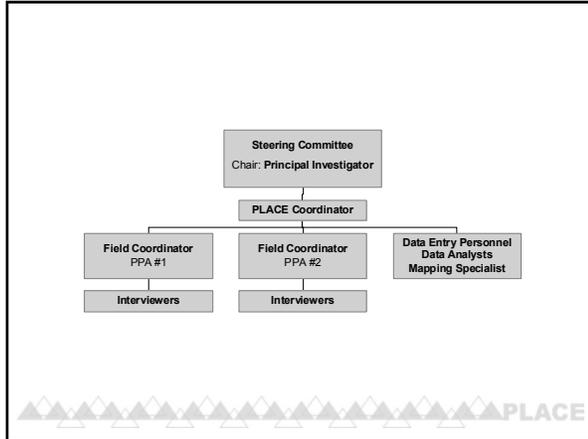
PLACE Logistics: Assembling Resources

Budget will depend on location and sample size:

- △ Hiring key personnel
- △ Study preparation
- △ Fieldwork
- △ Communication, report writing, dissemination of results and data use:
 - Local participatory feedback and action plan workshop
 - District or city-wide presentation of results
 - Data use workshop
 - Meeting to plan follow-up PLACE assessments



PowerPoint Slides: Steering Committee Overview



End of Steering Committee Overview

PLACE

PowerPoint Slides: Interviewer Training Overview

Interviewer Training Overview:

Priorities for Local AIDS Control Efforts



PLACE Assessment Data Collection

Conduct PLACE assessment in <PPA>

2. Identify venues where people meet new partners
 - Δ Community Informant Questionnaire (Form A)
 - Δ Venue and Event Report (Form B)
3. Visit, characterize, map all venues
 - Δ Venue Verification Form (Form C)
4. Find out if there are many new sexual partnerships formed at venues
 - Δ Questionnaire for Individuals Socializing at Venues (Form D)



PLACE Assessment Data Collection

Community Informant Questionnaire

Records characteristics of community informants

Venue and Event Report

Records information about each venue (location) or event (such as a festival or sporting event) that a community informant reports

Venue Verification Form

Records information about a venue from interview with responsible person at each venue (manager or owner)

Questionnaire for Individuals Socializing at Venues

Records information about individuals at venues



The Importance of Data Confidentiality



Confidentiality of the Survey Information

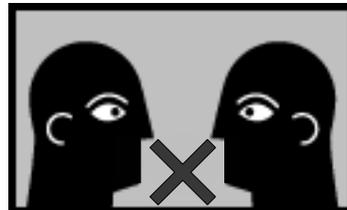
It is the responsibility of interviewers to protect the confidentiality of the people involved in the study

- Δ Avoid leaving documents where they can be seen by unauthorized persons
- Δ Avoid discussing the survey in a public setting where you may be overheard



Confidentiality of the Survey Information

Keep what you learn during an interview strictly confidential



PowerPoint Slides: Interviewer Training Overview

General Interview Instructions to Keep in Mind

General Interview Instructions: Be Prepared

- △ Make sure you understand each questionnaire very well and that you can use it easily and correctly
- △ Review questionnaires until you feel confident and comfortable with them
 - Fumbling can cause the respondent to lose confidence in you
- △ Make sure you have all materials with you before heading to the field



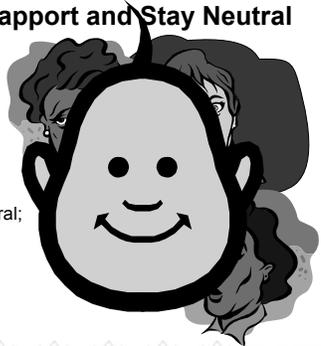
General Interview Instructions: Establish Good Rapport and Stay Neutral

- △ A successful interview is founded on a good relationship with the respondent
- △ Show that you are an understanding and friendly person



General Interview Instructions: Establish Good Rapport and Stay Neutral

- △ Avoid seeming bored, uninterested, or hostile
- △ Do not allow your words, tone of voice, or body language to convey "judgment"
- △ Remain friendly but neutral; avoid acting surprised, critical, approving, or disapproving



General Interview Instructions: Asking the Questions

- △ Ask the questions in order
- △ Avoid showing questionnaire to the respondent
 - Respondents may be influenced by knowing that questions are coming next or by seeing answer categories
- △ Conduct the interview in privacy
 - If others are observing, respondents may change the way they answer

General Interview Instructions: Art of Probing

Probing serves three main functions...

- △ To encourage the person being interviewed to give more information, be more clear, or finish up an answer
- △ To discourage the person being interviewed from giving irrelevant information
- △ To improve rapport by indicating that you (the interviewer) are paying attention

PowerPoint Slides: Interviewer Training Overview

General Interview Instructions: Art of Probing

When else should you use a probe?

- △ If a respondent has trouble putting his/her thoughts into words
- △ If a respondent is hesitant about giving you certain information



General Interview Instructions: Art of Probing

Probes you can use:

- △ Repeat the question you just asked
- △ Repeat what the person being interviewed said last
- △ Say "Anything else?" for questions where more than one response is possible
- △ Ask neutral questions like "What do you mean?"
- △ Non-verbal cues (pause, look, or nod) to give the person time to gather his or her thoughts



General Interview Instructions: What to Do with "Don't Know" Responses

People say "I don't know" when they:

- △ Do not understand the question
- △ Feel uncomfortable answering
- △ Really don't know the answer



General Interview Instructions: What to Do with "Don't Know" Responses

Probing helps to avoid "don't know" answers:

- △ Repeat the question
- △ Sit quietly and wait
- △ Say, "Well, what do you think?" or "I just want your own ideas."
- △ Try to probe at least once



General Interview Instructions: What to Do with "Don't Know" Responses

- △ Don't try and force an answer; stop right away if the respondent becomes irritated or annoyed



General Interview Instructions: Controlling the Interview

It is important to maintain control of the interview so it can be completed on time and in order

If a respondent provides information that will be covered later in the interview, you can:

- △ Politely tell the respondent that you must ask other questions first
- △ Write down the information and confirm it at the appropriate stage of the interview



PowerPoint Slides: Interviewer Training Overview

General Interview Instructions: Ending the Interview

- △ Tell the respondent that you are grateful for his or her very helpful cooperation
- △ Immediately check the questionnaire to make sure it is complete; if answers are skipped or are not clearly marked, follow-up with the respondent right away

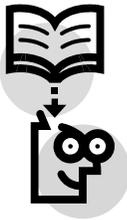


General Fieldwork Reminders



Tips for Fieldwork Success:

- △ Re-read the manual often to refresh your memory!
- △ Carry the manual with you to the field in case questions arise.



Tips for Fieldwork Success:

- △ Remember to practice and make sure you are comfortable with the questionnaire
- △ Be polite to everyone you meet



Tips for Fieldwork Success:

- △ Complete the first page of a questionnaire, even if the respondent refuses to go further
- △ Ask questions in a clear and simple manner and in the order they appear in the questionnaire



Tips for Fieldwork Success:

- △ Make sure to record answers accurately and legibly



- △ If you are unsure about a response, probe in a neutral manner



PowerPoint Slides: Interviewer Training Overview

Tips for Fieldwork Success:

- △ Protect the questionnaires from dirt or damage
- △ Ask the field coordinator about any questions, problems, or difficulties you may have
- △ Remember to keep all survey and questionnaire information confidential!



Things to Avoid:

- △ Do not phrase questions in a way that suggests answers
- △ Do not put words in the mouth of the respondent, or lead the respondent towards your viewpoint
- △ Do not reveal your judgments or opinions about respondents



Things to Avoid:

- △ Don't leave any response column blank!
- △ If there is a problem with any part of a questionnaire, write "CANCELLED" across the page and use a fresh questionnaire
- △ Hand all questionnaires back to your supervisor, including those that are unused or partially used

CONFIDENTIAL

The questionnaire is to be filled in by the respondent in the presence of the interviewer and should be returned immediately to the interviewer. This questionnaire is for personal use only.

QUESTIONNAIRE FOR INDIVIDUALS BIODIVERSITY AT LARGE
(Please use LOCAL AND COMMON NAMES)

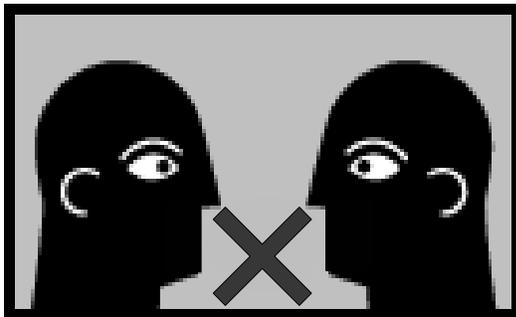
PERSONAL INFORMATION	
01. Country	
02. Name of Study/Research Area	Name of Public/Protected Area
03. Interviewer's Name	INTERVIEWER'S NAME
04. Interviewer's Contact	PHONE, E-MAIL ADDRESS
05. Name of Site	
06. Locality of Site	
07. Locality of Interview	
08. Date of Interview	
09. Time of Day (in local time)	
10. Name, number & version of this form	NAME, NUMBER & VERSION
11. Interviewer's Name	INTERVIEWER'S NAME
12. Name of respondent	NAME
	ADDRESS

CANCELLED



Things to Avoid to Maintain Confidentiality:

- △ Do not allow people to observe the interview, and especially do not allow any person to answer on behalf of the respondent
- △ Do not show the individual questionnaire form to the respondent or to any unauthorized person (this includes before, during, or after an interview)
- △ Do not leak any names or interview information in any way, whether knowingly or by accident



And, Finally...

Do not combine your survey work with personal causes or activities for personal gain:

- △ Canvassing for political or religious organizations
- △ Canvassing for other organizations



PowerPoint Slides: Interviewer Training Overview

End of Interviewer Training Overview



PowerPoint Slides: Interviewer Ethical Training

Ethical Principles and Guidelines for Research Involving Human Subjects

Based on guidelines from the University of North Carolina Institutional Review Board



First ... a Brief History of Our Current Human Subjects Protections



The Nuremberg Code

- △ Concern for the protection of people serving as research subjects was heightened following the Nuremberg war crime trials.
- △ The **Nuremberg Code** was drafted as a set of standards for judging doctors and scientists who conducted experiments on prisoners in concentration camps.
- △ The code became a prototype for later codes establishing standards for the ethical treatment of subjects of research.



The *Declaration of Helsinki* (1964)

- △ Established by the World Medical Association to guide medical doctors in research involving human subjects

The *National Research Act* (1974)

- △ Established the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in the United States
 - **The Belmont Report**, issued by the commission set forth the basic ethical principles that should underlie the conduct of human research



Ethical Principles Underlying Acceptable Conduct of Research Involving Humans

- △ **Respect for persons**: recognition of the personal dignity and autonomy of individuals, with special protections for those with diminished autonomy
- △ **Beneficence**: obligation to protect persons from harm by maximizing anticipated benefits and minimizing potential risks of harm
- △ **Justice**: benefits and burdens of research should be distributed fairly



If the **PLACE** Assessment Receives Funding from any U.S. Government Agency...

- △ All U.S.-funded research involving human subjects is required by U.S. law to be reviewed according to the rules set out in the *U.S. Code of Federal Regulations*, Title 45, Part 46, Protection of Human Subjects
- △ Each institution conducting research is required to have a formal mechanism for review, and must comply with all of the federal regulations
- △ An institutional review board (IRB) provides that formal mechanism within an institution
- △ Assurances link IRBs with a federal regulatory agency in the United States



PowerPoint Slides: Interviewer Ethical Training

What Do You Need to Consider When Conducting Research Involving Human Subjects?

PLACE

When in Doubt ... Researchers Ask the Institutional Review Board (IRB)

PLACE

What is a Human Subject?

A living individual about whom an investigator conducting research obtains the following:

- Δ Data through interaction or intervention with the individual
- Δ Identifiable private information
 - Information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, or information provided for a specific purpose

PLACE

Exemptions

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices
2. Anonymous research UNLESS
 - Δ subjects could be identified, directly or through identifiers linked to subjects *and*
 - Δ disclosure of the subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability or reputation

PLACE

Exemptions

3. Taste and food quality evaluation and consumer acceptance studies
4. Research involving the collection or study of existing data, documents, records, or specimens...

Be careful of the risk of deductive disclosure!!

PLACE

Deductive Disclosure Example

- Δ From a sample of 90,000 participants in an adolescent health study, you could identify one individual by knowing relatively few characteristics
- Δ A 15 year old Asian male in grade 10, born in the U.S. and attending an urban, secondary school in New York, plays football

15 years old	14,575
male	7,423
grade 10	2,606
Asian	1,497
born in U.S.	1,386
football	79
New York	16
secondary school	13
urban	1

PLACE

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Once It Is Determined that Human Subjects Are Involved....

- △ The institutional review board (IRB) must be presented with enough information to evaluate risks and benefits, adequacy of consent procedures, and protection of confidentiality

**PLACE assessments are approved by the
IRB of the University of North Carolina
School of Public Health**

**and
<LOCAL IRB THAT APPROVED PROTOCOL>**



Risks to Participants

Harm may result directly from research procedures or from breach of confidentiality

Types of risk:

- △ Physical (pain, drug side effects, injury)
- △ Psychological (emotional distress)
- △ Social (stigmatization)
- △ Economic (loss of job for disclosing information)



Minimal Risk

A risk is considered minimal “where the probability and magnitude of harm or discomfort anticipated in the proposed research are not greater, in and of themselves, than those ordinarily encountered in daily life or during the performance of routine physical examinations or tests.”

U.S. Code of Federal Regulations, Title 45, Part 46



Minimal Risk

Examples of what is considered minimal risk:

- △ Collection of hair and nail clippings, urine, blood samples <450 ml from non-pregnant adults
- △ Recording data using non-invasive procedures (blood pressure, anthropometry, EEG, EKG)
- △ Interviews, questionnaires, on non-sensitive subject matter



What Is Sensitive Information?

Depends on the context

- △ Usually or always sensitive: illegal behavior, immigration status, sexual behavior, health status (e.g. specific disease status)
- △ Potentially sensitive depending on cultural context: income (China), abortion data (Philippines but not Russia)



Benefits

Institutional review boards (IRBs) determine whether the benefits outweigh the risks to subjects

- △ Will subjects benefit directly?
- △ Will the research result in generalizable knowledge? Does it present an opportunity to understand, prevent, or alleviate a serious problem?

The scientific merit of the research is weighed in the risk/benefit analysis



PowerPoint Slides: Interviewer Ethical Training

Informed and Voluntary Consent

Basic Elements of Informed Consent:

- △ Statement that this is research
- △ Purpose of research, expected duration
- △ Procedures, reasonably foreseeable risks
- △ Benefits, alternative procedures
- △ Compensation
- △ Provisions for confidentiality
- △ Rights to withdraw or refuse specific aspects of protocols
- △ Information on whom to contact for additional information or problems

Important Aspects of Consent

Comprehension: Information must be presented so that subjects can understand

- △ Language, reading level, all the terms used

Voluntariness

- △ Freedom from coercion

Documentation of Informed Consent

- △ The PLACE interviews that you conduct will begin with a formal "verbal consent" step
- △ This insures that respondents who agree to be interviewed are giving a truly informed consent

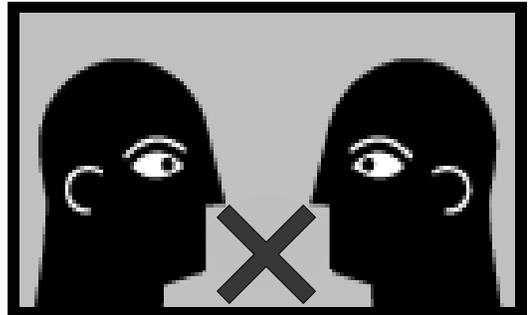
Respecting Privacy and Insuring Confidentiality

Privacy:

- △ You will not be asking for the names or any other identifying information from respondents during the PLACE assessment.
- △ Interviews must be conducted where others cannot overhear the information given (even friends or family!)

Confidentiality:

- △ Interviewer confidentiality pledge
- △ Separation of data from identifying information



PowerPoint Slides: Interviewer Ethical Training

Special Provisions: Children

Research requires parental consent and assent of a child

Research on children is allowed if:

- Δ It poses no more than minimal risk
- Δ It poses more than minimal risk but offers direct benefit to the child
- Δ There is no prospect of direct benefit to the child, but the research is likely to yield generalizable knowledge AND the risk represents a minor increase over minimal risk.



Special Provisions: Prisoners

- Δ Incarceration may affect prisoners' ability to make a truly voluntary and uncoerced decision about whether to participate
- Δ Risks must be commensurate with risk that would be accepted by non-prisoners
- Δ Incentives to participate must not be coercive
- Δ To review research involving prisoners, the IRB must include a prisoner advocate



Ethical Review Questions



Example #1

You interview a community informant who tells you where sex workers solicit customers.

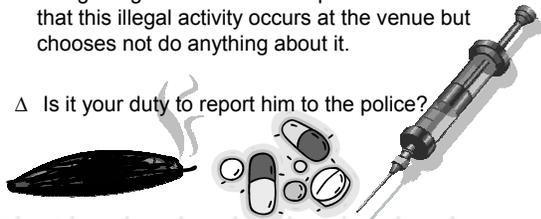
- Δ Is it your duty to report this illegal activity to the police?



Example #2

During an interview with a respondent who is the manager of a bar, you notice that illegal drugs are being bought and sold on the premises. He knows that this illegal activity occurs at the venue but chooses not to do anything about it.

- Δ Is it your duty to report him to the police?



End of Interviewer Ethical Training



List of Resources



This section lists additional resources. Some of these materials are available from the manual's CD-ROM or can be obtained from MEASURE Evaluation's Web site at: <http://www.cpc.unc.edu/measure/>.

Technical Reports and Books

Alexander J, Bassett-Hileman S, Brewer C, Dale D, Figueroa P, Sadler T, Stuart-Dixon J, Wheatle M, & Weir S. (2004). *PLACE in Jamaica: Monitoring AIDS Prevention at the Parish Level, St. James, 2003*. Chapel Hill, NC: MEASURE Evaluation.

Anderson RM. (1991). The transmission of dynamics of sexually transmitted diseases: the behavioral components. In Wasserheit JN, Aral SO, & Holmes KK (Eds.), *Research Issues in Human Behavior and Sexually Transmitted Diseases in the AIDS Era* (pp. 38-60). Washington, DC: American Society for Microbiology.

Anderson RM, & May RM. (1991). *Infectious Diseases of Human Dynamics and Control*. New York, NY: Oxford University Press.

Bassett-Hileman S, Bronfman M, Sanchez C M, Belen M N, Mondragon R O, Neria C R, Guadarrama G V, & Weir S. (2004). *PLACE in Mexico Focusing AIDS Prevention in Border Towns 2001*. Chapel Hill, NC: MEASURE Evaluation.

Dyatlov R, & Weir S. (2004). *PLACE in Russia: Identifying Gaps in HIV Prevention in St. Petersburg, 2002*. Chapel Hill, NC: MEASURE Evaluation, Carolina Population Center.

Lamptey P, & Weir S. (1992). Targeted AIDS intervention programs in Africa. In Sepulveda J, Mann J, & Fineberg H (eds.). *AIDS Prevention through Education: A World View*. New York, NY: Oxford University Press.

MEASURE Evaluation, Carolina Population Center, University of North Carolina at Chapel Hill. (2002). *PLACE: Priorities for Local AIDS Control Efforts: A Pilot Study of the PLACE Method in a Township in Cape Town, South Africa*. Chapel Hill, NC: MEASURE Evaluation.

Nagot N. (2003). *PLACE in Burkina Faso: Combating AIDS at the District Level*. Chapel Hill, NC: MEASURE Evaluation.

Pakade M, Mahlalela X, Ngcaba A, Vos A, Jijana M, Weir S, Rommelmann V, Herman C, Smulders H, Cromhout P, & Magadla V. (2004). *PLACE in South Africa: Evaluation of a Successful Community-Based AIDS Prevention Program, East London, 2000-2003*. Chapel Hill, NC: MEASURE Evaluation.

Simbayi LC. (2004). *PLACE in South Africa: Monitoring AIDS Prevention in a Township in Cape Town, 1999-2002*. Chapel Hill, NC: MEASURE Evaluation.

Ssengooba F, Ssekamatte-Sebulib J, Tate J, Bassett-Hileman S, & Weir S. (2003). *PLACE in Uganda: Monitoring AIDS-Prevention Programs in Kampala, Uganda Using the PLACE Method*. Chapel Hill, NC: MEASURE Evaluation.

Zhussupov B, Elibezova E, Abdullaev, S, Weir S, Bassett-Hileman S, & Tate JE. (2004). *PLACE in Central Asia: A Regional Strategy to Focus AIDS Prevention in Almaty and Karaganda, Kazakhstan; Osh, Kyrgyzstan; Tashkent, Uzbekistan 2000*. Chapel Hill, NC: MEASURE Evaluation.

Journal Articles

Anderson RM, Gupta S, & Ng W. (1990). The significance of sexual partner contact networks for the transmission dynamics of HIV. *J Acquir Immune Defic Syndr*, 3:417-429.

Anderson RM, & May RM. (1988). Epidemiological parameters of HIV transmission. *Nature*, 333:514-519.

Anderson RM, May RM, Boily MC, Garnett GP, & Rowley JT. (1991). The spread of HIV/AIDS1 in Africa: sexual contact patterns and the predicted demographic impact of AIDS. *Nature*, 352(6336):581-589.

Anderson RM, Ng W, Boily MC, & May RM. (1990). The influence of different sexual contact patterns between age classes on the predicted demographic impact of AIDS in developing countries. *NY Acad Med Sci*, 569:240-274.

Aral SO, Holmes KK, Padian NS, & Cates W Jr. (1996). Overview: individual and population approaches to the epidemiology and prevention of sexually transmitted diseases and human immunodeficiency virus infection. *Sex Transm Dis*, 154(Suppl 2):S127-S133.

Boerma JT, & Weir SS. (2005). Integrating demographic and epidemiologic approaches to research on HIV/AIDS: the proximate-determinants framework. *J Infect Dis*, 191(Suppl 1):S61-S67.

Cleland J, Boerma JR, Carael M, & Weir SS. (2004). Monitoring sexual behaviour in general populations: a synthesis of lessons of the past decade *Sex Transm Infect*, 80(Suppl II):ii1-ii7.

Lamptey PR, Kamenga MC, & Weir SS. (1997). Prevention of sexual transmission of HIV in sub-Saharan Africa: lessons learned. *AIDS*, 11(Suppl B):S63-S77.

Ryan KA, Roddy RE, Zekeng L, & Weir SS. (1998). Characteristics associated with prevalent HIV infection among a cohort of sex workers in Cameroon. *Sex Transm Infect*, 74:131-135.

Wasserheit JN, & Aral SO. (1996). The dynamic topology of sexually transmitted disease epidemics: implications for prevention strategies. *J Infect Dis*, 174(Suppl 2):S201-S213.

Weir S, Tate JE, Zhusupov B, & Boerma JT. (2004). Where the action is: monitoring local trends in sexual behaviour. *Sex Transm Infect*, 80(Suppl II):ii63-ii68.

Weir SS, Morroni C, Coetzee N, Spencer J, & Boerma JT. (2002). A pilot study of a rapid assessment method to identify places for AIDS prevention in Cape Town, South Africa. *Sex Transm Infect*, 78(Suppl I):i106-i113.

Weir SS, Pailman C, Mahalela X, Coetzee N, Meidany F, & Boerma JT. (2003). From people to places: focusing AIDS prevention efforts where it matters most. *AIDS*, 17:895-903.

Weir SS, Roddy RE, Zekeng L, Ryan KA, & Wong EL. (1998). Measuring condom use: asking 'do you or don't you' isn't enough. *AIDS Educ Prev*, 10:293-302.

Working Papers

Abdullaev S, Tate JE, Bassett-Hileman S, & Weir SS. (2004). Report of PLACE assessments in Tashkent, Uzbekistan, Central Asia, 2002 and 2003. (Working paper 04-82). Chapel Hill, NC: MEASURE Evaluation.

Elibezova E, Tate JE, Bassett-Hileman S, & Weir SS. (2004). Report of PLACE assessments in Osh, Kyrgyzstan, Central Asia 2002 and 2003. (Working paper 04-81). Chapel Hill, NC: MEASURE Evaluation.

Pailman C, Weir SS, & Herman CK. (2004). PLACE in South Africa: monitoring AIDS prevention in two Townships in Port Elizabeth, 2001-2003. (Working paper 04-84). Chapel Hill, NC: MEASURE Evaluation.

Zhussupov B, Alimbekova G, Tate JE, Bassett-Hileman S, & Weir SS. (2004). Report of PLACE assessments in Almaty, Kazakhstan, Central Asia 2002 and 2003. (Working paper 04-79). Chapel Hill, NC: MEASURE Evaluation.

Zhussupov B, Alimbekova G, Tate JE, Bassett-Hileman S, & Weir SS. (2004). Report of PLACE assessments in Karaganda, Kazakhstan, Central Asia, 2002 and 2003. (Working paper 04-80). Chapel Hill, NC: MEASURE Evaluation.

Useful Web Sites

Mapping

A history and overview of **geographic information systems (GIS)** from Wikipedia, an online encyclopedia. http://en.wikipedia.org/wiki/Geographic_information_system

Using GIS to spatially portray the prevalence of HIV/AIDS and some demographic consequences in the northern province, South Africa, is an abstract of a presentation at the International Conference on AIDS, July 7-12, 2002, Barcelona, Spain [conference abstract E11534]. <http://www.aegis.com/conferences/14wac/E11534.html>

GIS assists public health campaign in Thailand is an online article about the use of GIS mapping in Thailand to track the spread of HIV/AIDS. <http://www.esri.com/news/arcuser/0702/thaihiv1of2.html>

Using GIS to spatially portray the prevalence of HIV/AIDS and tuberculosis and its demographic consequences in selected countries in sub-Saharan Africa is an online article about the use of GIS mapping to track the spread of HIV/AIDS and other diseases. <http://www.gisdevelopment.net/application/health/overview/ma03096abs.htm>

This **Human Sciences Research Council of South Africa** Web site offers a variety of useful GIS resources. <http://www.hsrc.ac.za/gis/news/200312NewDatasets.html>

This **Africa South of the Sahara** Web site provides links to a variety of organizations and databases. <http://library.stanford.edu/depts/ssrg/africa/statistics.html>

The **North African Research Group GeoNet** provides a description of GIS and links to relevant software. <http://www.northafrica.de/gis.htm>

The Geography Network, managed and maintained by ESRI, a software company, promotes the sharing of geographic information and services. <http://www.geographynetwork.com>

ArcView Explorer is a GIS data viewer developed by ESRI, a software company based in Redlands, CA, USA. This free software offers an easy way to perform a variety of basic GIS functions, including display, query, and data retrieval applications. It can be used on its own with local data sets or as a client to Internet data and map servers. <http://www.esri.com/software/arcexplorer>

HIV Surveillance Data

This **U.S. Bureau of the Census** Web site provides a database on the AIDS pandemic and on the HIV seroprevalence (infection) in population groups in developing countries. <http://www.census.gov/ipc/www/hivaidsd.html>

World Health Organization epidemiological fact sheets on HIV/AIDS and sexually transmitted infections by country are available at this Web site. <http://www.who.int/hiv/pub/epidemiology/pubfacts/en>

MEASURE Evaluation
Carolina Population Center
University of North Carolina at Chapel Hill
CB 8120, 123 W. Franklin St.
Chapel Hill, NC 27516 USA



(MS-05-13)