

Appendices

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ABOUT THE MODULE 5 APPENDICES

This module contains tools that can be used to:

- Learn more about specific client populations receiving services from outreach programs (including teens and high-risk groups)
- Learn the extent to which clients are aware of and utilize your program

The sample materials include:

- Baseline and three follow-up surveys in English and Spanish
- Contact forms to assist in locating clients
- Training materials for peer outreach workers

Community-based organizations focusing on outreach programs used these tools over a 12-month research period to obtain information about their client populations and their clients' high-risk behavior. Each of the appendices is briefly described below.

Appendix A. Baseline Surveys in English

These instruments use a semi-structured, guided process in which a trained interviewer conducts a face-to-face interview with a client. The interviewer should accompany the agency's outreach worker during an encounter in order to meet the clients and establish a relationship before beginning the interview process.

These short, simple surveys are designed for use with hard-to-reach and underserved populations. Three baseline interviews are administered in the first three months of contact with the client:

- Baseline Interview 1 collects data on the client's personal and family history and gathers information about the client's basic knowledge of HIV/AIDS. Interview 1 includes a questionnaire to be completed by the interviewer that briefly describes the outreach worker's history with the client, assessment of the client, and plans to continue the interview process over the 12-month period.
- Baseline Interview 2 collects in-depth data on the client's risk behaviors.
- Baseline Interview 3 collects information on the client's health and health history. The client is also asked to express what services he/she needs or would like to have provided in the future.

Responses are numerically coded for use with quantitative analysis software such as SPSS.

Appendix B. Follow-up Surveys in English

These instruments use a semi-structured, guided process in which a trained interviewer conducts a face-to-face interview with a client. These short, simple surveys are designed for use with hard-to-reach and underserved populations.

The three follow-up interviews are administered in an alternating sequence over the remaining nine months:

- Interviews 4, 7, and 10 gather updated information on the client's personal and family history and information about the client's basic knowledge of HIV/AIDS. The interviewer also completes a questionnaire, updating the history of contact and discussion with the client.
- Interviews 5, 8, and 11 collect updated in-depth data on the client's risk behaviors. An interviewer questionnaire records the history of contact and discussion with the client.
- Interviews 6, 9, and 12 collect updated information on the client's health and health history. The client is also asked to express what services he or she needs or would like to have provided in the future. An interviewer questionnaire records the history of contact and discussion with the client.

Responses are numerically coded for use with quantitative analysis software such as SPSS.

Appendix C. Baseline Surveys in Spanish

Proceso semi-estructurado, guiado en el cual un entrevistador entrenado desarrolla una entrevista cara a cara con un cliente. El entrevistador debe acompañar el promotor (o promotores) de salud durante un encuentro/sesión para conocer los clientes y establecer una relación antes de empezar el proceso de entrevista.

Estas encuestas breves y simples son diseñadas para uso con poblaciones difíciles de enlazar y limitadas como usuarios de servicios. Tres entrevistas de línea base son desarrolladas en los primer tres meses de contacto con el cliente.

- La entrevista de línea base 1 recolecta data sobre el la historia personal y familiar del cliente y recolecta información sobre el conocimiento básico del cliente sobre VIH/SIDA. La entrevista 1 incluye un cuestionario que debe ser llenado por el entrevistador que brevemente describe la historia del promotor con el cliente, la evaluación del cliente, y los planes para continuar el proceso de entrevista sobre el período de 12 meses.
- La entrevista de línea base 2 recolecta data a fondo sobre los comportamientos de riesgo del cliente.
- La entrevista de línea base 3 recolecta información sobre la salud e historia de salud del cliente. También se le pide al cliente que exprese cuales servicios el o ella necesita o le gustaría que fueran proveídos en el futuro.

Las respuestas son codificadas numéricamente para uso con software de análisis cuantitativo (eje., SPSS).

Appendix D. Follow-up Surveys in Spanish

Proceso semi-estructurado, guiado en el cual un entrevistador entrenado desarrolla una entrevista cara a cara con un cliente. Estas encuestas breves y simples son diseñadas para uso con poblaciones difíciles de enlazar y limitadas como usuarios de servicios.

Tres entrevistas de seguimiento son desarrolladas en una serie de tiempo sobre los nueve meses restantes de evaluación.

- Las entrevistas 4,7, y 10 recolectan información actualizada sobre la historia personal y de la familia del cliente e información sobre el conocimiento básico del cliente sobre VIH/SIDA. También se llena el cuestionario del entrevistador, actualizando el historial de contacto y discusión con el cliente.
- Las entrevistas 5,8, y 11 recolectan información actualizada a fondo sobre los comportamientos de riesgo del cliente. Incluye el cuestionario del entrevistador para documentar la historia de contacto y discusión con el cliente.
- Las entrevistas 6, 9, y 12 recolectan información sobre la salud y la historia de salud del cliente. También se le pide al cliente que comunique cuales servicios el o ella necesita o que le gustaría que fueran proveídos en el futuro. Incluye el cuestionario del entrevistador para documentar la historia de contacto y discusión con el cliente.

Las respuestas son codificadas numéricamente para uso con software de análisis cuantitativo (eje., SPSS).

Appendix E. Consent Forms

These four forms document the consent necessary for interviewers and subjects to participate in the research project.

The first form is to be signed by interviewers after they complete their training.

Consent must be given either in writing or verbally by every client (or by a parent or guardian, if the client is a minor) *before* the interviews can begin. Forms are provided in English and Spanish.

The consent form is used by the interviewer to:

- Walk the client through the purpose and procedures, as well as the risks and benefits of participation
- Notify the client of their rights under California law
- Provide the names, addresses, and telephone numbers of the agency personnel responsible for the research project.

Appendix F. Interviewer Observation Form

This form is to be completed by the interviewer after each encounter with the client.

It allows the interviewer to record notes about his or her observations of the client's behavior during the interview.

Responses are numerically coded for use with quantitative analysis software such as SPSS.

Appendix G. Outreach Contact Forms

These forms allow the interviewer to track participants through the interview cycle:

- Form 1, the Interviewer Report on Initial Contact, is completed after Baseline Interview 1.
- Form 2, the Interviewer Report on Subsequent Contact, is completed after Baseline Interviews 2 and 3, as well as all subsequent interviews.

Responses are numerically coded for use with quantitative analysis software such as SPSS.

Appendix H. Sample Training Materials

These materials are samples of documentation from the Amigo-a-Amigo peer training program. They consist of:

- An outline for the 30-hour training session
- A contract form to be signed by the peer educator
- A sample peer contact form used by the agency to track the whereabouts and activities of the peers employed by the program

Appendix I. Recruitment Scripts (English and Spanish)

This step-by-step guide (in English and Spanish) can be used by an outreach worker to recruit clients into the 12-month interview project.

The script states the purpose of the research and the details of the interview process, emphasizing the voluntary nature of the program and assuring that the client's confidentiality will be respected.

Appendix J. Staff Interviews

Two forms were used to collect information from agency personnel:

- The Key Informant Interview Guide was used by the university researcher to gather information from agency administrators and staff. This confidential interview collected respondents' descriptions of agency operations, intervention processes, and staff training activities as well as the respondents' perceptions about the effectiveness of the agency.
- The Monthly Observations from the Field form was used by the researchers to monitor the implementation of the peer outreach and interview process during the project.

Use of Materials

All the resources presented in the appendices for Module 5 are derived from materials developed and used as part of the project listed below. These materials may be freely used for HIV/AIDS prevention intervention evaluation programs. Publications that use any of the forms, surveys, and so forth, or that are based on any of the materials included in these appendices, should provide a citation of the original project and principal investigators:

Collaborative Evaluation of HIV Prevention Outreach Programs

UARP grant PC98-LA-144

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