



Social Networks Testing

*A Community-Based Strategy
for Identifying Persons with
Undiagnosed HIV Infection*

Data Collection Forms



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SECTION ONE: OVERVIEW

Purpose of this document

This document provides instructions for using each of the social networks testing data collection forms. Descriptions of fields are provided, along with examples. Blank forms that can be modified to fit your program are provided in the last section.

SECTION TWO: RECRUITER ENLISTMENT/ORIENTATION LOG

Purpose

The Recruiter Enlistment/Orientation Log is designed to document information about the individuals who are invited to be recruiters in the social networks testing program.

Description

This log will track:

- Individuals who have been screened for recruiter eligibility
- Individuals who have previously been a network associate
- When people were invited to be recruiters and when they enlisted in program
- Reasons why invitations were declined by potential recruiters
- Which recruiters continued past orientation and which did not
- Reasons why specific recruiters did not continue past orientation

When to enter data on the form

This log should be used when identifying, screening, and contacting potential recruiters. It should be used to document which recruiters were enlisted and which recruiters did not enlist (and why). The log should also be used to record which recruiters continued past orientation (and reasons why certain recruiters did not continue).

How to use the data in the log

Data collected with the log can be used to compute performance measures related to recruiter participation (performance measures are described in the Monitoring and Evaluation Plan). The log is also useful for keeping a record of the general recruiter enlistment process.

Field descriptions

Participant ID #

- ⇒ Unique ID # assigned to each program participant
- ⇒ May be entered for each potential recruiter that is already involved in program as a network associate (and thus already has an ID #)
- ⇒ If person is a network associate already, ID # can be retrieved from the associate's Participant Data Form

Name of potential recruiter

- ⇒ Potential recruiter's name

Met criteria?

- ⇒ Does individual meet the criteria for being a recruiter (i.e., meets requirements for participation as a recruiter)?
- ⇒ Circle Yes (*Y*) or No (*N*).

Date invited

- ⇒ Date the individual was invited to be a recruiter

Enlisted?

- ⇒ Is the individual enlisted as a recruiter (i.e., the person agrees to be a recruiter)?
- ⇒ Circle Yes (*Y*) or No (*N*).

Date enlisted

- ⇒ Date the individual is enlisted as a recruiter (i.e., the date that he/she accepted the invitation)

Previously an associate?

- ⇒ Was the individual previously a network associate in the program? Search your database or other documentation to determine if this person is already registered as a network associate in the program.
- ⇒ Circle Yes (*Y*) or No (*N*).

Reason for not enlisting

- ⇒ If the individual does not want to enlist, what is the reason?

Cont'd past orientation?

- ⇒ Did the recruiter continue with the program after recruiter orientation? Complete this item for each recruiter as soon as he/she successfully completes orientation or when he/she drops out of orientation for some reason.
- ⇒ Circle Yes (*Y*) or No (*N*).

If did not continue past orientation, why not?

- ⇒ If the individual did not continue past orientation, what is the reason?

Comments

- ⇒ Provider comments about this person (e.g., enlistment or orientation issues that arose, reasons why he/she did not meet recruiter criteria, issues arising during orientation that might have caused him/her to drop out, plans for following-up with person if he/she is not currently interested in recruiting but may be interested in the future)

⇒ Update this item as the status changes

Recruiter eligibility:

Did you screen the recruiter to be a recruiter?

- ⇒ Was this person screened by staff to determine if he/she could be a recruiter (i.e., screened to determine if the person meets the necessary criteria that would allow him/her to be invited to be a recruiter)?
- ⇒ Select Yes (*Yes*), No (*No*), or Unknown (*Unknown*)
- ⇒ If *No* or *Unknown*, specify reason

Did the associate meet the criteria?

- ⇒ Did the person meet your site's requirements for being a recruiter? These criteria could be based on gender, race/ethnicity, risk group, etc.
- ⇒ Select Yes (*Yes*) or No (*No*)
- ⇒ If *No*, specify reason.

If the associate met the criteria, was he/she invited to be a recruiter? (All associates invited to be a recruiter should be entered in the Recruiter Enlistment/Orientation Log.)

- ⇒ If the person met your site's recruiter criteria, was he/she invited to be a recruiter?
- ⇒ Select Yes (*Yes*) or No (*No*)
- ⇒ If *No*, specify reason.

