

Form 1-2: Supervisor Summary Form for Community Informant Interviews

INSTRUCTIONS: THE FIELDWORK SUPERVISOR AND/OR FIELDWORK COORDINATOR COMPLETES THIS FORM FOR EACH SELECTED AREA

Supervisor name:						
Location of interviews:						
District:						
Selected priority prevention area (PPA):						
Outputs: Enter Yes or No for each output to indicate if it was completed.					YES	NO
Forms completed:	<ol style="list-style-type: none"> Completed Form As, sorted by ID Completed tally sheets for all interviewers Completed Supervisor Summary Form 					
Data entered	<ol style="list-style-type: none"> All unique venues and their characteristics entered in the Master Venue List Master Venue List ready for sampling in Step 3 					
Quality checks	<ol style="list-style-type: none"> Master Venue List reviewed by supervisors Quality Checklist Form A completed 					
Types of venues included in the Master Venue List	<ul style="list-style-type: none"> Venues where people meet new sexual partners Events Sex worker sites Men who have sex with men sites People who inject drug sites Websites Social media sites 					
TOTAL NUMBER OF COMMUNITY INFORMANTS INTERVIEWED BY ALL INTERVIEWERS IN THE AREA			TARGET: _____ REACHED: _____			
Community informant types	TARGET	REACHED		TARGET	REACHED	
1 Taxi driver			12 Youth in school			
2 Truck driver			13 Youth out of school			
3 Bar owner or worker			14 Military/police			

4 Individual socializing at a venue			15 Community-based organization (CBO)/ nongovernmental organization (NGO) staff		
5 Security guard/car guard			16 Peer educator		
6 Transgender person			17 Community health worker		
7 Person who injects drugs			18 Trader/business person		
8 Man who has sex with men			19 Hawker/street vendor		
9 Woman who exchanges sex for money			20 Unemployed/person loitering		
10 Hairdresser			21 Other		
11 Community leader			Unassigned		

If the targeted number of informants was not met, why not?

If the targeted types of informants were not interviewed, why not?

Was saturation of venues reached? (By the end of the community informant interviews, were no new venues named?)

If saturation was reached, were extra community informant interviews necessary? If so, how many?