

**Formative  
assessment**

**Key informant interview  
(KII) and focus group (FG)  
instruments**



**UCSF**



**UCSF GLOBAL HEALTH SCIENCES**

Improving health and reducing inequities worldwide



## KII and FG instruments

# Key informant interview and focus group instruments

The following instruments are to be used in formative assessment of IBBS with three key populations: FSW, MSM and PWID. Use of these instruments will ensure that the formative assessment captures the key information needed to plan an IBBS. These instruments are designed to provide the following information

- Practical information related to feasibility and acceptability of the surveillance study
- Knowledge of characteristics, subgroups, social networks and venues of the key populations
- Feasible sampling methodologies
- Information needed to plan survey logistics

### HOW TO USE THESE INSTRUMENTS

A comprehensive guide to conducting these interviews can be found in *Getting started: Formative assessment operations manual*.

Ample time should be included in the formative assessment training in order to ensure that the data collectors are familiar and comfortable with the instruments. During the training, the instruments can be adapted to include local terminology and phrases that are appropriate for the key population. It is especially helpful for the field staff to review local language translations of the instruments in order to ensure that they are comprehensible and appropriate for the local context.

Depending on the needs and scope of the formative assessment, sections of the instrument can be adapted or deleted.

The instruments are guides to be used when conducting interviews. All instructions to the interviewer are italicized in brackets, such as [*INSERT location*] or [*ASK this question if the answer is yes*].

GSI provides technical assistance (TA) in implementing IBBS. Please [visit our website and contact us](#) for trainings and TA.



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## KII and FG instruments

# Key informant interview Female sex workers

Interviewer Name: \_\_\_\_\_

Participant ID: \_\_\_\_\_

Date form is completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

Start time of interview (24 h clock, hh:mm): \_\_\_\_: \_\_\_\_

End time of interview (24 h clock, hh:mm): \_\_\_\_: \_\_\_\_

Note taker's name: \_\_\_\_\_

### INTRODUCTION

Hello, my name is [*INSERT your name*] and this is [*INSERT the name of note taker*]. We want to thank you for agreeing to take part in this interview. I will be leading the interview and [*INSERT the note takers' names*] will be taking notes.

Before we get started with the interview, I would like to show you this information sheet.

Do you have any questions about the information sheet?

May I have your permission to turn on the tape recorder and begin the interview?

[*TURN ON TAPE RECORDER if permission granted*]

[*NOTE TAKER START recording*]

### BACKGROUND

I would like to start by asking you some background questions.

[*ASK these questions to service providers*]

1. What kinds of services does your organization provide?
  - Who is the key population for your services?
  - What area does your organization work in?
  - What is your role at the organization?
  - What kind of contact do you have with female sex workers?

[*ASK these questions to other stakeholders*]:

2. Can you please describe your job and the place that you work?
  - What kind of contact do you have with female sex workers?

### DESCRIPTION OF FSW IN COMMUNITY / NETWORKS

3. Think about female sex workers in this community, can you describe them?
4. Could you describe the different subgroups of FSW? Do they differ by:
  - Age
  - Education
  - Income
  - Ethnicity



- Places where they work
  - Other?
5. How much interaction or contact is there between the sub-groups?
6. Think about all the places where sex work occurs in this area. Can you describe the places and where they are located?
- Are there specific areas of town?
  - Are there specific types of places? (e.g. guest houses, bars, shebeens, parks, streets, hotels, )
  - Do different groups of sex workers work at different areas of town or places?
7. Do sex workers in this area ever work through pimps or agents?
- If yes, which sex workers typically use a pimp, and which ones do not?
  - Please describe sex workers' relationship with these pimps. How do they control their activities? Do they care where they go and who they interact with?
8. Can you describe some other ways sex workers and clients find each other?
- PROBES:*
- Mobile phones
  - Internet
  - Newspaper ads
  - Any others?
9. Do some female sex workers work in brothels?
- Where are these brothels located?
  - Would we have to contact the person in charge to recruit from brothels?
10. Of all the places you've mentioned, approximately how many FSW do you know that comes to each of those places?
- What times and days do they go to those places?
11. Where are FSW's in this city mostly from?
- PROBES:*
- Townships
  - Suburbs
  - Cities
  - Small towns
  - Villages
  - Other countries



## KII and FG instruments

12. How often do FSW travel in and out of towns/cities?

- Are there particular months/ seasons of the year that FSW travel?

13. Tell us about sex workers who are younger than 18 years. Do they find clients in different areas?

- How young do girls in this area start sex work?

14. Do you know of any male sex workers or transgender sex workers that work in [*INSERT location*]?

- If yes, are male or transgender sex workers located in any particular part of town?
- Could you estimate the number of male sex workers that work in this area?
- Could you estimate the number of transgender sex workers that work in this area?

[ASK questions 15-17 to FSW only]

15. How many female sex workers do you know by name, and they know you by name, and they live in and around [*INSERT location*], and you've seen them in the past week?

- In the past 1 month?
- How easy is it to contact them?

16. When is the last time you received a health service related to your sexual health?

- Can you describe to me where you received the service (e.g., health clinic, hospital, mobile service, etc.) and the location?
- What health service did you receive?

17. If you had a problem related to your sexual health, are there any local organizations that you would feel comfortable going to?

- [ASK if the answer is yes] Can you tell me about them? (name, services provided, reasons why you feel comfortable contacting them)
- [ASK if the answer is no] Can you explain to me why you wouldn't feel comfortable going to the local organizations or services?

[ASK question 16 to service providers only]

18. What types of HIV/STI services, if any, does your organization offer to female sex workers?

- Approximately how many FSW did your organization serve this past year?
- What challenges and successes has your organization experienced in working with this population?
- Apart from what your organization is offering, what other HIV/STI services exist for FSW in this community?

[ASK questions 17-18 to other stakeholders only]

19. What other HIV/STI services exist for FSW in this community?

20. How many female sex workers do you think live and work in [*INSERT location*]?



## SAMPLING STRATEGIES (RDS OR TLS)

Now I'd like to ask you about some questions that will help us plan this future survey.

21. There are two ways that we are thinking of recruiting women. [*SHOW RDS diagram*]

One way is to choose a few people who are well connected in the community, and give them invitation cards that they could give to their peers. For every peer they recruit, they will receive an incentive. The participants that come in will then be given invitation cards that they can use to recruit other people, and the process will continue. How well do you think this method would work in recruiting FSW in this community?

22. Do you think FSW would be willing to recruit their friends using this invitation card? [*SHOW invitation example*]

- After giving an FSW an invitation card, how long do you think they would take to come in and participate?

23. Another way we are thinking about recruiting FSW would be to go to places where FSW work and recruit them and do the survey right at their workplace. Will this approach work?

- Why or why not?
- In which places would this approach work? [*PROBE for names of specific venues*]
- Do you think we can reach a lot of FSW through this approach?

24. Do FSW gather together when they are not working?

- [*ASK if the answer is yes*] If we wanted to recruit participants in other non-work settings, what places would you suggest we go?
- [*ASK for specific names*]

25. Which of those two methods do you think would work better: using invitation cards or going to the places?

- Why?

26. As part of this study, we'd also like to hand out objects to FSW that they will remember receiving from us. The object could look like this [*SHOW unique object*], but we need more information. We want to choose an object that isn't too expensive that people will sell or trade it to others or want more than one object, but it shouldn't be so cheap that they'll forget that they received the object. What kind of object do you think we should use?

- What do you think we can do to improve the likelihood that a person remembers receiving the object?

## STUDY LOGISTICS / FEASIBILITY

27. What language(s) do you think female sex workers in this community are most comfortable speaking?



## KII and FG instruments

28. As part of a health study, we will test for HIV. The test involves collecting some blood from the arm. How comfortable do you think FSW would feel being tested as part of the study?
- Will the FSW be comfortable answering questions and being tested by either **male or female** interviewers or counselors?
29. We will not ask for any names during the survey, but we want to collect fingerprints so that we know we are giving the HIV test result to the right person. The fingerprint is taken with a small machine called a scanner, not ink. The scanner does not store the image of your fingerprint; instead it uses the fingerprint to create a number unique to each person. This number cannot be used to identify a person. How comfortable do you think FSW would feel about giving their fingerprint so that they can have a unique number?
30. When we administer the survey and conduct HIV testing, we want to choose places that are most comfortable and discreet. What characteristics do you think would make a good survey office?
- In which part of *[INSERT town]* should it be located?
  - Would it be better located in a busy place where lots of people pass by or a quiet and secluded place?
  - Are there times of the day or night that are better than others?
  - Would FSW feel comfortable going to a public clinic or hospital in a private room?
  - Are there any areas or types of locations we should avoid?
31. Some of the questions in the interview will be personal, and will include questions on sexual partnerships and risk behaviors. What can we do to help participants feel more open to sharing?
32. We may use smaller computers to collect survey information *[SHOW photo of netbook]*. How comfortable would FSW feel if they were being asked survey questions and the interviewer used a small handheld computer to note their response?
33. The whole procedure for the first visit, including interview, counseling and HIV testing will take 2-3 hours. How do you think FSW would feel about committing this time to participate in the study?

### INCENTIVES

34. We want to compensate for people's time and transport but we don't want to offer too much compensation. For example, this could result in women pretending they are sex workers so that they can join the study for the compensation. The study visit will take about 2-3 hours. What is the right incentive we should give to compensate for transportation and time?
35. Do you think the various sub-groups of FSW in the community would be interested in participating in this survey that we are planning?
- What strategies can we use to overcome any barriers?
36. Thank you for all this information. This is very helpful. We want to speak with female sex workers who are influential and know many other sex workers in this area. Can you think of anyone who might be good for us to talk to? *[ASK for names and contact info if answer is yes]*



Do you have any questions before we end? Is there anything you'd like to add to our discussion? [*TAKE TIME to address all questions and concerns*]

Once again, thank you very much for taking the time to talk to me. The information you provided is important and will help us better understand the HIV/AIDS situation among female sex workers in this area.

[*INTERVIEWER STOP recording*]

[*INTERVIEWER: GIVE HIV/AIDS information, condoms/lubricant and referrals to HIV testing and counseling when appropriate*]



## KII and FG instruments

# Key informant interview Men who have sex with men

Interviewer Name: \_\_\_\_\_

Participant ID: \_\_\_\_\_

Date form is completed: \_\_\_/\_\_\_/\_\_\_ (dd/mm/yy)

Start time of interview (24 h clock, hh:mm): \_\_\_:\_\_\_

End time of interview (24 h clock, hh:mm): \_\_\_:\_\_\_

Note taker's name: \_\_\_\_\_

### INTRODUCTION

Hello, my name is [INSERT your name] and this is [INSERT the name of note taker]. We want to thank you for agreeing to take part in this interview. I will be leading the interview and [INSERT the note takers' names] will be taking notes.

Before we get started with the interview, I would like to show you this information sheet.

Do you have any questions about the information sheet?

May I have your permission to turn on the tape recorder and begin the interview?

[TURN ON TAPE RECORDER if permission granted]

[NOTE TAKER START recording]

### BACKGROUND

I would like to start by asking you some background questions:

[ASK these questions to service providers]

1. What kinds of services does your organization provide?
  - Who is the key population for your services?
  - What area does your organization work in?
  - What is your role at the organization?
  - What kind of contact do you have with men who have sex with men?

[ASK these questions to other stakeholders]:

2. Can you please describe your job and the place that you work?
  - What kind of contact do you have with men who have sex with men?

### DESCRIPTION OF MSM IN COMMUNITY / NETWORKS

3. Think about men who you know who also have sex with men in this community, can you describe them?



4. Could you describe the different subgroups of MSM? Do they differ by:
  - Age
  - Education
  - Income
  - Ethnicity
  - Gender identity
  - Men who have sex with men and women
  - other?
  
5. How much interaction or contact is there between the sub-groups?
  
6. Tell me about men who exchange sex for money.
  - How do they interact with the different sub-groups that you just described?
  
7. Where are MSM mostly from?
  - Towns?
  - Villages?
  - Other countries?
  - How often do MSM travel in and out of towns/cities?
  - Are there particular times of year that people travel?
  
8. Can you describe to me how MSM meet other men?
  - What kinds of social activities do they take part in with other men?
  - Where do these activities usually take place?
  - Can you give me specific names of places?
  
9. Where do men who do not openly identify as MSM go to meet other MSM?

*[ASK questions 10-12 to MSM only]*

10. How many men who have sex with men do you know by name, and they know you by name, and they live in and around [location], and you've seen them in the past week?
  - In the past 1 month?
  - How easy is it to contact them?
  
11. When is the last time you received a health service related to your sexual health?
  - Can you describe to me where you received the service (e.g., health clinic, hospital, mobile service, drop-in center, etc.) and the location?
  - What health service did you receive?



## KII and FG instruments

12. If you had a problem related to your sexuality or health, are there any local organizations that you would feel comfortable going to?
- [ASK if the answer is yes] Can you tell me about them? (name, services provided, reasons why you feel comfortable contacting them)
  - [ASK if the answer is no] Can you explain to me why you wouldn't feel comfortable going to the local organizations or services?

[ASK question 13 to service providers only]

13. What types of HIV/STI services, if any, does your organization offer to MSM?
- Approximately how many MSM did your organization serve this past year?
  - What challenges and successes has your organization experienced in working with this population?
  - Apart from what your organization is offering, what other HIV/STI services exist for MSM in this community?

[ASK questions 14,15 to other stakeholders only]

14. What other HIV/STI services exist for MSM in this community?
15. How many MSM do you think live and work in [INSERT location]?

### SAMPLING STRATEGIES (RDS OR TLS)

Now I'd like to ask you about some questions that will help us plan this future survey.

16. There are two ways that we are thinking of recruiting men. [SHOW RDS diagram]

One way is to choose a few people who are well connected in the community, and give them invitation cards that they could give to their peers. For every peer they recruit, they will receive an incentive. The participants that come in will then be given invitation cards that they can use to recruit other people, and the process will continue. How well do you think this method would work in recruiting MSM in this community?

17. Do you think your friends would be willing to recruit their friends using this invitation card? [SHOW invitation example]
- After giving a friend an invitation card, how long do you think they would take to come in and participate?
18. Another way we are thinking about recruiting men would be to go to venues where MSM gather and socialize and recruit them and do the survey right at the venue. How do you think that would work?
- Are there enough set venues in this area for us to recruit lots of MSM?
19. If we wanted to recruit participants in their gathering places, what places would you suggest we go?
- [ASK for specific names]



20. Approximately how many MSM do you know that comes to each of those places?
  - What times and days do they go to those places?
  
21. Which of those two methods do you think would work better: using invitation cards or going to the venues?
  - Why?
  
22. As part of this study, we'd like to hand out objects to MSM that they will remember receiving from us. The object could look like this [*SHOW unique object*], but we need more information. We want to choose an object that isn't too expensive that people will sell or trade it to others or want more than one object, but it shouldn't be so cheap that they'll forget that they received the object. How would you feel about receiving something like this?
  - What do you think we can do to improve the likelihood that a person remembers receiving the object?

### STUDY LOGISTICS / FEASIBILITY

23. What language(s) do you think men in your community are most comfortable speaking?
  
24. As part of a health study, we may test for HIV. How comfortable do you think your friends would feel being tested as part of the study? [*PAUSE*] The test involves a fingerprick or collecting some blood from the arm, how would you and your friends feel about this?
  - Do you think they would prefer a male or female nurse?
  
25. We will not ask for any names during the survey, but we want to collect fingerprints so that we know we are giving the HIV test result to the right person. The fingerprint is taken with a small machine called a scanner, not ink. The scanner does not store the image of your fingerprint; instead it uses the fingerprint to create a number unique to each person. This number cannot be used to identify a person. How comfortable do you think your friends and other MSM would feel about giving their fingerprint so that they can have a unique number?
  
26. When we administer the survey and conduct HIV testing, we want to choose places that are most comfortable and anonymous. What is a convenient and safe location to do this?
  - Are there times of the day or night that are better than others?
  - Would you or your peers feel comfortable going to a public clinic or hospital in a private room?
  - Are there any areas or types of locations we should avoid?
  
27. We may also ask other groups to participate in a similar study, such as female sex workers – how would you feel about sharing a site with them; but having separate times and days to participate?
  
28. Some of the questions in the interview will be personal, and will include questions on sexual partnerships and risk behaviors. What can we do to help participants feel comfortable and safe answering these questions?



## KII and FG instruments

29. We may use smaller computers to collect survey information [*SHOW photo of Netbook*]. How comfortable would your peers feel if you were being asked survey questions and the interviewer used a small handheld computer to note your response?
30. The whole procedure for the first visit, including interview, counseling and HIV testing will take 2-3 hours. How does the time commitment make you feel about participating in the study?

### INCENTIVES

31. We want to compensate for people's time and transport but we don't want to offer too much compensation. For example, this could result in men pretending they have sex with men so that they can join the study for the compensation. The study visit will take about 2-3 hours. What is the right incentive we should give to compensate for transportation, time, and HIV testing?
32. Do you think the various sub-groups of MSM in the community would be interested in participating in this survey that we are planning?
  - What strategies can we use to overcome any barriers?
33. Thank you for all this information. This is very helpful. We want to speak with other people like you, so among your friends who have sex with other men, do you have peer leaders or someone who is influential in the MSM community? This would be someone who knows a lot of other MSM and is well liked by you and your peers.
  - Do you think they would be willing to talk to us? [*ASK them to ask the identified peer leaders to contact our staff*]

Do you have any questions before we end? Is there anything you'd like to add to our discussion? [TAKE TIME to address all questions and concerns]

Once again, thank you very much for taking the time to talk to me. The information you provided is important and will help us better understand the HIV/AIDS situation among key populations in this area.

[*INTERVIEWER: STOP recording*]

[*INTERVIEWER: GIVE HIV/AIDS information, condoms/lubricant and referrals to HIV testing and counseling when appropriate*]



# Key informant interview

## People who inject drugs

Interviewer Name: \_\_\_\_\_  
 Participant ID: \_\_\_\_\_  
 Date form is completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)  
 Start time of interview (24 h clock, hh:mm): \_\_\_\_: \_\_\_\_  
 End time of interview (24 h clock, hh:mm): \_\_\_\_: \_\_\_\_  
 Note taker's name: \_\_\_\_\_

### INTRODUCTION

Hello, my name is [*INSERT your name*] and this is [*INSERT the name of note taker*]. We want to thank you for agreeing to take part in this interview. I will be leading the interview and [*INSERT the note takers' names*] will be taking notes.

Before we get started with the interview, I would like to show you this information sheet.

Do you have any questions about the information sheet?

May I have your permission to turn on the tape recorder and begin the interview?

[*TURN ON TAPE RECORDER if permission granted*]

[*NOTE TAKER: START recording*]

### BACKGROUND

I would like to start by asking you some background questions:

[*ASK these questions to service providers*]

1. What kinds of services does your organization provide?
  - Who is the key population for your services?
  - What area does your organization work in?
  - What is your role at the organization?
  - What kind of contact do you have with people who inject drugs (PWID)?

[*ASK these questions to other stakeholders*]:

2. Can you please describe your job and the place that you work?
  - What kind of contact do you have with PWID?

### DESCRIPTION OF PWID IN COMMUNITY / NETWORKS

3. Think about PWID in this community, can you describe them?



## KII and FG instruments

4. Could you describe the different subgroups of PWID? Do they differ by:
  - Age
  - Education
  - Income
  - Ethnicity
  - Types of drugs they inject
  - Other?
5. How much interaction or contact is there between the sub-groups?
6. Think about all the places where inject drug use occurs in this area. Can you describe the places and where they are located?
  - Are there specific areas of town?
  - Are there specific types of places? (e.g. shooting galleries, abandoned buildings, encampments, etc.)
  - Do different groups of injection drug users meet in different places?
7. Of all the places you've mentioned, approximately how many PWID do you know that comes to each of those places?
  - What times and days do they go to those places?
8. Where do PWID get their drugs?
  - Are there certain neighborhoods that have more dealers than others? Where?
9. Where do PWID get their needles?
  - Are there needle exchanges?
  - Can people buy needles in pharmacies?
  - Are there black markets for needles?
10. How common is it for PWID in this area to share needles?
  - What factors determine whether people choose to share needles?
11. Where are PWID in this city mostly from?

PROBES:

  - Townships
  - Suburbs
  - Cities
  - Small towns
  - Villages
  - Other countries



12. How often do PWID travel in and out of towns/cities?
- Are there particular months/ seasons of the year that PWID travel?

13. Tell us about PWID who also sell sex.
- Do they exchange sex for drugs only or also for money?
  - How many PWID exchange sex for drugs and/or money?

[ASK questions 14-16 to PWID respondents only]

14. How many people who inject drugs do you know by name, and they know you by name, and they live in and around [location], and you've seen them in the past week?
- In the past 1 month?
  - How easy is it to contact them?

15. When is the last time you received a health service?
- Can you describe to me where you received the service (e.g., health clinic, hospital, mobile service, etc.) and the location?
  - What health service did you receive?

16. If you had a health problem related to your drug use (for example, an abscess or infection) are there any local clinics or organizations that you would feel comfortable going to?
- [ASK if the answer is yes] Can you tell me about them? (name, services provided, reasons why you feel comfortable contacting them)
  - [ASK if the answer is no] Can you explain to me why you wouldn't feel comfortable going to the local organizations or services?

[ASK question 17 to service providers only]

17. What types of services, if any, does your organization offer to PWID?
- Approximately how many PWID did your organization serve this past year?
  - What challenges and successes has your organization experienced in working with this population?
  - Apart from what your organization is offering, what other services exist for PWID in this community?

[ASK questions 18,19 to other stakeholders only]

18. What other services exist for PWID in this community?
19. How many PWID do you think live and work in [INSERT location]?

### **SAMPLING STRATEGIES (RDS OR TLS)**

Now I'd like to ask you about some questions that will help us plan this future survey.



## KII and FG instruments

20. There are two ways that we are thinking of recruiting people for this study. [*SHOW RDS diagram*]

One way is to choose a few people who are well connected in the community, and give them invitation cards that they could give to their peers. For every peer they recruit, they will receive an incentive. The participants that come in will then be given invitation cards that they can use to recruit other people, and the process will continue. How well do you think this method would work in recruiting PWID in this community?

21. Do you think PWID would be willing to recruit their friends using this invitation card? [*SHOW invitation example*]

- After giving an PWID an invitation card, how long do you think they would take to come in and participate?

22. Another way we are thinking about recruiting PWID would be to go to places where PWID gather and recruit them and do the survey right there. Will this approach work?

- Why or why not?
- In which places would this approach work? [*ASK for names of specific venues*]
- Do you think we can reach a lot of PWID through this approach?

23. Which of those two methods do you think would work better: using invitation cards or going to the places?

- Why?

24. As part of this study, we'd also like to hand out objects to PWID that they will remember receiving from us. The object could look like this [*SHOW unique object*], but we need more information. We want to choose an object that isn't too expensive that people will sell or trade it to others or want more than one object, but it shouldn't be so cheap that they'll forget that they received the object. What kind of object do you think we should use?

- What do you think we can do to improve the likelihood that a person remembers receiving the object?

### STUDY LOGISTICS / FEASIBILITY

25. What language(s) do you think PWID in this community are most comfortable speaking?

26. As part of a health study, we will test for HIV. The test involves collecting some blood from the arm. How comfortable do you think PWID would feel being tested as part of the study?

- Will the PWID be comfortable answering questions and being tested by either **male or female** interviewers or counselors?

27. We will not ask for any names during the survey, but we want to collect fingerprints so that we know we are giving the HIV test result to the right person. The fingerprint is taken with a small machine called a scanner, not ink. The scanner does not store the image of your fingerprint; instead it uses the fingerprint to create a number unique to each person. This number cannot be used to identify a person. How comfortable do you think PWID would feel about giving their fingerprint so that they can have a unique number?



28. When we administer the survey and conduct testing, we want to choose places that are most comfortable and discreet. What characteristics do you think would make a good survey office?
  - In which part of [*INSERT location*] should it be located?
  - Would it be better located in a busy place where lots of people pass by or a quiet and secluded place?
  - Are there times of the day or night that are better than others?
  - Would PWID feel comfortable going to a public clinic or hospital in a private room?
  - Are there any areas or types of locations we should avoid?
  
29. Some of the questions in the interview will be personal, and will include questions on sexual partnerships and risk behaviors. What can we do to help participants feel more open to sharing?
  
30. We may use smaller computers to collect survey information [*SHOW photo of Netbook*]. How comfortable would PWID feel if they were being asked survey questions and the interviewer used a small handheld computer to note their response?
  
31. The whole procedure for the first visit, including interview, counseling and HIV testing will take 2-3 hours. How do you think PWID would feel about committing this time to participate in the study?

### INCENTIVES

32. We want to compensate for people's time and transport but we don't want to offer too much compensation. For example, this could result in people pretending that they inject drugs so that they can join the study for the compensation. The study visit will take about 2-3 hours. What is the right incentive we should give to compensate for transportation and time?
  
33. Do you think the various sub-groups of PWID in the community would be interested in participating in this survey that we are planning?
  - What strategies can we use to overcome any barriers?
  
34. Thank you for all this information. This is very helpful. We want to speak with people who inject drugs who are influential and know many other PWID in this area. Can you think of anyone who might be good for us to talk to?
  - [*ASK for names and contact info*]

Do you have any questions before we end? Is there anything you'd like to add to our discussion? [*TAKE TIME to address all questions and concerns*]

Once again, thank you very much for taking the time to talk to me. The information you provided is important and will help us better understand the HIV/AIDS situation among people who inject drugs in this area.

[*INTERVIEWER: STOP recording*]

[*INTERVIEWER: GIVE HIV/AIDS information, condoms/lubricant and referrals to HIV testing and counseling when appropriate*]



## KII and FG instruments

### Focus group Female sex workers

Date (dd/mm/yyyy): \_\_\_\_\_

Moderator's name: \_\_\_\_\_

Note Taker Name: \_\_\_\_\_

Site location: \_\_\_\_\_

Start time of (24 h clock, hh:mm): \_\_\_\_: \_\_\_\_

End time of (24 h clock, hh:mm): \_\_\_\_: \_\_\_\_

# of Participants:

How many participants remained the entire time?

#### INTRODUCTION

Before we begin, please put your cell phones to silent. In this discussion, we will ask you questions about yourself and your friends. When I say "friends", "colleagues", "peers" I'm talking about women you know who exchange sex for money. Like it says in the consent form, our discussion is completely confidential. Because we want this discussion to remain anonymous, you each have been given a name tag.

Now let's talk about some ground rules. Let's allow each other to speak uninterrupted and respect each other's comments. There are no right or wrong answers here. What we discuss during our group talk should remain here with us.

Let me review the information sheet that I have passed out to each of you. [*REVIEW consent form*]

Does anyone have any questions?

This discussion is to help us plan for a survey that we are starting in the next few months. When we do the survey in the future, we would like to interview female sex workers about their sexual health and things they may do to protect themselves. As part of the survey, we will also want to give free HIV testing and referral to treatment. The survey will help us plan better health services for women involved in the sex work trade. Today's discussion is to gather information to plan for the survey and to make sure we ask good questions from a diverse pool of people.

May I have your permission to turn on the tape recorder and begin the focus group?

[*TURN ON TAPE RECORDER if permission granted*]

#### CHARACTERISTICS OF FSW IN THE COMMUNITY

To begin, I'd like to find out a little bit about women who exchange sex for money in this area.

1. Can you describe the different types or groups of female sex workers in this community?
  - For example, are there different women who work in different locations?
  - Do different women seek different types of clients?
  - Please describe if there are different names to describe these differences?
  - How do different sub-groups of sex workers interact?



2. Where do women go to find or meet clients?
  - [ASK for specific names of locations, bars, parks, street corners]
  - Do different groups of women go to different places?
  - Do other people, such as pimps or bar owners find clients for women?
  
3. Do women involved in the trade hang out and spend time together when they are not working?
  - [ASK if the answer is yes] What do they typically do together?
  - Where do they go? [ASK for specific names of places]
  
4. Where are the FSW in this area from? Are your peers from here only or also from other towns??
  - Other countries?
  - How often do FSW travel to other areas to find work?
  
5. What's the age range of women involved in the trade?
  - How do women of different ages interact with each other?
  
6. Are there any support organizations that are well known and liked among you and your peers?
  - What are the names of these organizations?

### FEASIBILITY OF DIFFERENT SAMPLING METHODOLOGIES

Let me describe how we want to find people to do the interviews that we are planning for. There are two methods that we are thinking of using.

#### RDS recruitment

The first method will be based on a chain referral where friends invite their friends. We will choose a small number of FSW who are well connected in the community, and give each of them 3 invitations [*SHOW example of void/cancelled invitations*] to give out to friends who are also FSW. For each friend who shows up with the invitation and enrolls in the study, the person who recruited them will get an incentive. The person receiving the invitation will be interviewed, get free HIV testing and referral to treatment, and get invitations to give out to her friends so they can also participate. Now we would like to know ...

7. How well do you think this method would work?
  - Why or why not?
  
8. What do you think about the invitation design (size and shape)?
  - What do you like?
  - What would you change?
  - Is there any information that we could include to make it easy for participants to come see us?
  
9. How many female sex workers do you know by name, and they know you by name, and they live in and around [*INSERT location*], and you've seen them in the past week?
  - In the past 1 month?
  - How easy is it to contact them?



## KII and FG instruments

### TLS recruitment

Another way we were thinking of recruiting women was to go to places or hot spots where FSW spend time together, and recruit them and conduct the survey right there at that place. For example, we might go to a bar and approach women when they are leaving, and then invite them around the corner to a tent where they could do the survey and get tested.

10. How do you think that would work?

- Are there enough places in this area for us to recruit lots of people?

11. If we wanted to recruit participants in their gathering places, what places would you suggest we go? [ASK for specific names]

12. What times and days do they go to the places you just mentioned?

13. Are there specific people or leaders within the FSW community who can help us connect with other women? [ASK for specific names]

14. Which of those two methods that we described do you think would work better?

- Invitation ticket
- Going to places or hot spots

15. What potential barriers or challenges do you think we might have in trying to reach FSW?

- How can we overcome these barriers?

### STUDY LOGISTICS

16. One of the study procedures involves a blood test for HIV. This will involve counseling, then collecting some blood from a vein in your arm or a fingerprick.

- Which method would you prefer, vein blood draw or fingerprick? Why?
- Would you prefer a male or female counselor?
- If gender doesn't matter, what characteristics matter most?

17. We want to compensate for people's time and transport but we don't want to offer compensation that is too much. We don't want women to pretend they are sex workers so that they can join the study for cash. What would you say is the right amount for a 2-3 hour survey?

- Can you say why?

18. What might be some convenient and anonymous locations to conduct the survey? [ASK for specific names]

- Are there any areas we should avoid?
- Will certain type of FSW not feel comfortable going to [INSERT study site]?
- How would FSW from your neighborhood get to those places?
- How much would it cost to travel by public transportation or taxi?



19. What would be the best times of day to interview or test participants?

- Are there better days than others?
- Please describe the ideal days and times.

20. What languages do most of your peers speak?

- How many of your peers do not speak English?
- Of those who do not speak English, what languages do they mostly speak?
- Can most of your peers read English?

**\*\*MAPPING EXERCISE\*\***

We are almost finished with the group. Before we end, I wanted to ask your help in creating a map with all of the “hot spots” or places where we can find female sex workers in this area. You have already mentioned some places. Can we put them on a map together?

The map does not have to be drawn exactly to size – this is just to give us an idea of where places are in relation to each other. *[DRAW map with guidance of participants. Please see the formative assessment FOP for instructions]*

Those were the main questions we wanted to ask today. Does anyone have any questions before we end? Are there any questions that you think I should have asked that I may have forgotten? *[TAKE TIME to address all questions and concerns]*

Once again, thank you very much for taking the time to talk to me. The information you provided is important and will help us better understand the HIV/AIDS situation among FSW in this area.

*[INTERVIEWER: STOP recording]*



## KII and FG instruments

# Focus group Men who have sex with men

Date (dd/mm/yyyy): \_\_\_\_\_

Moderator's name: \_\_\_\_\_

Note Taker Name: \_\_\_\_\_

Site location: \_\_\_\_\_

Start time of (24 h clock, hh:mm): \_\_\_\_: \_\_\_\_

End time of (24 h clock, hh:mm): \_\_\_\_: \_\_\_\_

# of Participants:

How many participants remained the entire time?

### INTRODUCTION

Before we begin, please put your cell phones to silent. In this discussion, we will ask you questions about yourself and your friends. When I say "friends", "colleagues", "peers" I'm talking about men you know who have sex with other men (MSM). Like it says in the consent form, our discussion is completely confidential. Because we want this discussion to remain anonymous, you each have been given a name tag.

Now let's talk about some ground rules. Let's allow each other to speak uninterrupted and respect each other's comments. There are no right or wrong answers here. What we discuss during our group talk should remain here with us.

Let me review the information sheet that I have passed out to each of you. [REVIEW consent form]

Does anyone have any questions?

This discussion is to help us plan for a survey that we are starting in the next few months. When we do the survey in the future, we would like to interview MSM about their sexual health and things they may do to protect themselves. As part of the survey, we will also want to give free HIV testing and referral to treatment. The survey will help us plan better health services for MSM. Today's discussion is to gather information to plan for the survey and to make sure we ask good questions from a diverse pool of people.

May I have your permission to turn on the tape recorder and begin the focus group?

[TURN ON TAPE RECORDER if permission granted]

### CHARACTERISTICS OF MSM IN THE COMMUNITY

To begin, I'd like to find out a little bit about MSM in this area.

1. Can you describe the different types or groups of MSM in this community?
  - For example, are there different groups of MSM that hang out with one another?
  - Do these groups differ by age, education, social class, ethnicity?
  - What about men who are closeted or do not identify themselves as MSM?
  - How do different sub-groups of sex workers interact?



2. Where do men who have sex with men go to meet other men in this area?
  - What do you and your MSM friends typically do together?
  - Do different MSM subgroups go to different places? Can you give me specific names of these places?
  - Do you and your friends use the Internet to meet men?
  - Are there other ways MSM meet other men?
  - Are there places or parts of town that you and your friends avoid? Can you say why?
  
3. Where are the MSM in this area from?
  - Are your peers from here only or also from other towns?
  - Other countries?
  - Do MSM travel to other areas to find work? How often?
  
4. Are there any support organizations that are well known and liked among you and your peers?
  - *[ASK for specific names of organizations]*

### FEASIBILITY OF DIFFERENT SAMPLING METHODOLOGIES

Let me describe how we want to find people to do the interviews that we are planning for. There are two methods that we are thinking of using.

#### RDS recruitment

The first method will be based on a chain referral where friends invite their friends. We will choose a small number of MSM who are well connected in the community, and give each of them 3 invitations [*SHOW example of void/cancelled invitations*] to give out to friends who are also MSM. For each friend who shows up with the invitation and enrolls in the study, the person who recruited them will get an incentive. The person receiving the invitation will be interviewed, get free HIV testing and referral to treatment, and get invitations to give out to her friends so they can also participate. Now we would like to know ...

5. How well do you think this method would work?
  - Why?
  
6. What do you think would be a good invitation design?
  - Size and shape?
  - Colors?
  - What would you call the study?
  - Is there any information that we could include to make it easy for participants to come see us?
  
7. How many MSM do you know by name, and they know you by name, and they live in and around [*INSERT location*], and you've seen them in the past week?
  - In the past 1 month?
  - How easy is it to contact them?



## KII and FG instruments

### TLS Recruitment

Another way we were thinking of recruiting men was to go to places or hotspots where MSM spend time together, and recruit them and conduct the survey right there at that place. For example, we might go to a bar and approach men when they are leaving, and then invite them around the corner to a tent where they could do the survey and get tested.

8. How do you think that would work?
  - Are there enough places in this area for us to recruit lots of people?
9. If we wanted to recruit participants in their gathering places, what places would you suggest we go?
  - Ask for specific names
10. What times and days do they go to the places you just mentioned?
11. Are there specific people or leaders within the MSM community who can help us connect with other men?
12. Which of those two methods that we described do you think would work better?
  - Invitation ticket
  - Going to places or hot spots
13. What potential barriers or challenges do you think we might have in trying to reach MSM?
  - How can we overcome these barriers?

### STUDY LOGISTICS

14. One of the study procedures involves a blood test for HIV. This will involve counseling, then collecting some blood from a vein in your arm or a fingerprick.
  - Which method would you prefer, vein blood draw or fingerprick?
  - Why?
  - Would you prefer a male or female counselor?
  - If gender doesn't matter, what characteristics matter most?
15. We want to compensate for people's time and transport but we don't want to offer compensation that is too much. We don't want men to pretend they are MSM so that they can join the study for cash. What would you say is the right amount for a 2-3 hour survey?
  - Can you say why?
16. What might be some convenient and anonymous locations to conduct the survey? [*ASK for specific names*]
  - Are there any areas we should avoid? Will certain type of MSM not feel comfortable going to [*INSERT study site*]?
  - How would MSM from your neighborhood get to those places?
  - How much would it cost to travel by public transportation or taxi?



17. What would be the best times of day to interview or test participants?

- Are there better days than others?
- Please describe the ideal days and times.

18. What languages do most of your peers speak?

- How many of your peers do not speak English?
- Of those who do not speak English, what languages do they mostly speak?
- Can most of your peers read English?

**\*\*MAPPING EXERCISE\*\***

We are almost finished with the group. Before we end, I wanted to ask your help in creating a map with all of the “hot spots” or places where we can find MSM in this area. You have already mentioned some places. Can we put them on a map together?

The map does not have to be drawn exactly to size – this is just to give us an idea of where places are in relation to each other. *[DRAW map with guidance of participants. Please see the formative assessment FOP for instructions]*

Those were the main questions we wanted to ask today. Does anyone have any questions before we end? Are there any questions that you think I should have asked that I may have forgotten? *[TAKE TIME to address all questions and concerns]*

Once again, thank you very much for taking the time to talk to me. The information you provided is important and will help us better understand the HIV/AIDS situation among MSM in this area.

*[INTERVIEWER: STOP recording]*



## KII and FG instruments

# Focus group People who inject drugs

Date (dd/mm/yyyy): \_\_\_\_\_

Moderator's name: \_\_\_\_\_

Note Taker Name: \_\_\_\_\_

Site location: \_\_\_\_\_

Start time of (24 h clock, hh:mm): \_\_\_\_: \_\_\_\_

End time of (24 h clock, hh:mm): \_\_\_\_: \_\_\_\_

# of Participants:

How many participants remained the entire time?

### INTRODUCTION

Before we begin, please put your cell phones to silent. In this discussion, we will ask you questions about yourself and your friends. When I say “friends”, “colleagues”, “peers” I’m talking about people you know who inject drugs (PWID). Like it says in the consent form, our discussion is completely confidential. Because we want this discussion to remain anonymous, you each have been given a name tag.

Now let’s talk about some ground rules. Let’s allow each other to speak uninterrupted and respect each other’s comments. There are no right or wrong answers here. What we discuss during our group talk should remain here with us.

Let me review the information sheet that I have passed out to each of you. [*REVIEW consent form*]

Does anyone have any questions?

This discussion is to help us plan for a survey that we are starting in the next few months. When we do the survey in the future, we would like to interview PWID about their sexual health and things they may do to protect themselves. As part of the survey, we will also want to give free HIV testing and referral to treatment. The survey will help us plan better health services for PWID. Today’s discussion is to gather information to plan for the survey and to make sure we ask good questions from a diverse pool of people.

May I have your permission to turn on the tape recorder and begin the focus group?

[*TURN ON TAPE RECORDER if permission granted*]

### CHARACTERISTICS OF PWID IN THE COMMUNITY

To begin, I’d like to find out a little bit about PWID in this area.

1. Can you describe the different types or groups of PWID in this community?
  - For example, are there different people who use different types of drugs?
  - Do people who use the same types of drugs hang out together?
  - How common is sharing drugs? Sharing needles?
  - How do people decide who to share drugs with? Who to share needles with?
  - Do drug users of different socioeconomic classes hang out together?



2. Where do people go to buy drugs?
  - [ASK for specific names of locations, bars, parks, street corners]
  - Do different groups of people go to different places?
3. Where do people go to use drugs?
  - [ASK for specific names of locations, bars, parks, street corners]
  - Do different groups of people go to different places?
4. Where are the PWID in this area from? Are your peers from here only or also from other towns?
  - Other countries?
  - How often do PWID travel to other areas to find drugs?
5. How common is it for PWID to also exchange sex for drugs or money?
6. Are there any health or support organizations that are well known and liked among you and your peers?
  - What are the names of these organizations?

### FEASIBILITY OF DIFFERENT SAMPLING METHODOLOGIES

Let me describe how we want to find people to do the interviews that we are planning for. There are two methods that we are thinking of using.

#### RDS recruitment

The first method will be based on a chain referral where friends invite their friends. We will choose a small number of PWID who are well connected in the community, and give each of them 3 invitations [*SHOW example of void/cancelled invitations*] to give out to friends who also inject drugs. For each friend who shows up with the invitation and enrolls in the study, the person who recruited them will get an incentive. The person receiving the invitation will be interviewed, get free HIV testing and referral to treatment, and get invitations to give out to her friends so they can also participate. Now we would like to know ...

7. How well do you think this method would work?
  - Why?
8. What do you think would be a good invitation design?
  - Size and shape?
  - Colors?
  - What would you call the study?
  - Is there any information that we could include to make it easy for participants to come see us?
9. How many PWID do you know by name, and they know you by name, and they live in and around [*INSERT location*], and you've seen them in the past week?
  - In the past 1 month?
  - How easy is it to contact them?



## KII and FG instruments

### TLS recruitment

Another way we were thinking of recruiting men was to go to places where PWID spend time together, and recruit them and conduct the survey right there at that place. For example, we might go to an encampment where people inject drugs, approach them, and then invite them to a tent nearby where they could do the survey and get tested.

10. How do you think that would work?

- Are there enough places in this area for us to recruit lots of people?

11. If we wanted to recruit participants in their gathering places, what places would you suggest we go?

- *[ASK for specific names]*

12. What times and days do they go to the places you just mentioned?

13. Are there specific people or leaders within the PWID community who can help us connect with other people?

14. Which of those two methods that we described do you think would work better?

- Invitation ticket
- Going to places

15. What potential barriers or challenges do you think we might have in trying to reach PWID?

- How can we overcome these barriers?

### STUDY LOGISTICS

16. One of the study procedures involves a blood test for HIV. This will involve counseling, then collecting some blood from a vein in your arm or a fingerprick.

- Which method would you prefer, vein blood draw or fingerprick?
- Why?
- Would you prefer a male or female counselor?
- If gender doesn't matter, what characteristics matter most?

17. We want to compensate for people's time and transport but we don't want to offer compensation that is too much. We don't want people to pretend they inject drugs so that they can join the study for cash. What would you say is the right amount for a 2-3 hour survey?

- Can you say why?

18. What might be some convenient and anonymous locations to conduct the survey? *[ASK for specific names]*

- Are there any areas we should avoid?
- Will certain type of PWID not feel comfortable going to [study site]?
- How would FSW from your neighborhood get to those places?
- How much would it cost to travel by public transportation or taxi?



19. What would be the best times of day to interview or test participants?

- Are there better days than others? Please describe the ideal days and times.

20. What languages do most of your peers speak?

- How many of your peers do not speak English?
- Of those who do not speak English, what languages do they mostly speak?
- Can most of your peers read English?

**\*\*MAPPING EXERCISE\*\***

We are almost finished with the group. Before we end, I wanted to ask your help in creating a map with all of the places where we can find PWID in this area. You have already mentioned some places. Can we put them on a map together?

The map does not have to be drawn exactly to size – this is just to give us an idea of where places are in relation to each other. [*DRAW map with guidance of participants. Please see the formative assessment FOP for instructions*]

Those were the main questions we wanted to ask today. Does anyone have any questions before we end? Are there any questions that you think I should have asked that I may have forgotten? [*TAKE TIME to address all questions and concerns*]

Once again, thank you very much for taking the time to talk to me. The information you provided is important and will help us better understand the HIV/AIDS situation among PWID in this area.

[*INTERVIEWER: STOP recording*]

