The HPTN 083 Community Engagement Work Plan (CEWP)

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What is the Community Engagement Work Plan (CEWP)

• Tool used to assess, plan, and evaluate community engagement, recruitment, and retention efforts at CRSs

• Completed by community educator with review and input from local CAB, clinic/study coordinator, and PI

• Used by HPTN Community Program Managers to determine best ways to support and provide technical assistance
**What is the Community Engagement Work Plan (CEWP)**

- **Requirement for study activation**
  - Should allow 2 weeks for review and acceptance process by HPTN Community Program Managers
  - “Living document”

- **Planning Period:** July 2016-June 2017

- **Quarterly assessments** to identify challenges to implementation, evaluate effectiveness, and modify objectives and activities
Components of the CEWP

• Community Education Plan
  – Community Outreach and Education
    • Describes community preparedness and engagement activities
    • Identifies key community stakeholders and details how you will work with them
  – CAB Activities
    • Plans for capacity building within the CAB
    • Describes Site/CAB relationship
Components of the CEWP

• Recruitment Plan
  – Step-by-step process your site uses to go from your first contact with potential participants to enrolling them into HPTN 083
  – Includes objectives for recruiting specific populations per HPTN 083 inclusion criteria
  – Describes planned recruitment activities
  – Recruitment tracking (data collection, evaluation of effectiveness, etc.)
Components of the CEWP

• Retention Plan

“Good retention begins with recruitment, continues throughout the duration of a trial and includes both proactive and reactive steps.”
Components of the CEWP

• Retention Plan
  – Defines the responsibilities of each staff member towards retention (recruiters, educators, counselors, nurses, PIs)
  – Details the overall process the site will implement to ensure each participant has a positive experience
  – Describes tracking and follow-up procedures
Working Definitions: Goals

- Very broad and over-arching
- “the Big Picture”
- Four goals provided by the Network for HPTN 083 (may add additional local goals)
  - Community preparedness and engagement activities
  - Stakeholder relationships
  - Misconceptions
  - Drug approval process
Working Definitions: Objectives

• Describe the work that will be done in order to address the stated goals

• **SPECIFIC and MEASURABLE**
  – **Who**, will do **What**, of **How Much**, by **When**
  – Example: Community education staff (**Who**) will provide and/or arrange educational sessions focusing on human participant protections in clinical research trials (**What**) to 24 local NGOs/ CBOs (**How Much**) by 30 July 2017 (**When**).
AMP Site Instructions

• May modify your existing AMP work plan
• Highlight all changes specific to HPTN 083
  – Consider differences in population and inclusion criteria
  – How many additional activities will you need in order to successfully meet enrollment targets for both studies
Summary

• CEWP helps CRS staff and CAB carefully think through plans for community education, recruitment, and retention

• **Required for study activation**

• May be modified at any time necessary

• Allows HPTN LOC staff to better support your community engagement efforts – We’re here to help!
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