



HPTN

HIV Prevention
Trials Network

The HPTN 083 Community Engagement Work Plan (CEWP)

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Presentation Outline

- Overview of CEWP
- CEWP Components
- Define: Goals and Objectives
- AMP Sites
- Summary
- Questions

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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