# Work Plan Evaluation

Subject Id 1065-1

Your entire plan will be reviewed by the HVTN Community Engagement Unit (CEU)Project Manager or HPTN Community Program team member in order to be able to support you throughout the year. Please consider the elements below when completing your work plans.

Some of what we are looking for in your plan (although not necessarily in this order):

1. Does the plan reflect the site's capacity? For example, does the work described seem realistic for the number of staff members on the team? Does it seem like too much work or too little?
2. Do the objectives of the Community Education section correspond to the needs identified in the Community Assessment? Have all required objectives been included, including any appropriate Optional Objectives that were assigned?
3. Do the objectives of the Recruitment section appropriately reflect the studies that are planned in the coming year? Have all required objectives been included, including any appropriate Optional Objectives that were assigned? Are strategies for under-represented populations included (such as people from particular race/ethnic groups, people of a particular sex assigned at birth, etc.)?
4. The CAB section conveys how the site and the CAB work together to achieve the site's and the network's mission. Our review seeks to ensure that the site/community relationship is in place and ongoing, that there is a commitment by the site to working with the CAB, and that the group's expertise and experience are being fully utilized. Ongoing consultation with communities is a requirement of the National Institute of Allergy and Infectious Disease's (NIAID) Division of AIDS (DAIDS), which funds the HVTN and HPTN and our sites.
5. The Retention plan includes a description of how sites are thinking about retention proactively, beginning with their first interaction with a potential participant to the steps that will be followed if a participant misses a visit.

# Community Assessment

Instructions for Community Assessment:

All sites should complete all the questions below.

Who is the community that lives or works around your site (age range, ethnic or cultural backgrounds,

education level, languages, living conditions?

What social issues impact this community (equality of men and women, equality and legal status for gay

people/same-sex partners, unemployment, etc.)?

What are the existing challenges to community education? Consider literacy levels, myths and

misperceptions, taboos surrounding sex and drug use, HIV stigma, religious beliefs, etc. What is needed to

overcome these challenges?

What other research is being done in your area? Are there any trials at your site where you are competing

with yourself for the same population(s)?

Who are the groups in your community that are under-represented in research or that your site has

had difficulty enrolling? What efforts are being made by your site to reach these people? What support might

you need to enhance these efforts?

Is HIV prevention research familiar to your community?

What information regarding HIV prevention is well

understood? What information is of particular concern to the community? Are there messages that the site

needs to focus on? If so, what are those messages? What materials do you need to support these efforts?

Demographic % HIV Incidence %

American Indian/Alaska Native Asian

Black/African American

Native Hawaiian/Pacific Islander 2 or more races reported

White

Hispanic/Latinx Ethnicity

Other Local Race or Ethnic Group [ca\_other\_spec\_text]

Answers in each field should be shown as percentages with one decimal place (e.g. 10.5).

# Site CE Team

Please list your Community Engagement team members (CE staff as well as other paid, volunteer, or clinic staff who participate regularly in CE activities) by indicating their name, their specific role (e.g., community educator, retention, recruitment), and indicate if they are full-time or part-time. For the purposes of this document, anything other than full time is considered part time, including "per diem" or "time as reported" staff.

Examples:

John Smith/Community Educator/Full Time Jane Rivers/Retention/Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

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Name/Role/Full or Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

Name/Role/Full or Part Time

Do the staff listed above have laptop computers to use for presentations or checking email when working away from the site?

 Yes  No

Do all of these employees have access to a telephone, printer, photocopier, and office supplies? If not, what barriers are there to providing these supplies?

 Yes  No

How does the site pay for staff transportation to events in the community? For example, do staff need to use their own car and get reimbursed for mileage and fuel? Does the site pay for taxis or public transportation?

How are CE staff involved in community engagement planning and implementation at the site (including budgeting)?

Does the site provide uniforms (such as a site-branded shirt) for staff to wear when they are working in community? If not, does your site have a dress code for employees to follow? Please describe.

# CAB

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This section should be completed by CAB and site staff together. If your CAB uses a structure other than

"chair/co-chair", please input the names of your CAB leaders in the boxes below where it says "chair/co-chair" and then describe your CABs structure in the last box on this page. This should only be completed for CABs associated with HVTN, MTN, and HPTN sites/studies.

\*For HVTN Sites: Please note, it is the site's responsibility to enter the GCAB representative and alternate into the Directory on the Members Website. HVTN Core staff cannot add these people to the GCAB email list until the site has added them to the Directory.

CAB Chair/Co-Chair/CWG Representative Name/Email/Contact Number

CAB Chair/Co-Chair/CWG Representative Name/Email/Contact Number

GCAB Representative Name/Email/Contact Number

GCAB Representative Name/Email/Contact Number

**CAB GOALS**

Goal 1: Increase CAB capacity to support the site's community engagement work by providing training for CAB members.

**CAB OBJECTIVES**

Objective 1: How many CAB meetings will the site organize this reporting period?

(Use only a number in this field.)

Objective 2: How many CAB meetings will Investigator of Record (IoR), Principal Investigator (PI), or co-Investigators (Co-Pis) attend this reporting period?

(Use only a number in this field.)

**CAB TRAININGS**

**The site will provide the following trainings to the CAB during the reporting period.**

CAB Training 1:

CAB Training 2:

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CAB Training 3:

CAB Training 4:

CAB Training 5:

**CAB DIVERSITY**

How many people are on your CAB currently? Please include an overall total, as well as number of people active and inactive.

Please describe the diversity of your CAB as you know it (for example: race/ethnicity, gender identity, religion, socio-economic background, professional background, former trial participants, age, sexual orientation, etc. You don't need to ask this information if it is unknown to you.

Are there areas in which your CAB is not diverse, or groups/populations that are not represented among your current members? How do you plan to address these gaps?

Is your CAB representative of planned trial populations? Describe how it is representative. If it is not, how do you plan to address this?

Is there anything else Network staff should know about the site's work with the CAB (strengths or potential challenges) or assistance you might require from your HVTN , MTN, or HPTN Community project manager?

# Annual Work Plan

*Cross-Network Community Engagement Reporting System*

***Subject Id 1065-1 (2021-2022 Work Plan)***

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**COMMUNITY ENGAGEMENT ANNUAL WORK PLAN**

Goals and Objectives: Working definitions

Goals

Goals are very broad and over-arching. They are "the big picture." We have provided Network goals that are common across all sites. You can add additional local goals if you wish.

Objectives

Objectives are specific and measurable. They describe the work that you will do in order to address the stated goals. All objectives must include a metric to describe how success will be measured. For example, a site will give presentations about VISP 4 times a year. Sites will be able to count the presentations they give during the year to see if this objective was met, unmet, or if they exceeded expectations.

**COMMUNITY EDUCATION GOALS**

Goal 1. Increase community awareness of preventive HIV clinical trials and the HIV prevention research effort.

Goal 2. Develop, strengthen, and maintain relationships with community stakeholders, including but not limited to, medical care providers, STI/HIV counseling and testing providers, faith leaders, NGOs and CBOs.

Goal 3. Reduce misconceptions and misinformation about preventive HIV research trials.

Goal 4: (Optional)

**COMMUNITY EDUCATION OBJECTIVES**

Education Objective 1:

How many times will you do community education objective 1 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 2:

How many times will you do community education objective 2 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 3:

How many times will you do community education objective 3 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 4:

How many times will you do community education objective 4 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 5:

How many times will you do community education objective 5 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 6:

How many times will you do community education objective 6 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 7:

How many times will you do community education objective 7 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 8:

How many times will you do community education objective 8 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 9:

How many times will you do community education objective 9 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 10:

How many times will you do community education objective 10 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

**Education Objectives as Directed**

Education Objective 11:

How many times will you do community education objective 11 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 12:

How many times will you do community education objective 12 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 13:

How many times will you do community education objective 13 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 14:

How many times will you do community education objective 14 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

Education Objective 15:

How many times will you do community education objective 15 in 12 months?

(Please only include a numerical value here.)

Which goals does this community education objective satisfy?

Community Education Goal 1 Community Education Goal 2 Community Education Goal 3 Community Education Goal 4

**RECRUITMENT GOALS**

Goal 1. Fill all assigned protocol slots, and any other available slots, for assigned studies.

Goal 2: (Optional)

Goal 3: (Optional)

**RECRUITMENT OBJECTIVES**

Recruitment Objective 1:

How many times will you do recruitment objective 1 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 2:

How many times will you do recruitment objective 2 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 3:

How many times will you do recruitment objective 3 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 4:

How many times will you do recruitment objective 4 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 5:

How many times will you do recruitment objective 5 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 6:

How many times will you do recruitment objective 6 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 7:

How many times will you do recruitment objective 7 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 8:

How many times will you do recruitment objective 8 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 9:

How many times will you do recruitment objective 9 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 10:

How many times will you do recruitment objective 10 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

**Recruitment Objectives as Directed**

Recruitment Objective 11:

How many times will you do recruitment objective 11 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 12:

How many times will you do recruitment objective 12 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 13:

How many times will you do recruitment objective 13 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 14:

How many times will you do recruitment objective 14 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

Recruitment Objective 15:

How many times will you do recruitment objective 15 in 12 months?

(Please only include a numerical value here.)

Which goals does this recruitment objective satisfy?

Recruitment Goal 1 Recruitment Goal 2 Recruitment Goal 3

**RETENTION GOALS**

Goal 1. Maintain the Networks' minimum stated retention rate of 90% among enrolled trial participants. Goal 2. Improve overall participant experience at site.

**RETENTION OBJECTIVES**

Retention Objective 1:

How many times will you do retention objective 1 in 12 months?

(Please only include a numerical value here.)

Retention Objective 2:

How many times will you do retention objective 2 in 12 months?

(Please only include a numerical value here.)

Retention Objective 3:

How many times will you do retention objective 3 in 12 months?

(Please only include a numerical value here.)

Retention Objective 4:

How many times will you do retention objective 4 in 12 months?

(Please only include a numerical value here.)

Retention Objective 5:

How many times will you do retention objective 5 in 12 months?

(Please only include a numerical value here.)

Retention Objective 6:

How many times will you do retention objective 6 in 12 months?

(Please only include a numerical value here.)

Retention Objective 7:

How many times will you do retention objective 7 in 12 months?

(Please only include a numerical value here.)

Retention Objective 8:

How many times will you do retention objective 8 in 12 months?

(Please only include a numerical value here.)

# Annual Work Plan Narrative

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**Community Engagement Annual Work Plan Narrartive**

Instructions: All sites must answer all questions. Please work with your clinic coordinators or site investigators to complete this page, if necessary.

**RECRUITMENT PROCESS**

1. What steps do you follow to develop a plan for your recruitment activities (for instance, how do you decide where you will go, when you will go, how often will you go, and who goes)?

**Please describe the ways you collect and use recruitment data.**

2a. How do you collect contact information and how is that information used (immediately or in the future)? Please provide us with a sample of your collection tool, or a screen shot if you use an electronic tool (send to your Network Project Manager).

2b. How do you evaluate whether your recruitment activity was successful, and whether it should be repeated in the future?

2c. How do you track the ways that potential participants learned of a particular trial, such as from an advertisement or from an outreach worker, in order to evaluate if recruitment strategies are working effectively?

2d. Describe reasons why people who have been screened and found to be eligible at an in-person clinic visit make the decision to not enroll. Are there any issues identified where the site can make changes to improve the screening to enrollment ratio?

**We want to understand your process of pre-screening, screening, and enrollment, and who is**

**is involved in each step. Work with your clinic staff as needed to answer these questions.**

3a. When contact information is given to staff in the clinic, what is the process for follow up? Described how you handle pre-screening and scheduling the potential participant to come into the clinic. How does outreach staff communicate with clinic staff about potential participants? For example, do you hold cross-team meetings? If so, how often?

3b. Describe the process for moving from pre-screening to scheduling a screening visit in the clinic.

3c. Once someone is found to be eligible, describe the process for obtaining informed consent and conducting the enrollment visit.

3d. Describe the process your site will use for obtaining assent of a minor child/adolescent and consent of the parent/guardian.

**RETENTION PROCESS**

1. From the first time a potential participant comes to the clinic until the final contact you have with them, what are the steps you take to ensure that each person has a positive participant experience?
2. Describe how each member of the staff plays a part in retention at your site (For example, what steps are taken by recruiters? By nurses? By investigators? etc.)?
3. Once a potential participant is enrolled, what steps do you take to avoid missed visits?
4. What steps do you take to follow-up when a visit is missed?
5. With efficacy studies that have a larger number of visits over a longer period of time, retention begins to decline at later visits, especially after the first year of a study. What is your site doing to address this challenge?
6. Please tell us what successes and challenges your site is experiencing with community education, recruitment, and retention efforts. Include any opportunities, shifts in community perceptions, staffing issues and morale, budget challenges, and anything else that you feel is important to your site's success.

You have reached the end of the Annual Work Plan. The Mid-Year and End of Year report due dates will be communicated to you.

Don't forget to submit the signature on the cover page!

# Work Plan Signature Page

Site Name

((DO NOT CHANGE THIS FIELD))

Which of the following Networks are you conducting studies with?

HVTN HPTN MTN

(Choose all the apply )

Input the names of the persons involved in completing the work plan.

Signature of CRS/CTU PI

After you have completed all required workplan pages, please email your site's Network Community representative so they can begin review.

# Mid-Year Report

**MID-YEAR REPORT**

Mid-Year Report: June 1 - November 30 Due Date: December 20

**COMMUNITY EDUCATION OBJECTIVES**

**Please enter the target audience for each objective and how many times you completed each objective during the report period in the boxes below.**

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Who was the target audience for ?

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(Please enter a number only.)

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Please summarize your community education activities for the reporting period, including successes and challenges.

**RECRUITMENT**

**Please enter the target audience for each objective and how many times you completed each objective during the report period in the boxes below.**

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

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Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Please summarize your recruitment activities for the reporting period, including successes and challenges.

**RETENTION**

**Please enter the target audience for each objective and how many times you completed each objective during the report period in the boxes below.**

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

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Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Please summarize your retention activities for the reporting period, including successes and challenges.

**CAB Objectives**

How many CAB meetings occurred during this reporting period?

(Please enter a number only.)

How many CAB meetings did an Investigator of Record (IoR), Principal Investigator (PI), or co-Investigators (Co-Pis) attend this reporting period?

(Please enter a number only.)

Please summarize your CAB activities for the reporting period, including successes and challenges.

You have reached the end of the period report!

# End-of-Year Report

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**END-OF-YEAR REPORT**

End-of-Year Report: June 1 - May 31 Due Date: May 15

Note: Please include all of the data for the entire reporting year in this report.

**COMMUNITY EDUCATION OBJECTIVES**

**Please enter the target audience for each objective and how many times you completed each objective during the report period in the boxes below.**

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Who was the target audience for ?

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(Please enter a number only.)

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Who was the target audience for ?

How many times did you complete during the reporting period?

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(Please enter a number only.)

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Please summarize your community education activities for the reporting period, including successes and challenges.

**RECRUITMENT**

**Please enter the target audience for each objective and how many times you completed each objective during the report period in the boxes below.**

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

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In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Please summarize your recruitment activities for the reporting period, including successes and challenges.

**RETENTION**

**Please enter the target audience for each objective and how many times you completed each objective during the report period in the boxes below.**

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

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How many times did you complete during the reporting period?

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Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Who was the target audience for ?

How many times did you complete during the reporting period?

In your annual plan, your site indicated that it would complete : times

(Please enter a number only.)

Please summarize your retention activities for the reporting period, including successes and challenges.

**CAB Objectives**

How many CAB meetings occurred during this reporting period?

(Please enter a number only.)

How many CAB meetings did an Investigator of Record (IoR), Principal Investigator (PI), or co-Investigators (Co-Pis) attend this reporting period?

(Please enter a number only.)

Please summarize your CAB activities for the reporting period, including successes and challenges.

You have reached the end of the period report!

*Cross-Network Community Engagement Reporting System*

***Subject Id 1065-1 (2021-2022 Work Plan)***

*Page 38*

# Mid-Year Report on Screening to Enrollment for HVTN 706/HPX3002

Report on Screening and Enrollment for HVTN Efficacy Studies

If your site is participating in HVTN 706/HPX3002, please provide a brief report about the recruitment strategies that are leading to people coming into the clinic to be screened for eligibility to enroll. We are NOT including

pre-screening of any kind. To be consistent across sites, we would like to know about screening that occurs in the clinic. "Screening" refers to when a participant meets with one of the clinic staff to sign a consent form to begin the screening process. This can be done using a study-specific consent form or a general screening protocol.

We are trying to capture information about how people are hearing about the trial so that we can examine the success of different recruitment strategies. This data should come from the answer to the question: "How did you hear about the study?" which should be asked of every person who is interested in beginning the consent process. Fill in the number of people who initiated the consent process, as well as the number of those who enrolled, based on the recruitment strategy used. You can leave fields blank if they do not apply (such as if you do not use that strategy). We will collect this information every quarter. Network staff may also combine data across the sites to report to the protocol teams.

Please complete the tables below as appropriate for your site.

Table for HVTN 706/HPX3002 Sites: First Half: June 1 - November 30

For the recruitment strategy:

Bar/Street/Pride Festival/Other face-to-face outreach conducted by recruiters

How many people initiated the consent process in person during the period?

For the recruitment strategy:

Bar/Street/Pride Festival/Other face-to-face outreach conducted by recruiters

How many people were enrolled during the period?

For the recruitment strategy:

Internet (Craigslist, Social Media, Hook-up websites, study website, etc.)

How many people initiated the consent process in person during the reporting period?

For the recruitment strategy:

Internet (Craigslist, Social Media, Hook-up websites, study website, etc.)

How many people were enrolled during the reporting period?

For the recruitment strategy:

Print advertising and materials (flyers, posters, palm cards, newspaper ad, etc.)

How many people initiated the consent process in person during the reporting period?

For the recruitment strategy:

Print advertising and materials (flyers, posters, palm cards, newspaper ad, etc.)

How many people were enrolled during the reporting period?

For the recruitment strategy:

Referrals (from a health care provider, from a CBO/NGO, from the CAB, from peer educators, from a friend or family member, etc.)

How many people initiated the consent process in person during the reporting period?

For the recruitment strategy:

Referrals (from a health care provider, from a CBO/NGO, from the CAB, from peer educators, from a friend or family member, etc.)

How many people were enrolled during the reporting period?

For the recruitment strategy:

Transit advertising

How many people initiated the consent process in person during the reporting period?

For the recruitment strategy:

Transit advertising

How many people were enrolled during the reporting period?

For the recruitment strategy:

Other (Optional)

If applicable, please indicate another strategy used that has not been listed already.

For the recruitment strategy:

Other

How many people initiated the consent process in person during the reporting period?

For the recruitment strategy:

Other.

How many people were enrolled during the reporting period?

You have reached the end of the period report!

*Cross-Network Community Engagement Reporting System*

***Subject Id 1065-1 (2021-2022 Work Plan)***

*Page 41*

# End-of-Year Report on Screening to Enrollment for HVTN 706/HPX3002

Report on Screening and Enrollment for HVTN Efficacy Studies

If your site is participating in HVTN 706/HPX3002, please provide a brief report about the recruitment strategies that are leading to people coming into the clinic to be screened for eligibility to enroll. We are NOT including

pre-screening of any kind. To be consistent across sites, we would like to know about screening that occurs in the clinic. "Screening" refers to when a participant meets with one of the clinic staff to sign a consent form to begin the screening process. This can be done using a study-specific consent form or a general screening protocol.

We are trying to capture information about how people are hearing about the trial so that we can examine the success of different recruitment strategies. This data should come from the answer to the question: "How did you hear about the study?" which should be asked of every person who is interested in beginning the consent process. Fill in the number of people who initiated the consent process, as well as the number of those who enrolled, based on the recruitment strategy used. You can leave fields blank if they do not apply (such as if you do not use that strategy). We will collect this information every quarter. Network staff may also combine data across the sites to report to the protocol teams.

Please complete the tables below as appropriate for your site.

Table for HVTN 706/HPX3002 Sites: Full enrollment year: June 1 - May 31

For the recruitment strategy:

Bar/Street/Pride Festival/Other face-to-face outreach conducted by recruiters

How many people initiated the consent process in person during the period?

For the recruitment strategy:

Bar/Street/Pride Festival/Other face-to-face outreach conducted by recruiters

How many people were enrolled during the period?

For the recruitment strategy:

Internet (Craigslist, Social Media, Hook-up websites, study website, etc.)

How many people initiated the consent process in person during the reporting period?

For the recruitment strategy:

Internet (Craigslist, Social Media, Hook-up websites, study website, etc.)

How many people were enrolled during the reporting period?

For the recruitment strategy:

Print advertising and materials (flyers, posters, palm cards, newspaper ad, etc.)

How many people initiated the consent process in person during the reporting period?

For the recruitment strategy:

Print advertising and materials (flyers, posters, palm cards, newspaper ad, etc.)

How many people were enrolled during the reporting period?

For the recruitment strategy:

Referrals (from a health care provider, from a CBO/NGO, from the CAB, from peer educators, from a friend or family member, etc.)

How many people initiated the consent process in person during the reporting period?

For the recruitment strategy:

Referrals (from a health care provider, from a CBO/NGO, from the CAB, from peer educators, from a friend or family member, etc.)

How many people were enrolled during the reporting period?

For the recruitment strategy:

Transit advertising

How many people initiated the consent process in person during the reporting period?

For the recruitment strategy:

Transit advertising

How many people were enrolled during the reporting period?

For the recruitment strategy:

Other (Optional)

If applicable, please indicate another strategy used that has not been listed already.

For the recruitment strategy:

Other

How many people initiated the consent process in person during the reporting period?

For the recruitment strategy:

Other.

How many people were enrolled during the reporting period?

You have reached the end of the period report!