| **MTN-003D PTID:** | | **Visit Date:** |
| --- | --- | --- |
|  |  | |
| **Initials** | **Procedures** | |
| **Preparation** | | |
|  | Audio-recorder checked (power supply, extra batteries, etc.) | |
|  | Supplies gathered: pen and stationery for note-taking, consent form, discussion guide, refreshments (if applicable), reimbursement | |
|  | Verification of participant status (PK results, HIV status, and study product group) | |
| **Participant Arrival, IC & Data Collection** | | |
|  | Greet participant and offer refreshments | |
|  | Confirm participant identity | |
|  | Explain, conduct, and document informed consent process per site SOPs:   * Willing and able to provide written informed consent ⇒ CONTINUE, have participant sign ICF, collect signed form, and offer a copy for participant to take home. * NOT willing and able to provide written informed consent ⇒ STOP, provide participant reimbursement and thank her for her time. Document in PSF and participant file notes. | |
|  | Confirm eligibility criteria:   * ELIGIBLE ⇒ CONTINUE. * NOT ELIGIBLE ⇒ STOP. Document in Participant Status Form (PSF) and participant file notes. | |
|  | Administer Demographic Information Form (DEM) | |
|  | Review IDI ground rules:   * No right or wrong answers * Use pseudonyms when providing responses * Information shared remains confidential * Cell phone off | |
|  | Conduct sections A-B of the Stage 2 Discussion Guide | |
|  | Complete PK Response section of PSF or note response to PK discussion in interview notes and record on PSF immediately following IDI. | |
|  | Conduct section C of the Stage 2 Discussion Guide, including completion of the theme card exercise. | |
|  | [*For HIV positive participants*] Conduct section D of the Stage 2 Discussion Guide. | |
|  | **FGD Determination**  Isparticipant HIV negative, with “low drug detection” levels, and was open about non-adherence during this IDI?   * Yes * No   Is participant willing to join an FGD with her peers?   * Yes * No * N/A [participant did not meet above criteria] | |
|  | Thank and reimburse the participant | |
| **Post IDI (Immediately following IDI)** | | |
|  | Complete PSF | |
|  | Check audio recording to verify that the session was properly recorded. | |
|  | Expand notes and complete debriefing report | |
| **Comments**: *Initial and date all comments.* | | |