| **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.*       |