

Transgender HIV Behavioral Survey

Attachment 10

Process indicators for monitoring recruitment

Seed Report Form

The purpose of the seed report form is to monitor seed recruitment and diversity. Data included on this form is only from “successful” seeds (i.e. those who are eligible, completed an interview, and agreed to recruit others). The following instructions apply to each of the variables included on the form.

Date: Refers to the actual date that the seed completed an interview. The dates entered should follow the month/day/year format.

Survey ID: The survey id for the seed.

Race: Please indicate whether the seed being referenced is:

- Black or African American
- Hispanic or Latina
- Both Black or African American and Hispanic/Latina

Age: Please indicate the age of the seed recruited.

Gender Screening: Please indicate how gender screening determined eligibility of the seed recruited (i.e., identified as a woman or transgender, identified as a male, but lived as a woman, identified as a male and did not report living or presenting as a woman in the past 12 months, but the interviewer felt they met the gender eligibility criteria.)

Figure 2: Example of the Seed report form

Name of Project Area: Metropolis

Survey ID	Interview Date	Race or Ethnicity	Age	Gender Screening
0001	9/7/2008	Black	34	Identifies as woman or TG
0002	9/13/2008	Hispanic	42	Lives as woman
0003	9/14/2008	Hispanic	19	Identifies as woman or TG

Recruitment Monitoring Form

The purpose of the recruitment monitoring form is to record eligibility and recruitment data on potential respondents who come into the field sites in a project area. The following instructions apply to each of the variables included on the form.

#: Number of the week of recruitment.

Week: Week of recruitment. Weeks always begin on Monday and end on Sunday, except the first & last week of the recruitment period. The first week of recruitment should begin the first day seed recruitment began; the last week of recruitment should end with the last day of recruitment. The dates entered for week should follow the month/day/year format.

Coupons returned: The number of coupons returned from respondents during the week.

Screened: The number of respondents returning a coupon, who were screened using the eligibility screener.

Eligible: The number of respondents screened using the eligibility screeners, who were eligible.

Total Interviewed: The number of respondents eligible for the survey, who complete an interview.

Coupons distributed: The number of coupons distributed to respondents.

Figure 3: Example of the Recruitment Monitoring Form

Name of Project Area: Metropolis

	Week	# Coupons Returned	# Screened	# Eligible	# Completed Interview	# Coupons Distributed	Comments
1	9/2/08 - 9/8/08	0	0	0	0	0	
2	9/9/08 - 9/15/08	1	1	1	1	1	3
3	9/16/08 - 9/22/08	2	2	2	2	2	6
4	9/23/08 - 9/29/08	4	4	3	3	3	9
5	9/30/08 - 10/6/08	7	7	6	6	6	18
6	10/07/08 - 10/13/08	7	7	7	7	7	21
7	10/14/08 - 10/20/08	8	8	8	8	8	24
8	10/21/08 - 10/27/08	9	9	9	9	9	27
9	10/28/08 - 11/03/08	9	9	9	9	9	27
10	11/04/08 - 11/10/08	9	9	9	9	9	27
11	11/11/08 - 11/17/08	9	9	9	9	9	27
12	11/18/08 - 11/24/08	5	5	5	5	5	15
13	11/25/08 - 12/01/08	10	10	10	10	10	0
14	12/02/08 - 12/08/08	12	12	11	12	12	0
15	12/09/08 - 12/15/08	10	10	10	10	10	0
16		0	0	0	0	0	0
17		0	0	0	0	0	0
	TOTALS	102	102	99	100	204	

Background Characteristics Report

The purpose of the background characteristics report is to ensure a sample is being obtained that reflects what is known about the underlying African American and Latino transgender population in the MSA. The following instructions apply to each of the variables included in the report.

Race/Ethnicity: Refers to the number and percent breakdown of race and ethnicity.

Age: Refers to the number and percent breakdown of determined age groups.

Gender Screening: Refers to the number and percent breakdown of the eligibility screening for gender.

Gender Identity: Refers to the number and percent of each gender term.

HIV Status (Self-reported): Refers to the number and percent breakdown of HIV status.

Figure 4: Example of the Sample Characteristics Report

Name of Project Area: Metropolis

TOTAL Interviews	102	
Background Characteristic	N	%
Race/Ethnicity:		
African American or Black (not Hispanic)	76	74.5%
Latino or Hispanic	26	25.5%
Age:		
18 to 24 years	24	23.5%
25 to 29 years	21	20.6%
30 to 34 years	20	19.6%
35 to 40 years	22	21.6%
45 to 50 years	10	9.8%
55 years or older	5	4.9%
Gender Screening:		
1. Identifies as female or transgender	81	79.4%
2. Identifies as male, but has lived as a woman in the past 12 months	19	18.6%
3. Interviewer screened person into survey	2	2.0%
Gender Identity (not mutually exclusive categories)*:		
Transgender/Transexual/Transwoman	59	57.8%
Bi-gender	3	2.9%
Gender bender	4	3.9%
Gender queer	1	1.0%
Cross-dresser or Transvestite	3	2.9%
Drag Queen	6	5.9%
Female Impersonator	2	2.0%
None of the above	45	44.1%
HIV Status (self-reported):		
Positive	18	17.6%
Negative	80	78.4%
Unknown	4	3.9%

Questionnaire Feedback Report

The purpose of the questionnaire feedback report is to review the feedback obtained during the debrief interview before the end of data collection. This report provides insight into possible questionnaire problems prior to the end of data collection, when the field staff may not be available to answer questions. The following instructions apply to each of the variables in the report:

Questions were especially difficult to answer: Refers to the number and percent breakdown of the debriefing item assessing whether questions were especially difficult to answer.

Reasons they were difficult to answer: Refers to the number and percent breakdown of the reasons they were difficult to answer.

Questions were especially offensive: Refers to the number and percent breakdown of the debriefing item assessing whether questions were especially offensive.

Reasons they were offensive: Refers to the number and percent of the reasons they were especially offensive.

Figure 5: Example of the Questionnaire Feedback Report

Name of Project Area: Metropolis

TOTAL Interviews	102	
Debrief Interview Feedback	N	%
Questions were especially difficult to answer:		
Yes	5	4.9%
No	87	85.3%
Refused	10	9.8%
Reasons they were difficult to answer		
Income because get paid differently every week	1	1.0%
Network questions had a lot of information to consider	1	1.0%
Hard to determine the number of sex partners in the past year	1	1.0%
Don't know	2	2.0%
Skipped	97	95.1%
Questions were especially offensive		
Yes	4	3.9%
No	87	85.3%
Refused	11	10.8%
Reasons they were offensive		
Asking about sex with transgender person why not consider them male or female	1	1.0%
Not sure why asked about trans sex partners	1	1.0%
Why do you want to know if I told my boyfriend that I was once a boy?	1	1.0%
Don't know	1	1.0%
Skipped	100	98.0%