

**Field Assessment of a Comprehensive Manual for Hepatitis C
Counseling and Testing**

**Generic Information Collection request under 0920-0840
Formative Research and Tool Development**

Section B: Supporting Statement

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CONTACT

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B. Statistical Methods

The following is a description of information collection procedures.

1. Respondent Universe and Sampling Methods

Participants will be recruited from a variety of settings including community-based organizations, public health venues, clinics, and HMOs.

2. Procedures for the Collection of Information

2.1. Recruitment

Participants will be recruited and screened using convenience samples from different venues that reach people who may be at risk for or infected with HCV. These settings may include community-based organizations, public health venues, clinics, and medical facilities. The types of persons that will be selected from these venues to participate in the field assessment include counselors and primary care clinicians. The venues serving high-risk counselors (group I) will be identified through consultation with the DVH network of Adult Viral Hepatitis Coordinators. Venues serving primary care clinicians (group II) will be identified through the American Academy of Family Physicians. Once venues are identified, the consultant will contact potential venues to explain the field assessment and ask if they would be willing to participate. Once venues have expressed an interest in participating in the field assessment, the consultant will work with the venues to identify staff that might be appropriate to include in the field assessment. Staff recruitment will be conducted through a combination of phone and email correspondence.

2.2. Screening and Scheduling Procedures

If potential counselors and clinicians agree to participate in the field assessment, they will be supplied with the HCV counseling and testing manual and asked to review it and use it at their discretion. After participants have had a chance to review and use the manual over a four-week period, they will be scheduled for the wrap-up interviews at times convenient for them. The wrap-up interviews will be conducted in-person (if possible) and the check-ins by telephone.

2.3. Data Collection Methods

a) *Qualitative Interviewing*

Assessment feedback will be collected through key informant interviews. The interviews will be scheduled at times convenient to participants. The contractor will work with participants to co-ordinate dates and times for the interviews. Interviews will generally be conducted in person with a trained interviewer in a private office. In some cases, the interviews may be conducted by telephone. Prior to the start of the interview, the interviewer will read the consent form and obtain informed consent. Before recording the interviews, the interviewer will ask if the participant agrees to be recorded.

3. Methods to Maximize Response Rates and Deal with Nonresponse

The contractor will employ several strategies to maximize response rates and participation in the field assessment. In all cases, the contractor shall schedule weekly check-in calls with participants. These brief calls will serve to answer any questions that participants may have about the manual or its intended use while also helping to remind participants to use and review the manual. When attempting to schedule the check-in calls and wrap up interviews, participants will be asked for dates and times that are most convenient for them. To maximize participation in the field assessment and compensate for any burden involved, participants will be provided with a monetary token of appreciation for their participation. Participants who participate in the wrap-up interview will receive \$40 for completing the interview. Participants who use the manual with patients/clients will receive \$25 for each week they use the manual with one or more clients/patients over a four-week period (for a maximum of four weeks).

4. Tests of Procedures or Methods to be Undertaken

This submission is a request for authorization to conduct tests of methodologies/materials using approaches typical in analyzing qualitative data.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

No individuals were consulted on the statistical aspects or analysis of data from this sub-collection.

