

"Promoting HIV testing among low income heterosexual young  
adult  
Black men"

0920-09CJ

## **Attachment 5f. Phase Three Focus Groups Reminders**

## REMINDER

### TELEPHONE SCRIPT

“Hello may I please speak with (person’s whose name is on contact form)? Hi this is [insert name] from the ‘BEATS’ project sponsored by St. John’s University and the Centers for Disease Control and Prevention(CDC). You agreed to participate in our focus group discussion with young Black men. I am just calling to remind you that your focus group is scheduled for tomorrow at [insert time]. The meeting will take place at [insert site location]. Will you still be able to make the meeting?”

**If no:** Find out if the decline is due to questions, concerns or misrepresentations of the study. Answer and clarify points as necessary.

**If still no:** Thank you for your initial interest and for taking the time to speak with me today. I am sorry that you no longer will be able to participate. If you should change your mind, please feel free to contact the office at (XXX) XXX-XXXX. Again, thank you for your time.

**If yes:** Do you need directions [provide directions if necessary]? Great! We will see you tomorrow. If you have any questions before the meeting or you will be unable to attend the discussion, please give us a call at (XXX) XXX-XXXX. Thanks again and we will see you soon.

#### **If not home, leave the following message:**

“This is a reminder that the discussion for the “BEATS” Project will be held **[Insert Day, Month, Date, Year Here]** at **[Insert Location Here]** at **[Insert Time Here]**. If you have any further questions please contact (XXX) XXX-XXXX”.

REMINDER

MAILING



[Front]

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This is a reminder that the focus group discussion for the “BEATS” Project will be held **[Insert Day, Month, Date, Year Here]** at **[Insert Location Here]** at **[Insert Time Here]**. If you have any further questions please contact (XXX) XXX-XXXX. Thank you and we will see you soon.

Sponsored by St. John’s University & the Centers for Disease Control and Prevention (CDC)

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