

**HIV/AIDS Risk Reduction Interventions for African-American  
Heterosexual Men**

**0920-10CM**

**Attachment 5a3  
Reminder Call Script- SUNY**

## HIV/AIDS Risk Reduction Interventions for African-American Heterosexual Men Data Collection: Reminder Call Script

### Reminder Call Script

Hello, my name is <STAFF NAME>. May I speak with < PARTICIPANT NAME>?

**NOTE:**

**IF PARTICIPANT IS UNAVAILABLE, LEAVE YOUR NAME AND NUMBER  
AND/OR CALL BACK.**

**(NOTE: IF PARTICIPANT ANSWERS PHONE)**

How are you today < PARTICIPANT NAME>? I am calling to remind you about the assessment that you are scheduled to attend on <DATE & TIME>.

*[Wait for a response]*

*[When participant acknowledges his attendance, proceed as follows]*

Great!

*[Provide subway/bus directions and mention participant will be provided with a MetroCard to cover reimbursement for getting to and from the study.]*

*[If public transportation not convenient, mention participant will be reimbursed for additional costs of getting to and from the study, if a dated receipt is provided.]*

*[Provide your contact information again for participants to call if there are any changes]*

Thank you so much for your time, and we look forward to seeing you on <DATE>.

## Appointment Script

Hello, my name is <STAFF NAME>. I am glad that you called! As you may know, this project will give us information that we will need to help design programs that will help decrease HIV risks for heterosexual African American and Black men in Brooklyn.

**[If NO: Explain to participant that he can either make an appointment to be screened for participation at SUNY, or that he can complete a screening form now over the phone. Describe to him that eligible participants will be asked to complete the Client Assessment, and that there are two such assessments, spaced 3 months apart].**

Would you like to conduct the screening now, or would you rather set up a time now for screening and possible completion of the assessment at SUNY-Downstate Medical Center?

Would you be available on < DATE & TIME>?

**[Wait for a response. If participant is unavailable for the stated time, you might need to provide optional times, or take note of the person's availability, or suggest that they may want to present to the barbershop at the next scheduled recruitment time]**

**[IF YES: Ask the participant his name and check to see whether he has completed the screening form and is eligible].** I see that you are ready to complete the first part of the study, which is an assessment. Can we set up a time now for you to complete the brief assessment at SUNY-Downstate Medical Center? Would you be available on < DATE & TIME>?

**[Wait for a response. If participant is unavailable for the stated time, you might need to provide optional times, or take note of the person's availability. When participant agrees to a specific time, proceed as follows]**

Great! I am glad that you will be able to make it.

*[Re-state the scheduled date and time, and provide location]*

*[Provide subway/bus directions and mention participant will be provided with a MetroCard to cover reimbursement for getting to and from the study.]*

*[If public transportation not convenient, mention participant will be reimbursed for additional costs of getting to and from the study, if a dated receipt is provided.]*

*[Provide your contact information for participant to call if there are any changes]*

Thank you so much for your time, and I appreciate your help. **[State that you will be following up with a reminder call]**