

## Attachment 15

## Model Recruiter Training Talking Points

### *Who to Recruit*

- [HET only] We're going to give you *[insert #]* coupons to give to friends, relatives, or people you associate with so that they can be in the survey too.
- [HET only] Give the coupons to people you know and who are between 18 and 60 years old.
- [PWID only] We're going to give you *[insert #]* coupons to give to other people who inject drugs, even if they only inject once in a while, so that they can be in the survey too.
- [PWID only] Give the coupons to people you know.
- Do NOT give the coupons to **strangers**.
- Give the coupons to people who live in *[insert project area]*.
- Give the coupons to people who have not already participated in the survey.

### *Coupons*

- Everyone must have a coupon to be in the survey.
- Tell people you recruit to have their coupon with them when they come in or when they call to schedule an appointment.
- Your coupons cannot be replaced if they are lost or stolen or the people you recruited are not selected for the survey.
- ***If a project area is using photo coupons:*** Instead of handing out your coupons, you can take a photo of each one and text or email it to someone you want to recruit.
- ***If a project area is using photo coupons:*** Keep the message you send with each coupon general to protect the person's privacy. For example: *You can use this coupon to take a health survey and earn up to \$[insert total incentive amount].*
- ***If a project area is using photo coupons:*** Coupon photos will not be accepted if the coupon number cannot be clearly seen or if the photo shows more than one coupon.
- ***If a project area is using photo coupons:*** Each coupon photo should be sent to one person only. If more than one person tries to use the same coupon photo, just the first person using it will be allowed to participate in the survey.

### ***Process***

- The whole process for the survey takes about 1 hour.
- Everyone will get \$[insert amount of interview incentive] for completing the interview and an additional \$[insert amount of HIV testing incentive] for testing for HIV.
- ***Optional or as needed:*** Children aren't allowed to sit in on the interview, so ask the people you recruit to have someone watch their children if they have any.
- ***Optional or as needed:*** People who aren't able to complete the interview won't be allowed to participate in the survey. This includes people who are too drunk or high to complete the interview.
- ***Optional or as needed:*** Coupons cannot be sold. If the coupons are sold, they will be voided and no one will be able to use them to participate in the survey. You will not be paid for anyone with a coupon that has been sold and voided.

### ***Reward***

- You will get paid \$[insert amount of recruiter reward] for each person you recruit who completes the interview; the \$[insert amount of recruiter reward] is not guaranteed just for recruiting someone.
- ***Optional or as needed:*** You will not be paid for someone who is not selected for the survey.
- ***Optional or as needed:*** You will not be paid for someone who has already participated.
- ***Optional or as needed:*** You will not be paid for someone who does not complete an interview.
- Coupons will expire and the survey will end at some point.

### ***Recruiter Information***

- We ask questions to create an identification code that is unique to you so that we can identify you when you come to get your rewards. When you come in to get paid, we'll ask you those same questions again to create the code.
- The coupons we give you are linked to you, so we'll know that you are owed a reward.
- Call our office to find out if you are owed a reward.
- We will only pay you. Don't send someone else in to get paid.

Do you have any questions? Remember, give the coupons to [*HET only*: people you know and who are between the ages of 18 and 60] [*PWID only*: people you know and who inject drugs, even if they only inject once in a while. The goal of this project is to improve services for people who inject drugs so it's very important for you to give your coupons just to people who inject].

Thank you for helping your community!