

SOCIAL NETWORKS TESTING PROGRAM: Implementation Checklist

Organization: _____ Date: _____

Involving the target population

- | | | |
|---|--------------------------|--------------------------|
| 1. Procedures planned for obtaining input from the target population (e.g., advisory group, focus groups) | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Recruiter enlistment phase

- | | | |
|--|--------------------------|--------------------------|
| 1. Procedures by which potential recruiters will be identified from this population or pool | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Procedures for identifying additional potential recruiters during the course of the project | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Procedures and criteria (inclusion and exclusion) for screening potential recruiters to determine eligibility for the project | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Procedures for contacting potential recruiters | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Procedures for explaining the project to potential recruiters and inviting them to participate | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Engagement Phase (Orientation, interview, and coaching)

Orientation

- | | | |
|---|--------------------------|--------------------------|
| 1. Procedures for how and when new recruiters will be oriented to the project | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Procedures for documenting persons who receive the orientation, understand the project, understand that participation in the project is voluntary, and still elect to participate in the project | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Interview

- | | | |
|--|--------------------------|--------------------------|
| 1. Procedures for documenting information obtained during interviews | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Recruitment phase

- | | | |
|---|--------------------------|--------------------------|
| 1. Procedures for recruitment of network associates | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Procedures for determining if network associates for whom recruiter-referral is planned are actually contacted and whether they reported for CTR. [Note: CDC will work with contractors to develop this follow-up system.] | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Procedures for ensuring safety of staff in the field | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Counseling, testing, and referral phase

- | | | |
|--|--------------------------|--------------------------|
| 1. Procedures for CTR using standard testing | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Procedures for CTR using rapid testing | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Procedures for making referrals, assisting clients with getting to referrals, and confirming that referred clients acted on the referrals and received, or are receiving, services as a result of the referral? | Included | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> |