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|  | **Qualitative IDI Visit Checklist** |
|  | **Procedures** | **Staff Initials or N/A** | **Comments** |
| 1 | Before the participant arrives for the interview, confirm the visit date, time, and location with her. Make sure all supplies are in order prior to the start of the interview, including:* Audio recorder (make sure it functions and has adequate power supply, extra batteries, etc.)
* Pen and paper for note taking
* Relevant IDI guide
 |  |  |
| 2 | Before the participant arrives, review participant’s relevant study documentation from HOPE visits as well as notes and/or Debrief Reports and Transcripts from previous IDIs, if applicable. |  |  |
| 3 | Confirm participant identity, complete registration |  |  |
| 4 | Type of Interview (mark one):* Serial IDI, Acceptor (circle one): SIDI 1 DF-IDI SIDI 2
* Serial IDI, Non-Acceptor (circle one): SIDI 1 SIDI2
* Single IDI, Interesting Case

🡪Print and file e-mail from QMT approving interesting case interview* Single IDI, Decliner Population

🡪If second or third decliner IDI participant, make sure QMT approval to recruit is in place  |  |  |
| 5 | Confirm and document eligibility for designated interview type *(N/A for DF-IDI and SIDI 2)*:***Serial IDI, Acceptor:*** *Enrolled in HOPE, HIV-negative, accepted product at Enrollment, did not participate in 032* or *site has permission for interview on file from QMT* ***Serial IDI, Non-Acceptor:*** *Enrolled in HOPE, HIV-negative, did not accept product at Enrollment, did not participate in 032* or *site has permission for interview on file from QMT* ***Single IDI, Interesting Case:*** *Enrolled in HOPE, unique experience or event to share (as agreed upon by site and QMT).****Single IDI, Decliner Population:*** *Enrolled in HOPE Decliner Population.** ELIGIBLE ⇒ CONTINUE.
* NOT ELIGIBLE ⇒ STOP.
 |  |  |
| 6 | Review key elements of the HOPE qualitative component and verbally confirm willingness to participate **[sites with check box for qual participation on Enr ICF should also confirm ppt provided written consent]**. Document any questions/concerns in chart notes. * Willing and able to participate ⇒ CONTINUE
* NOT willing and able to participate ⇒ STOP, provide participant reimbursement, and thank her for her time. Document in participant file notes.
 |  |  |
| 7 | Review IDI ground rules: No right or wrong answers, use pseudonyms when providing responses, information shared is confidential, cell phone off or muted |  |  |
| 8 | Use the relevant IDI guide to conduct the discussion |  |  |
| 9 | Thank and reimburse the participant |  |  |
| 10 | Immediately following session, check audio recording to verify that the session was properly recorded and save/upload audio file with proper name to FTP site. |  |  |
| 11 | Expand interview notes |  |  |
| 12 | Complete debrief report |  |  |