| **FGD Date:** | | **Interview type:**   * Early FGD (EFGD) * Group 1 * Group 2 | * Late FGD (LFGD)   **Current Product Use:**   * Oral PrEP Users * Ring Users * Mixed (both ring, tablet, and/or non-users) |
| --- | --- | --- | --- |
| **Preparation and Scheduling** | | | |
| **Initials and date** | **Procedures** | | |
|  | **Contact participants preselected on QPL who are eligible for participation in a FGD.**   * **Document eligibility on FGD Individual Participant Visit Checklist** * The target number of participants per each FGD should be **approximately 4-6 women**, **with a minimum of 2**. More than 6 participants may need to be invited to account for no-shows and ensure adequate group size. FGDs should be rescheduled if fewer than 2 participants present. * FGDs should be scheduled to ensure a **common language** is spoken by all participants. This may be different than the language a participant provided IC in, as long as fluency is confirmed/documented in both languages (e.g. on the IC coversheet and/or chart notes). | | |
|  | List all participants scheduled for this FGD. Update with attendance (Y/N) and pseudonyms on day of FGD.   |  |  |  |  | | --- | --- | --- | --- | | **PTIDs Scheduled:** | **Language(s) of Participant** | **Attended (Y/N)?** | **Pseudonym** *(N/A if did not attend)* | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
|  | Confirm venue and remind participants of FGD date/time/location at least one day prior to FGD. | | |
|  | Confirm availability of note-taker. | | |
|  | Gather supplies: pen and stationery for note-taking, FGD guide, refreshments (if applicable), reimbursements, name cards or name tags for pseudonyms, flip charts, sticky notes and markers. | | |
|  | Audio-recorder checked (power supply, extra batteries, etc.) | | |

|  |  |
| --- | --- |
| **Participant Arrival & Data Collection** | |
|  | Greet participants and offer refreshments |
|  | Complete procedures to review IC and confirm eligibility with all individual FGD participants as outlined on the FGD Individual Participant Visit Checklist. |
|  | Participants fill out name tags/name cards with selected pseudonym |
|  | Review FGD ground rules:   * No right or wrong answers, speak one-at-a-time * State your pseudonym before you speak (update attendance and record pseudonyms linked to PTIDs on table above) * Use pseudonyms when providing responses * Information shared remains confidential * Do not interrupt or disrespect others’ opinions * Turn off cell phones |
|  | Administer the FGD guide (recommended that session is started with icebreaker)  **FGD Guide: EFGD or LFGD, Version Number, and Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Thank and reimburse the participants |
| **Post FGD (Immediately following FGD)** | |
|  | Check audio recording to verify that the session was properly recorded.  To certify, site should:   * Confirm the file size and/or length of the CD file is the same as electronic copy * Listen to the beginning of the audio file, (make sure it’s the right PTID and interview) and spot check middle and end to make sure it’s complete.   Once above checks are done:   * If writing on the CD, should include filename (FGD ID, type of file, date of interview, etc.), the word “certified” and it should be initialed and dated. * In addition to that if the site uses a “certify” stamp on a sticker on the CD they can do that with initials, date and filename. * Store in participants paper file. |
|  | Refer any reported social harms, adverse events, or protocol deviations to REACH counselor or clinic staff |
|  | Update Qualitative Participation Log (QPL)   * Ensure the attendance and pseudonym columns of the table on page one are completed |
|  | Expand notes and store in FGD file |
|  | Complete debriefing report |
| **Comments**: *Initial and date all comments.* | |