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| **Counselor:** | **PTID:** | **Site:** |
| **Date of Session:** | **Session Duration (minutes):** | **Visit Code:** |
| **Product initiating:** **[ ]  Ring [ ]  oral PrEP** | **Date of Review:** | **Reviewer:** |

*Please make a note if a session task was covered out of order, at a different point in the session.*

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| 1. Introduction, welcome, affirm attendance[ ]  Counselor welcomes or greets participant OR mentions that the visit will now shift to the counseling portion of the visit. [ ]  Thanks participant for coming [ ]  Affirms participant’s attendance (i.e., commitment to study, commitment to fighting HIV, effort to get to appointment, etc)[ ]  Introduces that sessions are recorded and reason why*Notes:*  |
| 2. Provide overview of counseling session[ ]  Describes expected length of session[ ]  Emphasizes importance of open communication (i.e., sharing positive AND negative experiences with using the Ring or oral PrEP)[ ]  Reviews expectations for both counselor and participant*Notes:*  |
| 3. Reviews information about Ring or PrEP per the REACH adherence counseling manual (depending on random assignment)[ ]  Asks participant what they have heard about product[ ]  Affirms correct information offered by participant[ ]  Shares information clearly[ ]  Responds to participants questions and concerns*Notes:*  |
| 4. Explore upcoming Ring or PrEP use adherence[ ]  Explores potential barriers and facilitators to adherence[ ]  Helps participant consider common barriers[ ]  Works on daily plan with participant using calendar activity[ ]  For PrEP: Assists participant to identify ideal time of day for taking tablet*Notes:*  |
| 5. Assess confidence and goals regarding adherence to study product[ ]  Uses confidence ruler [ ]  Evokes reason why she is confident[ ]  Encourages participant to identify more than one reason why she feels confident[ ]  Asks about goals for adherence until the next study visit[ ]  Helps participant identify issues that may interfere with goals*Notes:*  |
| 6. Assist with adherence support options [ ]  Introduces the adherence support menu and describes all of the options listed [ ]  Asks participant if there are other options she’d like to include [ ]  Encourages participant to pick items she thinks may work best for her  *Notes:* |
| 7. What else? Wrap-up[ ]  Invites discussion of additional questions and concerns[ ]  Asks again what questions remain, and thoroughly discusses until none remain (if necessary)[ ]  Acknowledges and appreciates the participant for coming to the appointment[ ]  Discusses plans for next session[ ]  Reminds participant to contact the clinic if she needs to talk or has questions*Notes:*  |

Overall Feedback

1. What did the counselor do well in this session?
2. What could the counselor improve on from this session?
3. Other general feedback for the counselor?