

Rapid Coverage Survey of HIV Services among Key Populations

Pre-survey Preparation

Insert speakers' name(s)

Insert speakers' title(s)



Introduction

PLAN

- Collaborate with KP community
- Decide which KP type to survey
- Choose dates
- Calculate how many KPs and hot spots
- Randomly select hot spots
- Adapt survey tools

- These slides, the information provided in the guideline, and the resources to support specific tasks will help your team prepare for the Rapid Coverage Survey.

- All six of these **planning steps** should be completed before the survey and the survey training for data collectors.





Step 1: Collaborate with KP Community

PLAN



- **Collaborate with KP community**
- Decide which KP type to survey
- Choose dates
- Calculate how many KPs and hot spots
- Randomly select hot spots
- Adapt survey tools

In this step, your team will:

- Engage with and inform KP community members associated with your program about the survey
- Seek KP community members to participate in the survey as well as to discuss findings when the survey is completed

Step 2: Decide Which Survey to Conduct

PLAN

- Collaborate with KP community
- **Decide which KP type to survey**
- Choose dates
- Calculate how many KPs and hot spots
- Randomly select hot spots
- Adapt survey tools



In this step, your team will decide which survey(s) to conduct.

- There are multiple survey tools available among the resources in this survey methodology toolkit including:
 - Female sex workers (FSWs)
 - Men who have sex with men (MSM)
 - People who inject drugs (PWID)
- If the program your organization runs works with more than one of these KP groups, apply the relevant tool for each one. Each should be sampled separately.



Step 3: Choose Dates

PLAN

- Collaborate with KP community
- Decide which KP type to survey
- **Choose dates**
- Calculate how many KPs and hot spots
- Randomly select hot spots
- Adapt survey tools



When choosing dates, allow for:

- Several days of preparation by the technical team and monitoring and evaluation (M&E) staff for planning and logistics
- Up to two days for training of data collectors
- Up to a week of data collection
- Several days for M&E and strategic information (SI) staff or technical team to interpret findings



Duration of Survey (Nepal Example)

Activities	Duration
Protocol development	1 week
Develop terms of reference and hiring of consultants	3 weeks
Finalize questionnaire of the survey	1 week
Include questionnaire in KoboToolbox	1 day
Workshop with survey team	2 days
Data collection	4 weeks
Data analysis	3 weeks
Sharing findings	1 week

Note: *The elapsed time for this survey was 12 weeks; some activities were done simultaneously.*



Step 4: Calculate how many KPs and hot spots

PLAN

- Collaborate with KP community
- Decide which KP type to survey
- Choose dates
- **Calculate how many KPs and hot spots**
- Randomly select hot spots
- Adapt survey tools



In this step, your team will need information on the total number of KPs in the area served by your program.

- Use data from the last round of programmatic mapping to determine how many KP members to include in the survey (use Tool 1).
- Each KP community should have separate sampling; if both MSM and FSWs are included in your programming, conduct separate sampling for each.
 - Depending on the size of your program, the survey probably will not be administered to each KP member or at every hot spot; rather sampling a number of individuals and hot spots deemed to be representative of your program.



Example: Calculating how many KPs and hot spots

estimated number of MSM in your program area **4,000 MSM individuals**

divided by

number of active MSM hot spots in your program **200 hot spots**

equals

average number of MSM per hot spot **~20 MSM per hot spot**

sample size (calculated using Tool 1) **282 MSM**

divided by

average number of MSM per hot spot **20 MSM**

equals

number of MSM hot spots to include in survey **14 MSM hot spots**

Step 5: Randomly select hot spots

PLAN

- Collaborate with KP community
- Decide which KP type to survey
- Choose dates
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- **Randomly select hot spots**
- Adapt survey tools



- After the total sample size is determined, and you know how many hot spots are required to get to the minimum number of respondents in the survey, you will have to select which hot spots to visit.
- The hot spots should be selected randomly to ensure the survey is not biased and more likely to be representative of the population.
- Two options to randomly choose which hot spots to survey:
 - Use random selector function in Excel (Tool 2, Excel worksheet)
 - Draw names of hot spots from a bowl using slips of paper

Plan ahead! If you do not get the expected number of respondents at your originally selected hot spots, you will need to select again from the original list. Or you can select your “back-up” hot spots when you do the original sampling.



Step 6: Adapt survey questionnaires and consent

PLAN

- Collaborate with KP community
- Decide which KP type to survey
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- Randomly select hot spots
- **Adapt survey tools**



Adapt to fit your program needs and context.

- Select questions to include in the survey(s) (separate process for each survey; Annexes 2-4)
- Using the example in the guide (Annex 1), write the script for the consent
- Translate the questionnaires and consent into the local language(s)
- Ask KP representatives and outreach workers to review the translations
- Adjust terminology/language as recommended to ensure understanding
- Create handouts of the consent script and questionnaire(s)

Prepare for data collection

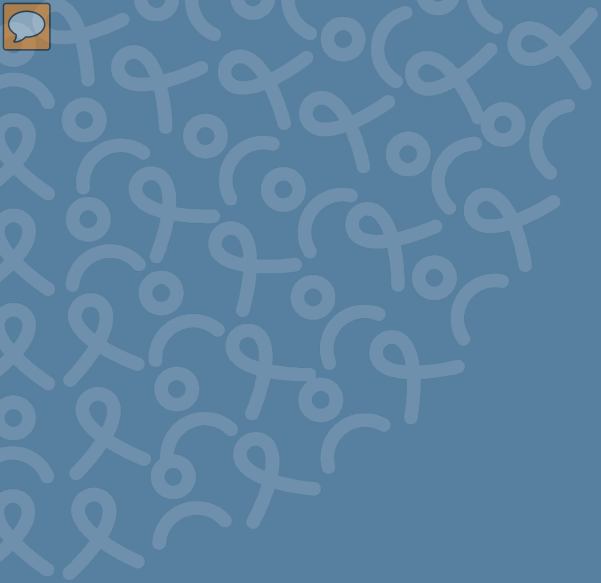
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Prepare the tablets:

- Code the questionnaires and program the tablets
- Run tests to ensure data is captured and uploads as intended
- Create “how to use” instructions to share with interviewers



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EpiC is a global cooperative agreement (7200AA19CA00002) led by FHI 360 with core partners Right to Care, Palladium International, and Population Services International (PSI).