

Priorities for Local AIDS Control Efforts (PLACE)

Quality Checklist for Form A (Questionnaire for Interviews with Community Informants)

Fieldwork Supervisors use this checklist to review completed Form As. Meet with each interviewer to provide feedback to improve the quality of information collected, when necessary.

- ☐ **Legible handwriting** to avoid errors later. Clarify with the interviewer any response that is hard to read.
- ☐ **Detailed information**, especially about the location of the venue. Some community informants will give only a general location of a venue (e.g., “on Main Street”). This may not be sufficient to find the venue later, especially in larger areas, such as cities. Interviewers should probe informants for details (e.g., “on Main Street, across from the police station”).
- ☐ **There are a few missing or “don’t know” responses.** Ideally, a response for each question will be recorded on Form A. Some informants do not want to respond or claim not to know the information asked. When this occurs, interviewers should ask the question again and remind the respondent to give their best guess. Interviewers who consistently return Form As with missing or “don’t know” responses should be trained in this interviewing technique.
- ☐ **Valid venue name.** A venue name should refer to a specific place. Community informants may name a general venue, such as “bars” or “streets.” The interviewer should ask for a specific bar or street (e.g., Joe’s Bar, Main Street between the park and Third Street).
- ☐ **Several venues named by each informant.** Ideally, the interviewer obtains information about as many venues as possible (up to 10) from each informant. An informant may name only one or two venues even though they know many more.
- ☐ **Provide feedback to interviewers.** Let each interviewer know how they can improve the information they record on Form A. This step is important for improving quality and avoiding mistakes. If quality checks are done after a day of fieldwork, the supervisor provides feedback during the fieldwork team meeting the following day.