

Data Collection and Reporting Guidelines

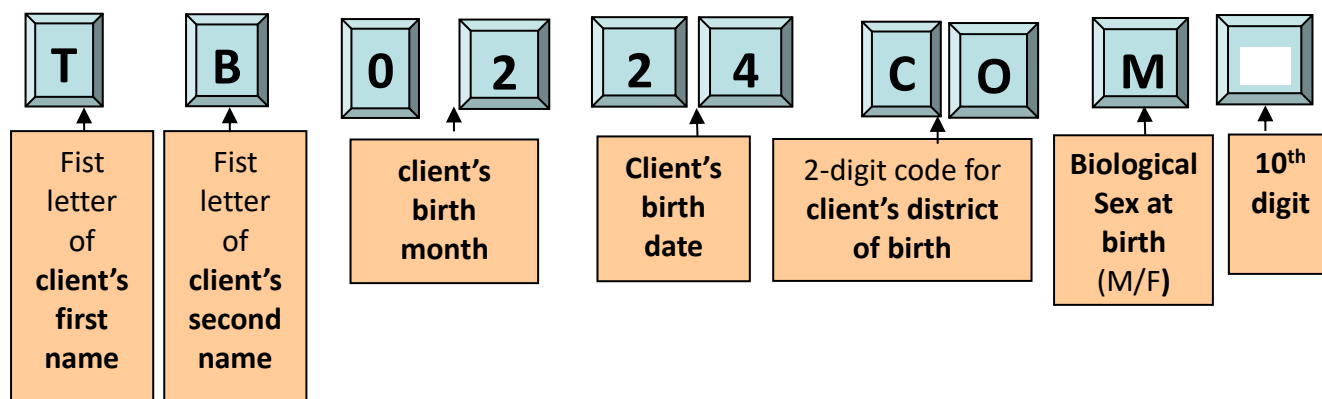
For KP Prevention Programme implemented by NSACP

Peer Educator algorithm of actions when interacting with a client:

- Peer educator identifies whether the client is a new client or a previously reached client and requests the client to show the **client card**
- If the client is a previously reached client and has a client card, start recording service delivery in the **Daily Record Form**. The UIC is recorded from the card. The **Client Registration Form** is not completed in this case.
- If the client is a previously reached client and does not have a client card, form the client UIC in the **Client Registration Form** and mark loss of card/change of UIC. Only the client UIC and key population(s) need to be entered in this case. Issue a new client card. To the degree possible the same code should be recorded as before. Then start recording service delivery in the **Daily Record Form**. If it is known that previously the client was registered under a different UIC, enter the old UIC in the **Client Registration Form** (if it is known).
- If the client is a new client, form the client UIC and record the client's information in the **Client Registration Form** and mark new client. Issue a new client card. Then start recording service delivery in the **Daily Record Form**

UIC and client card

The following UIC should be constructed for each client. The client is asked to provide his / her names and other personal information in full, or just to name the letters / digits required for completing the code. The client provides all the information on voluntary basis and is not required to provide his/ her national ID. In case if the client is willing to show the ID as proof of the information required for UIC completion, the peer educator should verify the UIC against the National ID. Please refer to the sheet with 2-digit district code for guidance on forming the district code.



Peer educators write the UIC on the paper slip attached to the client card during the first contact with the client, and then record the UIC from the card during subsequent visits. In case of loss of card, the same questions are asked again to restore the code, and a new card is issued with the same code. In case if the UIC has changed, both the old and the new UIC should be recorded.

A 10th digit is added in case of duplicate UIC given to more than one peer (serial number for each UIC)

1. Client Registration Form

Client Registration Form is completed for all new clients and clients who lost their cards / whose UICs were updated. It is completed manually during interaction with the client. The client provides all the information on voluntary basis and is not required to provide his/ her national ID. In case if the client is willing to show the ID as proof of the information required for UIC completion, the peer educator should verify the UIC against the National ID.

The field “old UIC” is used when a previously reached client needs to be recorded under a new UIC.

In the rare case that two project clients have the same UIC, once this has been established a client registration form should be issued with a new UIC with an additional 10th digit (number 1 or 2) for each of the two clients. The old UIC should be stated under the new code.

Fields: “UIC”, “1. Core information – primary KP” and “4. Other information – year of birth and transgender Y/N” are mandatory (secondary KP, client contact details, and marital status are optional), “2. Health information” and “3. Risky behavioural practices” are optional, and are completed if / when the client is willing to share this information.

Primary KP is determined based on the KP that the programme targets. Secondary KP is completed if the client is also a member of another KP.

In the end of the form the Peer Educator signs it, followed by the MA / Field Supervisor signature. The data from Client Registration Form are transferred into the PMIS database at least monthly.

Completed Client Registration Forms are kept in the STD clinic in a chronological order and should be made available for ad hoc data verification.

2. Clinic Escort / Referral - HIV and STI testing

In case of escort or referral for HIV / STI screening, the Peer Educator completes the escort/referral form. The PE completes the first part, and enters the UIC on the other part as well. The same referral number is stated in the upper corner of both parts of the form (serial number). In the clinic to which the client is referred, the doctor completes the rest of the form, entering all services that were provided and their results. Different rows of the form can be completed on different dates (e.g. HIV test and HIV test result). After completion, the bottom part of the form is cut off and transferred to the Prevention MIS data entry person in the end of each month. The upper part of the referral form is kept by the doctor as proof that the escort / referral happened.

3. Daily Record Form for PE

Daily Record Form is completed by Peer Educator while interacting with the client. One Daily Record Form is completed per one PE, one day of service delivery. For all new clients or clients who have lost their client cards information on service delivery is entered into the Daily Record Form only after completing the Client Registration Form.

Enter the name of the STD clinic, date of service delivery, the project (GF, state funding, etc.) and name of Peer Educator. In the table, for each client reached with services / consultations, enter the UIC (same as in the Client Registration Form) and mark services / consultations

delivered and referrals provided. Enter Y/N based on whether each specific item was provided or not, for condoms and lubricant distribution state how many were given out. For HIV-testing one of the following modalities should be selected: rapid HIV test, blood sample collected for HIV test at STD clinic or Escort /referral for HIV / STI screening to STD clinic. Do not leave any cells blank – put “N” if a specific service was not required/provided.

If Escort /referral for HIV / STI testing columns are marked in the Daily Record Form, a corresponding Clinic Escort / Referral form should be completed and given out to the client / brought to the clinic during the escort.

The peer educator signs the Daily Record Form in the end, followed by the MA / Field Supervisor signature. The data from Daily Record Forms are transferred into the database at least monthly.

Completed Daily Record Forms are kept in the STD clinic in a chronological order and should be made available for ad hoc data verification.

A separate Daily Record Format is available for case finding model of service delivery. Complete all columns as in the outreach daily record form. In the HIV test result section state positive / negative / undetermined test result.

4. Outreach Rapid HIV Test Result Form

Outreach Rapid HIV Test Results form is completed by clinic staff member who carries out the rapid test. Only the UIC of the client, the test result and whether the client was referred / escorted for HIV testing at the STD clinic are entered for each HIV rapid test conducted. In the end of the month all rapid test result forms are provided to PMIS data entry person for data entry into the system.

5. Condom / Lubricant Stock Management Form

Management Assistant enters the information on the number of condoms / lubricants received and given out to the Peer Educators for every instance of condom / lubricant receiving / issuing. The form is completed for one month. The balance at the start of the period is the end of period balance for the previous month. The end of period balance is calculated for each row. The form is signed by the MA in the end of the month.

6. KP Prevention Reporting Format

The table with indicators, targets and results is completed for each key population with which the STD clinic is working. The table is completed separately for each KP. The aggregation for each indicator is done based on the UIC, i.e. each person is counted once regardless of the number of contacts / tests / services he/she had/received (to the extent possible).

1. Number of KP (MSM / PWID / SW / BB / TG/prisoners) reached with HIV prevention programs - defined package of services. The package of services includes: 1) IEC/BCC; 2) condom promotion and distribution; and 3) information on and/or referral to HIV testing/STI diagnosis and treatment. This indicator is calculated based on client registration forms. It should be

ensured that each of the clients registered received the package of services, and that each person was counted just once (to the extent possible)¹.

2. Number of KP (MSM / PWID / SW / BB / TG/prisoners) that have received an HIV test during the reporting period and know their results. This result for this indicator should be an aggregate value of clients tested with rapid tests in outreach and with ELISA testing in STD clinics. Aggregation should be carried out based on the UICs, i.e. a person who was tested with a rapid test and then had a confirmatory test in the STD clinic should be counted as one person, to the degree possible. Both Daily Record Forms and returned Clinic Escort / Referral forms are used to calculate this indicator.
3. Number of KP (MSM / PWID / SW / BB / TG) who were referred / escorted to STD clinic for HIV / STI screening. This indicator is calculated based on the number of escort / referral slips issued for HIV /STI screening. It should be ensured to the degree possible that each person was counted just once, regardless of the number of escorts / referrals that were carried out.
4. Number of KP (MSM / PWID / SW / BB / TG) who attended the STD clinic out of those who were referred / escorted to STD clinic for HIV / STI screening. This indicator is calculated based on the number of completed escort / referral slips for HIV / STI screening (i.e. number of bottom parts of the referral forms returned for data entry). It should be ensured to the degree possible that each person was counted just once, regardless of the number of escorts / referrals that were carried out.
5. Number of KP (MSM / PWID / SW / BB / TG) who had an HIV-positive rapid test result in outreach. This indicator is calculated based on the Outreach Rapid HIV test results form. It should be ensured to the degree possible that each person was counted just once regardless of the number of tests done.
6. Number of KP (MSM / PWID / SW / BB / TG) who had an HIV-positive screening test result in STD clinic. This indicator is calculated based on the positive HIV screening test result marked in the bottom part of the Clinic Escort / Referral - HIV and STI testing form. It should be ensured to the degree possible that each person was counted just once regardless of the number of tests done.
7. Number of KP (MSM / PWID / SW / BB / TG) who had confirmed HIV-positive test result. This indicator is calculated based on the confirmed HIV-positive test result marked in the bottom part of the Clinic Escort / Referral - HIV and STI testing form. It should be ensured to the degree possible that each person was counted just once regardless of the number of tests done.

¹ *Once the PMIS database will be developed and used, more accurate aggregation of data by UIC will be possible*