

**Field Manual for Interviewers  
Guidelines on Interviewing**

---

**Men who have sex with men (MSM/MSW)**

**Integrated Behavioral and Biological Assessment  
(IBBA Round II)**

**Indian Council of Medical Research  
Family Health International  
Avahan, Bill and Melinda Gates Foundation (BMGF)**

## Table of Contents

| Section   | Page No. |
|---|----------|
| <b>I. Introduction</b>                                    |          |
| A. Purpose of this Manual                                 | 3        |
| B. What is the IBBA?                                      | 3        |
| C. Protection of Vulnerable Subjects                      | 3        |
| <b>II. Preparing for the Interview</b>                    |          |
| A. Diagram-Flow of interview process                      | 5        |
| B. Roles and Responsibilities                             | 7        |
| C. Supervision of Interviewer                             | 7        |
| D. Training of Interviewer                                | 7        |
| E. Guidelines for an Interviewer                          | 7        |
| F. Addressing Sensitive Issues                            | 10       |
| G. Interview Checklist                                    | 10       |
| H. Location   | 10       |
| <b>III. Taking Consent</b>                                |          |
| A. Introduce Yourself                                     | 11       |
| B. Consent Procedure                                      | 11       |
| <b>IV. Questionnaire Instructions</b>                     |          |
| A. Filling in the questionnaire                           | 12       |
| <b>V. Question by Question Interviewing Guideline</b>     |          |
| Block I – Interview Information and Consent Status        | 17       |
| Block II – Editing and Data Entry                         | 19       |
| Block III – Demographic Characteristics                   | 20       |
| Block IV – General Sexual Behaviors                       | 23       |
| Block V – Migration                                       | 26       |
| Block VI – Condom Use and Substance Use                   | 28       |
| Block VII – Regular Male Partners                         | 30       |
| Block VIII – Regular Hijra Partners                       | 32       |
| Block IX – Paying Male Partner                            | 33       |
| Block X – Paid Male and Hijra Partners                    | 35       |
| Block XI – Other Non-Commercial Male/Hijra Partners       | 35       |
| Block XII – Paid Female Partners                          | 36       |
| Block XIII – Regular Female Partners                      | 36       |
| Block XIV – Self Reported Sexually Transmitted Infections | 38       |
| Block XV – Knowledge of HIV/AIDS and its Prevention       | 42       |
| Block XVI – Risk Perception                               | 44       |
| Block XVII – Exposure to Intervention                     | 44       |
| Block XVIII – Community Mobilization                      | 47       |
| <b>VI. Next Steps</b>                                     | 48       |

## I. INTRODUCTION

### **A. Purpose of this Manual**

This document is a detailed guideline and a field manual for the interviewers of integrated behavioral and biological assessment Round –II (IBBA) and is part of the IBBA Round-II. It outlines procedures for conducting interview, including the role of the interviewer, good interviewing skills, and a description of responsibilities during the interviews, explanations of questions and response categories and methods to fill in the questionnaire.

### **B. What is the Integrated Behavioral and Biological Assessment (IBBA)?**

In India, sentinel surveillance is used annually to estimate the prevalence of Human Immunodeficiency Virus (HIV) infection and to monitor trends in the epidemic. HIV sentinel surveillance began in India in 1994, at 55 sentinel sites, under the National AIDS Control Program-I (1992–1999). The population groups and sites for HIV sentinel surveillance are selected based on information about their risk behavior for HIV infection. Sentinel surveillance was conducted at 703 sites in 2005 and 1122 sites in 2006.

In addition to HIV, Sexually Transmitted Infections (STIs) and risk behavior surveillance activities are currently underway in India. There is a need for more information to understand the course of the HIV epidemic as well as the STI correlates and behavioral risks that fuel it. To measure the major outcomes and impacts of the interventions funded by the Bill & Melinda Gates Foundation (BMGF) under the Avahan India AIDS Initiative (Avahan), the existing surveillance system will be strengthened and expanded with data from the IBBA. The IBBA will allow BMGF and its governmental and nongovernmental partners to follow key trends in HIV, STIs and risk behaviors in high risk groups and to use the data to project future trends.

The purpose of the IBBA is to collect data for impact monitoring and evaluation of Avahan funded by the BMGF in 71 districts of six states and five highway sites. The IBBA, in addition to the proposed mapping and size estimation, will provide key data needed to assess major outcomes and impacts of the interventions funded by BMGF. This is the first large independent HIV/AIDS impact-level evaluation of targeted interventions with sex workers and clients, men having sex with men (MSM), clients of female sex workers (FSW) and IDUs. The assessment will be carried out in close collaboration with the National AIDS Control Organization (NACO) and State AIDS Control Societies (SACS) and will provide valuable information to feed back into and strengthen the National AIDS Control Program in India.

The first round of IBBA of Avahan was conducted during 2005-07 in 29 out of 71 Avahan project districts in 6 states and 5 National Highway segments. The second round of IBBA will be carried out during 2009, in the same districts as of round-I. The findings of IBBA Round-I have been widely disseminated to the implementing agencies and the community.

The IBBA will be carried out by Indian Council of Medical Research (ICMR) and National AIDS Research Institute (NARI) with technical support and assistance from Family Health International (FHI). Community monitoring boards will be established to ensure the adherence to ethical standards and to address any concerns of the community participating in the survey.

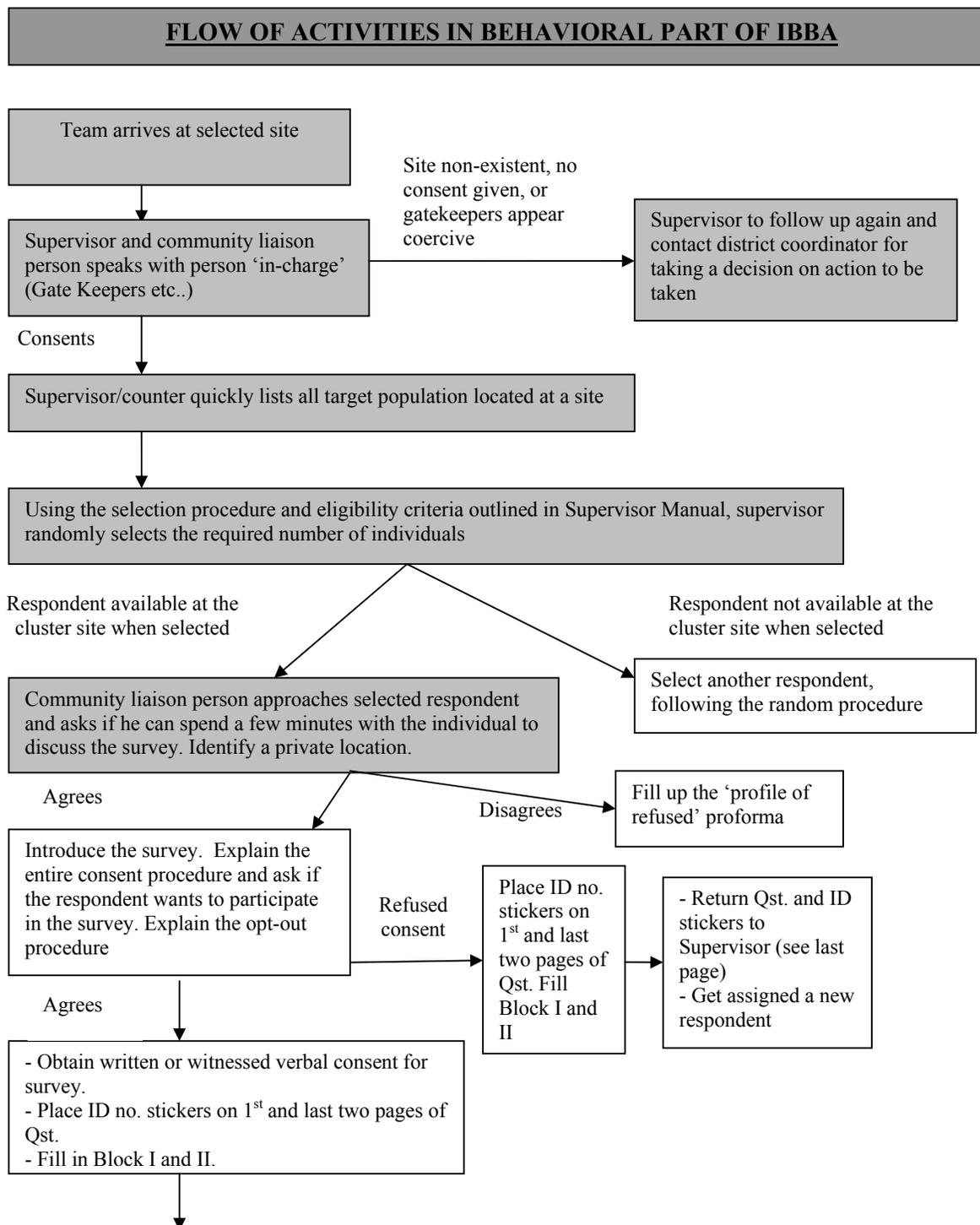
### **C. Protection of Vulnerable Subjects**

Recruitment of high-risk populations requires sensitivity to their hidden identity, socially marginalized nature and the behaviors that they engage in. To protect participants who may be vulnerable to coercion or undue influence, it is important to meet with various stakeholders. The procedures listed below will identify some of the key issues that need to be addressed before implementing the IBBA. These procedures will become more specific as this protocol is adapted for each site.

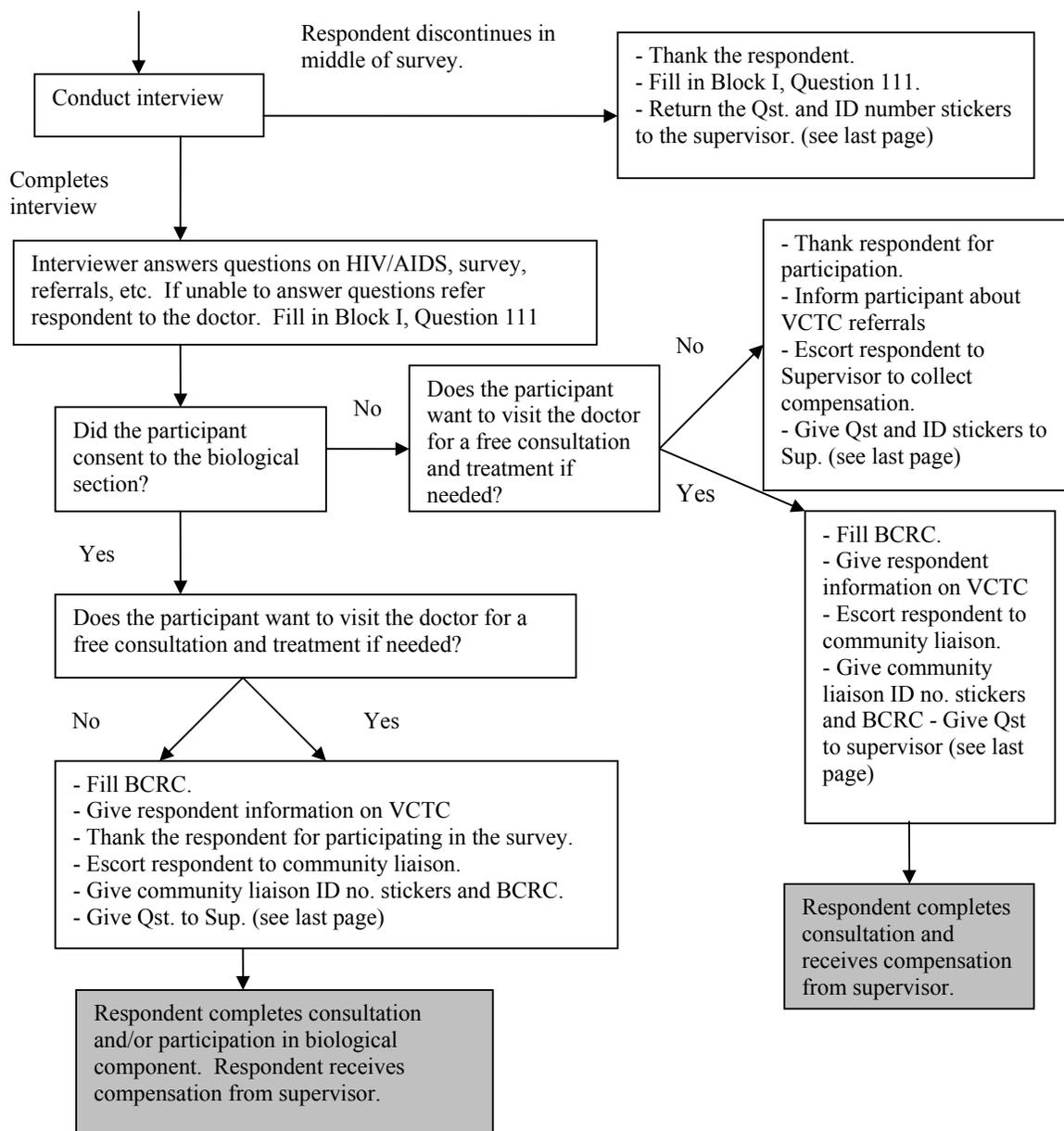
- Gatekeepers: Access to these groups may require going through various gatekeepers such as employers, brothel owners or police. IBBA staff should inform gatekeepers about the purpose of the IBBA (e.g. STI detection, treatment and counseling, condom distribution and obtaining information to guide improved implementation of ongoing projects), that no data forms will contain participants' names, with exception of the consent form. Although the consent form will have both the name and ID number of the participant, this will not be linked to the behavioral and biological data. While gatekeepers might be used to gain access to specific groups, they will not be utilized for recruitment and no information regarding recruitment will be provided to them. Sites where gatekeepers appear to be coercive will be excluded from the IBBA
- NGOs and community leaders. IBBA staff will inform NGOs and community leaders working with the IBBA target populations about the purpose, risks and benefits of the IBBA. Prior to the assessment, IBBA information will be shared through educational sessions with NGOs and other partners. Educational sessions will stress the voluntary nature of the IBBA, ethical procedures, and why it is important to track efforts to reduce HIV transmission.
- Consent Process: IBBA participants will be protected through a voluntary informed written consent process, with the option of witnessed verbal consent for those who are not comfortable with written consent. All IBBA documents and specimens, with the exception of the consent form, will be labeled with a unique respondent number, the consent form will contain ID numbers and names of respondents but this will not be linked to any of the other IBBA documents, data or specimens. Prior to recruitment, IBBA staff will explain the IBBA procedures to potential participants answer any questions and emphasize that participation is voluntary. IBBA staff will inform participants that they can withdraw from the IBBA at any time and that their withdrawal will not affect any NGO or clinic services. The IBBA staff should not pressure or coerce respondents to participate in the IBBA.
- The IBBA is anonymous. The participant's signature on the consent form is in no way linked to the person's behavioral and biological data. No names or personal identifiers will be recorded on the behavioral or biological forms; instead, they will be labeled with the respondent number. There is no way to trace any positive laboratory tests to an individual or to determine who chose to participate or not participate in the assessment.
- Respective state ICMR Institutes, FHI, community monitoring boards and community advisory boards will closely monitor consent process and ensure ethical standards are adhered to.
- The findings of the study will be released after discussions with ICMR Institutes, FHI, Avahan project staff and community leaders on the potential multi dimensional impact of data.

## II. PREPARING FOR AN INTERVIEW

### **A. Flow of the Interview Process (shaded blocks are activities that the Interviewer is NOT responsible for)**



**Draft - IBBA MSM / MSW Field Manual for Interviewers Round - II**



**The blocks with a *white background* above are activities for the interviewer**

**Abbreviations**  
 Qst – questionnaire  
 BCRC – Biological Component Referral Card

**B. Roles and Responsibilities of an Interviewer**

The interviewer is responsible for the following:

- Building rapport with respondents
- Ensure private space for interview and make sure no other person is present during the interview with the respondent
- Ensuring that respondents understand the survey procedures, risks, benefits and that witnessed, voluntary consent is taken before the interview starts
- Conducting the interview in a non-judgmental manner and ensuring that respondents' answers to questions are documented immediately
- Providing information to the respondent on HIV/AIDS and clearing his doubts/misconceptions on spread of HIV/AIDS at the end of the interview. If the interviewer is unable to answer any questions of the respondent, the respondent should be referred to the doctor
- Ensuring accurate survey ID number on the questionnaire and the biological referral card
- Ensuring that the information remains confidential
- Separate the consent form and the questionnaire immediately after the interview is completed and store separately
- Involving the community liaison person in areas where there are problems
- Reporting to the supervisor
- Any other activities as needed

### **C. Supervision of the Interviewer**

The supervisor will manage the site for sampling, selection of participants, quality of work, coordination with community liaison, and will handle any difficult or negative feedback. The supervisor will also supervise the work of the interviewers including participating in training programs, reviewing questionnaires and quality of work of interviewers, and sitting in on interviews to ensure adherence to protocol. This is outlined in more detail in the Supervisor's Manual.

### **D. Training of the Interviewer**

The interviewer will participate in a training program before the survey is implemented. The training will cover the procedures of implementing the survey, how to interview, and review the questionnaire, question by question. The interviewer should not only understand his/her role but also the overall procedure from selection of participants to participation in the biological survey as he/she may have to answer respondents' questions.

### **E. General Guidelines for an Interviewer**

#### **1. A respondent should be well informed before deciding to participate in the survey**

Individuals participating in the assessment should understand the purpose of the study, the benefits to their community, the risks involved and that all information is confidential before giving consent to participate. The respondent's decision to participate is personal; the interviewer should not coerce or pressure the participant to participate.

**2. All information from the interview is confidential**

The questionnaire asks the respondent to share a lot of very personal information that could make them feel uncomfortable. The interviewer's responsibility is to ensure that the respondent is comfortable, feels safe, and that all information shared with the interviewer remains private. General information can be shared in debriefing meetings with the supervisor, but this should not include any identifier information (e.g. ID number, cluster, name, etc.) Breaches of confidentiality of participants by any of the interviewers will be dealt with strict disciplinary action by the reporting officer.

**3. The interviewer should respect the respondent**

The interviewer should not judge the work that participants do or any other activities that they take part in. The interviewer should understand that although the questionnaire addresses many issues on HIV/AIDS, STIs, and sexual behavior, this does NOT mean that men who have sex with men are the source or cause of HIV. If the interviewer has any questions or concerns on this, please speak with the trainers, research agencies or supervisors for more information.

**4. The interviewer should dress and act to 'blend in'**

Non verbal communication is very important to getting honest answers to questions in the survey. Interviewers must be careful about how they dress. If an interviewer prepares for an interview by dressing in very formal clothing, then at the site of the interview, he/she will stand out. Attire should always be clean and respectable. Dressing in a manner that mimics a police man or an authority figure should be avoided (e.g. for men, closely shaved haircuts and black large heeled shoes should not be worn).

**5. Talk with the respondent**

An interviewer may find responses to some of the questions surprising. Interviewers may also find some questions unusual, sensitive, or difficult to ask. All interviewers should be very comfortable with the content of the questionnaire. If an interviewer is uncomfortable with certain terms in the questionnaire, discuss this with the supervisor. The interviewers' interactions with the respondent should be positive allowing the respondent to feel comfortable sharing his knowledge and experiences during the interview.

**6. Response to the respondents' answers should be neutral**

Be careful not to show shock, judgment, discomfort, disbelief, etc. to responses given by the respondent (e.g. saying 'really?!', 'what?!', 'I never knew...', or raising eyebrows, shifting the body uncomfortably, moving away from the respondent, etc.). The interviewer should remain neutral so that the respondent feels comfortable answering questions honestly, the interviewer should never react as if the response is 'right' or 'wrong'. Questions should be read in an even tone.

**7. Do not suggest answers to the respondent**

If a respondent answers in a way that the interviewer did not expect or that is not relevant to the question, the interviewer should not say "are you sure", "did you mean this? Really?" By making these statements, the respondent may feel pressured to agree with you and may change her answer to something that does not reflect the truth.

**8. The interviewer should understand all the questions, response categories and structure of the questionnaire**

The interviewer should understand how to fill questions, response categories, and structure of the questionnaire, to ensure the quality of the data collected. If the interviewer does not understand the questions or response categories, this will compromise the quality of data and the interviewer will have a great deal of difficulty implementing the questionnaire.

### **9. The respondent should answer all questions in the interview**

The interviewer should ask the respondent all questions in the interview. However, if the respondent is uncomfortable or does not know the answer the interviewer should record this in the appropriate category of response.

### **10. Good probing skills<sup>1</sup>**

Probing on the questionnaire should be done only in questions that require probing; this is specified in the questionnaire. Probing should be done gently. Probing should never be suggestive – asking too many questions in probing can imply that you expect the respondent to answer the question in a particular way. Probing should be minimal, so that the respondent can answer the question without the interviewer implying what the answer should be. For example, ask questions like:

“Can you explain a little more?”

“I did not quite hear you; could you please tell me again?”

“There is no hurry. Take a moment to think about it.”

### **11. The interviewer should not change the wording in a question**

If the respondent has trouble understanding a question, the interviewer should repeat it slowly and clearly. The interviewer should reword a question only when necessary (after asking the question as it is written in the questionnaire), being careful not to lose the meaning of the question.

### **12. Use local terminology**

The interviewer should read the question as it is written, but supplement this with local terminology (it is recommended that the interviewer carry a list of local terms with him/her during the interview). The interviewer should also ensure that the local terminology used is polite and not crude.

### **13. Answer questions/misconceptions on HIV, STI, condom use, etc. at the end of the interview**

The interviewer should ensure that the respondent is given correct information on HIV and STIs at the end of the survey in order not to bias the respondent's answers. If the respondent asks questions during the interview related to these issues, the interviewer should politely say that “I will talk with you about this at the end of the interview.”

### **14. Do not feel pressured for time<sup>2</sup>**

If respondents can sense that you are hurried, they may start to hurry their answers or say ‘I don't know’ to move the interview at a faster pace. The interviewer should avoid this; it is more important that the respondent understands and answers questions correctly. If the interviewer feels the respondent is not thinking through the answers, the interviewer can say ‘there is no hurry. Your answer is important so consider your answers carefully’.

## **F. Addressing Sensitive Issues**

If the respondent is upset, has questions, or would like to talk to someone for more detailed information on the survey, the interviewer should refer her to the community liaison. Nevertheless, the interviewer needs to be prepared to handle and respond to questions that the respondent may have. If the questions are related to HIV, STIs, or condom usage, tell the respondent that all of those questions will be answered after the survey. But there are many sensitive questions in the survey and the interviewer's job is to make the respondent comfortable

---

<sup>1</sup> Adapted from KHPT IBBA Interviewers Manual

<sup>2</sup> Adapted from KHPT IBBA Interviewers Manual

and able to answer these questions. If the respondent asks questions about why certain information is required, looks upset, or hurt, address these issues before proceeding.

### **G. Interviewer checklist**

The interviewer should ensure that he/she has the following items before going to the survey site:

#### ***Materials***

- 2 pens (black or blue)
- Any materials such as:
  - Logo of NGO
  - Logo of Project Clinic
  - Copy of project health card
  - Condom brands promoted by NGOs
  - Copy of frequently asked questions (FAQs) on HIV/AIDS
  - Addresses of NGO clinics, contact person, and timings for referral
  - Addresses of VCTC for referral
  - Detailed address of sites identified for behavioral and biological component
  - Letter of introduction from state ICMR institute and Research Agency
  - Letters from State Aids Control Society, District Collector and Superintendent of Police showing support for survey
  - Telephone numbers of supervisor, field coordinator, and ORG MARG office
  - Code number of the interviewer
- The Interviewers Manual
- Consent form (additional copy)
- One copy of a questionnaire
- One set of ID number stickers
- Staff ID card
- Folders to store consent and questionnaire after completion

### **H. Location**

A quiet, private area to conduct an interview – the interviewer may not be able to identify a secluded or separate room to conduct the interview. Interview sites have been identified for each sample site. The interviewer should take the detailed addresses of these sites from the supervisor prior to the survey.

### **III. TAKING CONSENT**

#### **A. Introduce Yourself**

Rapport building is an important responsibility of the interviewers. The relationship between the interviewer and the respondent can affect the quality of the data. If the interviewer is uncomfortable or has not built enough rapport with the respondent, the respondent may refuse to take part in the survey or, if consenting to the interview, may avoid sharing personal information. The interviewer should always stress that the interview is confidential and that no data from the interview can be traced back to the respondent. The interviewer should be clear in his/her explanations and be polite when talking with the respondent.

#### **B. Consent Procedure**

Participation in this study depends on informed and voluntary consent. Respondents should not feel pressured, obligated or coerced to participate in the study. The respondent also has the option of providing witnessed written consent or witnessed oral consent. It should be clear to the respondent that even with written consent, all information will remain confidential, participation voluntary, and that testing and information from the questionnaires is still anonymous. If the respondent prefers witnessed written consent, the community liaison can act as a witness.

The interviewer must explain the consent procedure to the respondent and ensure that the respondent understands the information in the consent. The interviewer should offer to give the respondent a copy of the consent form. The prospective participant should have enough understanding to explain the activities of the survey back to the interviewer and to a witness to confirm an understanding of the procedure. There are two types of consent that an individual can give – consent for participation in only the behavioral survey or consent for participation in both the behavioral and biological survey. If the respondent chooses to participate in only the behavioral part of the survey, the individual is still entitled to medical treatment for existing STIs.

Even if the individual decides not to give consent to participate in the survey, the interviewer should fill the responses for question no. 101 to 110 and 114, 115 of Block I.

The entire interview process should be conducted in private. Even if the respondent requests someone to accompany him for the interview, the interviewer should explain why it is important to conduct the interview alone (e.g. that many of the questions are very personal)

## IV. INSTRUCTIONS<sup>3</sup> FOR FILLING THE QUESTIONNAIRE

### A. Filling in the questionnaire

To effectively collect the information needed for this study, the interviewer must know how to correctly record the answers the respondent gives and how to follow special instructions in the questionnaire.

#### 1. Language of the Interview

The interview should be conducted in the local language. If the respondent is not familiar with the language used in the questionnaire, please refer to the supervisor for guidance.

#### 2. Reading the response categories

The response categories should be read only for those questions that specify “read all responses”. For the rest of the questions, the interviewer should allow the respondent to answer and then the interviewer should find the response category that best matches the answer. If the answer is unclear still, the interviewer should probe the answer with the respondent. There are certain questions where the interviewer should not read any of the responses (i.e. “DO NOT READ RESPONSES”) for these questions, the interviewer should allow the respondent to answer the questions, but the pre-designed respondent categories should not be shared with the respondent.

#### 3. Recording the responses

The interviewer should circle the appropriate code in the CODE column. For questions that are not pre-coded or require specification (e.g. “Other: Specify\_\_\_\_”) the interviewer should specify the answer in Telugu. This will be translated by the data coder.

##### a. Example of how to record a response to a pre-coded question

Circle the code that corresponds to the individuals’ response. For example, if the individual says that he CAN tell a person has HIV by looking at them, then the interviewer should circle ‘01’ as this is the code for ‘Yes’.

|      |  |            |    |  |                          |
|------|--|------------|----|--|--------------------------|
| 1504 | Can you know whether a person has HIV (the virus that causes AIDS) by looking at them? | No         | 00 |  | <input type="checkbox"/> |
|      |  | Yes        | 01 |  | <input type="checkbox"/> |
|      |  | Don't know | 98 |  | <input type="checkbox"/> |

##### b. Example of how to record a response for an “Other (Specify)” answer

In some cases, the pre-coded responses will include an “other (specify)” category. If the answer is ‘other’ but there is no instruction to specify, then the interviewer should circle the pre-coded number as shown above. If the answer says ‘other (specify)’, this should only be filled in when the respondent’s answer is different from any of the pre-coded responses listed for the question. Write the respondents’ answer in the space provided; if you need more room, use the margins in the questionnaire.

|     |                                      |   |    |   |                          |
|-----|--------------------------------------|---|----|---|--------------------------|
| 308 | What is your current marital status? | Married–living with spouse                    | 01 | } | <input type="checkbox"/> |
|     |                                      | Married–living with partner other than spouse | 02 |   |                          |

<sup>3</sup> Parts of this section have been taken from or adapted from KHPT’s IBBA Interviewers Manual

**Draft - IBBA MSM / MSW Field Manual for Interviewers Round - II**

|  |                                    |    |            |  |
|--|------------------------------------|----|------------|--|
|  | Married–living alone               | 03 | <b>401</b> |  |
|  | Divorced–living alone              | 04 |            |  |
|  | Divorced–living with other partner | 05 |            |  |
|  | Widowed–living alone               | 06 |            |  |
|  | Widowed living with partner        | 07 |            |  |
|  | Other _____ (Specify)              | 97 |            |  |
|  | No answer                          | 99 |            |  |

**c. Example of how to record a response for a question without pre-coded response categories**

For these questions, the interviewer enters either the number or date as required by the question, in the corresponding cell. In the example below, if the respondent completed until 8th grade:

|    |   |                                |          |  |    |
|----|---|--------------------------------|----------|--|----|
| 3. | What is the highest grade you have completed until now? | Highest grade completed: _____ | <u>8</u> |  | □□ |
|    |   | Don't know                     | 98       |  |    |

**4. Correcting mistakes**

For pre-coded responses circle the code for response. If you make a mistake while entering the respondent's answer by circling the wrong code or the respondent changes the reply, cross out the incorrect code and circle the right code. Do not try to erase it. The example below shows how to correct a mistake:

Can you read and write?

Yes

⓪1

No

~~⓪2~~

cross out wrong response  
and circle code for correct response

**5. Following instructions**

**a. Example of a skip pattern**

|     |  |           |    |              |    |
|-----|--|-----------|----|--------------|----|
| 406 | Do you <b>personally</b> know someone ( <b>who also knows you</b> ) who is infected with HIV, suffers from AIDS or has died of AIDS? | No        | 00 | ▶ <b>408</b> | □□ |
|     |  | Yes       | 01 |              |    |
|     |  | No answer | 99 | ▶ <b>408</b> |    |

The question above is an example of a question with a skip pattern. If the respondent answers either 'no' or 'no answer' to this question, proceed to question 408 (i.e. skip question 407).

**b. Example of a filter question**

A filter question describes to the interviewer which question needs to be asked based on answers to one or multiple questions. In the example below, the interviewer asks the respondent questions 904, 905 and 906. Before proceeding to question 907, the interviewer must see if any of the answers to 904, 905 and 906 are 'Yes'. If at least one response is 'Yes', the interviewer proceeds to question 907. If none of the responses are 'Yes', then the interviewer proceeds to 914.

|  |  |                                      |                      |  |                          |
|--|--|--------------------------------------|----------------------|--|--------------------------|
| 904                                      | During the <b>past 12 months</b> have you suffered from vaginal discharge?                               | No<br>Yes<br>Don't know<br>No answer | 00<br>01<br>98<br>99 |  | <input type="checkbox"/> |
| 905                                      | During the <b>past 12 months</b> have you suffered from lower abdominal pain without diarrhea or menses? | No<br>Yes<br>Don't know<br>No answer | 00<br>01<br>98<br>99 |  | <input type="checkbox"/> |
| 906                                      | During the <b>past 12 months</b> have you suffered from genital ulcers or sores?                         | No<br>Yes<br>Don't know<br>No answer | 00<br>01<br>98<br>99 |  | <input type="checkbox"/> |
| <b>If 904=1 or 905=1 or 906 = 1 ►907</b> |  | <b>Else ►Go to 914</b>               |                      |  |                          |

**c. Spontaneous and prompted response questions**

With these questions, the interviewer should first read the statement in the question to the respondent and allow him to answer freely. If his answers match with any of the response categories below, under the "Spontaneous" column, the interviewer should circle "01". When the respondent has given all answers that he can think of (the interviewer should not ask "is that all? Can you think of more?"), the interviewer should ask the respondent questions specifically about the response categories that have not been answered during the spontaneous response. For example:

*Interviewer: "What are the ways a person can prevent becoming infected with HIV/AIDS?"*

*Respondent: "By using a condom during sex" (Interviewer to circle 1 in row b under the Spontaneous column)*

*Interviewer : "Will taking medicines/traditional herbal mixtures before having sexual relations prevent a person from becoming infected with HIV/AIDS?"*

*Respondent "No" (Interviewer to circle no in row a under prompted.*

This example is illustrated below:

| 1005. What are the ways a person can prevent becoming infected with HIV/AIDS?  |             |          |     |            |                          |
|--|-------------|----------|-----|------------|--------------------------|
| This question has two kinds of responses: (a) Spontaneous response (b) Prompted response   |             |          |     |            |                          |
| Let the respondent answer first, then match her answers with the statements found in column [1] and circle the number in Column (2) for each appropriate answer. Then read out loud the answers that have not yet been stated and circle the respondent's answer in Column [3], [4] or [5] as appropriate. |             |          |     |            |                          |
| Methods to use   | Spontaneous | Prompted |     |            |                          |
|  | Yes         | Yes      | No  | Don't know |                          |
| (1)  | (2)         | (3)      | (4) | (5)        | (6)                      |
| a. Take medicine/traditional herbal mixture before having sexual relations   | 01          | 02       | 00  | 98         | <input type="checkbox"/> |
| b. Always use a condom while engaging in sex   | 01          | 02       | 00  | 98         | <input type="checkbox"/> |

**d. Questions where the sequence of response is to be recorded**

With these questions, the interviewer should first read the statement to the respondent and ask the respondent to give the responses in a sequence of occurrence. Ask him/her "what did you first? And then what did you do?" Match the answers with the response categories provided and write '1' against the first option, '2' against the second option and so on in the \_\_\_ space provided. If the response is "don't know" or "No Answer" circle the codes provided against the options. If the response is any other, recode the sequence of occurrence in the \_\_\_ space provided and record the response in the language comfortable to the interviewer.

**For example:**

*Interviewer:* "What do you do **first** if you have unprotected risky sex?"

*Respondent:* "I first went to a doctor and sought advice" (Interviewer to write 1 in space provided under the codes column)

*Interviewer:* "What did you do **next**?"

*Respondent:* "Undertake HIV test" (Interviewer to write 2 in space provided under the codes column)

This example is illustrated below:

| Q. No. | Question   | Answers  | Codes   | Skip to | Code Boxes   |
|--------|--|--|---|---------|--|
| 1413   | What you do if you have unprotected risky sex?<br><b>Multiple responses possible?</b><br><br><b>INTERVIEWER TO PROBE AND RECORD ALL THE RESPONSES IN A SEQUENCE AS SAID BY THE RESPONDENT AND MARK '01' AGAINST THE FIRST CHOICE AND '02' AGAINST THE SECOND CHOICE ....</b> | Wait and watch for any symptoms<br>Go to a doctor and seek advice<br>Inform my sex partner about it<br>Use condom for next three months<br>Undertake HIV test<br>Take medicines<br>Did nothing<br>Any other (SPECIFY) _____<br>Don't know<br>No answer | _____<br>_01_<br>_03_<br>_____<br>_02_<br>_____<br>_____<br>_____<br>98<br>99 |         | a. <input type="checkbox"/> <input type="checkbox"/><br>b. <input type="checkbox"/> <input type="checkbox"/><br>c. <input type="checkbox"/> <input type="checkbox"/><br>d. <input type="checkbox"/> <input type="checkbox"/><br>e. <input type="checkbox"/> <input type="checkbox"/><br>f. <input type="checkbox"/> <input type="checkbox"/><br>g. <input type="checkbox"/> <input type="checkbox"/><br>h. <input type="checkbox"/> <input type="checkbox"/> |

## **6. Checking Completed Questionnaires**

After the interviewer completes the interview, it is necessary to review the filled in questionnaire by carefully checking the answer to each question before referring the respondent to the community liaison. No questions should be omitted and all skip and filter patterns should have been followed. The interviewer should write in the notebook any comments that would clarify answers or any other points of interest about the interview for the supervisor to review. If you have any doubts about how to record an answer, write a note in the notebook, and then check with the supervisor.

In case some of the respondents prefer not to discuss some issues in the questionnaire, such section remains blank. The interviewer should promptly report that to the Supervisor. The supervisor, in consultation with his supervisor, should take a call and decide whether those interviews could be called 'completed interviews' or not.

## **7. 'No answer' and 'don't know' response categories**

The 'Don't know' response category is only in questions where the respondent may not know or remember the correct answer. The interviewer should record this option after probing to ensure that the respondent understands the question and that the respondent is not just trying to pick up the pace of the survey. This is coded as "98".

The 'NO ANSWER' category is listed in questions that are considered sensitive. If the respondent is uncomfortable in answering a sensitive question, the interviewer can move to the next question. The code for 'no answer' is "99". Good rapport and being non-judgmental will help minimize the number of no answer responses.

## V. SECTION WISE INTERVIEWING GUIDELINE

Block I & II should be filled in for all respondents selected for the study, irrespective of whether they refuse or accept to participate, discontinued in the middle of the survey or completed the survey.

The questionnaire ID number will be given by the supervisor. The interviewer should ensure that the questionnaire has an ID number. No one should record the name or any other identifier information on the questionnaire.

The interviewer should circle the appropriate corresponding code to the responses in the CODE column, and the editor will fill in the CODE BOXES. As most of the questions are self explanatory section wise briefing with some question that require clarity are explained. However, detailed explanation on each question would be provided to the interviewers during the trainings.

### **BLOCK I: Interview Information and Consent Process**

These questions refer to general information on where the interview is being done such as the locale, state, district, town and type of locale. Details on date of interview, who conducted the interview, consent status, completion status and is it an Avahan or Non-Avahan site are recorded in this section.

**Questions 111, 112, 113 & 116 should be filled in by the supervisor after completion of both behavioural and biological interviews.**

**Q101. Interviewers should ask the supervisor for the name and code of the cluster (locale), before beginning of the interviews.**

#### **Q106. Type of locale**

The supervisor records the type of locale where the respondent has been selected from. This information has been supplied by the district field coordinator for each site.

| <b>Response Category</b>       | <b>Description</b>  | <b>Circle Code</b> |
|--------------------------------|---|--------------------|
| Bar/Discotheque/<br>Night Club | Respondent was selected from a bar, discotheque or a nightclub. A bar is an establishment where people go to have a drink and to socialize. A discotheque is an establishment where people go to dance and socialize- discotheques may also serve drinks. A nightclub is a place where they may serve both food and drinks and often has live shows or other entertainment. | 01                 |
| Lodge/Hotel                    | Respondent was selected from a lodge or hotel. A lodge or a hotel is a place where people rent a room for as long as several nights and as little as a couple of hours. Lodges and hotels are not to be confused with a participant's home or residence since a lodge or hotel is for short term stays.   | 02                 |
| Street/Public places           | Respondent was selected from a public place such as a park, street, cinema hall, temple, church, mosque, bus stand, railway station, or other public area.  | 03                 |
| Home/Residence                 | Respondent was selected from the place where he lives – alone or with other related or unrelated members. This place could be the respondent's own place or could be a long term rental but it is not a room rented for a short term.   | 04                 |
| Other                          | Circle "97" (specify)   | 97                 |

#### **Q108. Name and code number of the interviewer**

Fill in the Interviewer's name and code number. If the interviewer does not know his/her code number, the supervisor will have this number.

**Q109. Did you participate in IBBA in 2005/2006/2007?**

The round –I of IBBA was done during 2005/2006/2007. Ask the respondent if he had participated in IBBA round-1 during. If the respondent is unsure of or does not know/remember, circle '98' for 'Don't Know'.

**Q110. Consent Status**

The interviewer must circle the number corresponding to the correct consent status that the respondent gave.

**REFUSED FOR BOTH BEHAVIORAL AND BIOLOGICAL** – the respondent refused to participate in both the behavioural and biological parts of the survey, circle '01'.

**AGREED FOR BEHAVIORAL ONLY** – the respondent has the option of participating in only the behavioural portion or both the behavioural and biological parts of the survey. If the respondent agrees to participate in only the behavioural part of the survey, circle '02'. The interviewer should ensure that the behavioural part of the consent form has been signed before proceeding further.

**AGREED FOR BEHAVIORAL AND BIOLOGICAL** – the respondent agreed to participate in both the behavioural and biological parts of the survey, circle '03'. The interviewer should ensure that the behavioural and biological parts of the consent form have been signed before proceeding further.

**HAS ALREADY TAKEN PART IN THE SURVEY** (IBBA Round-2) – the respondent had already participated in IBBA Round-II, circle '04'.

**\*\* Questions 111, 112, 113 and 116 should be filled by the SUPERVISOR and NOT the interviewer. The interviewer should fill in question 114 & 115. \*\***

**BLOCK II: Editing and data entry (to be filled in by supervisor & Data management team)**

**Question 201** should be filled by the supervisor after completion of both behavioural and biological interviews.

The responses for this questionnaire have been scrutinized for completeness and consistency by:

Once the questionnaire has been thoroughly checked by the supervisor, the supervisor records his/her name and code, the date of examination and signs the form.

The supervisor records the date of the interview in the appropriate boxes. For single digit numbers, precede the number with a zero. For example, if this is the 1st of January, the interviewer should write:

Date : 01

Month : 01

**201. Date of scrutinising the questionnaire**

The scrutinizer/supervisor needs to check each and every completed questionnaire. Checking the questionnaire involves ensuring that the questionnaire is filled in correctly, that there are no blank answers that skips have been followed and the code boxes for the coding have been filled. If the supervisor identifies a problem in a questionnaire, the supervisor should follow up with the interviewer to prevent this problem from continuing. During the check, the supervisor should record the following

***\*\* Questions 202 to 205 need to be filled by the data management team and NOT the interviewer or supervisor. \*\*\****

**BLOCK III: Demographic Characteristics**

This section deals with the respondents' demographic profile such as age, religion, employment, education, marital & living status.

**Q301. How old are you now?**

The interviewer records the respondents' age in completed years. If the respondent is unsure of or does not know their age, circle '98' for 'Don't Know'.

If the respondent knows the month and year of birth, the age can be calculated by doing the following:

**a. Respondent's birthday has already passed this year:**

$$\text{Current year} - \text{Birth year} = \text{Age in completed years}$$

**b. Respondent's birthday has not already passed this year**

$$\text{Current year} - \text{Birth year} - 1 = \text{Age in completed years}$$

**304. What is the highest grade you have completed until now?**

This question will supplement the literacy question above. The interviewer should record the highest grade that the respondent has completed. If the respondent did not attend school, but attended adult or informal education, circle '95'. If the respondent does not know the highest grade completed, circle "98" for 'Don't Know'.

If the respondent has completed beyond secondary level (12 years), the interviewer should probe and record the number of years of education completed. Below are guidelines for how to fill this section:

| <b>Respondent has studied up to</b> | <b>Record highest grade completed as...</b> |
|-------------------------------------|---|
| Class 1, Class 2, ...Class 12       | 01, 02, ...12                               |
| Bachelors Degree                    | 15 years (12 + 3)                           |
| Masters Degree                      | 17 years (12+3+2)                           |
| Ph.D.                               | 20 years (12+3+2+3)                         |
| MBBS                                | 17 years (12+5)                             |
| Engineering                         | 16 years (12+4)                             |
| Polytechnic                         | 13 years (10+3)                             |
| ITI                                 | 11 years (10+1)                             |
| Law                                 | 17 years (10+2+5)                           |

**305. What is your occupation (main source of income)? The primary work you do to earn income**

This question is to assess the respondent's primary means for earning money. If he has a couple of other jobs, the interviewer should probe to find out which is the primary job (based on income) and record that here. The interviewer should NOT read the response categories. Only record the primary source of income. The interviewer should NOT circle multiple responses to this question.

There are standard response categories to this question; if the respondent's answer does not fit in these categories, circle '97' for 'Other'. If the respondent is not comfortable or does not want to answer this question, circle '99' for 'No answer'. See the chart below for definitions of the standard response categories:

**Draft - IBBA MSM / MSW Field Manual for Interviewers Round - II**

| <b>Response Category</b>       | <b>Description</b>   | <b>Circle this in the CODE box</b> |
|--------------------------------|--|------------------------------------|
| UNEMPLOYED                     | Respondent is not engaged in any income-earning activity currently   | 01                                 |
| STUDENT                        | Respondent is in school or the university  | 02                                 |
| SELF EMPLOYED/<br>PROFESSIONAL | Respondent works as a consultant and not affiliated with any one particular concern  | 03                                 |
| NON-<br>AGRICULTURAL<br>LABOR  | Respondent works as a coolie or daily laborer in the non-agricultural sector: Construction of roads/buildings/dams/bridges, employed by a shop or business establishment as a daily wage-earner etc. Rickshaw/ auto/drivers etc  | 04                                 |
| BUSINESS/TRADE                 | Respondent works in petty business such as selling vegetables, fruits, and other small household items on carts; Respondent has a shop- paan/cigarettes, provisions or any other type of shop; Respondent owns his own business- medium or large for any type of industry, such as textiles, automotive parts, etc | 05                                 |
| SERVICE<br>(GOVERNMENT/PVT)    | Respondent earns a regular salary from a job. This may entail the respondent going to an office to work.   | 06                                 |
| AGRICULTURAL<br>LABOR          | Respondent works in agriculture as a farmer, picker, packer, etc. The respondent can either own his own plot which he farms or hired doing agricultural labor for someone else.  | 07                                 |
| MASSAGER                       | Respondent works as a masseuse, providing massage to others.   | 08                                 |
| PUN (SEX WORK)                 | Respondent sells sex in exchange for money or other goods.   | 09                                 |
| TRANSPORT<br>WORKERS           | Respondents who work in the transport sector such as truck drivers, truck helpers, Auto rickshaw drivers etc..   | 10                                 |
| OTHERS                         | Anything other than mentioned above  |                                    |
| NO ANSWER                      | Respondent does not wish to answer   |                                    |

**307. Whose decision was it, for you to get married?**

This question tries to assess if the respondent got married due to pressure from the family or decided to get married himself. This is important as it is believed that most of the MSM/MSW get married due to pressure from the family and social constraints. If the respondent has married due to family decision, then circle code '01' ; if he/she had got married by himself, then circle code '02'. For responses other than the ones described, circle '97' for 'Other'.

**308. What is your current marital status?**

This question assesses the respondent's current marital status. For this question, read out the response categories and circle only one response. This question may require probing as the respondent may answer 'married' even if separated. There is a diagram below that outlines the follow-up questions the interviewer may need to ask. Probing should be done carefully as this is a sensitive question.

For responses other than the ones described below, circle '97' for 'Other'. If the respondent is not comfortable answering this question, circle '99' for 'No answer'. The interviewer should first ask if the respondent is married.

**Draft - IBBA MSM / MSW Field Manual for Interviewers Round - II**

| Marital status | Probe 1                        | Answers | Probe 2   | Answers   | Probe 3   | Answers  | CODE                                 |
|----------------|--------------------------------|---------|---|---|---|--|--------------------------------------|
| Married        | Are you living with your wife? | Yes     | —————→  |   |   |  | Married living with spouse, "01"     |
|                |                                | No      | Is your wife alive?                             | No  | Are you currently living with any sexual partner? | Yes  | Widowed, living with a partner, "07" |
|                |                                |         |   | No  | No  | Widowed, living alone, "06"                            |                                      |
|                |                                |         | Yes   | Are you currently living with a sexual partner? | Yes   | Married, living with a partner other than spouse, "02" |                                      |
|                |                                |         |   | No  | Married, living alone, "03"                       |  |                                      |
| Divorced       | Did you obtain a legal divorce | Yes     | Are you currently living with a sexual partner? | No  | Divorced living alone "04"                        |  |                                      |
|                |                                |         | Yes   | Divorced living with a partner "05"             |   |  |                                      |

After marking the appropriate response skip to question 401.

#### **BLOCK IV: General Sexual Behavior**

This section is on general sexual behaviours of the respondents. Questions on first sexual experiences with both male and female, self identity of the respondent in the MSM community, type of sexual partners, duration of relationship and number of partners are asked in this section. This section carries certain sensitive questions, interviewer should assure the respondent that all information is confidential and that it cannot be traced back to the respondent and he also has a choice of denying response to any of the questions.

##### **401. How old were you when you first had manual or oral or anal sex with a man?**

The interviewer records the respondent's age at first manual/oral/anal sex with a man in completed years. If the respondent does not know when he first had sexual intercourse, circle 98. If the respondent does not want to answer, circle 99. If the respondent mentions that his first sexual intercourse with a man was below 5 years of age, probe and confirm the age and write the details of the discussion on the circumstances leading to the same in the notes column provided at the end of the questionnaire.

##### **402. What type of sex did you have during the above mentioned sexual encounter?**

The interviewer records the type of sexual intercourse the respondent had the first time he had sex with a man. If the response is anal penetrative circle '01', if Anal receptive circle '02', if oral circle '03', if manual (masturbation) circle '04', if others circle '97' and specify the type of sex in the space provided. If the respondent does not want to answer, circle 99.

##### **403. Who was the first male partner with whom you had sex?**

Ask the respondent who is the male with whom he had first sex related to him and record the response. If the response is co-worker circle '01', if friend circle '02', if relative circle '03', if neighbour circle '04', if commercial partner circle '05', if stranger circle '06', if others circle '97' and specify the type of sex in the space provided. If the respondent does not want to answer, circle 99.

##### **404. Were you forced to have sex during the first sexual encounter with a male?**

This question tries to know if the first sexual intercourse with a male was a forced sex or was it done willingly. Explain the respondent that forced sex means "sex done with out his/her willingness". If the respondent says that he was not aware of what was happening then, consider it as doesn't know and circle '98'. If the response is "NO" circle '00', if "YES" circle '01'. If the respondent does not want to answer, circle 99.

##### **405. How old were you when you first had vaginal intercourse (sexual intercourse with women)?**

The interviewer records the respondent's age at first vaginal intercourse (sexual intercourse with women) in completed years. If the respondent does not know when he first had vaginal sexual intercourse, circle 98. If the respondent does not want to answer, circle 99, if the respondent never had vaginal intercourse, circle '00'.

##### **406. How do you identify yourself?**

This assesses how the respondent identifies himself. Probe to make sure the respondent identifies with one of the categories. The categories and their descriptions and codes are listed in the table below:

| <b>Response Category</b>                   | <b>Description</b>   | <b>Circle Code</b> |
|--|--|--------------------|
| Panthi                                     | Respondent is usually the insertive partner during anal sex  | 01                 |
| Kothi                                      | Respondent is usually the receptive partner during anal sex  | 02                 |
| AC/DC or double decker                     | The respondent has anal course as a receptive and insertive partner  | 03                 |
| Bisexual                                   | The respondent has sex with men and women  | 04                 |
| Hijra / TG: Akwa<br><b>(Non-Castrated)</b> | The respondent is a member of a select group who dress and act like women and are not castrated  | 05                 |
| Hijra / TG: Nirvana<br><b>(Castrated)</b>  | The respondent is a member of a select group who dress and act like women and <b>had undergone castration</b> (removal of penis and scrotal) | 06                 |
| Other                                      | Circle "97" (specify)  | 97                 |

**If interviewing a hijra, clarify if he/she is a "Akwa" or "Nirvana".**

**407. What type of regular sexual partners do you have?**

Regular male sexual partner is a serious boy-friend or live-in partner/spouse/lover. Respondent may have more than one main sexual partner to whom the respondent has sex frequently, without paying money for sex.

This question tries to know the different types of regular sexual partners the respondent currently has and the duration of their relationship. Multiple responses are possible. The interviewer should probe and record the responses by reading out the type of regular partners listed in the question.

If the respondent has a regular male partner record "01" in the boxes provided under the 'Code boxes' column and record the duration of relationship in month in the 'No. of Months' column else record "00" in both the columns.

If the respondent has a regular hijra partner record "01" in the boxes provide under the 'Code boxes' column and record the duration of relationship in month in the 'No. of Months' column else record "00" in both the columns.

If the respondent has a regular female partner record "01" in the boxes provide under the 'Code boxes' column and record the duration of relationship in month in the 'No. of Months' column else record "00" in both the columns.

If the respondent doesn't have any regular partner, circle '96'. If the respondent does not want to answer, circle '99'.

**408. Have you ever had paid or paying sexual partners?**

**Paid partner:** The respondent pays cash or kind to a partner in exchange of sex.  
**Paying partner:** The respondent receives cash or kind from a partner for sex.

This question tries to know about the paid and paying sexual practices of the respondent and the number of such partners in the last 3 months. Multiple responses are possible. The interviewer should probe and record the responses by reading out the type paid or paying partners listed in the question.

If the respondent has paid male partners, record "01" in the boxes provided under the 'Code boxes' column and record the number of such partners the respondent had in the last 3 months in the boxes provided in the 'Number' column else record "00" in both the columns.

If the respondent has paid hijra partners, record “01” in the boxes provided under the ‘Code boxes’ column and record the number of such partners the respondent had in the last 3 months in the boxes provided in the ‘Number’ column else record “00” in both the columns.

If the respondent has paid female partners, record “01” in the boxes provided under the ‘Code boxes’ column and record the number of such partners the respondent had in the last 3 months in the boxes provided in the ‘Number’ column else record “00” in both the columns.

If the respondent has paying male partner, record “01” in the boxes provided under the ‘Code boxes’ column and record the number of such partners the respondent had in the last 3 months in the boxes provided in the ‘Number’ column else record “00” in both the columns.

If the respondent has paying hijra partner, record “01” in the boxes provided under the ‘Code boxes’ column and record the number of such partners the respondent had in the last 3 months in the boxes provided in the ‘Number’ column else record “00” in both the columns.

If the respondent doesn’t have any regular partner, circle ‘96’. If the respondent does not want to answer, circle 99.

**409. Have you ever had other non-commercial sexual partners?**

Non-commercial sexual partners are partners that do not pay the respondent for sex and partners that the respondent does not pays for sex.

This question tries to know about the other non-commercial (non-regular, non-commercial) sexual partners of the respondent and the number of such partners in the last 1 month. Multiple responses are possible. The interviewer should probe and record the responses by reading out the type of paid or paying partners listed in the question.

If the respondent has other non-commercial male partners, record “01” in the boxes provided under the ‘Code boxes’ column and record the number of such partners the respondent had in the last 1 month in the boxes provided in the ‘Number’ column else record “00” in both the columns.

If the respondent has other non-commercial hijra partners, record “01” in the boxes provided under the ‘Code boxes’ column and record the number of such partners the respondent had in the last 1 month in the boxes provided in the ‘Number’ column else record “00” in both the columns.

If the respondent has other non-commercial female partners, record “01” in the boxes provided under the ‘Code boxes’ column and record the number of such partners the respondent had in the last 1 months in the boxes provided in the ‘Number’ column else record “00” in both the columns.

If the respondent doesn’t have any regular partner, circle ‘96’. If the respondent does not want to answer, circle 99.

**BLOCK V: Migration**

The focus of this section is to have information on the frequency of movement for sex of the population interviewed. This section also records information on the place of residence and closest place to the home town. Respondents should be assured that any information asked in this section will not be used to identify or locate them. Even though there are questions related to the respondent's home village or city, the respondent should know that all information is confidential and that it cannot be traced back to the respondent.

**505. On the average how long do you stay in this place when you visit?**

This question assesses the duration of the stay in this place whenever the respondent visits the place. The interviewer lets the respondent respond and then fills in the appropriate time period. The interviewer should only fill in one row (e.g. either days, weeks, or months, but not more than one).

- a. If the respondent visits the place for one to six days, record the number of days in 'a. Days \_\_\_\_\_'.
- b. If the respondent visits the place for more than seven days, but less than 30 days, record the number of days in 'b. Weeks \_\_\_\_\_'.
- c. If the respondent visits the place for more than one month, but less than 12 months, record the number of months in 'c. Months \_\_\_\_\_'.

If the respondent does not answer, circle '99' for 'No Answer'.

**506. Have you ever had sex with men or women in any city or village other than this place (current place of interview)?**

This question assesses whether the respondent had ever travelled anywhere and had sex with men or women. The response can be 'Yes' or 'No'. If the respondent has travelled anywhere in the past one year, then circle code '01' for 'Yes'. If the respondent has NOT travelled anywhere in the past one year, then circle '00' for 'No' and skip to question 601.

**507. Please provide details of the city/town/village where you had sex other than the current place during the past one year.**

**If not travelled and had sex in the last one year write 999 in the first cell**

Start from the most recent one, up to maximum of five places only. (Record name of place/district/state)

Can you please tell me the following details about your visit to these places?

This question assesses the places where the respondent had travelled and engaged in commercial or casual sex. If the respondent is visiting the place of the interview, then ask, "Where the last place you had sex when was travelled to before this place?" Record the last place visited and had sex and then asks the respondent, "Where did you have sex when travelled before this (meaning the place you had sex when traveled to previous to the last place you mentioned) place?" Record the response and continue asking the respondent for each of the previous places visited and had sex. Record all the places visited in the last year or a maximum of five places (if the respondent has had sex in more than five places visited in the last year). The interviewer should first try to list all the places visited in the table, including the city/town/village, district and state, and then collect further details about each place visited after. The interviewer can use the following questions to probe:

"Can you tell me the following details about your visit to this place?"

First record the name of the city/town/village, district and state corresponding to each place visited.

## Draft - IBBA MSM / MSW Field Manual for Interviewers Round - II

“What was the main reason for going to this place to have sex?”

The interviewer should probe and record the appropriate responses (do not read the options provided). The options and codes are:

| <b>Response Category</b> | <b>Circle Code:</b> |
|--------------------------|---------------------|
| To visit spouse          | 01                  |
| To visit friends/family  | 02                  |
| Maintain secrecy         | 03                  |
| More money               | 04                  |
| More MSM                 | 05                  |
| Less police harassment   | 06                  |
| Other (specify)          | 97                  |
| No answer                | 99                  |

“How many times did you visit this place in the last one year?”

Probe and enter the number of times the respondent visited each place in the past one year. If the respondent does not want to answer the question, record ‘99’ for ‘No answer’.

“On average how long did you stay in this place?”

Record one of the options provided in days, weeks or months, which ever is most appropriate. If the respondent does not want to answer the question, record ‘99’ for ‘No answer’.

“With whom did you have sex on your last visit to this place?”

Circle the appropriate response. The options and codes are:

| <b>Response Category</b> | <b>Circle Code:</b> |
|--------------------------|---------------------|
| Male sex worker          | 01                  |
| Male Client              | 02                  |
| Male friend              | 03                  |
| Female sex worker        | 04                  |
| Wife                     | 05                  |
| Girl friend              | 06                  |
| Other (specify)          | 97                  |
| No answer                | 99                  |

Ask the above set of questions for each place visited and record responses in the provided table.

**BLOCK VI: Condom Use and Substance Use**

This section assesses the respondent's awareness and use of condoms and use of substances (Intoxicating drugs). The interviewer should be careful not to suggest any answers to the respondent or to judge the respondent for their answers.

**601. Have you ever used a condom?**

This assesses whether the respondent has ever used a condom for sexual intercourse, with any type of partner. If the respondent says 'Yes', circle '01'. If the respondent says 'No', circle '00' and skip to question 607. If the respondent says 'No', confirm if he hadn't ever used a condom.

**602. Are you carrying a condom with you right now?**

The interviewer asks if the respondent is carrying a condom with him right now. If the respondent says 'No', circle '00'. If the respondent says 'Yes' and can show the condom, circle '01'. If the respondent says 'Yes' and DOES NOT want to show the condom, circle '02'.

If the interviewer asks the respondent to show the condom, it should NOT be requested in an interrogative or untrusting way; this is only to verify that the respondent is carrying a condom and not referring to a condom in his house, room, or any other place. If the respondent does not want to respond, circle '99'

**604. Last time when you used condom during sex, at whose instance did you use the same?**

This tries to access the determination for condom usage by the respondent or his partner the last time he used it. Here last time is when ever the respondent had used the condom and not the last time he had sex. If the response is 'self', circle '01', if response is 'by my partner', circle '02', if 'joint decision' circle '03'. . If the respondent does not want to answer, circle '99' for 'No answer'

**606. What was the main reason for not using a condom in the past month?**

This refers specifically to the time when the respondent wanted to use a condom but did not use one. The respondent should think in reference to the previous question and when he wanted to use a condom in the past six months but did not use it.

The interviewer should NOT read the response categories, but instead should allow the respondent to answer the question on their own. If the respondent states a reason that is not listed, specify the reason next to 'Other \_\_\_\_\_'.

The interviewer circles only one response. The respondent may provide more than one answer, but the interviewer should probe to understand the main response. Circle the code corresponding to the response.

**611. Have you been circumcised?**

Since this could be a sensitive question to ask respondents, gently probe and ask if they have been circumcised. If the respondent does not want to answer, do not insist, circle '99' for 'No answer'. If the response is either 'No' or 'No Answer' skip to 613. Explain what circumcision is in the local language, which might differ from place to place.

**612. What was the main reason for getting circumcised?**

Since this could be a sensitive question to ask respondents, gently probe and ask what was the reason for circumcision. If the respondent does not want to answer, do not insist, circle '99' for 'No answer'.

***\*\*At this point, the interviewer should say to the respondent, "Now I am going to ask you some questions about your substance use". Inform the respondent that everything he tells you during the interview will be kept confidential\*\****

**614. Some people consume drugs for non-medical reasons (like marijuana, heroin, amphetamines, etc.) to feel good, get high, fly, trip or have fantasies. Have you ever used such drugs even once?**

The interviewer may need to explain this question and use the appropriate local terminology. The question refers to any type of drugs consumed (whether smoked, injected, inhaled, etc.) without a medical prescription or for health reasons. If the respondent has tried this even once, the answer should be 'Yes'. The interviewer should ask the question without implying that there is a right or wrong answer.

## **BLOCK VII: Regular Male Partners**

This section includes questions related to the respondent's sexual behaviors with non commercial male partners. Non commercial means that the respondent does not pay this partner to have sex with him. Questions in this section and the ones following are becoming more and more personal. The interview will require good skills to help the respondent feel comfortable and able to answer the questions honestly.

### **701. Do you have a regular sexual male partner?**

The interviewer defines 'regular male sexual partner' as someone who is a serious boy-friend or live-in partner/spouse/lover. The respondent may have more than one main sexual partner to whom the respondent does not pay money for sex. If he does, the interviewer should remind the respondent that the following questions refer specifically to a main sexual partner.

The respondent may not have a regular sexual partner to whom the respondent does not pay money in exchange for sex. If he doesn't have one, circle '00' for 'No' and skip to question 801. If the respondent does not answer the question, circle '99' for 'No answer' and skip question 801. Verify response provided by the respondent to this question with the response provided in Q407, for consistency and confirm the responses if they are different.

### **702. How does this regular male partner identify himself?**

This is a sensitive question; ask the respondent how this regular partner identifies himself as a 'kothi', 'panthi', 'Double decker' or 'bisexual'. If the respondent doesn't want to respond don't insist and circle '99'. It is essential to inform the respondent that the questions on regular hijra partner are asked in the next section and we are referring to only male regular partners.

### **703. What is the age of this partner?**

The interviewer records the age in completed years. This question refers to the regular male partner mentioned in question 701.

The respondent may not know the exact age of the partner, but may know the age difference between them or may know the partner's year of birth. If the respondent knows the age difference, refer to the respondent's age in years and subtract or add the given number to get the age in years of the partner. If the respondent knows his year of birth, calculate the age in years in the following way:

If the birthday has already passed this year:

$$\text{Current year} - \text{Year of birth} = \text{Age in years}$$

If the birthday has not passed this year:

$$\text{Current year} - \text{Year of birth} - 1 = \text{Age in years.}$$

If the respondent does what to respond, circle '99' for 'No answer'.

### **710. In general, how often is a condom used when you have anal intercourse with this partner?**

The interviewer reads all responses to the respondent and circles the corresponding code. If the respondent has not used a condom every time, skip to question 709. Refer to the chart below for assistance on definition, coding and skipping:

**Draft - IBBA MSM / MSW Field Manual for Interviewers Round - II**

| <b>If the respondent says</b>                  | <b>This means</b> | <b>Circle the CODE</b> | <b>Then skip to:</b> |
|--|-------------------|------------------------|----------------------|
| 100% of the time                               | Every time        | 01                     | next question        |
| 75% - 99% of the time                          | Most of the time  | 02                     | question 801         |
| 1% - 74%                                       | Sometimes         | 03                     | question 801         |
| Does not use condoms with regular male partner | Never             | 04                     | question 801         |
| Refused to answer                              | No answer         | 99                     | question 801         |

**711. How long have you and this partner been using condoms EVERY TIME you have anal intercourse?**

This question is only for respondents who use condoms every time they have sexual intercourse with their regular male partner whom they do not pay for sex.

Record the reported time period in months, if less than 1 month code as "00".

**BLOCK VIII: Regular Hijra Partners**

This section includes questions related to the respondent's sexual behaviors with non commercial hijra partners. Non commercial means that the respondent does not pay this partner to have sex with him. Questions in this section and the ones following are becoming more and more personal. The interview will require good skills to help the respondent feel comfortable and able to answer the questions honestly.

**801. Do you have a regular sexual hijra partner?**

The interviewer defines 'regular hijra sexual partner' as someone who is a serious girl/boy-friend or live-in partner/spouse/lover. The respondent may have more than one main sexual partner to whom the respondent does not pay money for sex. If he does, the interviewer should remind the respondent that the following questions refer specifically to a main sexual partner.

The respondent may not have a regular sexual partner to whom the respondent does not pay money in exchange for sex. If he doesn't have one, circle '00' for 'No' and skip to question 901. If the respondent does not answer the question, circle '99' for 'No answer' and skip question 901.

**805. Has this Hijra partner been castrated?**

Since this could be a sensitive question to ask respondents, gently probe and ask if the hijra partner is castrated. If the respondent does not want to answer, do not insist, circle '99' for 'No answer'.

**806. The last time you had anal intercourse with this partner, did you use a condom?**

This question refers to regular hijra partner listed in question 701. This question refers to the last time the respondent had anal intercourse with this partner.

If the respondent says 'No', circle '00' and if the respondent says 'Yes', circle '01'. If the respondent did not have anal intercourse, circle '02' and skip to question 901. If the respondent does not want to answer, circle '99'.

**BLOCK IX: Paying male partner**

This section includes questions related to the respondent's sexual behaviors with paying male partners-partners that pay the respondent for sex. Questions in this section and the ones following are very personal and the interview will require good skills to help the respondent feel comfortable and able to answer the questions honestly.

***Questions 901 through 910 refer to male partners who pay the respondent for sex.***

***\*\* Before starting this section, the interviewer should say, 'Now I am going to ask you questions about male partners who paid you to have sex with him \*\****

**901. Have you ever received cash or gifts from other men in exchange for sex?**

This question assesses whether the respondent has ever been paid for sexual intercourse with any male partners. If the respondent says 'No', circle '00' and skip to question 1001. If the respondent says 'Yes', circle '01' and continue to the next question. If the respondent does not want to answer, circle '99', and skip to question 1001.

**902. How old were you when you first started receiving cash/gifts from men for sex?**

The respondent should provide the age in completed years. If the respondent answers the number of years ago when he first was paid to have sex with another man, (e.g. 10 years ago), calculate this by:

Refer to Block III, Question 301 for the current age.

Current age – Number of years when he first was paid to have sex with another man =  
Age in completed years

After completing this calculation, confirm the age with the respondent. If the respondent reports a different age after that, record this age and not the calculated age. If the respondent does not want to answer, circle '99' and if the respondent does not know, circle '98'.

**903. Where do you generally entertain your paying male partners for sex?**

This question refers only to where the respondent generally has sex with paying male partners. If the respondent has sex with paying male partners in different types of places, find out the place where the respondent most regularly has sex with a paying male partner. The interviewer only records one response.

The interviewer does NOT read the response categories. After the respondent replies, the interviewer should try to fit the response in the best category. If none of the response categories are appropriate, circle '97' for 'Other'.

**Draft - IBBA MSM / MSW Field Manual for Interviewers Round - II**

The response categories, description and codes are described below:

| <b>Response Category</b> | <b>Description</b>  | <b>Circle Code</b> |
|--------------------------|---|--------------------|
| Home                     | The respondent most has sex with paying male partners where he lives – alone or with other related or unrelated members. This place could be the respondent’s own place or could be a long term rental but it is not a room rented for only one night.  | 01                 |
| Rented room/lodge/hotel  | The respondent has sex with paying male partners in rented rooms, lodges or hotels. A lodge or a hotel is an establishment where people can rent a room for as long as several nights and as little as a couple of hours. Rented rooms, lodges and hotels are not to be confused with a participant’s home or residence since these types of establishments are for short term stays. | 02                 |
| Bar/Night Club           | The respondent most often has sex with paying male partners in a bar or a nightclub.  | 03                 |
| Public places            | The respondent most often has sex with paying male partners at any public place such as parks, streets, cinema halls, temples, churches, mosques, bus stands, railway stations, toilets or other public areas.  | 04                 |
| Vehicle                  | The respondent most often has sex with paying male partners in the respondent’s or client’s vehicle, such as cars, trucks, buses etc.   | 05                 |
| Other                    | Circle “97” (specify)   | 97                 |
| No answer                | Circle “99”   | 99                 |

**905. What type of sex did you normally have with paying male/ hijra partners?**

The interviewer records the type of sexual intercourse the respondent frequently has with paying male partners. If the response is anal circle ‘01’, if oral circle ‘02’, if manual (masturbation) circle ‘03’, if thigh sex circle ‘04’, if others circle ‘97’ and specify the type of sex in the space provided. If the respondent does not want to answer, circle 99.

**Multiple responses possible**

If “01” is one of the answers then continue to 906 else skip to 1001

**907. How many of these men paid you to have anal intercourse in the past week?**

This is an open ended question and may require some probing by the interviewer. If the respondent is having a difficult time giving a precise number, then have him try to give his best estimate on the number of people. If the respondent did not have sexual intercourse with someone who paid him in the past week, circle ‘00’ and go to question 908. If the respondent does not want to answer, circle ‘99’ and if the respondent does not know, circle ‘98’.

**908. Out of the last 10 male paying partners who paid you to have anal sex, how many were known and how many were strangers?**

Out of the last ten male partners who paid the respondent to have anal sex, the respondent should provide the number:

- a. ‘known’ (persons that he recognizes) to him
- b. ‘strangers’ not known or recognized by him

The responses should be as precise as possible. The two responses together (a. and b.) can not be any higher than 10. If the respondent did not have any known male partners, circle '00' and if the respondent does not want to answer, circle '99'

**BLOCK X: Paid male and hijra partner**

This section includes questions related to the respondent's sexual behaviors with paid male and hijra partners-partners that the respondent pays for sex. Questions in this section and the ones following are very personal and the interview will require good skills to help the respondent feel comfortable and able to answer the questions honestly.

***Questions 1001 through 1006 refer to male and hijra partners whom the respondent pays for sex.***

***\*\* Before starting this section, the interviewer should say, 'Now I am going to ask you questions about commercial male and hijra partners whom you paid to have sex with' \*\****

**1001. Have you ever given cash or gifts to have anal intercourse with a male or hijra?**

This question assesses whether the respondent has ever paid for sexual intercourse with any male or hijra partners. If the respondent says 'No', circle '00' and skip to question 1101. If the respondent says 'Yes', circle '01' and continue to the next question. If the respondent does not want to answer, circle '99', and skip to question 1101.

**BLOCK XI: Other Non-Commercial male/hijra Partners**

This section includes questions related to the respondent's sexual behaviors with non-commercial male and hijra partners-partners that do not pay the respondent for sex and partners that the respondent does not pay for sex. Questions in this section and the ones following are very personal and the interview will require good skills to help the respondent feel comfortable and able to answer the questions honestly.

***Questions 1101 through 1105 refer to non-commercial male and hijra.***

***\*\* Before starting this section, the interviewer should say, 'Now I am going to ask you questions about those male or hijra partners whom you do not pay to have sex with you.'\*\****

**1102. How many such partners have you had in the past one month?**

This question refers to respondents who said 'Yes' in question 901. This is an open ended question and may require some probing by the interviewer. If the respondent is having a difficult time giving a precise number, then have him try to give his best estimate on the number of partners. If the respondent does not want to answer, circle '99' and if the respondent does not know, circle '98'.

**BLOCK XII: Paid female Partners**

**Questions 1201 through 1206 refer to female partners whom the respondent pays for sex. \*\* Before starting this section, the interviewer should say, 'Now I am going to ask you questions about commercial female partners whom you paid to have sex with you' \*\***

**1201. Have you ever paid to have sexual intercourse with a female?**

This question assesses whether the respondent has ever paid for sexual intercourse with any female partners. If the respondent says 'No', circle '00' and skip to question 1301. If the respondent says 'Yes', circle '01' and continue to the next question. If the respondent does not want to answer, circle '99', and skip to question 1301.

**1203. How many times did you pay for anal intercourse with a female in the past month?**

This question only applies to those respondents who responded 'Yes' to question 817. This is an open ended question and may require some probing by the interviewer. If the respondent is having a difficult time giving a precise number, then have him try to give his best estimate on the number of times.

If the respondent did not pay a female for sexual intercourse in the past month, circle '00' and skip to question 901. If the respondent does not want to answer, circle '99' and if the respondent does not know, circle '98' and skip to question 901.

**1204. In general, what type of sex do you normally have with a paid female partner?**

The interviewer records the type of sexual intercourse the respondent frequently has with a paid female partner. If the response is Vaginal circle '01', if anal circle '02', if Oral circle '03', if thigh sex circle '04', if Masturbation circle '05', if others circle '97' and specify the type of sex in the space provided. If the respondent does not want to answer, circle 99.

**Multiple responses possible**

**BLOCK XIII: Regular female Partners**

**Questions 1301 through 1307 refer to non-commercial (regular) female partners.**

**\*\* Before starting this section, the interviewer should say, 'Now I am going to ask you questions about those female partners whom you do not pay to have sex with you (regular female partners).' \*\***

**1302. Do you and this partner live together?**

This question refers to the main (regular) female partner whom the respondent does not pay for sex. By 'live together' this refers to sharing the same place of residence. If the respondent says 'No', circle '00' and if the respondent says 'Yes', circle '01'. If the respondent does not want to answer, circle '99'.

**1303. Does this regular female partner know that you have sex with men?**

This is a sensitive questions, if the respondent doesn't want to answer don't insist for the response and mark "No answer" Circle '99'. If the respondent says 'No', circle '00' and if the respondent says 'Yes', circle '01'.

**1304. During the last one month, how many times did you have sexual intercourse with her?**

This is an open ended question and may require some probing by the interviewer. If the respondent is having a difficult time giving a precise number, then have him try to give his best estimate on the number of partners. If the respondent does not want to answer, circle '99' and if the respondent does not know, circle '98'.

**BLOCK XIV: Self-reported Sexually Transmitted Infections (STIs)**

***\*\*Before starting to ask questions in this section, the interviewer should say ‘Now I would like to ask about your health’\*\****

***\*\* Note to Interviewer: The interviewer should remember that even if the respondent has incorrect knowledge on health and STIs, the interviewer should NOT correct that information during the interview. Instead, at the end of the interview, give the respondent correct information on HIV and STIs to ensure that the respondent does not have any misconceptions or misinformation. \*\****

**1401. Have you ever heard of diseases that can be transmitted through sexual intercourse?**

If the respondent has heard of such diseases, even if the respondent does not have much information about them, the interviewer should circle ‘01’ for ‘Yes’ and proceed to the next question. If the respondent has not heard of such diseases, circle ‘00’ for ‘No’ and skip to question 1403. If the respondent does not want to answer, circle ‘99’ for ‘No’ and skip to question 1403.

**1402. Can you describe any symptoms of STIs in men?**

This question assesses the participant’s awareness of STIs. The interviewer should NOT read the response categories, but allow the respondent to describe on his own as many symptoms of which he is aware. The interviewer should be familiar with local terminology for STI symptoms.

The interviewer circles ‘01’ for ‘Yes’ if the respondent mentions the STI symptom corresponding with the correct response category and ‘00’ for ‘No’ if the respondent does not mention the STI symptom corresponding with the correct response category.

**1403. Have you had any of these symptoms in the last 12 months? (If so please give details about the treatment sought).**

The interviewer should be familiar with local terminology for STI symptoms. The interviewer should read all the symptoms and circle each type (in column 1) the respondent has had in the last 12 months. After they have circled all the symptoms, the interviewer should ask the following details about each symptom and record the response in the table. If the response is ‘00’, or the respondent does not want to answer, skip the remaining questions in the table and go to question 1412.

Refer to the table below for all of the possible STI symptoms and their codes:

| <b>Response Category</b>     | <b>Circle Code:</b> |
|------------------------------|---------------------|
| Genital/anal ulcer/sore      | 01                  |
| Discharge from rectum        | 02                  |
| Pain during defecation       | 03                  |
| Burning pain while urination | 04                  |
| Urethral discharge           | 05                  |
| Swelling in the groin        | 06                  |

Number of times you had these symptoms in the last 12 months (Column 2).

Ask respondent how many times he has had this symptom and record the number of times as recalled. If the respondent cannot remember, record '98'.

Number of days on average each time you had these symptoms (Column 3).

The interviewer should have the respondent recall, on the average, how long the symptoms lasted, each time they had these symptoms. If the respondent cannot remember, record '98'.

Number of times treatment sought in a private or government clinic (Column 4).

The interviewer should probe to see how many times the respondent sought treatment at any clinic, any time they had these symptoms. If the respondent is not able to recall, enter '98'. If the respondent did not get treatment for the symptom, enter '00' for 'not applicable'.

Did you ever visit a Key Clinic or (insert name of local NGO clinic) for treatment? (Column 5)

The interviewer should probe the respondent for the name/type of clinic where they sought treatment for these symptoms. If they are not able to recall, the interviewer may show the logo of the 'Key Clinic' or other local NGO clinic, refer to the name and ask the respondent if him have ever sought treatment in a 'Key clinic' or other local NGO clinic. If the respondent says 'No', enter '00', if the respondent says 'Yes, Key Clinic', enter '01' if the respondent says 'Yes, NGO clinic', enter '02' and if the respondent says 'Yes, both types of clinics', enter '03'. If the respondent cannot remember, record '98'.

Number of times completed prescribed treatment (column 6)

This question refers to any treatment for these symptoms, in private or government clinics. The interviewer should probe respondent to recall how many times they completed the treatment prescribed when they sought treatment. If the respondent did not get treatment for the symptom, enter '00' for 'not applicable'. If the respondent cannot remember, record '98'.

Number of times symptoms persisted after the completion of prescribed treatment (Column 7)

This question refers to the number of times that the symptoms continued even when the respondent had sought treatment for them in any private/government clinic. If the respondent did not get treatment for the symptom, enter '00' for 'not applicable'. If the respondent cannot remember, record '98'.

**\*\* Before proceeding to the next question, the interviewer should use the following FILTER\*\*** Check the responses of question 1403 (column 1). If the interviewer circled at least one of these symptoms, the interviewer should proceed to question 1404. If the interviewer did not circle any of the codes for STI symptoms, proceed to question 1412.

#### **1405. How long ago did this symptom start?**

This question refers to the symptom provided in question 1404 that the respondent had most recently. If the respondent experienced the symptom within the last 29 days, the interviewer should record the number of 'Days'. If the respondent had experienced the symptom one month or more ago, record the number of 'Months'. The number of months should not exceed 12 as the question refers to symptoms experienced in the past 12 months.

If the respondent does not know or remember, circle '98'. If the respondent does not answer the question, circle '99'.

#### **1406. What did you do the last time you had a genital ulcer/sore, lower abdominal pain, or genital discharge?**

This is a spontaneous response question (refer to SECTION IV of this Manual for further guidance). The interviewer asks the above question and allows the respondent to respond freely. The interviewer should NOT read the response categories.

Spontaneous Section: During the spontaneous response, circle '01' in the 'Yes' column under spontaneous for all answers mentioned. If the respondent did something that was not listed in the table, the interviewer records what the respondent did next to 'Other' and circle '01'. If the respondent did nothing, the interviewer circles '01' next to 'Did nothing' and skip to question 1412. 'Did nothing' is equivalent to having nothing circled under the spontaneous response column and only "No" or 'Don't know' circled under the Aided column.

Aided Section: After the respondent has finished answering spontaneously, the interviewer reads aloud the answers that the respondent has not already said. These are answers that were NOT circled under the spontaneous column. For each of these 'aided responses', the interviewer circles '02' for 'Yes' under the 'Aided' column, '00' for 'no' under the 'Aided' column, or '98' for 'Don't know' under the 'Aided' column depending on the respondent's response.

If the respondent did nothing, the interviewer circles '01' next to 'Did nothing' and skip to question 1412. 'Did nothing' is equivalent to having nothing circled under the spontaneous response column and only "No" under the Aided column.

**1407. Of everything you listed in the previous question, what did you do first?**

**PLEASE PUT THEM IN THE ORDER OF SEQUENCE AS IT HAPPENED AND REPORTED BY THE RESPONDENT**

This question refers to the symptom that the individual experienced most recently in the past 12 months and the responses given in question 1406. This is multiple responses question.

The interviewer should first read the statement to the respondent and ask the respondent to give the responses in a sequence of occurrence. Ask him/her "what did you first? And then what did you do?" Match the answers with the response categories provided and write '1' against the first option, '2' against the second option and so on in the \_\_\_ space provided. If the response is "don't know" or "No Answer" circle the codes provided against the options. If others circle the code and write the response.

| Q. No.     | Question   | Answers                          | Codes | Skip to | Code Boxes   |
|------------|--|----------------------------------|-------|---------|--|
| 1413       | What you do if you have unprotected risky sex?<br><b>Multiple responses possible?</b><br><br><b>INTERVIEWER TO PROBE AND RECORD ALL THE RESPONSES IN A SEQUENCE AS SAID BY THE RESPONDENT AND MARK '01' AGAINST THE FIRST CHOICE AND '02' AGAINST THE SECOND CHOICE ....</b> | Wait and watch for any symptoms  | ___   |         | 1. <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Go to a doctor and seek advice   | _1_   |         | 2. <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Inform my sex partner about it   | _3_   |         | 3. <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Use condom for next three months | ___   |         | 4. <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Undertake HIV test               | _2_   |         | 5. <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Take medicines                   | ___   |         | 6. <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Did nothing                      | ___   |         | 7. <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Any other (SPECIFY) _____        | 97    |         |  |
| Don't know | 98   |                                  |       |         |  |
| No answer  | 99   |                                  |       |         |  |

If the respondent did something else that was not mentioned in question 1406 or mentioned as 'Other' in question 1406, circle '97'. If the respondent does not know or remember, circle '98' and if the respondent does not want to answer, circle '99'.

**1408. Can you tell us reasons for not going to an Avahan/Govt./NGO clinic for treatment as your first choice?**

This is an open ended question and is to be asked to respondents those whose first choice was not Avahan/govt/NGO clinic.

**1409. How long did you have this symptom before seeking treatment?**

This question refers to the symptom discussed in question 1404 (i.e., the symptom experienced most recently in the past one year). The interviewer should only record one answer for this question.

If the respondent waited 29 days, the interviewer should record the number of 'Days'. If the respondent waited for one month or more, record the number of 'Months'. The number of months should not exceed 12 as the question refers to symptoms experienced in the past 12 months.

The interviewer only records one answer for this question. If the respondent does not know or remember, circle '98'. If the respondent does not answer the question, circle '99'.

**1410. What type of medicine did you take?**

This question refers to the symptom discussed in question 1404 (i.e., the symptom experienced most recently in the past one year). The interviewer should read the responses and circle '01' for 'Yes' for all responses mentioned by the respondent. For response categories that the respondent did not do, the interviewer circles '00' for 'No', and if the respondent did not remember, circle '98'. If the respondent says 'No' (i.e. '00' is circled) for all options – a, b, c, and d – the interviewer also circles '00' for NONE and skips to question 1412.

**1413. what you do is you have unprotected risky sex? Multiple responses possible**

The interviewer should be able to prompt and explain what is unprotected risky sex. Risky sex would be if the respondent had unprotected sex (without using a condom) with multiple persons or with persons whom they think could have an STI/HIV due to their sexual behavior. The Interviewer should not read the responses, but match the response given by the respondent and circle the most appropriate ones. More than one response may be given and should be recorded. The possible responses and codes are provided in the table below:

Ask the respondent to give the responses (don't read the responses) in a sequence of occurrence. Ask him/her "what did you first? And then what did you do?" Match the answers with the response categories provided and write '1' against the first option, '2' against the second option and so on in the (\_\_\_\_) space provided. If the response is "don't know" or "No Answer" circle the codes provided against the options. If others circle the code and write the response.

**BLOCK XV: Knowledge of HIV/AIDS and its Prevention**

This section of the questionnaire assesses the respondent's knowledge and prevention of HIV/AIDS. The respondent may have incorrect knowledge. Instead of correcting the respondent's information at this point, the interviewer should make a note and correct any misinformation after the interview is completed. This will help ensure that the answers in the questionnaire reflect the respondent's genuine knowledge.

**1501. Have you ever heard of HIV/AIDS before this interview?**

This is a lead-in question in this section. If the respondent does not answer the question, circle '99'. If the respondent has never heard of HIV/AIDS, circle '00' and skip to question 1601.

**1502. Are there things a person can do to prevent getting infected with HIV/AIDS?**

This question is a lead-in to the next question.

Circle '00' for respondents who say that there is nothing that can be done to prevent HIV infection and skip to question 1504. Circle '01' for respondents who say that there are things a person can do to prevent becoming infected with HIV. Circle 98 for those who do not know and skip to question 1504.

**1503. What are the ways a person can prevent becoming infected with HIV/AIDS?**

This is a spontaneous response question (refer to SECTION IV of this Manual for further guidance). The interviewer asks the above question and allows the respondent to respond freely. The interviewer should NOT read the response categories.

Spontaneous Section: During the spontaneous response, circle '01' in the 'Yes' column under spontaneous for all answers mentioned. If the respondent did something that was not listed in the table, the interviewer records what the respondent did next to 'Other' and circle '01'.

Aided Section: After the respondent has finished answering spontaneously, the interviewer reads aloud the answers that the respondent has not already said. These are answers that were NOT circled under the spontaneous column. For each of these 'aided responses', the interviewer circles '02' for 'Yes' under the 'Aided' column, '00' for 'no' under the 'Aided' column, or '98' for 'Don't know' under the 'Aided' column depending on the respondent's response.

**1504. Can you know whether a person has HIV (the virus that causes AIDS) by looking at them?**

As with all of the questions in this section, whether the respondent shares correct information or not, the interviewer should not correct the respondent's knowledge until after the entire interview is complete. The interviewer circles '00' for someone who says a person with HIV cannot be identified by looking at them. The interviewer circles '01' if the respondent says a person living with HIV can be identified by looking at them. Circle '98' if the respondent does not know.

**1505. Do you personally know someone (who also knows you) who is infected with HIV, suffers from AIDS, or has died of AIDS?**

This is a sensitive question and the interviewer should be careful when asking it. If the respondent knows or lost a close friend to HIV/AIDS, this can be difficult for the person to answer. In that case, gauge the respondent's feelings before continuing with these questions.

The term personally refers to someone whom the respondent knows or knew and that that person knows the respondent. This would not include people that the respondent 'heard of' or 'suspected' that had HIV. If the respondent has heard of deaths due to HIV on TV or in the paper, this should not be counted.

**1508. Did you undergo the HIV/AIDS test voluntarily, or were you directed or required to have the test?**

If the respondent has taken more than one HIV/AIDS test, the interviewer asks this question for the most recent HIV/AIDS test. If the local translation does not capture the concept well, the interviewer may need to clarify that voluntary means that the respondent went of his own choice and not because it was required.

If the respondent took the test voluntarily, without anyone requiring it, circle '01' for 'Voluntary'. If the respondent took the test because it was required, circle '02' for 'Direct or required'. If the respondent does not answer the question, circle '99' for 'No answer'.

**1511. When did you last take an HIV test?**

The interviewer lets the respondent provide an answer and then records the answer according to the following time periods:

If the individual took an HIV/AIDS test in the last one year (within the last 12 months), circle '01' for 'Less than a year ago'. If the individual took an HIV/AIDS test more than one year ago (more than 12 months ago), circle '02' for 'More than a year ago'.

Note that the time period should refers to one year from the date of the interview and not according to the calendar year. If the respondent does not want to answer this question, circle '99'.

**1516. Do you think having ART will make other people practice unsafe sex?**

This question assesses knowledge about ART and whether the respondent thinks that taking ART has any effect on unsafe sexual practices. Read the question and read out all the response choices to the respondent. If the respondent is not able to immediately answer, read the choices again and allow some time to think and respond. Circle only one answer. Use the coding listed in the table below:

| Response Category | Circle Code: |
|-------------------|--------------|
| Much less careful | 01           |
| About the same    | 02           |
| Much more careful | 03           |
| Don't know        | 98           |
| No answer         | 99           |

**BLOCK XVI: RISK PERCEPTION**

These are question to assess the respondent's perception of risk. The respondent may have incorrect knowledge. Instead of correcting the respondent's information at this point, the interviewer should make a note and correct any misinformation after the interview is complete. This will help ensure that the answers in the questionnaire reflect the respondent's genuine opinion.

**1605. Have you ever refuse to have sex with your male partner in the last three months if he insisted on anal sex without using a condom?**

If the respondent says that 'no one insisted on unprotected sex', circle '02'. If the respondent says 'No' circle '00'; if the respondent says 'Yes', circle '01'. If respondent does not want to answer, circle '99'.

**BLOCK XVII: Exposure to Intervention**

This section assesses whether an individual has received any type of services from a non governmental organization (NGO). This section also assesses the types of services the respondent has received from local NGOs and the length of time during which the respondent has been aware of an NGO. Many of the questions will focus on exposure to AVAHAN (AIDS Initiative in India, funded by the Bill and Melinda Gates Foundation) NGOs.

**1701. Have you ever heard of the AVAHAN NGO's or their programmes for prevention of HIV among MSM in \_\_\_\_\_?**

If the respondent says 'No' circle '00'and skip to question 1304; if respondent says 'Yes', circle '01'. Even if the respondent has heard of just one (and not all) of a few listed NGOs, the interviewer should, circle '01'.

**1702. Since how long have you known these AVAHAN NGOs/Programs?**

The NGO/Program referred to in this question includes the NGO's referred to in question 1301. By saying 'known this NGO/program' it means for how long has the individual has heard of or has been aware of the NGOs. The interviewer circles the corresponding code.

This is an open-ended question. The interviewer lets the respondent respond and then fills in the according time period. The interviewer should only fill in one row (e.g. either days, weeks, months, or years, but not more than one).

If the respondent has known this NGO/program for one to six days, record the number of days in 'a. Days \_\_\_\_\_'.

If the respondent has known this NGO/program for more than seven days, but less than 30 days, record the number of days in 'b. Weeks \_\_\_\_\_'.

If the respondent has known this NGO/program for more than one month, but less than 12 months, record the number of months in 'c. Months\_\_\_\_\_'

If the respondent has known this NGO/program for more than one year, record the number of years in 'd. Years\_\_\_\_'

If the respondent does not answer, circle '99' for 'No answer'.

**1706. On average, for how long have you known these Non-avahan NGOs/Programmes?**

This NGO/Programme referred to in this question includes the NGO's listed in question 1705. By saying 'known this NGO/program' it means for how long has the individual known about or been aware of these non-avahan organizations.

This is an open-ended question. The interviewer lets the respondent respond and then fills in the according time period. The interviewer should only fill in one row (e.g. either days, weeks, months, or years, but not more than one).

If the respondent has known these NGOs/Programmes for one to six days, record the number of days in 'a. Days \_\_\_\_\_'.

If the respondent has known these NGOs/Programmes for more than seven days, but less than 30 days, record the number of days in 'b. Weeks \_\_\_\_\_'.

If the respondent has known these NGOs/Programmes for more than one month, but less than 12 months, record the number of months in 'c. Months \_\_\_\_\_'.

If the respondent has known these NGOs/Programmes for more than one year, record the number of years in 'd. Years \_\_\_\_\_'.

If the respondent does not answer, circle '99' for NO ANSWER.

**1710. What types of interactions or services have you received from this NGO/Programme during the past one year?**

This question assesses the respondent's exposure to any NGOs/Programmes in the past one year. This question has three types of answers: 'Spontaneous' (Column B), 'Aided' (Column C) and 'From which NGO?' (Column D). The interviewer asks the above question and allows the respondent to respond freely. The interviewer should NOT read the response categories.

**Spontaneous Section:** During the spontaneous response, circle '01' in the 'Yes' column under spontaneous for all answers mentioned. If the respondent mentions something that is not listed in the table, the interviewer records the type of interaction or service the respondent received from the NGO in the past one year next to 'Other' and circles '01'. 'Spont' means spontaneous in this section.

**Aided Section:** After the respondent has finished answering spontaneously, the interviewer reads aloud the answers (Column A-Services) that the respondent has not already mentioned. These are answers that were NOT circled under the spontaneous column. For each of these 'aided responses', the interviewer circles '02' for 'Yes' under the 'Aided' column, '00' for 'no' under the 'Aided' column, or '98' for 'Don't know' under the 'Aided' column depending on the respondent's response. 'DK/DR' means don't know or don't remember.

**From which NGO? Section:** The interviewer completes this column (D) when the respondent has answered 'Yes' in both column B and C. The interviewer circles '11', if the service received came from an Avahan NGO (listed as AV), '22', if the service received came from a non-Avahan NGO (listed as NAV), '33' if the service received came from both an Avahan or non-Avahan NGO (Listed as BOTH) and '88' if the respondent does not know or remember (Listed as DK/DR) from which NGO he received services in the past one year.

For the question under Column A, row c, 'I have received an project health card from the NGO/program' the interviewer should show the identity card to confirm that the card is the same. Do not show the card if the respondent did not spontaneously mention this service. If the respondent refers to this service under the 'Aided' section the interviewer can show a sample of the AVAHAN project health card when asking the question.

For the question under Column A, row d, 'If yes (to question in Column A, row c), when did you receive the health card from the project?' the interviewer will need to ask the respondent for a date for when he received a health card. There is space to enter a date for an Avahan NGO and another space for a non-Avahan NGO.

\*\* Before proceeding to the next question, follow this FILTER\*\*

If the respondent answered 'Yes' (Circled '01') for at least one of the questions in 1710, the interviewer asks questions 1711 through 1715. If the respondent did not answer 'Yes' to for any of the questions in 1710, the interviewer should proceed to question Block XVIII.

**BLOCK XVIII: Community Mobilization**

This section tries to access the impact of community mobilization interventions.

**1801. Do you agree or disagree with the following statement: You feel a strong sense of unity with other MSM/MSW with whom you do not have acquaintance.**

This question enquires about the support that the MSM/MSW community provides to themselves, irrespective of their acquaintance with them.

**1802. Are you a member of any community based organization of MSM/MSW?**

**(A formal group comprised of and managed by MSM/MSW members**

Similar to the FSWs the MSM/MSW also come together to form formal/informal groups called as CBOs. These CBOs are managed by MSM/MSW themselves, for the protection and benefits of their community. It is to remember this is no way related to the NGO/Clinics working for them. The investigator should be able to differentiate between these two entities.

**1803. Why did you join this group?**

**1804. Why are you not a member of a community group?**

These are multiple response questions which enquire about the reasons for joining the community groups and if not a member of a community group enquire about reasons for the same.

**1810. In general, when you are arrested do any other MSM/MSW help you?**

This question tries to elicit information about the frequency of help received by their informal communities when ever they are arrested by the police. This does not indicate the number of times the respondents are arrested, but only indicates the unity among them. The rating of frequency of help received though done arbitrarily as 'never, rarely, sometimes, usually and always" it gives a rough figure of the functioning of the community in protecting themselves.

**1811. During the past 6 months, did you stop carrying condoms with you because you were afraid that the police would identify you as a MSM/MSW?**

Since this question enquires about the situations when the police can arrest, which can adversely affect the protective behavior of the respondents, this should be asked very cautiously.

**1812. Are you currently in debt?**

Indebtedness is a social stigma, therefore this question need to be enquired very carefully.

**1813. Have you received (show the unique object distributed in the community for size estimation) during the past \_\_\_\_\_ days? (To obtain particulars of period from supervisor)**

A few weeks before the survey begin in the district; a unique object (e.g. Key chains, red balloons etc...) is distributed among the MSM populations through NGO peer educators. The interviewers should show the sample of the unique object and ask the respondent if he had received such object in the recent past.

### **NEXT STEPS**

- This card is to help the interviewer at the end of the interview to refer respondents to the biological component of the survey. This card also helps track how many people visited the doctor for the clinical examination and participated in the lab component.
- The front side of the card is filled in by the interviewer and the backside is filled in by the lab technician and the doctor

#### **FRONT SIDE – FILLED IN BY THE INTERVIEWER**

1. Carefully review the completeness of the contents of the questionnaire and the respondent's answers.
2. Return to question 111 and circle the appropriate answer. If the respondent completed the full interview, circle '01' for 'Completed Interview'. If the respondent did not complete the full interview, circle '02' for 'Did not complete interview'.
3. Return to question 110 – did the respondent agree to participate in the biological part of the survey?
  - If yes, circle 'Yes' next to 'consented for laboratory tests' on the biological component referral card (BCRC).
  - If no, circle 'No' next to 'consented for laboratory tests' on the BCRC.
4. Ask the respondent if he is interested in a free consultation with the IBBA doctor. If the individual says 'yes', circle 'Yes' next to "Respondent wants consultation with doctor", otherwise circle 'No'.
5. The interviewer should fill in his/her name at the bottom of the card.
6. If the respondent has not consented to the biological part of the survey and does not want a consultation with the doctor, the interviewer should give the following information to respondent:
  - a. List of RPR referral health facilities in the district
  - b. Location and services of VCCTC
  - c. Clarification of any doubts or questions that the respondent has on HIV/AIDS
7. If there is at least one 'Yes' circled on the card below, thank the respondent for participating in the survey and escort the respondent to the community liaison, who will escort the respondent to the biological component (clinical or lab). If 'No' is circled twice, thank the respondent for participating in the assessment and refer the respondent to the supervisor for compensation.
8. Return the questionnaire to the supervisor.
9. The supervisor will fill in the BCRC card for 'Respondent was given compensation' – if 'yes', circle 'Yes', or if 'no', circle 'No'.

**FRONT SIDE OF BCRC**

| <b>Biological Component Referral Card</b>        |            |           |
|--|------------|-----------|
| ID : _____                                       |            |           |
| Date: _____                                      |            |           |
| <b>Consented for Laboratory Tests</b>            | <b>Yes</b> | <b>No</b> |
| <b>Respondent wants consultation with doctor</b> | <b>Yes</b> | <b>No</b> |
| Interviewer name: _____                          |            |           |
| <b>Respondent was given compensation</b>         | <b>Yes</b> | <b>No</b> |

**BACK SIDE OF BCRC – FILLED BY DOCTOR AND LAB TECHNICIAN**

**Steps to fill in the card**

1. If the individual has consented to participate in the biological part of the assessment, the lab technician should fill in the first part of the card:
  - Respondent did not give any samples – the lab technician should check this box if the respondent did not give blood or urine samples
  - Respondent gave only blood sample – the lab technician should check this box if the respondent gave only a blood sample and not a urine sample
  - Respondent gave only urine sample – the lab technician should check this box if the respondent gave only a urine sample and not a blood sample
  - Respondent gave blood and urine samples – the lab technician should check this box if the respondent gave both blood and urine samples
  
2. The IBBA doctor should fill in the next section of this card. If the individual consented to participate in the biological component of the survey (see reverse side of the card), the IBBA doctor will do a clinical exam and, if he/she sees an ulcer, will take a genital swab. The doctor should use the following definitions for filling in this card:
  - Swab taken – the respondent consented to participate in the biological component of the survey and the doctor took a swab from an external genital ulcer
  - Swab not taken – the respondent either: did not consent to take part in the biological component of the survey so no swab was taken; or the respondent consented to participate in the biological component of the survey, but no ulcer was seen on genital examination.
  - Syphilis follow up card given - Doctor provides respondents with a follow up card (to follow up with the NGO/program clinic in the district) to check for test results from syphilis testing. Check the box after giving out this follow up card to the respondent.
  - VCCTC referral card given – Referral to the nearest VCCTC will be given to respondents who wish to know their HIV status. Doctor provides the referral card to these respondents. Check the box when the respondent is given a VCCTC referral card.

**Draft - IBBA MSM / MSW Field Manual for Interviewers Round - II**

| <b>Filled by Lab Technician (select appropriate category)</b> |  |
|---|--|
| Respondent did not give any samples                           |  |
| Respondent gave only blood sample                             |  |
| Respondent gave only urine sample                             |  |
| Respondent gave blood and urine sample                        |  |
| <b>Filled by Doctor (select appropriate category)</b>         |  |
| Physical examination not done                                 |  |
| Physical examination done                                     |  |
| Swab not taken  |  |
| Swab taken  |  |
| Syphilis follow up card given                                 |  |
| VCCTC referral card given                                     |  |

--THE END--