

## IBBA Round 2 Process Document Format for RDS Surveys

**Name of the State:** Manipur  
**Name of the Districts:** Bishnupur and Churachandpur  
**Survey Group:** IDUs

**Dates of Data collection (DD/MM/YYYY):**

District	RDS center	Start Date	End date
Bishnupur	Kumbi	23/04/09	30/05/09
	Nambol	23/04/09	14/06/09
	Ningthoukhong	01/06/09	14/06/09
Churachandpur	Churachandpur town	17/04/09	13/06/09

**1. Give the eligibility criteria. If there were differences from IBBA 1, please specify the differences and the reasons for the same.**

The eligibility criteria for IDUs used in Round-2 are the same as that of Round-1. There were no differences from Round-1.

**2. Give Geographic Coverage. If there was any difference from IBBA 1, please specify and give reasons for the same.**

Geographic boundaries of the study districts remained same as of IBBA Round-1. There has been no change in the geographic boundaries from Round-1 to Round-2.

**3. Was the survey stopped at all and then restarted? If so, give dates during which it was stopped and reasons for the same.**

There was not any incident of the survey stopped at all and then restarted in all the RDS centers.

**4. How did screeners ensure eligibility? Were there any issues/concerns about people who were not eligible coming to the center to participate? Please explain.**

The screener being the first contact person with the respondents assess their age/injecting episodes according to the criteria. The 'screeners' are recruited from the community of the survey population because screening is a very critical activity in RDS operations and that requires relevant life experiences and knowledge of the survey populations that an individual not belonging to the key population may not have. The main role of the screener is to determine that any respondent with a valid coupon is eligible by the definition of the survey population or not. He/she also administers the consent process.

After checking the validity of the coupons and keeping in view of the eligibility criteria as mentioned above (Sl. No 01), the screeners ensure eligibility by observing the physical appearance of the respondent for age and injecting marks.

In all the RDS centers, the eligibility of the IDUs was ensured through by asking some screening questions in the form of conversation like duration, price, doses, color, etc. Some of the questions were given as under:

- When did you last inject drugs?
- What did you last inject?
- In which part of your body do you usually inject?
- Can you show me where you last injected?
- How much (substance) do you usually buy, and how much does it cost?
- Did you participate in this survey earlier (in this centre or in some other centre)?
- For how long do you know the person who recruited you in this study? What is your relationship with this person?

There were cases of probable respondents coming to the RDS centre who:

- (a) Have not attended 18 years of age
- (b) Were oral users but not have injected drugs in the last six months

#### 5. RDS venues:

District	Venue Name and Location	Operational days & Timing of the centre	Duration (Start and End Date) of Venue being Operational	Was the venue closed at any time during the survey? Give approx. duration
Bishnupur	Nambol	44 days from 9am to 3pm	23 <sup>rd</sup> April to 13 <sup>th</sup> June, 2009	No
	Kumbi	32 days from 9am to 3pm	23 <sup>rd</sup> April to 30 <sup>th</sup> May, 2009	No
	Ningthoukhang	12 days from 9am to 3pm	1 <sup>st</sup> June to 13 <sup>th</sup> June, 2009	No
Churachandpur	Churachandpur Town	48 days from 9am to 3pm	17 <sup>th</sup> April to 13 <sup>th</sup> June, 2009	No

#### a. Describe if there were any issues with identifying venues.

No

#### b. If a particular venue was closed at any time during the survey or started later, explain why.

No

**c. Were any of the venues very successful? Give reasons the team felt this venue worked well.**

All of the IBBA -II RDS sites are considerably successful, with active participants from the IDUs and most importantly because majority of the RDS staffs are locals, thus ruling out communication problems. No one dominated.

**d. Did any of the venues have unusually low participation? If yes, explain the reasons.**

No

**e. If more than one venue was used, did crossover between the venues take place?**

Yes, there was incident of crossover between the RDS venues in Bishnupur district. In Bishnupur district four clients from Nambol RDS site crossover to Ningthoukhong RDS site. In Churachandpur district there was no such kind of incidents because there was only one RDS site.

## 6 .Referral Clinics

District	RDS venue	Name and Location of the clinic	Number of people collected test results from the Clinic	Number of people referred to the clinic
Bishnupur	Nambol, Kumbi and Ningthoukhong	Care Foundation, Nambol	0	
		Dedicated Peoples Union, Kumbi	0	
		ESEWOSA, Moirang	0	
Churachandpur	Churachandpur town	SHALOM	0	
		LRRC	0	
		HOPE UNITED	0	

Referral were provided per need basis or requested by the respondents. The respondents were told about the different services provided to them by the NGOs and MSACS. Different Referral cards were also shown and explained to them for their understanding. Referral were provided per need basis or requested by the respondents. No records were maintained for the same. No records were maintained for the same.

## 7. Seed Recruitment

**a. Describe, in general, how seeds were identified including agencies that were involved. Which strategies worked best?**

In Bishnupur district, seeds were selected in consultation with the NGOs working in the area like ESSEWOSA in Moirang area, for Kumbi area we consulted DPU and Care Foundation in Nambol area.

In Churachandpur district, seeds were selected in consultation with the NGOs working in the area namely HOPE UNITED, LRRC, SHALOM and MNP+.

With the support of the above mentioned ORCHID NGOs, seeds were identified and interviewed upon by the Research Agency team along with some staffs. The following steps were used:

- 1: Demarcate catchments of the proposed RDS centre, name different geographical areas/sites
- 2: Assess approximate size of survey population at each of the identified sites to be able to work out a rough proportion of each site to the total (known) population in the catchments of RDS centre
- 3: Identify diverse sub-groups of survey population based on locally suited behavioural / risk parameters / mode of operation
- 4: Assess selected (and diverse) demographic, socio-economic, ethnic, cultural and risk behaviour characteristics of large and small sites
- 5: Locally appropriate parameters for profiling seeds identified based on the findings from Round I survey

They were recruited on the following basis:

- 1) Must be a male IDU
- 2) Must be 18 years and above
- 3) Must have injected drugs at least once or more within six months.
- 4) He should be mobile in terms of his drug use
- 5) He should be well known and accepted by his peers (IDU community).
- 6) According to their typology, Network size, Geo- settings etc.

Involvement of the Local NGOs during seed recruitment is a good strategy. There was no other strategy used other than the mentioned.

**b. List the general profile characteristics on which seed profile varied and briefly reason for selecting that variable (e.g. "type of drug used because IDU networks may differ depending on the drugs they use")**

Seeds were recruited with variations in their geographical settings, typology, and nature of drug use. Such variations was practiced in order to allow representatives from every villages/towns in the study and also to involve the hidden populations in the study. The different profiles of the seeds were given in the next question: c. Description of seeds.

**c. Description of Seeds - Fill table below adding rows if needed.**

Seed description of Bishnupur district:

RDS venue	Seed Number	Profile of the seed (specify characteristics of individual seed)	Date of participation*	Was the seed able to recruit anyone to the survey?	Number of waves completed
	1	Khuplal Kuki, Torbung, 35 years, using drug for last 5	23.04.09		

Kumbi		years, labourer, class VIII passed, married, Christian, mother tongue Thodou Kuki			
	2	Md. Abdur Rahman, Borayangbi, 35 years, Farmer, BA passed, married, Muslim, mother tongue Manipuri,	23.04.09	30	
Nambol	1	Koijam Kennedy, Nambol Kabowakching, 24 years old, using drug for last 8years, Govt. employee, mother tongue Manipuri, Hindu	23.04.09	6	
	2	Bishe Singh, Nambol, 36 years old, Using drugs for last 17 years, Farmer, unmarried, Hindu, mother tongue Manipuri	23.04.09	10	

\*use DD/MM/YYYY

Seed description of Churachandpur district:

RDS venue	Seed Number	Profile of the seed (specify characteristics of individual seed)	Date of participation*	Was the seed able to recruit anyone to the survey?	Number of waves completed
Churachandpur town	1	Khualpu Paite, New Lawka, 37 years old, community guide, class X passed, married, Christian, mother tongue Paite/ Zou	17.04.09	40	
	2	Gouzalam Guite, Person Churachandpur, 38 years old, duing drugs for last 15 years, unemployed, 12 <sup>th</sup> passed, married, Christian, mother tongue Paite	17.04.09	60	
	3	Gin Suantak, Zoumin (Singhat road), 34 years old, community guide, married, Christian, mother tongue Zou	18.04.09	5	
	4	Mapui Pite, Singhat, 31 years old, drug using for last 10 years, community guide, class VIII passed, married, Christian, mother tongue Paite	19.04.09	5	

\*use DD/MM/YYYY

**d. Were there any issues in recruiting seeds or having them recruit respondents? Please describe the difficulty and reasons for the same.**

No issue.

**e. How was network size of the seeds ensured?**

The RDS staffs asked cross questions to the seeds and probe again during the interview. They also cross checked with their local staffs and NGOs. The following questions were used as proxy indicators to determine network size of the seeds:

a. How many male injecting drug users do you know who are aged 18 years or more, have injected at least once in the past six months? (Prompt that 'knowing' means 'you know them and they know you')

b. How many of them (mentioned in 'a') did you see in the past one month in your district?

c. Of those IDUs you met last month in your district (mentioned in 'b') how many of them you would have selected to participate in this survey?

d. Of those IDUs you met last month in your district (mentioned in 'b') how many would have referred you to this survey?

**8. Coupon Trading: Were there any instances of coupon trading? Please describe the situation and how this was dealt with.**

No

**9. Briefly describe the coupon management process maintained by the coupon manager. Explain any issues that arose.**

Coupon in RDS works like a referral card and an identity to authenticate that the bearers belong to the defined population group. His/her referee and the entire referral chain (his/her social network) can be tracked by the coupon number. Coupons comprised of recruitment and redemption or rather primary and secondary. It was a chain referral system whereby, respondents were issued 3 recruitment coupons after a thorough explanation of the recruitment process and compensations were paid accordingly.

The coupons that are developed should include information on location and timing of the venue, coupon number, and expiration and validity dates. The coupon size, material, color, and language are important. If it is too small, participants may lose the coupon. If it is too big, it may be practically difficult to carry it in person (say, keeping it in pocket or inside wallet etc.) and therefore not willing to carry the coupon with them. The team includes date of verification for coupon validity and surveys stamp the coupons with the organization logo.

Validity of the coupon is given in terms of Activation and expiration date in the recruitment coupon. The coupon manager puts the date using his/her judgment of the situation.

Depending on the number of seeds, the coupon numbering system will start with a unique number provided to the seed. The first two digits on each coupon will be 01, 02, and 03.

The coupon manager maintained records of the compensations paid on financial tracking log, coupon tracking log and the coupon's progression through the coupon tree.

**10. Was coupon tuning done? Describe when this was used and how it was done.**

Yes, the staffs provided with more coupons to the IDUs when there was slow recruitment and it happened at all the sides only once. When staffs were about to reach 400, they provided them with lesser coupons.

**11. Compensation: Primary = Rs.80 /-      Secondary = Rs.40 /-**

**12. Sample Storage and Transport: Briefly describe how samples were stored and transported from the field to the district to the state. Were there any issues that the team faced in this process (e.g. gel packs, distance, and safety)? If so, please describe the situation and how it was handled.**

All the samples, urine and DBS were transported in the cool boxes with gel packs from the field by a van on every working day and kept them stored at RIMS, Imphal at the desirable temperature. The main reason for not having any problem or issues could be that the same laboratory which was used in Round I was used in Round II. The experiences in Round I had helped in delivering the services smoothly.

**13. Date of starting community preparation activities (DD/MM/YYYY):**

Bishnupur district: 01/03/2009

Churachandpur district: 01/03/2009

**14. Which organizations, consultants, researchers etc. were met with during community preparation to discuss IBBA2?**

Project ORCHID, Police, CMO and MACS were met with during the community preparation to discuss about IBBA Round-2.

**15. CAB:**

**a. Details of CAB members**

Chief Medical Officer, Bishnupur, Superintendent of Police, Bishnupur, District AIDS Officer, Bishnupur, Project Coordinator, ESEWOSSA, Project Coordinator, Care Foundation, and Project Coordinator, Dedicated Peoples Union was the members of CAB in Bishnupur district.

Chief Medical Officer, Churachandpur, Superintendent of Police, Churachandpur, District AIDS Officer, Churachandpur, Project Coordinator, SHALOM, Project Coordinator, Hope United, and Project Coordinator, Lamka Rehabilitation and Research Centre were the members of CAB in Churachandpur district.

**b. How was the CAB involvement important in the survey? What was their main feedback and contribution?**

If the RDS staffs have any major problem from the community, police, pressure groups or local people, the CAB members always there to help the staffs out in all the RDS sites of both the districts.

There was no significant feedback and contribution from their side.

**16. CMB**

**a. Describe process followed in identifying and selection of CMB members and total number of members identified**

The CMB members were identified from the community itself. Three ORCHID NGOs had two representatives each in both the districts.

**b. Major feedback from CMB and how their concerns were addressed, if any.**

There were some instances where TA for respondent coming from far places was not given per se because the RDS staffs were unsure of the residence. It was solved after they informed the staffs in all the RDS sites.

**17. Data Confidentiality and Management: Briefly describe data confidentiality and management procedure from field staff to state level.**

Prior to initiating field work, all study team personnel signed a confidentiality undertaking with the field agency. The regular staff of the Field Agency also signed an undertaking to adhere to the policies on maintaining confidentiality in the data collected during IBBA. All study staff including investigators, supervisors, district coordinators and other project staff were trained on data security and confidentiality regarding handling of data collected from study participants. The training should clearly laid out who should have access to what study materials/data collection forms and how they should be stored and transported to maintain confidentiality – as per the Operational Guidelines for data specimen safety.

*In no circumstance was any field level information shared or given to any unauthorized individual. In no circumstance was any data stored, opened reviewed and modified on public computers such as computers in internet cafes, or computers which have common access to authorized and unauthorized persons.*

Confidentiality issue was strongly emphasized, as per the guidelines of the IBBA study. It should be noted that respondents were identified according to the ID numbers only and the issued numbers are kept in a safe place at the RDS centers.

After conducting each interview, the filled questionnaires and consent forms were considered confidential documents and were to be maintained in a locked private place, such as IBBA clinic. Questionnaires are to be kept separate from consent forms. These forms were to be kept in closed envelopes, marked confidential and are kept in the possession of the team supervisor until they are transported centrally. Instructions were given that filled questionnaire and consent forms should not be shown to, shared with, or given to anybody except the team leader.

On a regular basis filled questionnaires and consent forms were bundled and safely transported by a to the State RA office. One designated team member personally carried the questionnaires and consent forms to the State office. Completed questionnaires and signed consent forms should be delivered to only designated person in the State RA and not anyone else.

Data entry was conducted only by the designated trained data entry technicians at Research Agency under the supervision of the data entry manager. Data should be entered in designated computers and access to the computers should be limited to only data entry technicians and data entry manager.

### 18. Adverse Events

RDS site	SL. No.	Describe each event in one sentence *

\*Be brief as the reader can refer to the reports for more detail

### 19. Intervention

#### a. Organizations

#### Bishnupur and Churachandpur District:

Organization name	Donor	Target Group of Intervention	Geographic Coverage of Intervention (e.g entire district?)
Care Foundation, Nambol	ORCHID	IDU	
Dedicated Peoples Union, Kumbi	ORCHID	IDU	
ESEWOSA, Moirang	ORCHID	IDU	
SHALOM	ORCHID	IDU	
LRRC	ORCHID	IDU	
HOPE UNITED	ORCHID	IDU	

**b. Briefly describe the services/strategy of these interventions. If the strategy is different depending on donor, describe both separately.**

Basically, the project aims at the prevention of HIV among the IDUs. Prevention services include NSEP, Condom distribution, counseling for drug abuse and referrals for treatment facilities etc.

**c. Are the interventions and their activities the same as they were in IBBA 1? If they are different, describe the differences.**

Yes, it was same with IBBA-I.

## 20. Size Estimation

Not carried out.

Method	Description/Indicators	Strengths*	Weaknesses*

*\*Describe strengths and weaknesses in terms of implementation of the method.*

## 21. Community Environment

**a. Briefly describe any characteristics of the population that have changed from Round I to Round 2 (e.g. change in typology)**

In Round-2, many oral users turned up for the survey. Many of those who participated in the previous round did not come for participating in Round II of the survey.

**b. Describe any other contextual/environmental factors, which would help understand the data (e.g. legal issues, weather, delays in FW, NGO resistance, differences in context between Round I and II).**