PANCEA
Facility Data Collection Report

Please complete this summary report for each HIV prevention facility visited for data collection. The purpose is to document what worked well during data collection, and also important challenges that arose and how they were addressed. This will help us understand the data for that facility, and help the San Francisco PANCEA team suggest clarifications. It will also help us improve data collection instruments and instructions.

The report takes about 1 hour to complete. The first version should be completed by the data collection supervisor at the end of the visit, and emailed back to PANCEA promptly, along with the completed data instruments. The final version should reflect effort in the clarification phase (q10). See footnote regarding file naming¹. Email to byr@itsa.ucsf.edu, coline@itsa.ucsf.edu, and nellm@itsa.ucsf.edu

Thanks!

*If more space needed than provided, please continue at the end.*

1. Name of person completing this report:

2. Date(s) report completed / updated:

3. Country:

4. Prevention facility name and type of program:

5. Please check one: □ Full (accounting) data collection
   □ Short (econometric) data collection

6. Dates of visit:

7. Data collection team (please list each person’s name):

8. Supervisor name (if different from #1)

9. Facility and program respondents (please list each person’s name and job title):

¹ File naming: First version = Pan_facil_rep_IntID_d1. Later versions change d1 to d2, etc.

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10. How long did it take for you to complete each of the following?

<table>
<thead>
<tr>
<th>Total # Person Hours to Complete</th>
<th>Initial data collection/entry</th>
<th>Data Collection</th>
<th>Data Entry/Clean-up</th>
<th>Collection and entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.</td>
<td></td>
<td>3+5+5=13</td>
<td>4+4=8</td>
<td>3+3=6</td>
</tr>
<tr>
<td>HIPPI, part I</td>
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<tr>
<td>ARQ ni</td>
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<tr>
<td>ARQ intervention(s)</td>
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<tr>
<td>Exit interviews</td>
<td></td>
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<tr>
<td>ADC</td>
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<tr>
<td>HIPPI, part II</td>
<td></td>
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<tr>
<td>Travel to/from site</td>
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<tr>
<td>Waiting time on site</td>
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<tr>
<td>Other specify</td>
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</tbody>
</table>

Note: Instrument data collection includes interviews and written record review. Waiting time, if any, is time not used for data collection or entry/clean-up. Follow-up clarifications occur later, after initial full data set was sent to UCSF for review.

11. What data sources did you use to collect information for each questionnaire?
   E.g., ARQ: Director recall mainly; personnel records for staff sheet.

   ARQ

   ADC (if done)

   HIPPI (whatever part done)

12. What worked well in the data collection, both overall and for each instrument used?
   E.g., Overall: Staff available and attentive in general. ADC: had great financial records.

   Overall

   ARQ

   ADC (if done)

   HIPPI (whatever part done)
Exit Interviews

13. What problems came up during data collection? For each problem mentioned, how were the problems dealt with? Was there an improved outcome?
   E.g., HIPPI: Former Director unavailable, so significant gaps. We talked with senior staff who filled in most gaps. ADC: Output records not found, so output estimated from annual reports which are too concise, and one was missing. Have requested the missing report from the funder.

   Overall:

   ARQ

   ADC (if done)

   HIPPI (whatever part done)

Exit Interviews

14. What problem areas or issues still need to be resolved? How can the UCSF PANCEA team assist in the process? E.g., See comment on output records. Also, could not find prices for supplies donated from overseas – can UCSF team track this down?

15. Overall how would you rate the data collection experience at this site? Please circle one.

   not successful 1  moderately successful 3  very successful 5

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What are the main reasons for this rating?
E.g., 1 – Key data missing on costs in mid- and early periods of program history, and outputs based entirely on questionable recall (no records). Don’t trust efficiency measure.
E.g., 3 – Available staff helpful. Major cost and output data captured reliably. However, poor recall of supplies costs and of some types of outputs.
E.g., 5 – Director and staff very knowledgeable and helpful, written records for most data, data solid and essentially complete with < 5% missing or low quality for all periods.

16. Are there any other issues that you think are important for us to know? You may also use this section as a place to add additional comments and thoughts on the data collection process.
E.g., Pancea data collection forms are a pleasure to work with; Bravo! Or, the graphs didn’t print right, we had to do them manually.

Thank you again.