BC Centre for Disease Control
Provincial Health Services Authority

Pathways to STBBI Care in BC Corrections

Instructions and Tools for Engagements with:

People Who Are Incarcerated (PWAI)
&
People With Lived Experience (PWLE) of Incarceration

*STBBI – sexually transmitted & blood borne infection, such as HIV, hepatitis C, syphilis, chlamydia, gonorrhea.

Table of Contents

PWAI ENGAGEMENTS

INSTRUCTIONS FOR PROJECT STAFF: SHIPPING MATERIALS TO CORRECTIONS FACILITIES

1 Month Before Sessions

1. Setting up dates and details
a. Set possible dates with our team and provide options to Correctional Centre. Our current STBBI Education and Feedback sessions details are: - 2 sessions per group - 2 hours per session - 8 participants per group
b. Confirm dates with Correctional Centre and send confirmation to all facilitators.
c. Confirm information from Correctional Centre: □ Contact Person and correct address to send materials to □ Number of participants □ Requirements from facilitators from our team. Criminal Record check? Other paperwork? □ Funds – Are the participants allowed to receive compensation and how much. □ Approved snacks □ Will they provide drinks? □ Are Ziploc bags for snacks permitted?

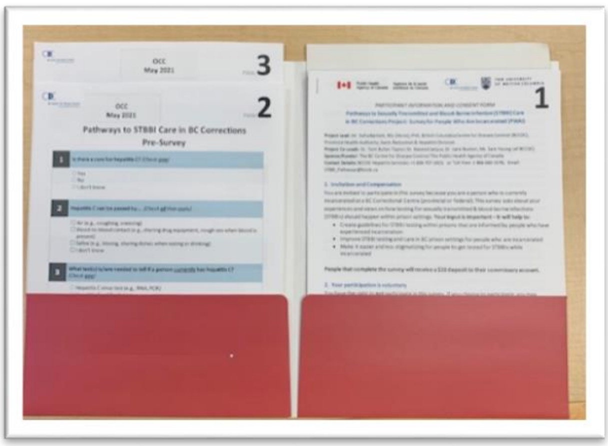
2. Sending Funds
a. Contact the Finance Department at the Correctional Centre. Confirm the protocol for honoraria payments and how to send the funds. Timing for the funds to arrive is an important consideration on how to send funds.

2-3 Weeks Before Sessions

3. Ordering Materials
a. Order snacks (as approved by the Correctional Centre).
b. Order packing supplies: ○ Letter size Folders ○ 9 X 12 brown paper envelopes ○ Boxes ○ Bubble envelopes ○ Packing tape ○ Pens
c. Print: ○ Instructions for session 1 ○ Honoraria Tracking Sheet ○ Consent form ○ Pre-Survey #2 ○ Post Survey #3 ○ Instructions for session 2 ○ Survey booklet #4 ○ STBBI Factsheet
d. Order printed booklets, such as: ○ Safer Sex Guide (CATIE) ○ FAQ Hep C Booklet (Hepatitis Education Canada)

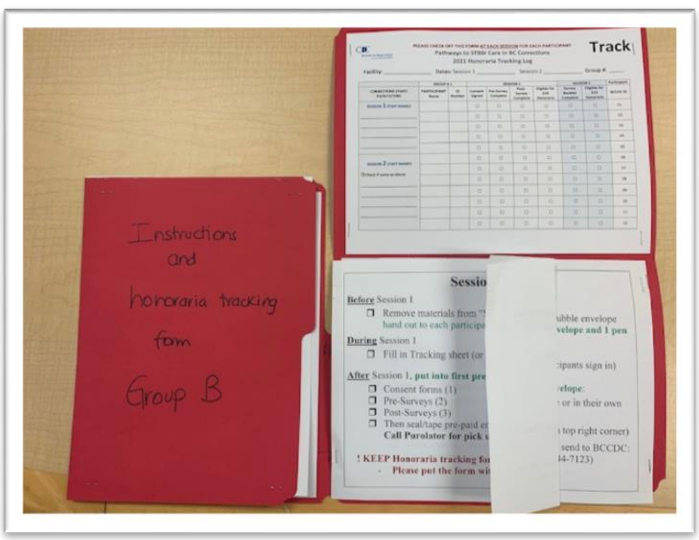
1 Week Before Sessions

4. Sending Materials
a. Order Return Postage labels Send BCCDC "REQUEST FOR COURIER SERVICES" form to alan.au@hssbc.ca to request 2 pre-paid Purolator Waybills and print them.

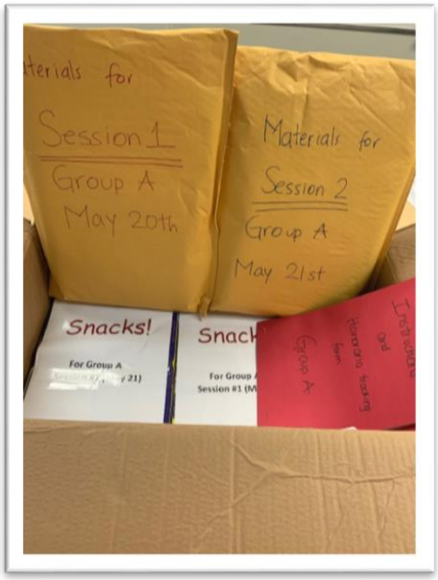
b. Prepare materials for each group. GROUP A and GROUP B will have identical resources (each group has a session 1 and a session 2):
 	
- **<u>For Session 1: Prepare one Individual Folder for each participant with:</u>**
  ○ 2 copies of Consent form #1
  ○ 1 copy of Pre-Survey #2
  ○ 1 copy of Post Survey #3
  ○ Blank paper for the participants to doodle on.

 	
- **<u>For Session 2: Prepare one Individual Beige envelope for each participant with:</u>**
  ○ 1 copy of Survey booklet #4, Catie Safer Sex Guide, FAQ Hep C Booklet, STBBI Factsheet.


c. Pack 1 box for each group that contains:

- 1 bubble envelope labelled **<u>Session 1</u>** that includes all the individual folders for session 1.
    - 1 folder per participant.
    - 1 pen per participant.
    - 1 set of instructions for Session 1
- 1 bubble envelope labelled **<u>Session 2</u>** that includes all the individual beige envelopes for session 2.
    - 1 envelope per participant.
    - 1 pen per participant.
    - 1 set of instructions for Session 2
- Snacks for Session 1 and Session 2 in two separate boxes. Label each box clearly (i.e. “Snacks for Session 1”). Pack 2 or 3 snacks for each participant in one Ziploc bag and put them in the snack boxes.
- Honoraria Tracking Sheet and Instructions. Staple one honoraria tracking sheet and sets of instructions for Session 1 and Session 2 to a blank folder so they can fill it out and send it back.



- 2 empty bubble envelopes (with pre-paid label attached and labelled with all recipient and sender name and address) ready so they can send back the completed forms after each group is finished.



d. Tape the boxes and attach Sender and Recipient labels.
* Attach one Letter size label to the outside of the box with the Group Name and Session dates.

e. Take to Shipping and Receiving Area with filled out BCCDC "REQUEST FOR COURIER SERVICES" form. Mail out to Correctional Centre via courier – overnight.

5. Send email to Correctional Centre

Send email informing to Correctional Centre informing them the materials have been sent and include instructions below (*update as necessary):

"Good morning NAME,

The boxes of workshop materials went out yesterday and should arrive today.

Here are more details that could be forwarded to your facilitator(s):

X boxes were shipped:

- *X box of materials for Group A sessions (April 22nd and 23rd)*
- *X boxes of materials for Group B sessions (April 29th and 30th)*
  - ***We strongly recommend that Group B boxes are not opened until Group A surveys/tracking sheet have been mailed back to BCCDC to avoid mixing Group A and B materials***

Bubble envelopes & Instructions:

- *For each group (A and B), there are two large bubble envelopes: one for Session 1 and one for Session 2*
  - ***We strongly recommend that the Session 2 bubble envelope is not opened until Session 1 surveys and consent forms are put into the pre-paid envelope and the envelope is sealed to avoid mixing Session 1 and Session 2 materials.***
- *Each bubble envelope has instructions on how to use the materials for the session*

Once you receive the packages, you or your facilitator can open the box for Group A and let us know if you have any questions."

6. Set up preliminary meeting

If possible, set up a meeting before the sessions to go over details like materials, number of participants, booklets, honoraria forms, sound check, etc. Ideally, the meeting would be set up in the actual room where the sessions will happen to test out the equipment, make a sound check and make sure everyone can see and hear each other.

7. Setting up MS Teams Meeting

a. Share list of facilitators with Correctional Centre.
b. Get MS Teams Invite from Correctional Centre and forward to our facilitators (or if everyone receives it directly, confirm that all of our team members have the invite).

INSTRUCTIONS FOR PROJECT TEAM/OFF-SITE/VIRTUAL FACILITATORS

Instructions
a. Complete **Project Log Form 1**
b. Take notes using **Project Log Form 2**
c. Fill in **Project Log Form 3** (Honoraria tracking sheet) as a back up if a virtual session – e.g., ask each participant to come forward one at a time and provide their name AND hand in their surveys.

Tool: PLF#1 – Event Tracking Form

BCCD Pathways to Care Project

PLF	PTL TITLE	KEY POPULATION
#1	Event Tracking	PWAI

	Facility Contact (Planning/Coordinating)				Corrections MS Teams facilitator(s) (Event)			AVI/BCCDC Team		Event		# of people present (in-person/online)		
Event #	Facility	Contact	Position	E-mail	Event Date	Name	E-mail & Telephone	Facili-tator(s)	Support Staff (e.g., notes)	Type	# Min.	# PWAI	# HCW	# NP* COs*
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

* NP = non-participating, but present in the room; CO = Corrections officer

BCCDC PHAC Pathways to Care *Project Log Form #1* 1

Tool: PLF#2 – Field Note Form

BCCD Pathways to Care Project

<table>
<tr><td>PLF
#2</td><td colspan="3">SOP TITLE
Field Notes</td><td>EVENT SITE</td><td>EVENT TYPE
STBBI Basics</td></tr>
<tr><td colspan="2">EVENT DATE</td><td colspan="2">EVENT START TIME</td><td colspan="2">EVENT LEADS:
FIELD NOTES BY:</td></tr>
<tr><td># PWAI</td><td># STAFF</td><td># HCW</td><td># NP COs*</td><td colspan="2">* NP = non-participating, but present in the room
CO = Corrections officers</td></tr>
<tr><td colspan="6">SPECIAL CIRCUMSTANCES/PARTICIPANTS (e.g., Violence Free Unit)</td></tr>
<tr><td colspan="6">Observations:

Questions about Hep C that came up:

Questions about HIV that came up:

Questions specific to PWUD that came up:

Preferred testing methods:

Timing of STBBIs

Asking for a test</td></tr>
</table>

Tool: PLF#3 - Honoraria Tracking Form

BC Centre for Disease Control

Provincial Health Services Authority

Track

PLEASE CHECK OFF THIS FORM <u>AT EACH SESSION</u> FOR EACH PARTICIPANT

Pathways to STBBI Care in BC Corrections

2021 Honoraria Tracking Log

Facility: ________________ **Dates:** Session 1 _____________ Session 2 _____________ **Group #:** _____

	GROUP # 1		SESSION 1			SESSION 2		Participant
CORRECTIONS STAFF/ FACILITATORS	PARTICIPANT Name	CS Number	Consent Signed	Pre-Survey Complete	Post-Survey Complete	Survey Booklet Complete	Eligible for $10 Honoraria	BCCDC ID
SESSION 1 STAFF NAMES			☐	☐	☐	☐	☐	01
____________________			☐	☐	☐	☐	☐	02
____________________			☐	☐	☐	☐	☐	03
____________________			☐	☐	☐	☐	☐	04
____________________			☐	☐	☐	☐	☐	05
SESSION 2 STAFF NAMES			☐	☐	☐	☐	☐	06
☐ Check if same as above			☐	☐	☐	☐	☐	07
____________________			☐	☐	☐	☐	☐	08
____________________			☐	☐	☐	☐	☐	09
____________________			☐	☐	☐	☐	☐	10
____________________			☐	☐	☐	☐	☐	11
			☐	☐	☐	☐	☐	12

INSTRUCTIONS FOR ON-SITE FACILITATORS (E.G., BC CORRECTIONS STAFF)

Instructions
a. Complete **Project Log Form 3** (Honoraria tracking sheet).
b. Send an electronic copy of the Project Log Form 3 to the BCCDC Project Staff
c. Put all the filled out forms in the pre-paid labelled envelope provided and call Purolator to send it back to the BCCDC.

Facility contact e-mail instructions

Here are more details that could be forwarded to your facilitator(s):

X boxes were shipped:

- *X box of materials for Group A sessions (April 22nd and 23rd)*
- *X boxes of materials for Group B sessions (April 29th and 30th)*
    - ***We strongly recommend that Group B boxes are not opened until Group A surveys/tracking sheet have been mailed back to BCCDC to avoid mixing Group A and B materials***

Bubble envelopes & Instructions:

- *For each group (A and B), there are two large bubble envelopes: one for Session 1 and one for Session 2*
    - ***We strongly recommend that the Session 2 bubble envelope is not opened until Session 1 surveys and consent forms are put into the pre-paid envelope and the envelope is sealed to avoid mixing Session 1 and Session 2 materials.***
- *Each bubble envelope has instructions on how to use the materials for the session*

Once you receive the packages, you or your facilitator can open the box for Group A and let us know if you have any questions."

Printed Instructions for Session #1

Session #1

<u>Before</u> Session 1

- ❒ Remove materials from "Session 1" bubble envelope and hand out to each participant: **1 folder and 1 pen**

<u>During</u> Session 1

- ❒ Fill in Tracking sheet (or have participants sign in)

<u>After</u> Session 1, **put into first pre-paid envelope**:

- ❒ Consent forms (1)
- ❒ Pre-Surveys (2)
- ❒ Post-Surveys (3)
- ❒ Then seal/tape pre-paid envelope and send to BCCDC: **Call Purolator for pick up** (1-888-744-7123)

! KEEP Honoraria tracking form (TRACK) for next session
- Please put the form with Session #2 Materials -

Printed Instructions for Session #2

Session #2

<u>Before</u> Session 2

- ❒ Remove materials from "Session 2" bubble envelope and hand out to each participant: **1 envelope and 1 pen**

<u>During</u> Session 2

- ❒ Fill in Tracking sheet (or have participants sign in)

<u>After</u> Session 2, **put into second pre-paid envelope**:

- ❒ All participant surveys (whether loose or in their own envelope)
- ❒ Honoraria sheets (Labelled "Track" in top right corner)
- ❒ Then, seal/tape pre-paid envelope and send to BCCDC: **Call Purolator for pick up** (1-888-744-7123)

Tool: PLF#3 – PWAI Honoraria Tracking Form

BC Centre for Disease Control
Provincial Health Services Authority

PLEASE CHECK OFF THIS FORM AT EACH SESSION FOR EACH PARTICIPANT

Pathways to STBBI Care in BC Corrections

2021 Honoraria Tracking Log

Track

Facility: ______________ **Dates:** Session 1 ____________ Session 2 ____________ **Group #:** _____

	GROUP # 1		SESSION 1			SESSION 2		Participant
CORRECTIONS STAFF/ FACILITATORS	PARTICIPANT Name	CS Number	Consent Signed	Pre-Survey Complete	Post-Survey Complete	Survey Booklet Complete	Eligible for $10 Honoraria	BCCDC ID
SESSION 1 STAFF NAMES			☐	☐	☐	☐	☐	01
______________			☐	☐	☐	☐	☐	02
______________			☐	☐	☐	☐	☐	03
______________			☐	☐	☐	☐	☐	04
______________			☐	☐	☐	☐	☐	05
SESSION 2 STAFF NAMES			☐	☐	☐	☐	☐	06
☐ Check if same as above			☐	☐	☐	☐	☐	07
______________			☐	☐	☐	☐	☐	08
______________			☐	☐	☐	☐	☐	09
______________			☐	☐	☐	☐	☐	10
______________			☐	☐	☐	☐	☐	11
			☐	☐	☐	☐	☐	12

PWLE ENGAGEMENTS

INSTRUCTIONS FOR PROJECT STAFF

1 Month Before Engagement

1. Setting up dates and details
a. Confirm information from Facilitators: □ Contact Person and correct address to send materials to □ Number of participants □ Funds – Are the participants and facilitators allowed to receive compensation and how much
2. Sending Funds
a. Confirm the protocol for honoraria payments and how to send the funds. Timing for the funds to arrive is an important consideration on how to send them.
3. Ordering equipment and materials
a. Order tablets, phones and data plans. We sent one tablet and one phone to each facilitator.
b. Order packing materials such as envelopes, boxes, tape.
4. Set up tablets and phones
a. Label each device and assign a consecutive number.
b. Device Inventory- Create an excel spreadsheet to keep a record of devices. Include all serial numbers, phone numbers, SIM numbers, IMEI.
c. Device Tracking - Create an excel spreadsheet to track devices. Include name, address, phone number, company to where the devices will be sent to, tracking information for each package.
d. Set up devices. • Follow **Tool: Qualtrics Accounts Setup Instructions.** • Follow the instructions to set up the Qualtrics Offline App from the UBC Qualtrics website: https://www.qualtrics.com/support/survey-platform/distributions-module/mobile-distributions/offline-app/setting-up-the-offline-app/
5. Print
○ Survey Booklets ○ Consent forms ○ Supply Checklist

○ Instructions for Administering Paper Survey ○ Instructions for Administering Tablet Survey ○ Honoraria Tracking Sheet ○ STBBI Factsheet
6. Sending materials
a. Order Return Postage labels Send BCCDC "REQUEST FOR COURIER SERVICES" form to alan.au@hssbc.ca to request 2 pre-paid Purolator Waybills and print them.
b. Pack one box for each facilitator. Each box will contain: ○ Survey Booklets (Quantity will depend on the number of participants) ○ Consent forms (Quantity will depend on the number of participants) ○ STBBI Factsheet (Quantity will depend on the number of participants) ○ 1 Tablet ○ 1 Phone ○ 1 Supply Checklist ○ 1 Instructions for Administering Paper Survey ○ 1 Instructions for Administering Tablet Survey ○ 1 Honoraria Tracking Sheet ○ 2 empty bubble envelopes (with pre-paid label attached and labelled with all recipient and sender name and address) ready so they can send back the completed forms after each group is finished.
c. Tape the boxes and attach Sender and Recipient labels.
d. Take to Shipping and Receiving Area with filled out BCCDC "REQUEST FOR COURIER SERVICES" form. Mail out to facilitators via courier – overnight.

2 Weeks Before Engagement

1. Set up training meeting
a. Set up a meeting after the facilitators receive the materials and devices to go over details like number of participants, protocols, booklets and honoraria forms. b. During this meeting, do a training session on how to use the tablets and answer questions. Ask facilitators to have their tablets ready and follow all the steps together using the devices.

Tool: Qualtrics Accounts Setup Instructions

SETTING UP THE ACCOUNTS

1. Contact the Brand Administrator. (Log into your account-> Help in your account -> Contact Support-> and then log in again if prompted. Your Brand Admin will be listed on the left side of your screen).
2. Request :
    a. Enable both "Access API" and Offline App permissions for all of our three accounts.
    b. Sort out what kind of error Rachel has in her account that does not enable her any "Sharing" permissions. They checked her account and there is an issue there so she cannot share surveys.

SETTING UP THE ACCOUNTS – TABLETS

1. Create a guest CWL account for each tablet. (Each tablet needs it own account: This way they shouldn't need to log in and out between uploading responses and they won't lose any information if the responses are not uploaded to the online server after each survey).
2. Contact the Brand Administrator to enable the following:
    a. User permissions for each account :
        i. "Access API"
        ii. Offline Mobile App
        iii. Collaborate Projects
        iv. Allow Non-Accessible Surveys
    b. Collaboration permissions:
        i. View Survey Results
        ii. Download Survey Results

PROGRAMMING THE TABLETS

1. Once the tablets are ready to use and the accounts are created, refer to "Offline_App_Setup_Draft".

INSTRUCTIONS FOR FACILITATORS

Instructions
a. Administer Surveys
b. If the participant chooses a TABLET survey: - Follow **Tool: Instructions for Administering Tablet Survey.** - Follow instructions in the tablet to fill out your facilitator ID and Participant Number. Hand the tablet to the participant to read the Consent Form and accept. - Fill in **Tool: Project Log Form 4** (PWLE Honoraria tracking sheet).
c. If the participant chooses a PAPER survey: - Follow **Tool: Instructions for Administering Paper Survey.** - Hand one copy of the Consent Form to the participant to read and sign. The participant can keep one blank copy. - Fill in **Tool: Project Log Form 4** (PWLE Honoraria tracking sheet).
d. After the Survey is finished, thank the participant and pay the honorarium.

Tool: PLF #4 – PWLE Honoraria Tracking Sheet

BC Centre for Disease Control
Provincial Health Services Authority

PHAC Pathways to STBBI Care in Corrections

Pathways to STBBI Care in BC Corrections

PWLE - Participant Tracking Log

Interviewer Initials	Participant ID	Date of interview	Consent Signed	Pre-test Complete	STBBI Factsheet Discussed	Post-test Complete	Honoraria Paid ($25) "Signature"	Envelope	Mail UTG OR BCCDC
	01	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	02	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	03	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	04	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	05	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	06	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	07	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	08	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	09	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	10	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	11	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	12	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	13	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	14	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	15	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	16	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	17	___/___ MM/DD	☐	☐	☐	☐		☐	☐
	18	___/___ MM/DD	☐	☐	☐	☐		☐	☐

Tool: Instructions for Administering Tablet Survey

BC Centre for Disease Control
Provincial Health Services Authority

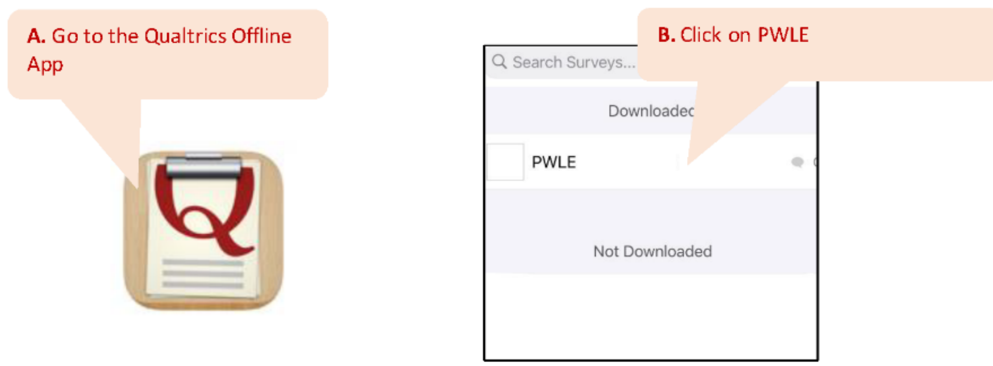
PHAC Pathways to STBBI Care in Corrections

TABLET INSTRUCTIONS (Qualtrics)

**NOTE: These instructions work for administering surveys on tablets AND phones. If you encounter problems with the tablet, you can use the phone to administer the survey following the same steps.*

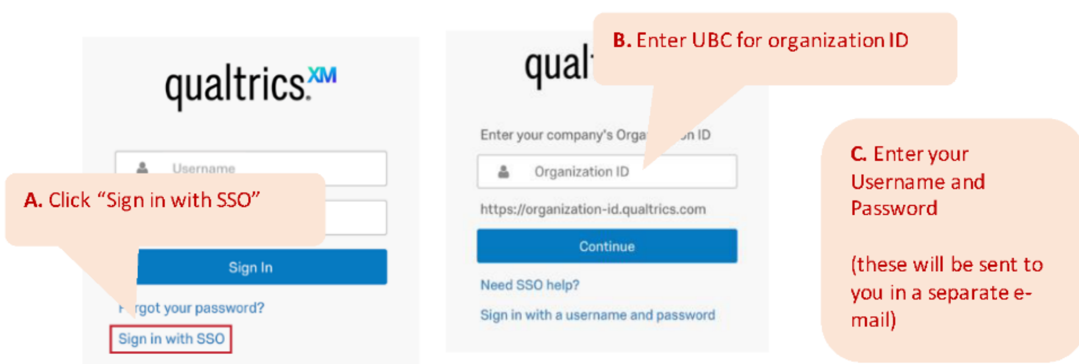
1. **Turn on the tablet on and unlock** (It does not need a password).

2. **Go to the Qualtrics Offline App to start the PWLE survey.**



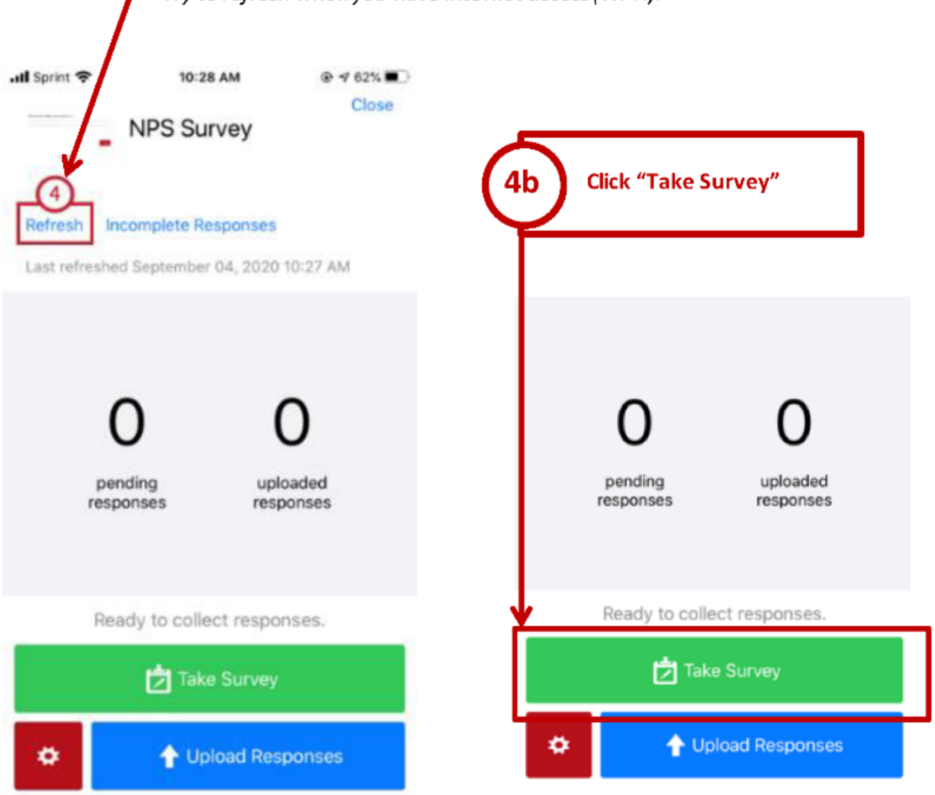
3. **You should automatically be logged into the Qualtrics App**

<u>**If you accidentally get logged out**</u>, please follow the steps A to B



4. **Click <u>Refresh</u> on the top left of the window (this will update any changes done in the background) and then <u>"Take Survey".</u>**

Try to refresh when you have internet access (Wi-Fi).

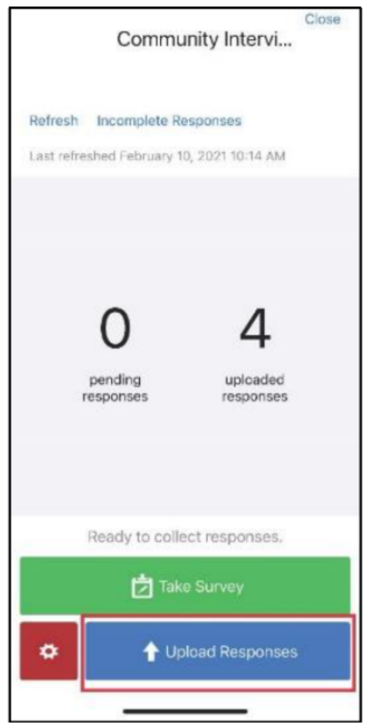


5. **Administer the survey and follow the questions and prompts**

6. **<u>Click the X in the upper right</u> to return to the survey screen.**

   Do not click "Restart" unless you want to start a new survey session. However, if you do restart, your previous survey results will not be lost. They will be saved and pending to upload.

7. When a survey is completed, the Pending Responses count increments.
   The pending responses will automatically upload a few seconds after you close the survey.
   If you don't have Wi-Fi or data, the responses will stay as "Pending". Once you have data or Wi-Fi, **<u>click "UPLOAD RESPONSES" in blue.</u>**



ATTENTION: Never log out of the Offline App if you have responses to upload. If you log out of the app without uploading, you will lose your responses.

Note: *Please make sure you discuss the STBBI factsheet with the interviewee, and once the survey is complete, have them sign the honoraria form that is in the consent page.*

Tool: Instructions for Administering Paper Survey

BC Centre for Disease Control
Provincial Health Services Authority

PHAC Pathways to STBBI Care in Corrections

PHAC Pathways Project: PRINTED SURVEY INSTRUCTIONS

1. **CONSENT FORM**
    - Hand out the Consent form to the interviewee.
    - The interviewee has to read the form and sign it.
    - Please keep the signed copy and **give one blank copy** to the interviewee to keep.

2. **SURVEY**
    - Read out the questions to the interviewee and fill out their answers in the paper survey,
    - Or hand out the paper and pen if the interviewee wants to do the survey alone.

3. **HONORARIUM FORM**
    - Once the survey is completed, hand out the "Honorarium Form" included in the "Consent Form" to the interviewee.
    - The interviewee has to read the form and sign it.
    - Please keep the signed copy.
    - Hand out the cash/gift card to the interviewee.

4. **ENVELOPE**
    - Please keep the Consent form, Survey and Honorarium form until it is ready to be mailed.

5. **TRACKING FORM**
    - Please fill out a row in the tracking form for every survey you administer.

Interviewer Initials	Participant ID	Date of interview	Consent Signed	Pre-test Complete	STBBI Factsheet Discussed	Post-test Complete	Honoraria Paid ($25)	Envelope	Mail UTG OR BCCDC
	01	__/__ MM/DD	☐	☐	☐	☐	☐	☐	☐
	02	__/__ MM/DD	☐	☐	☐	☐	☐	☐	☐

6. **MAILING THE SURVEYS**
    - Every week or two (once you have about 10 surveys), please use one of the pre-paid self-addressed envelopes provided to send the surveys back to us.