

**Project Officer's Monitoring Tool**

*for monitoring implementation of the **d-up!** intervention.*



DEFEND YOURSELF!

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## Project Officer's Monitoring Tool

for monitoring implementation of the ***d-up!*** intervention.

This tool is to be used for:

- Part A) **required** semi- and annual **reporting** on *d-up!*  
and
- Part B) gathering background information during **site visits**.

All items, whether related to “A) required reporting” or “B) site visit questions” are covered in two phases:

- Phase 1: Start-up phase (pre-application to through the first six months of implementation)  
and
- Phase 2: Each reporting period after start-up (until completion of the intervention and/or funding period).

Please note that “Part A) required reporting” items are quantitative and summative or performance objectives in nature and the “Part B) site visit” items are open-ended, descriptive, background, and qualitative in nature.

Although they are related, the “Part A) required reporting” items are presented in this tool prior to the “Part B) site visit” items. These two parts are presented in sequence for ease of understanding and use, although they are used simultaneously within phases. The organization of this tool is as follows:

### Part A) **Required reporting**

- Phase 1: Start up phase.
- Phase 2: Each reporting increment thereafter.

### Part B) Gathering (related) background information during **site visits**

- Phase 1: Start up phase.
- Phase 2: Each reporting increment thereafter.

A **Project Officer's "Cheat sheet"** follows which explains the items so that you can review their purposes and to help you explain items and *d-up!* monitoring to your *d-up!* grantees.

This tool should be shared with *d-up!* grantees or potential grantees *as soon as possible* so that they can understand *d-up!* implementation and performance objectives as well as *d-up!* reporting to their Project Officer.

Please note that the Phase 1: Start-up items have specific and definite applicability to defining the *d-up!* intervention population and the scope of effort to implement *d-up!* Therefore, the Phase 1: Start-up should be considered for application and pre-decisional site visit purposes, not only post-award reporting.

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### **Part A** : Semi- & Annual Reporting Questions

#### **Phase 1**: start-up/ formative/ community discovery/ planning<sup>1</sup>

1. What is the **total estimated number of individuals who make up the social network** of Black MSM that you plan to target and reach through this *d-up!* intervention program?

\_\_\_\_\_ (Write in the number here).

Note: The total estimated size **must be greater than 100 and should probably not exceed 2500**.

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2. What **percentage** of the targeted social network members is **Black MSM**?

\_\_\_\_\_ (Write in the percentage here).

Note: The **percentage** who are Black MSM **must be greater than 50%**.

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3. How many opinion leaders do you plan to train **over the course of the implementation**?

\_\_\_\_\_ (Write in the number here).

Note: The total number of opinion leaders **must be greater than 15% of A**, i.e.: *Total network size x 0.18*

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4. How many opinion leaders do you plan to train in **each wave of the opinion leader training**?

\_\_\_\_\_ (Write in the number here).

Note: The planned number should be between 6 and 20.

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5. How many **waves of opinion leader training** do you plan to hold over the course of implementation?

\_\_\_\_\_ (Write in the number of waves here).

Note: The number of opinion leader training waves required is C. divided by D., i.e.:  
*Number of opinion leaders to be trained divided by the number of opinion leaders to be trained in each cycle.*

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<sup>1</sup> Ranging from the pre-application period to the first 6 months of implementation.  
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### Part A: Semi- & Annual Reporting Questions continued.

#### Phase 2: Each reporting period after start-up.

O How many reporting periods, after start-up, are there for this intervention funding?

\_\_\_\_\_ (←Write in the total number of reporting periods)

O Which reporting period, after start-up, does this report refer to? \_\_\_\_\_ (←Write in the current reporting period)

- A. How many opinion leaders were **recruited** during this period? \_\_\_\_\_  
How many opinion leaders did you **intend to train** during this period? \_\_\_\_\_  
How many opinion leaders were **actually trained** during this period? \_\_\_\_\_

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- B. How many opinion leaders completed their **14 or more conversations** this period?  
\_\_\_\_\_
- How many opinion leaders did **not** complete the minimum of 14 conversations this period?  
\_\_\_\_\_

- C. How many total risk reduction conversation have taken place so far this period? \_\_\_\_\_  
How many of these conversations were with Black MSM this period? \_\_\_\_\_  
How many of these conversations were within the social network this period? \_\_\_\_\_

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THE FOLLOWING ALL REFER TO ACCOMPLISHMENTS TO DATE. THAT IS, OF PLANNED TOTAL AMOUNTS OF SERVICE HOW MUCH HAS BEEN COMPLETED AT THIS TIME?

- D. **Altogether** (total, cumulative, to date) how many planned conversations have taken place?

Actual: \_\_\_\_\_ Total planned: \_\_\_\_\_

- E. **Altogether** (total, cumulative, to date) what percentage of planned opinion leaders have completed their 14+ conversations?

Completed: \_\_\_\_\_ Total trained: \_\_\_\_\_

- F. **Altogether** (total, cumulative, to date) how many of the planned friendship groups have had 15% trained as opinion leaders?

Saturated: \_\_\_\_\_ # friendship groups: \_\_\_\_\_

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## **Part B: Site visit, background questions:**

### **Phase 1: start-up/ formative/ community discovery/ planning**

A. Tell me how you plan to estimate the size of the social network you are targeting with *d-up!* That is, what methods do you plan to use to gather the data and make the total size estimate? \_\_\_\_\_

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B. Tell me how you plan to estimate the demographic make-up of the social network you are targeting with *d-up!* That is, what methods do you plan to use to gather the data and make the estimates? \_\_\_\_\_

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C.1 Tell me how you plan to identify opinion leaders in the social network you are targeting with *d-up!*

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C.2 Tell me how you plan to recruit opinion leaders from the social network, once you have identified them.

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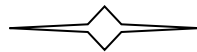
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C.3 How will you ensure that at least 50% of the opinion leaders that you recruit from the social network are Black MSM?

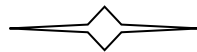
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D.1 Where will the opinion leader trainings be held? Can you show me? \_\_\_\_\_

D.2 How many facilitators will be assigned to each wave of opinion leader training? \_\_\_\_\_



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E.1 How will you ensure that the opinion leader trainings are facilitated with quality and fidelity to the intervention design?

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E.2 What types of incentives, if any, will you provide to opinion leaders? \_\_\_\_\_

E.3 What measures do you plan to take to retain opinion leaders during the trainings?

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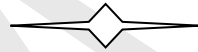
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E.4 What measures do you plan to take to retain opinion leaders after the trainings? (as they're mobilized to conduct at least 10 conversations)

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F.1 How will you keep track of opinion leaders' risk reduction conversations?

# per opinion leader: \_\_\_\_\_

# with Black MSM: \_\_\_\_\_

# per friendship group: \_\_\_\_\_

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### **Part B: Site visit, background questions, continued:**

#### **Phase 2: Each reporting period after start-up.**

A.1 How many facilitators were assigned to each wave of opinion leader training? \_\_\_\_\_

A.2 How did you ensure that the opinion leader trainings were facilitated with quality and fidelity to the intervention design?

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A.3 What types of incentives, if any, did you provide to opinion leaders? \_\_\_\_\_

A.4 What measures did you take to retain opinion leaders during the trainings?

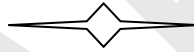
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A.5 What measures did you take to retain opinion leaders after the trainings? (once they were mobilized to conduct 10 conversations)

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B.1 How did you keep up with and track the risk reductions conversations?

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C.1 What are the main reasons why some opinion leaders did not complete their conversations?

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D.1 Overall, what have been your main accomplishments and successes?

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D.2 Overall, what have been your main obstacles and challenges?

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D.3 What do you need to overcome the obstacles and challenges you just mentioned?

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D.4 Overall, are you on track in terms of your goals and objectives for this d-up! intervention? (e.g. opinion leader recruitment, training, mobilization, support) Please elaborate.

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### **CHEAT SHEET - EXPLANATION OF ITEMS – CHEAT SHEET.**

Please also see the *d-up!* Behavior Change Logic Model and *d-up!* Implementation Summary to assist you with this monitoring tool:

[www.effectiveinterventions.org/go/interventions/d-up-defend-yourself-/d-up-resources-and-tools/d-up-resources-and-tools](http://www.effectiveinterventions.org/go/interventions/d-up-defend-yourself-/d-up-resources-and-tools/d-up-resources-and-tools)

#### Start-up/ planning phase

Note: The items reported at the start-up phase (A through F) will serve as baseline estimates and “denominator” numbers in planning and monitoring *d-up!* implementation. These numbers will be used in subsequent reporting periods (after start-up), that is, items G through K.

#### **1. What is the total estimated number of individuals who make up the social network**

One of the first implementation tasks of *d-up!* is conduct “community discovery” to estimate the total member size of the social network to be targeted. Estimating the network size is a core element of *d-up!* The estimated network size of the network relates to how many OLs have to be recruited, trained, and deployed so the total network size will be an important baseline or denominator for planning and monitoring implementation. The member size is also important for matching dollars to scope. Fifteen percent (15%) of the total estimated network size are Opinion Leader’s (opinion leaders) who have to be recruited, trained and monitored through their delivery of a reduction conversations with a minimum of 14 of their admiring friends. A tool exists estimating the cost of recruiting, training and deploying opinion leaders. The dollar amount available for intervention purposes, therefore, directly relates to the size of the social network which can be intervened upon using *d-up!* Please see the Implementation Manual for technical information on “community discovery,” estimation of total social network size, and cost estimation, and etc.

#### **2. Percentage of total social network size that are Black MSM.**

*d-up!* is an adapted version of the evidence-based *POL* intervention for intervention in a social network of Black MSM. Therefore, the social network targeted should be predominately Black MSM. If agencies have divergent or different social networks they intend to target it is recommended that they turn to the *POL* intervention instead of the *d-up!* intervention.

#### **3. Planned total number of opinion leaders to be trained.**

As discussed in A (above), opinion leaders have to be used at 15% of the total network size. Due to the very real likelihood of “drop out,” planned recruitment and retention of opinion leaders needs to be greater than 15% in order to complete a minimum of 15% through their endorsement conversations with a minimum of 14 friends and acquaintances each (OL).

#### **4. Number of opinion leaders to be in each training “wave” or cadre.**

For purposes of quality training, opinion leaders must be trained in cadres or cohorts of size 6-20 each cadre to allow for sufficient interaction during the trainings.

#### **5. Planned overall number of training waves.**

The agency needs to plan out how many cadres they will need to run overall to plan and monitor their implementation of the training of opinion leaders. If the agencies has enough resources they may train “small enough” (6-20) cadres simultaneously or in quick repetition. However, it is unlikely that enough personnel will be available to identify, recruit, train, maintain, and deploy lots of cadres



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simultaneously and in rapid succession. It is most likely that the agency will be training only 1 cadre per month.

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### 6. Minimum number of planned endorsement conversations.

The *d-up!* intervention essentially is the opinion leaders endorsing safer sex to their admiring friends and acquaintances. opinion leaders commit to and are to be monitored to the giving of these endorsements to a minimum of 14 of their admiring friends and acquaintances. (Four of these endorsements to friends are "practice" during the opinion leader training and opinion leaders commit to giving endorsements to a minimum of 10 additional friends after they complete the training (i.e.,  $4+10=14$ ).

Since the required and planned number of opinion leaders who complete their endorsements is 15% of the total social network size, the total planned number of endorsements is 15% of the total social network size or number of opinion leaders who have to complete endorsements **times** 14 (endorsement conversations each POL).

### II. Each reporting period after start-up.

Note: You need to know how many reporting periods there are for this funding in order to use this tool. You also need to know which of the periods you are currently monitoring to use this section because you will use this section in each reporting period (after start-up).

### G. Number of opinion leaders were recruited and trained this period.

Each period the grantee should be recruiting and training opinion leaders at the level needed to complete the total number required (i.e., 15% of the total network size) through giving their endorsements over the course of the intervention. So, how many did they complete through training this period?

### H. Percent of the total planned to be trained are cumulatively trained.

As opinion leaders are trained the agency needs to assess their progress toward training the total number of opinion leaders. Each reporting period more progress should be made. This item is to help monitor that. As a general rule, the numbers should increase over time as recruitment, training, and retention systems get set up and solidified. So, rates of completion through training are likely to be at their lower levels early in implementation and peak somewhere near  $\frac{1}{2}$  to  $\frac{3}{4}$ ths of the way through.

To calculate this item, the agency divides the total planned number of opinion leaders to be trained (item C) by the cumulative number of opinion leaders they have completed through training to date.

### I. Opinion leaders completed their minimum number (i.e., 14) of endorsements this period?

Each period the grantee should be supporting and monitoring trained opinion leaders to complete the endorsements they committed to giving to 10 more of their admiring friends and acquaintances in the targeted social network. So, how many opinion leaders completed their minimum number of endorsements this period?

### J. Percentage of the total number of planned endorsements now completed?

As opinion leaders are trained the agency needs to assess their progress toward the opinion leaders completing their endorsements. Each reporting period more progress should be made. This item is to help monitor that. As a general rule, the numbers should increase over time systems get set up and solidified.

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To calculate this item, the agency divides the total planned number of planned endorsements (item F) by the cumulative number of endorsements completed.

**K.** Obtain assessments and plans for dealing with any problems in meeting objectives the grantee has at this time.

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