

## 2-6 CID REPORT TEMPLATE

### CID Report Template

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1. Introduction—half page
  - a. Introduction to Community PROMISE
    - i. Why are you doing PROMISE?
    - ii. What is the perceived need for PROMISE in your locality?
  - b. Funding source
  - c. Expected outcomes
  
2. Description of CID Process and Results—two to three pages
  - a. Selection of implementation site (geographic area to do the intervention)
  - b. Brief summary of number of each type of interview/focus group conducted
    - i. Interviews (internal and external)
    - ii. Focus groups
  - c. Description of seven CID objectives—main results for each
    - i. Interventions population, segments, prioritization, intervention population
      1. Intervention population
      2. Segments—demographics and other characteristics
      3. Process of prioritization
      4. Selection of intervention population—description and justification
    - ii. Intervention population risk behaviors, risk factors, behavioral determinants
      1. Risk behaviors
      2. Risk factors
      3. Behavioral determinants of risk or influencing factors
    - iii. Barriers and methods to overcome behaviors
      1. Access, cost, lack of information
      2. Other barriers
    - iv. Establishing presence and trust
      1. How did you do it?
      2. How is it evidenced?
    - v. Acceptable and unacceptable messages and means of access
    - vi. Estimate of intervention population and plans to access the 15 percent
      1. Develop a plan for accessing intervention population based on 15-percent criteria
      2. Estimation of intervention population size (how many people from my intervention population are in my implementation site?)
      3. How did you gain access?
      4. Plan for utilizing access methods
    - vii. Community partners: community advocates, referral networks
      1. Partnering
      2. Peer and community advocates
      3. Referral network members

3. Community Staging Results—half page
4. Initial Role Model Stories—one page
  - a. Brief description of each initial role model story based on eight key components
    - i. Risk behavior, goal behavior, stage of change, behavioral determinant and barrier to change/method to overcome, characterization, membership, positive outcome, OR
    - ii. Risk factors using the HIV care continuum indicators you want to use
    - iii. Results of piloting of initial role model stories with community advisory group for format
5. Peer Advocates Plans—one page
  - a. Plans for recruitment of peer advocates
  - b. Training plans for peer advocates
  - c. Retention plans for peer advocates
6. Plans for Ongoing Evaluation (plan for revisiting CID data every 3, 6, or 9 months)—half page [just state here you want to stage every 3, 6, or 9 months so you will develop new role model stories]
7. Appendix
  - a. Include final examples of initial role model stories
  - b. Include specific tools used (especially if they have been adapted)
  - c. Timeline for full implementation