

BEHAVIORAL ASSESSMENT PROJECT CHECKLIST
Pre-event Activities for Health Departments

- " Obtain any necessary health department or IRB approvals
- " If site is a community-based organization (CBO), contact local health department to inform them of your involvement in this project
- " If desired, select a local community partner(s) to collaborate on the survey and rapid HIV testing (if applicable)
- " Contact the local pride or event committee for permission to conduct the survey and rapid HIV testing (if applicable)
- " Determine the logistics of the event (e.g., location, dates, and times; expected number of attendees; typical busy periods; and the usual gender, age, and racial characteristics of the attendees)
- " Obtain booth and rapid HIV testing (if applicable) space at the event
- " Secure access to electrical power at the event site
- " Recruit volunteer interviewers(interviewers usually average 2-4 interviews per hour)
- " If project activities will involve rapid HIV testing at a relatively small event (i.e., a minimum of 50 attendees), recruit at least 2 counselors and testers for at least 8 hours of testing with a minimum of 25 tests, 80% of which should be conducted with the target population (i.e., African American young adults)
- " If project activities will involve rapid HIV testing at a larger event (i.e., a minimum of 100 attendees)recruit at least 4 counselors and testers for at least 8 hours of testing with a minimum of 50 tests, 80% of which should be conducted with the target population (i.e., African American young adults)
- " If project activities will involve rapid HIV testing, make any necessary changes to rapid HIV testing in outreach settings to arrange confirmatory testing and link persons who have a positive confirmatory test to medical care
- " Develop a schedule of interviewer and counselor(if

- applicable)assignments and hours
- " Reserve a meeting room for the training
 - " Secure a screen and an LCD or overhead projector for the training room (if necessary, the training presentations can be done with handouts)
 - " Develop a name and logo for the survey
 - " If desired, purchase colored or logo tee-shirts for the interviewers
 - " Coordinate the printing of advertising materials with CDC
 - " If desired, advertise/promote the survey and rapid HIV testing (if applicable) at local MSM venues
 - " If desired, advertise/promote the survey and rapid HIV testing (if applicable)in the gay media
 - " *Obtain booth supplies:*
 - " Table
 - " Chairs
 - " Table covering/skirt
 - " Condoms and lube
 - " Banner(s)
 - " Prevention literature-- HIV, STD, and Hepatitis
 - " General literature on men's health
 - " Obtain space to conduct rapid HIV testing (e.g., a mobile testing unit or fixed site)

I have agreed to complete the tasks above (checked) as part of the Behavioral Assessment Project.

Signature

Date