

SCCW2. LOG SHEET FOR PEER VOLUNTEERS

USE WHEN YOU WANT TO EVALUATE:

Outcomes :

- ✓ Improved capacity of service providers
- ✓ Collaboration and networking

Intervention types:

- ✓ Training and skill building sessions to increase the capacity of service providers and volunteers
- ✓ Activities to improve collaboration, coordination and networking

Worked well with these populations:

- ✓ Ethnocultural

Interventions for:

- ✓ HIV
- ✓ Could also be adapted for hepatitis C interventions with some changes listed activities

DESCRIPTION

Ongoing recording form for peer volunteers to record the prevention messages delivered.

WHY THIS TOOL MIGHT BE USEFUL FOR COMMUNITY-BASED INTERVENTIONS

- ✓ In this study, it was shown that peer volunteers who were service providers in ethno cultural communities were able to reach clients with prevention messages.
- ✓ Appropriate to use with interventions reaching other priority populations
- ✓ Suitable for analysis over time (weekly, monthly, or annually)
- ✓ Quick to fill out
- ✓ Easily analysed
- ✓ Could easily be programmed to be given electronically

Developed in:

- ✓ English

ADMINISTRATION, DESIGN, SCORING and ANALYSIS CONSIDERATIONS

ADMINISTRATION

- This form should be filled out by each peer volunteer each time he or she discusses HIV-AIDS with a client. The same form can be used by all peer volunteers or each can have their own form to complete.
- It should take a few seconds to fill out each time, but has to be done regularly; ideally every day or every two days.
- If appropriate for the intervention other sections can be added, for treatment etc.
- The completed forms should be returned once a week to the program coordinator.
- It should be made clear to peer volunteers that the log sheet is being used to evaluate the program and not them, to help make the program better. (For further information on ethical considerations in carrying out evaluations, see [Ethics Resources](#))

SCORING: add up the total numbers in the space provided at the bottom of each sheet. Enter these totals into an Excel file, as shown after the form, with one row per person and adding new information every week.

ANALYSIS: Calculate the weekly totals across all the peer volunteers for each HIV topic discussed. These can be put into a graph or a table to see changes over time in numbers being reached by the intervention. The totals should be steady or increasing, after taking into consideration any contextual factors that may have an influence.

SCCW2. Log Sheet for Peer Volunteers

Name and address of site: _____

Activity details for the week of _____

Phone #: _____

Type of Activity	Please indicate with a check mark (✓) in the dated boxes below, each time you engage a client in a discussion of any of the topics listed on the left hand side of this form.							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Basic AIDS 101								
HIV/AIDS, HIV/AIDS and stigma,								
Prevention								
Condoms- male and female, safer sex, mother to child								
Testing								
Types of testing available, pre/post test								
Referrals								
To agencies/organisations								
To websites								
Type of Activity/ Audience								
One on One Discussion – Female								
One on One Discussion – Male								
Group Discussion –								
Group Discussion –mainly males								
Group Discussion –mixed								
Others- e.g. Family								
Friends								
Outside salon contacts, please describe								
Language								
Mainly English								
Mainly French								
Other- Please Specify								

Additional Notes (Actions, calls made, support requested etc.)

Support requested for the following issues:
General comments/feedback
Questions for staff that clients have raised:

Source:

Adapted from: **Operation HairSpray: Case Study in CATIE’s Programming Connection** <http://www.catie.ca/en/pc/program/operation-hairspray>

Excel file format for compilation and analysis:

Peer volunteer name or code	Total Basic AIDS 101 week 1	Total Testing week 1	Total Referrals week 1	Total 1 on 1- female week 1	Total 1 on 1- male week 1	Total group discussio ns – week 1	Total inter- ventions delivered week 1	Total Basic AIDS 101 week 2	Total Testing week 2	Total Referrals week 2	Total 1 on 1- female week 2	Total 1 on 1- male week 2	Total group discussio ns – week 2	Total inter- ventions delivered week 2	Total Basic AIDS 101 week 3	Total Testing week 3	etc
1.																	
2.																	
3.																	
4.																	
....																	
TOTAL																	