

# HPTN 035 Gel Resupply Worksheet

Participant ID

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Visit Date

dd		MMM		yy	

**Clinic Staff:** Applicators are dispensed in cartons of 10 only. At each visit, dispensing must take into account the participant's sexual frequency, supplies remaining from the prior visit(s), and the maximum number of 6 cartons allowed to be dispensed per 26-day period. Before administering this worksheet, complete item 2a based on worksheet item 2c from last visit and information from the participant's most recent behavior assessment form.

1. Now we are going to talk about how much study gel you may need between now and your next visit. Can you tell me how many unopened or full cartons of gel you have left now, and how many you have left that are partially used? *Probe here as needed to help the participant determine her best estimate of remaining supplies.*

1a. Number of unopened/full cartons:   → **Clinic Staff:** Multiply by 10:  applicators

1b. Number of partially used cartons:   → How many individual applicators do you think you have left from these cartons?  applicators

+  
=

1c. **Clinic Staff:** Add items 1a and 1b to get the number of applicators remaining:.....  applicators

2. We want to be sure you have enough applicators so that you can use one each time you have vaginal sex between now and your next visit.

2a. At your last visit you thought you usually had sex about: .....  times per week

Thinking ahead to next month, do you think you will have sex about the same number of times per week, or might you have sex either more or less often than that?  
*Probe here as needed by asking about, for example, planned partner absences or returns from absences.*

about the same → 2b. **Clinic Staff:** Multiply item 2a times 4:  times per month

**Go to item 3.** ←

more or less often → 2c. How many times per week do you think you will have sex over the next month?  times per week

x 4  
=

→ 2d. **Clinic Staff:** Multiply item 2c times 4:  times per month

2e. That would add up to about (item 2d) \_\_\_\_\_ times per month. Does that sound about right? .....  yes  no → **If no, go to 2c.**

3. **Clinic Staff:** Subtract item 1c from the estimated number of applicators needed for the next month (item 2b or 2d). Record result. **If "00", skip to item 5 and record "01".** .....  applicators

**If item 1c is greater than 2b or 2d, participant does not need any additional applicators at this visit. Do not complete a Study Product Request Slip. Go to item 7 on page 2.**

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Site Number				Participant Number							Chk

**Visit Date**

		/					/		
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4. **Clinic Staff:** Divide item 3 by 10: .....   .  cartons
5. **Clinic Staff:** Round item 4 to the next highest whole number: .....   cartons

**Clinic Staff:** The number in item 5 is the number of cartons to be ordered at this visit. **Before ordering/dispensing, review item 5 to ensure that no more than 60 applicators are dispensed per 26 day period.** Complete a Product Request slip based on this number and inform the participant of the number of cartons to be dispensed to her today.

6. Based on what we just talked about, we will give you (item 5) \_\_\_\_\_ more cartons of gel today. That should give you enough gel to last you for next month, but if you start to run low, please contact us as soon as possible.      —————▶ **Go to item 8.**
7. Based on what we just talked about, you should already have enough gel to last you for next month, so we will not give you any more cartons of gel today. But remember, if you start to run low on gel, please contact us as soon as possible.
8. Other than using your applicators when having sex, did anything happen to any of your applicators since your last visit? For example, were any of the applicators lost or damaged? .....       <sup>yes</sup>       <sup>no</sup>      —————▶ **If no, go to counseling message after item 8a.**
- 8a. **Clinic Staff:** Describe what happened, number of applicators involved, and any follow-up discussion with the participant (continue on back if necessary):

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**Counseling Message:** In order to properly test if the gel protects against HIV, it is important that you use your gel during every sex act, even when condom use is not possible.