CASI ASSESSMENTS

Administering Behavioral Assessments

CASI PROCEDURES

- Make sure that the office where the CASI will be held affords privacy.

- The following equipment will be needed to conduct the CASI:
  - A computer
  - Working internet connection

- Let participant know staff will be readily available if they have any questions/concerns

CASI PROCEDURES

Preparation

- Determine which questionnaire participant should take, based on visit number, and study regimen completed

- Pitt & UAB Sites
  - http://www.scharp.org/MTN026/baseline/
  - http://www.scharp.org/MTN026/followup03/
  - http://www.scharp.org/MTN026/exit/
  - http://www.scharp.org/MTN026/baseline_redo

Questionnaire	Mode of Administration	Visit
Baseline	CASI	Enrollment (Visit 2)
Follow-up	CASI	Visit 3
Exit	CASI	Visit 14
In-Depth Interview (IDI)	Web Video interview	Visit 3, Visit 14

- Silom Site:
  - http://www.scharp.org/MTN026/baseline_thai
  - http://www.scharp.org/MTN026/followup03_thai
  - http://www.scharp.org/MTN026/exit_thai
  - http://www.scharp.org/MTN026/baseline_redo_thai

ADMINISTERING CASI ASSESSMENTS

Procedures

- Access the appropriate link (see SSP Section 11.4.1.1 for links)

- Enter CASI ID, and re-enter CASI ID (see SSP section 11.6 for PTIDs for each site)

- Click on "Next"

↘ **Welcome to the MTN-026 Baseline Behavioral Survey!**

Please enter the Participant's ID [_____]

Please re-enter the Participant's ID [_____]

Please make sure that the participant ID matches, then press "Next"

[Next]

ADMINISTERING CASI ASSESSMENTS

Procedures

- Once logged in, an introduction window will open up asking the participant to click the "Next" button

Thank you for agreeing to complete this questionnaire. Your responses will be kept confidential. To keep the information you provide private, personal information (name, address, phone number) will NOT be collected in this questionnaire.

Before you begin, there are a few practice questions for you to get used to how the system works. If you have any questions on how to use the computer, the clinic staff can assist you.

If you prefer not to respond to a question, you may leave a question blank and click the "NEXT" button to go to the next question.

Next

ADMINISTERING CASI ASSESSMENTS

CASI Question Types

- Single-response questions

Do you like summer?

- ○ Yes

- ○ No

This is an example of a single response question:

If you want to change your response, simply click the response you want.

[Back] [Next]

ADMINISTERING CASI ASSESSMENTS

CASI Question Types

- Multiple-response questions

This question shows how to answer questions with click boxes. Try answering the question below by moving the mouse arrow and clicking on boxes that match your choices.

Which items do you like to eat on a salad? *Choose all that apply.*

☑ Eggs

☐ Cheese

☑ Croutons

☐ Salad Dressing

☑ Carrots

☐ Bacon Bits

☐ I don't like to eat salads.

This is an example of a question where more than one answer is allowed:

If you want to change your response, click the response you don't want again to de-select it and then select the answer(s) you do want.

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ADMINISTERING CASI ASSESSMENTS

CASI Question Types

- Scale-response questions

This screen is the last question type in this interview, and involves clicking on the point in the scale that most closely matches how you feel. Use the mouse to move the arrow to the desired place on the scale, and then click to make your choice.

How thick do you like soup to be?

○ Very Liquid   ○ Somewhat Liquid   ● Neither   ○ Somewhat Thick   ○ Very Thick

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ADMINISTERING CASI ASSESSMENTS

CASI Question Types

- Open-ended response questions

We are now close to the end of the interview.

Is there anything that we haven't asked that you think we should have?

I don't believe so

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Please note: Open-ended response questions do not have a "Refuse to Answer" option because they may be left blank, or the participant may write in: Refuse to Answer.

ADMINISTERING CASI ASSESSMENTS

CASI Question Types

- Numerical value

How old are you? 25

Please note: Responses must be whole numbers.

ADMINISTERING CASI ASSESSMENTS

CASI Question Types

- Fill-in-the-blank for "other"

Do you consider yourself...

☐ American Indian/Alaska Native

☐ Asian

☐ Native Hawaiian or other Pacific Islander

☐ Black or African American

☐ White or European American

☑ Other, *please specify*: Mixed

☐ None of the above

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ADMINISTERING CASI ASSESSMENTS

CASI Skip Patterns (Same question, different response)

In the past 3 months have you had any menstrual bleeding or any menstrual spotting?

- ● Yes
- ○ No

In the past 3 months have you had any menstrual bleeding or any menstrual spotting?

- ○ Yes
- ● No

In the past 3 months, have you used any of the following methods to manage your menstrual periods? [Check all that apply]

- ☐ Tampons
- ☐ Sanitary pads or panty liners
- ☐ Other methods, *please specify*: _____

How many times in your life have you been pregnant?
Please include live births, still births, terminations/abortions, miscarriages and tubal pregnancies.
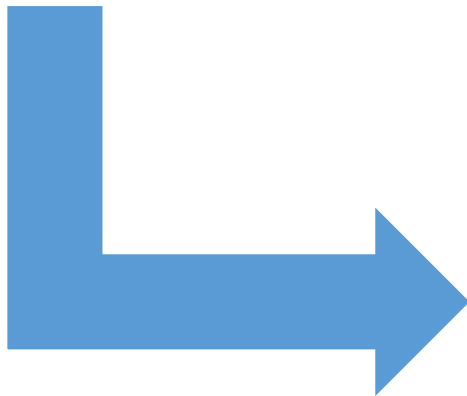[____] time(s)

ADMINISTERING CASI ASSESSMENTS

CASI Logic Patterns

How many times did you douche vaginally (inserted water or a personal hygiene product into your vagina) in the **past 30 days?**

`10` time(s)

An error has occurred on this page. Please fix this error and try again.

The responses need to sum to `10`. Their current sum is 15.

Of the 10 times you douched in the past 30 days, how many times did you douche for each of the following reasons:

[Indicate number of times you douched for each reason listed. For options that do not apply, please enter '0'.]

`3` For general hygiene

`3` In preparation for sex

`3` After sex

`3` For pleasure

`3` After your period was finished

`0` While you were bleeding from your period

`0` Because your vagina felt itchy or uncomfortable

`0`

Other, please specify: [   ]

`15` Total

ADMINISTERING CASI ASSESSMENTS

CASI Logic Patterns

How many children do you have? If you do not have any children, enter '0'.

30 children

An error has occurred on this page. Please fix this error and try again.

The response must be between 0 and 20.

How many children do you have? If you do not have any children, enter '0'.

30 children

TROUBLESHOOTING CASI ASSESSMENTS

Possible error messages

- Other error messages may indicate questions that have not been answered:

An error has occurred on this page. Please fix this error and try again.

A response is required.

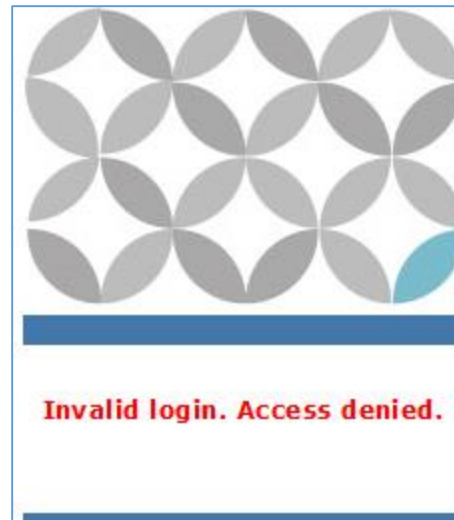**Please check all that apply to your occupational (job) status.**

☐ Full-time work (30+ hours per week)

☐ Part-time work (1-29 hours per week)

☐ In school full-time or part-time

☐ Neither work nor in school

☐ On disability

☑ Other, *please specify*: _____

TROUBLESHOOTING CASI ASSESSMENTS

<u>Possible error messages</u>

- If CASI ID is entered incorrectly, you will see:

Invalid login. Access denied.

TROUBLESHOOTING CASI ASSESSMENTS

<u>Possible error messages</u>

- If CASI ID has already been used for that questionnaire, you will see:

No additional interviewing permitted using this PTID.

TROUBLESHOOTING CASI ASSESSMENTS

<u>If you encounter a problem:</u>

- Make sure computer is on, Internet connection works, and external mouse is connected and working.

- Log the participant out of the system, close the browser and restart the questionnaire by logging in with the CASI ID.

- If the problem persists, notify the MTN-026 Web Troubleshoot team (mtn026casi@mtnstopshiv.org) in an email that includes:
  - What you were trying to do/access at the time the error occurred
  - The URL address at which the error occurred
  - A brief description or a screen shot with the error message

NEXT STEPS

Enter dummy data for the 3 CASI questionnaires using the mock PTIDs (see SSP Section 11.6) for each different survey.