

Attachment 1: Participant Recruitment Materials

Recruitment Script for HIV-Negative Transgender Women

[Name of CBO] is working with Atlas Research to conduct a study for the Centers for Disease Control and Prevention regarding ***HIV prevention and treatment with transgender women***.

As part of this study, we are looking for individuals willing to participate in a **5-10 minute** demographic questionnaire and a confidential **one-hour** interview about their experiences with healthcare, such as ***hormone therapy, and HIV prevention needs in the transgender community***. If you are HIV-negative, official documentation of your HIV-negative test within the last 3 months will be needed in order to participate. We can provide an HIV test here at [insert HIV testing days and hours]. Participants will be given a **\$40 Visa gift card** as a token of appreciation. All interviews will be recorded, though the recordings and any personal information will not be shared with CDC. If you don't want to be recorded, we will not be able to include you in the study. If you are interested in participating, we can complete the 5-minute screener right now to see if you are eligible and schedule you for an appointment.

[If no] Thank you very much for your time, I hope you have a great day!

[If yes, start the screener]

[If not eligible] Unfortunately, you are not eligible to participate in the study. We really appreciate your time!

[If eligible] You are eligible for the study. The following are dates and times that we can schedule you for an interview [say dates and times]. Interviews are being conducted at [CBO offices]. Does that location work for you? [if not] We are also conducting interviews at [public quiet place e.g. library], or do you prefer a different public location? Please remember to bring documentation of your HIV test result with you, or to come in before had to get an HIV test. We will need to check the documentation in order for you to take part in this study.

Thank you very much for your time **[name of contact]**. We look forward to seeing you soon!

Recruitment Script for HIV-Positive Transgender Women

[Name of CBO] is currently working with Atlas Research to conduct a study for the Centers for Disease Control and Prevention regarding ***HIV prevention and treatment with transgender women***.

As part of this study, we are looking for individuals willing to participate in a **5-10 minute** survey and a confidential **one-hour** interview about their experiences with healthcare, such as hormone therapy, and

HIV prevention and treatment needs in the transgender community. Participants will be given a \$40 Visa gift card as a token of appreciation. All interviews will be recorded, though the recordings and any personal information will not be shared with CDC. If you don't want to be recorded, we will not be able to include you in the study. If you are interested in participating, we can complete the 5-minute screener right now to see if you are eligible and schedule you for an appointment.

[If no] Thank you very much for your time, I hope you have a great day!

[If yes, start the screener]

[If not eligible] Unfortunately, you are not eligible to participate in the study. We really appreciate your time!

[If eligible] You are eligible for the study. The following are dates and times that we can schedule you for an interview [say dates and times]. Interviews are being conducted at [CBO offices] does that location work for you? [if not] We are also conducting interviews at [public quiet place e.g. library], or do you prefer a different public location?

Thank you very much for your time **[name of contact]**. We look forward to seeing you soon!

Recruitment Script for Healthcare Providers

Good morning/afternoon,

My name is _____, and I am calling from **[Atlas Research/Abt Associates]**. We are currently conducting a research study for the Centers for Disease Control and Prevention regarding **HIV prevention and treatment with transgender women**. You were selected to participate in this study as a result of a referral from a transgender woman patient, and/or based on the number of patients served, location within the city, and the variety of services provided.

The voluntary study will include a one-hour confidential in-depth interview with healthcare providers exploring barriers and facilitators to providing care for transgender women, as well as other questions related to demographics, sexual orientation, and the providers' experience. We would very much like to understand your experiences and perceptions as a provider. Could I email you more information about our study for your consideration?

[- Confirm email by spelling out loud]

[- If they want more information on the phone, provide using the fact-sheet as a guide]

Thank you very much for your time **[name of contact]**. **Can I call you in a couple of days to check-in to see if you have any questions and/or want to schedule the interview?**

[- Send email information after you hang-up]

Healthcare Provider Recruitment Email Follow-Up

Good morning/afternoon **[name of contact]**,

Thank you for speaking with me earlier and considering participation in our study.

As I mentioned during our call, we (Atlas and Abt) are conducting a research study for the Centers for Disease Control and Prevention about issues impacting HIV prevention, care, and treatment for transgender women in Atlanta, Philadelphia, and Washington, DC. Attached you will find a brief overview of the study that includes information about who we are and what our study aims to accomplish.

Please let me know if there is any additional information that we can provide about the study. I will also follow-up with you in a few days to schedule a time at your convenience to discuss the study further.

Best,

[Signature]

Barriers and Facilitators to HIV Prevention, Care, and Treatment among Transgender Women in Atlanta, GA, Philadelphia, PA and Washington DC

Project Overview for Healthcare Providers

The Centers for Disease Control and Prevention (CDC) has contracted with The Atlas Team (Atlas Research and Abt Associates) to conduct a voluntary study on the barriers and facilitators to HIV prevention, care, and treatment among transgender women in Atlanta, GA, Philadelphia, PA and Washington DC.

This study will conduct in-depth interviews and administer short-questionnaires to 20 HIV-positive transgender women, 20 HIV-negative transgender women, and 10 healthcare providers who provide care to transgender women in three (3) major U.S. metropolitan areas.

Healthcare Provider Interviews

For the purpose of this study, healthcare providers have been defined as physicians, nurse practitioners, and physician assistants. A total of ten (10) healthcare providers will be interviewed for this study across three cities.

The interview process for each provider includes a verbal consent, an in-depth interview. The entire process is anticipated to take 45-60 minutes of the healthcare providers' time. All interviews will be recorded. No names and limited personally identifiable information (PII) from healthcare providers will be collected. All recordings and notes will be maintained on encrypted password protected computers. Only redacted transcript data will be delivered to CDC. At the end of the contract, all interview recordings and notes will be destroyed.

Token of Appreciation

Healthcare providers will receive a \$40 gift card as a token of appreciation for participation.

Current Status, Timeline

Our study has received approvals from Abt's Institutional Review Board (IRB) and the Office of Management and Budget (OMB). We will begin data collection in [enter time frame].

Contact Information

If you have any questions about the study please contact [add name and contact information of Atlas/Abt recruiter].

Transgender Women Study

If you are:

- ✓ A transgender woman
- ✓ At least 18 years old

- You are invited to participate in a study that seeks to understand issues affecting the health and wellbeing of transgender women.
- Participation involves a 1-hour in-person interview. A \$40 Visa gift card will be provided to those who complete the interview.

To find out if you are eligible please call *[add name]* at *[add phone number/email]* at *[add CBO name]*

This study a collaboration between the Centers for Disease Control and Prevention, Atlas Research and Abt Associates

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