



Appendix C  
Quality Assurance Forms

## Quality Assurance Forms

There are five types of forms on the following pages. The first four of these forms can be used to evaluate group facilitators before they are hired, as they prepare for **Nia** sessions, and during their delivery of the sessions. The final form in this appendix is a debriefing form for use after each **Nia** session to help guide the debriefing session and keep track of questions covered and action items that need to be addressed before the next session. See page 65 of the Program Manager's Guide or pages 23 and 39 of the Facilitator's Guide for more on debriefing.

The first two forms are for evaluating the personal characteristics and group process skills for small group facilitators. The session consistency outlines are designed to ensure all **Nia** content is delivered and that facilitators maintain fidelity to the intervention. The last form is used by the facilitators to evaluate what happens in each **Nia** session. Program Manager's may also want to use it as part of the evaluation plan and to assist with debriefing sessions.

The selection of the **Nia** facilitators is an important process for a manager. The facilitators need to be experienced and skilled specifically in small group facilitation. They also need to be culturally sensitive and have experience working with the target population. Your agency may want to consider selecting and training several facilitators, if you are working with more than one population, to ensure appropriate cultural diversity and sensitivity.

It is important to understand that the facilitators for **Nia** will not serve in the role of counselors. **Nia** is a behavioral intervention based on the Information-Motivation-Behavioral skills (IMB) model; the sessions are interactive sessions that have both an educational and an entertaining aspect. The facilitators guide the participants through the content and skills-building of **Nia**. The intervention depends in large part on the rapport facilitators are able to build with and among participants. **Nia** sessions are not counseling sessions, classes, lectures, or forums.

One of the facilitators will need to be a female, and one facilitator a male peer for the population you plan to serve. Delivery experiences found that men were more likely to limit inappropriate sexual talk and "acting out" with a female facilitator present. Having a male facilitator match the ethnicity of the target population will build trust and rapport with participants, as well as a level of comfort within the group.

Finding good group facilitators can be challenging. Consider obtaining recommendations from your Community Advisory Board, local community-based organizations (CBOs) or faith-based organizations (FBOs), and social work programs at local colleges and universities. You can also network within your own organization or other similar organization for recommendations.

All forms can be adapted to better suit your agency's needs. See **Appendix F** for more information. If printing forms from appendices, you may wish to delete the footer.

## Facilitator Evaluation Checklist

<b>Facilitator:</b>	<b>Program Manager:</b>				
<b>Date of session:</b>	<b>Session #:</b>		<b>Number of Participants:</b>		
<b>Personal Characteristics</b>	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
Understanding					
Builds rapport with participants					
Assures comfort of participants					
Creates warm and welcoming environment					
Respectful of others and their opinions					
Empathetic					
Supportive					
Trustworthy					
Sober					
Active listener					
Authentic					
Non-judgmental					
Works well with group					
Patient					
Reinforces confidentiality concept					

**Note:** This form is to be used when observing facilitators conducting the intervention and to provide feedback to help facilitators improve in these areas. It could also be used as part of the facilitator selection process.

## Facilitator Evaluation Checklist

<b>Facilitator:</b>		<b>Program Manager:</b>			
<b>Date of session:</b>	<b>Session #:</b>	<b>Number of Participants:</b>			
<b>Group Process Skills</b>	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
Good knowledge of behavioral interventions					
Good knowledge of HIV/AIDS/STDs					
Good knowledge of group process					
Guides group discussion effectively					
Understands and adapts to group dynamics					
Flexible					
Promotes communication within the group					
Maintains eye contact					
Manages and controls problems in the group					
Gets participants involved					
Uses humor effectively and appropriately					
Makes appropriate referrals to services					

**Note:** This form is to be used when observing facilitators conducting the intervention and to provide feedback to help facilitators improve in these areas. It could also be used as part of the facilitator selection process.

# Nia Facilitators' Session One Consistency Outline

Session One date: \_\_\_\_\_ Name(s) of observer(s) filling out form: \_\_\_\_\_

Method	Comments/Notes
<b>Before Session:</b>	
Set up for session (including Risk Continuum Banner, video equipment, chairs, etc.).	
Welcome participants.	
<b>During Session:</b>	
 Introduce facilitators, agency, and purpose of Nia groups.	
 Set up group rules.	
 Conduct introductory activity.	
  Conduct Myths and Facts activity.	
  Set-up, show, and guide discussion of Video #1.	
   Distribute and guide discussion of PFR-1 on HIV/AIDS knowledge.	
Take break.	
  Set-up, show, and guide discussion of Video #2.	
    Conduct Risk Continuum Banner activity (sex behaviors), and guide related discussion.	

## Nia Facilitators' Session One Consistency Outline (page two)

Session One date: \_\_\_\_\_ Name(s) of observer(s) filling out form: \_\_\_\_\_

Method	Comments/Notes
  Distribute and guide discussion of PFR-2 on sex behaviors.	
   Guide discussion on identifying risky situations.	
   Introduce trigger-identification skill, and conduct activity to create sexual risk scenario and identify triggers.	
  Introduce risk reduction decision-making skill and relate to previous activity.	
  Set up and show Video #3.	
<b>End of Session:</b>	
     Recap session concepts, and provide “take-home message.”	
 Thank participants for coming.	
 Remind participants about handouts.	
 Remind participants of next meeting.	
<b>After Session:</b>	
Fill out Session Evaluation form.	
Attend debriefing.	

# Nia Facilitators’ Session Two Consistency Outline

Session Two date: \_\_\_\_\_ Name(s) of observer(s) filling out form: \_\_\_\_\_

Method	Comments/Notes
<b>Before Session:</b>	
Set up for session (including video equipment, easel and easel paper, chairs, etc.).	
Welcome participants.	
<b>During Session:</b>	
 Welcome participants back; thank them for coming.	
 Note and inquire about missing participants.	
 Review group rules.	
     Conduct review of previous session.	
    Lead discussion of sex behavior options that reduce risks.	
  Conduct “Pros and Cons of Condom Use” activity.	
   Distribute and guide discussion of PFR-3 on condom attitudes.	
  Set-up and show Video #4, and guide brief discussion.	
  Demonstrate proper condom use.	

# Nia Facilitators'

## Session Two Consistency Outline (page two)

Session Two date: \_\_\_\_\_ Name(s) of observer(s) filling out form: \_\_\_\_\_

Method	Comments/Notes
  Conduct condom practice.	
Take break.	
   Set-up and show Clips #1-6. Relate each to identifying triggers to unsafe sex and practicing safer sex decision-making skills.	
   Lead discussion about personal safer sex planning.	
<b>End of Session:</b>	
     Recap concepts from both sessions, and provide “take-home message.”	
     Give participants opportunity to share what they gained from the sessions.	
 Remind participants about handouts.	
 Thank participants for participating in <b>Nia</b> .	
 Present participants with certificate, award, and/or other tokens of acknowledgement.	
 Ask participants to fill out Participant Satisfaction Survey and Post-Intervention Assessment Survey.	
<b>After Session:</b>	
Fill out Session Evaluation form.	
Attend debriefing.	

## Nia Session Evaluation Form

**Date of session:** \_\_\_\_\_ **Session #:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**# of participants attending:** \_\_\_\_\_ **# of participants missing:** \_\_\_\_\_

**If participants missed this session, list any information you have on why they were not there.**

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**What went well in the session?**

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**What could have been done better in the session?**

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**List any memorable “quotes” from the session.**

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**The objectives of Sessions One and Two are listed below. Put a check mark by each objective met for the current session. If there were objectives that were not met or problems meeting an objective, explain.**

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**Session One Objectives:**

- Introduce goals and expectations of the program.
- Use videos, appropriate for and appealing to African American men, to present HIV information and to motivate personal risk-reduction among men who have sex with women.
- Correct misperceptions and misinformation regarding HIV by using gender and culturally appropriate videos and interactive exercises.
- Induce and enhance motivation to reduce risks for HIV by having men identify themselves and their behavior with the HIV epidemic.
- Build skills for identifying and managing sexual risk situations.

**Session Two Objectives:**

- Use videos and movie clips, appropriate for and appealing to African American men, to motivate personal risk-reduction among men who have sex with women and build skills for handling common risk situations.
- Induce and enhance motivation to reduce risks for HIV by having men identify themselves and their behavior with the HIV epidemic.
- Build skills for identifying and managing sexual risk situations.
- Enhance motivation and build behavioral skills for condom use or safer sex.

**List any other items that need follow-up at the next session.**

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**How engaged or involved (or not) were the majority of the participants?**

Very

Somewhat

Not Very

Not At All

**List any triggers or barriers to involvement or participation.**

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**List any suggestions for increasing involvement.**

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**List any signs of attitude change in the participants, particularly related to safer sex.**

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**List any signs of behavior change in the participants, particularly related to the safer sex.**

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**List any referrals or additional information requested by the participants.**

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## Debriefing Form

	Questions	Notes	Action Items
<b>Participants</b>	Who needs to be encouraged to participate?		
	Who needs to be kept from dominating the group?		
	Who might need referrals?		
	Who needs referral appointments made for them?		
	Who needs help with transportation?		
	Who needs help with child-care?		
	Who missed the session or came late/left early?		
<b>Delivery of Content</b>	What went well?		
	What did not go well?		
	How could delivery of the content be improved?		
	Were all the activities covered in the time allotted? If not, which activity was not covered and why not?		
	What concepts did participants have trouble grasping?		
	What concepts need to be reinforced next time?		

	Questions	Notes	Action Items
<b>Physical Environment</b>	Was the room too hot/cold?		
	Could the participants be overheard?		
	Were there distractions from outside the room?		
	Were there enough chairs?		
	Were there enough snacks?		
	Was the room well lighted?		
	Was the equipment available and useable?		
<b>Facilitators</b>	How can you work together as facilitators to make the <b>Nia</b> sessions better?		
	What concerns do you have about your facilitation of this session?		
	What happened in this session that makes you proud?		
	What did you do in this session that you would like to change?		
<b>Intervention Maintenance</b>	(After final session) How could delivery of the next cycle be improved?		
	(After final session) What changes would you like to see to future <b>Nia</b> sessions?		

	Questions	Notes	Action Items
	Other questions....		

Date of Debriefing: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of **Nia** Session: \_\_\_\_/\_\_\_\_/\_\_\_\_

Debriefing Conducted By: \_\_\_\_\_

Facilitator(s) in Attendance: \_\_\_\_\_