

Sample Process Monitoring and Evaluation Plan for *SAFETY COUNTS*

Data Collection Method	When and by Whom	Information Provided	How Used
Program Enrollment Form	At Enrollment Session, by Counselor or Facilitator	<ul style="list-style-type: none"> • Demographic characteristics of clients (age, gender, ethnicity, etc.) • Injection and non-injection drugs used by clients at intake • Sexual activities and condom use at intake 	Ensure client demographics are representative of target population. Ensure intervention is reaching drug users at high risk of HIV/HCV.
Risk Reduction Interview	At Enrollment Session, by Counselor or Facilitator	<ul style="list-style-type: none"> • Specific drug-related risk behaviors of clients at intake • Specific sex-related risk behaviors at intake 	Ensure emphasis placed on sex vs. drug risks in prog. is consistent with general client risks.
Client Participation Record	At the end of each session, by staff delivering the session	<ul style="list-style-type: none"> • # of clients enrolled • % completing all sessions • % completing some sessions, by session • % completing no sessions • # referrals made, by type and session 	Assess retention of clients in intervention; identify sessions where participation is problematic. Ensure adequacy of referrals (# and types). Ensure % of telephone Follow-up Contacts is not excessive. Track materials distributed for procurement planning.
Program Monitoring Summary	Monthly and quarterly	<ul style="list-style-type: none"> • % telephone Follow-up Contact(s) • # and types of materials distributed • # Group Sessions and Social Events held, and average attendance 	Ensure % of telephone Follow-up Contacts is not excessive. Track materials distributed for procurement planning.
Observation	Selected Groups and Follow-up Contacts, by Program Manager or Counselor	<ul style="list-style-type: none"> • Assessment of each session element • Assessment of personal style 	Ensure adherence to intervention guidelines in terms of content and procedure.
Audio tape recording	Selected Individual Sessions, by Counselor	<ul style="list-style-type: none"> • Assessment of each session element • Assessment of personal style 	Ensure adherence to intervention guidelines in terms of content and procedure.