



FOF in Your Agency Checklist

Your agency should have the capacity to successfully implement **FOF**. Capacity is concerned with issues that relate to the agency as a whole, not only the capacity to carry out the specific intervention. It needs to be determined whether or not **FOF** will be of value to your agency and appropriate for clients, and whether or not your agency has the capacity to implement such an intervention. Use the checklist below to assess whether your agency has the capacity to implement **FOF** and whether it will benefit from its implementation.

Statement	Agree	Disagree
FOF meets the purpose, goals, and objectives of my agency.		
My agency serves a high number of clients from the target population (see the attached "Modeling Anticipated Demand for FOF Based on a Calendar Year" to determine the approximate number of eligible clients your clinic sees each day).		
My agency can secure adequate funding to successfully provide the intervention to clients.		
My agency is able to secure commitment for the intervention from key staff in my agency and supporting agencies in the community, as well as from other relevant stakeholders.		
My agency has organizational support to develop and sustain FOF .		
My agency has a private room with a door that closes for FOF to be conducted in.		
My agency has a space to store supplies (condoms, water-based lubricant, penile models, etc.) for FOF .		
My agency has policies and procedures in place to support a brief intervention conducted by a peer (e.g., patient confidentiality, etc.).		
<p>My agency has the following staff members:</p> <ul style="list-style-type: none"> • Clinic Director <ul style="list-style-type: none"> ○ Do you have a clinic director who is willing to prepare the agency for FOF, secure funds and staff commitment, provide quality assurance, manage the budget, establish and execute the evaluation plan, and communicate with the clinic manager? • Clinic Manager <ul style="list-style-type: none"> ○ Do you have a clinic manager who is willing to hire a PHA, supervise the PHA or the PHA's supervisor, organize training for all necessary staff, help to evaluate agency policies and procedures as they apply to FOF, obtain supplies for intervention, determine space to be used for intervention, and debrief weekly with the PHA or PHA's supervisor on FOF successes and challenges? • Clinical, Nursing, Social Work, Disease Investigation Specialist (DIS), and Triage Staff <ul style="list-style-type: none"> ○ Do you have staff who are willing to receive orientation on the screening for eligibility and recruitment processes, screen clients for eligibility, recruit clients, understand the clinic's flow for each day, and incorporate the provision of the FOF session by PHA based on client's eligibility? • PHA's Supervisor <ul style="list-style-type: none"> ○ Is there someone at the clinic who is willing to receive training on FOF, supervise the PHA, debrief weekly with the PHA, review the PHA's performance, and support the PHA? 		



When integrating **FOF** into your clinic system, it is important to consider how many eligible clients your clinic serves on a daily basis. Using data from your clinic, complete the tool below to determine the number of clients from the **FOF** target population that a PHA would be able to see in one day at your agency.

If your clinic does not have this data readily available, a staff member can be designated to collect this information for a set period of time (e.g., 2 weeks). If collection of this data is not possible, you may make assumptions or your best guess whenever necessary.

1. How many African American Males between the ages of 18 and 29 (inclusive) did you serve in the last calendar year?	<input type="text"/>
2. Of the group in question 1, how many had a negative or unknown HIV status ?	<input type="text"/>
3. Of the group in question 2, how many tested positive for an STD or were presumptively treated for an STD ?	<input type="text"/>
4. Of the group in question 3, how many have sex with women ? (Note: include those who have sex with men in addition to women. Do not include those who have sex exclusively with men.)	<input type="text"/>
5. months ?	<input type="text"/>
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6. How many weeks is your clinic open per year? Note: On average, a clinic is open 42 weeks per year when you exclude holidays and other closings.	<input type="text"/>
7. How many days per week is your clinic open?	<input type="text"/>
8. Multiply the total in question 6 by question 7 . This gives you the number of days your clinic is open per year.	<input type="text"/> <input type="text"/> <input type="text"/>
	Question 6 Question 7
<hr/>	
9. Take the total in question 5 and divide it by the total in question 8 . This gives you the number of eligible clients that your Peer Health Advisor could deliver the FOF intervention to each day.	<input type="text"/> <input type="text"/> <input type="text"/>
	Question 5 Question 8
<p>Using the information gathered from completing the above tool and the guiding questions below, you will determine how eligible clients who enter your clinic will receive the FOF intervention.</p>	

This is the eligible population

This is the number of days your clinic operates

This is the number eligible clients your clinic sees each day



Other Considerations

- Ideally the PHA can conduct one **FOF** intervention per hour.
- Consider the number of hours each day that you are open.
- Based on the number of hours that your clinic is open each day and the number of eligible clients you anticipate to see at your clinic each day, think about whether it is possible to offer **FOF** to all eligible clients or only some.