

**Chime In
Community Key Informant Consent Form**

**National HIV Behavioral Surveillance
Portland, Oregon**

The Oregon Health Authority (OHA) and Portland State University (PSU) are doing a study of transgender men who have sex with men (trans MSM) in Portland. We are asking you to participate in this interview because we believe you may be able to speak to the experiences of trans MSM in Portland. The information provided here can help you make a well-informed choice to take part in this interview today.

A. Why we are doing this project

The objective of these interviews is to gather information to 1) adapt the current NHBS MSM survey to be appropriate for trans MSM participants, and 2) learn appropriate strategies for recruiting trans MSM to participate in future NHBS MSM surveys.

B. What will happen

If you agree to be interviewed, this is what will happen.

1. The interview will be conducted using a secure teleconferencing application or cell phone.
 - a. If using GoToMeeting: The interview will take place using GoToMeeting, a secure online teleconferencing application on an OHA agency-issued laptop. GoToMeeting has end-to-end encryption and does not have access to information shared over the application. The interview will be initiated and supervised by the Field Operation Manager or Assistant Field Supervisor and facilitated by me, a member of the interviewer staff. The Field Operation Manager or Assistant Field Supervisor will also serve as a notetaker. With your explicit consent, the interview will be audio-recorded. Before we begin recording, you will be instructed to turn off your video. GoToMeeting has an internal, encrypted, recording feature to record interviews. Because interviews will include screenshares of flashcards, GoToMeeting will generate an MP4 video file. This file will only include images of the flashcards. It will not show video images of you because your camera will be turned off. After the interview, the MP4 file will be converted immediately into an MP3 audio file using VLC media player, an OHA-approved software program.
 - b. If using a phone: The interview will take place using a PSU agency-issued smart phone. The interview will be initiated and supervised by the Assistant Field Supervisor and facilitated by me, a member of the interviewer staff. The Assistant Field Supervisor will also serve as a notetaker. With your explicit consent, the interview will be audio-recorded using an external digital recorder.
2. During the interview, I will ask you questions about the following topics:
 - a. Sociodemographic information such as county of residence, age, race, ethnicity, sex assigned at birth, gender, and sexual orientation;
 - b. The impact of COVID-19 on you and your community;
 - c. Your experience with health surveys and HIV testing;

- d. Community resources and sexual health services for trans MSM;
 - e. Ways to encourage trans MSM to participate in future NHBS surveys;
 - f. Survey topics that are important to trans MSM;
 - g. Guidance on asking about certain topics with trans MSM e.g., gender or sexual anatomy.
3. Audio files and interview notes from the interview will be saved on an OHA agency-issued, password-protected, laptop and then securely transferred to a secure OHA-hosted network drive. After the files are transferred, they will be deleted from the laptop. Audio files will be transcribed for analysis by a professional transcriptionist at Rev.com. Rev.com transcriptionists complete their work on an encrypted platform and are required to sign non-disclosure agreements to ensure confidentiality and data security. Completed transcripts will be reviewed for identifying information (e.g., names or personal descriptions) and that information will be removed from the transcript. De-identified transcripts will be saved on a secure OHA-hosted network drive. Once the transcript is saved, the audio file will be deleted from Rev.com. Audio files will be saved on a secure OHA-hosted network drive until the end of data collection and then destroyed by March 31, 2021.

C. Discomforts and Risks

There are minimal risks to you by participating in the interview:

1. Some of the questions are sensitive in nature. Certain topics may make you feel uncomfortable or triggered. You can refuse to answer a question at any time. If you do not answer a question or want to end the interview, there will be no penalty to you.
2. Your contact information was used to initiate this interview and (if applicable) the interview is audio-recorded. Therefore, your participation is not anonymous. Please remember that everything you share today is private and every effort is made to ensure confidentiality and data security. Your responses will not be connected to any information that could identify you and results from this study will only be presented in aggregate.

D. Benefits

Benefits you may get from being in this interview include:

1. The information you provide in the interview may help us develop a more inclusive study so that we can better understand the HIV risk and prevention behaviors of trans MSM.
2. You may receive referrals for free or low-cost HIV and STI testing and other health or social services in the Portland Metro Area.

E. Compensation

Upon completing the interview, to the best of your ability, you will be compensated with a \$75 Amazon or Visa gift card. Amazon and Visa electronic gift cards (egift card) may be sent electronically. Alternatively, if you prefer, we can provide a physical Visa gift card. After the interview, I (the interviewer) will leave the teleconference so that the Field Operations Manager or Assistant Field Supervisor can assist with compensation.

- a. If you would like an egift card: If you would like the egift card by email and you provided your email address to schedule the interview, this is the email address that will be used. If you would

prefer that we use a different email address or if you have not provided one already, you will need to provide this information to the Field Operations Manager or Assistant Field Supervisor. If you do not want to provide contact information, the Field Operations Manager or Assistant Field Supervisor can read the gift card number and activation number over the phone. Please note that reading the numbers over the phone is only possible for the Amazon card.

- b. If you would like a physical gift card: The Field Operations Manager or Assistant Field Supervisor will ask you for a preferred mailing address and address the envelope while you are still on the teleconference so that your mailing address does not need to be documented or saved elsewhere. If you do not want to provide contact information, the Assistant Field Supervisor can arrange a time for you to meet the Field Operations Manager at the Portland State Office Building to pick up your gift card.

F. Confidentiality Statement

All information you share with us will be kept confidential. Contact information used for scheduling and incentive payment are saved on an OHA-hosted secure server and are deleted after an interview is completed or canceled. Interviews are conducted using secure, encrypted teleconferencing applications, on a secure agency network, using password-protected agency-issued laptops or on an agency-issue cell phone. Interviewers facilitate interviews from quiet, private, non-shared spaces ensuring that others are not able to see or hear you. Audio files are saved on password-protected, agency-issued, laptops, securely transferred to a secure OHA-hosted network drive and uploaded for transcription by Rev.com transcriptionists who work under non-disclosure agreements on an encrypted platform. Completed transcripts are reviewed for identifying information and redacted as needed. Audio files are destroyed after transcription is complete or no later than March 31, 2021. No one except the study staff at OHA and PSU will have access to your comments, except as otherwise required by law.

G. Right to Refuse or Withdraw

Doing the interview is **VOLUNTARY**. You are not giving up any legal claims or rights for taking part in the interview. If you agree to participate, you can end the interview at any time you want. You may refuse to answer any questions without penalty to you.

H. Persons to Contact

This project is run by Tim Menza, MD, MPH at OHA (971-673-0181); Roberto Orellana, PhD, MPH, MSW at PSU (503-725-5022); and Megan Redfield, M. Ed. (971-673-0079)

You may contact them with any questions about being in the interview; if you have questions about your rights as a participant; or if you feel that you have been harmed.

I. Agreement

You have read or had read to you the explanation of this study, you have been given a copy of this form, the opportunity to discuss any questions that you might have and the right to refuse participation. I am going to ask for your consent to participate in this interview. By saying “yes”, you agree to participate in the interview.

Do you agree to take part in the interview?

Do you agree to be audio-recorded?