

Process report data extraction and quality assessment tools

Data extraction tool – process evaluations

Consider if the study has reported the following. Provide justifications for your response wherever possible.

Intervention

Intervention location

Details (country; area(s) of country)

Not stated

Description of intervention

Details (overall aim(s) of the intervention; key components of the intervention; content and activities; who delivered the intervention; deviations from original protocol; etc.)

Not stated

Timing and duration of the intervention

Details

Not stated

Target population

Details (specific characteristics; how they were recruited)

Not stated

Technology

Details

Not stated

Provider organisation description

Details

Not stated

How intervention was developed

Details

Not stated

Intervention theory of change

Details

Not stated

Intervention offered to control group

Not applicable

Details

Not stated

Evaluation

Research questions or hypotheses:

Details

Not stated

Evaluation examined (tick all which apply)

Feasibility

Fidelity

Quality

Coverage/reach/accessibility

Acceptability/satisfaction

Mechanism

Context

Not stated

Overall design within which evaluation is part

RCT

Quasi-experimental comparison

Uncontrolled before/after

Cross-sectional

Other (please state):

Not stated

Timing of evaluation

Details

Not stated

Sampling methods

Details

Not stated

Sample size, response rates at baseline

Details

Not stated

Sample size, response rates at follow-up

Details

Not relevant

Not stated

Socio-demographic characteristics of participants at baseline/follow-up

Details

Not stated

Methods of data collection

Details (including period of data collection; types of data; comments on quality of data, etc.)

Not stated

Methods of data analysis

Details

Not stated

Findings

How processes of delivery/ receipt varied with characteristics of interventions, providers, participants or contexts

Details

Not stated

Quality assessment tool

Consider if the study has reported the following. Provide justifications for your response wherever possible.

Were steps taken to minimise bias and error/increase rigour in sampling?

Yes

No

Plus free text explaining decision (for example: was the sampling strategy appropriate to the questions being asked?; were all stakeholders included?)

Were steps taken to minimise bias and error/increase rigour in data collection?

Yes

No

Plus free text explaining decision (for example: were data collection tools validated or piloted?; was data collection comprehensive, flexible and/or sensitive to provide a rich description of processes?)

Were steps taken to minimise bias and error/increase rigour in data analysis?

Yes

No

Plus free text explaining decision (for example: were analysis methods systematic?; was diversity in perspective explored?)

Were the findings of the study grounded in/supported by data?

Yes

No

Plus free text explaining decision (for example: were enough data presented to show how the authors arrived at their findings?; do the data presented fit the interpretation provided?)

Was there good breadth and depth achieved in the findings?

Yes

No

Plus free text explaining decision (for example: were a range of process issues covered in the evaluation?; were the perspectives of participants fully explored in terms of breadth—contrast of two or more perspectives—and depth—insight into a single perspective?)

Were the perspectives of MSM privileged?

Yes

No

Plus free text explaining decision (for example: were MSM included in the evaluation?; was there a balance between open-ended and fixed-response options?)

Overall judgement informed by the above criteria

How reliable or trustworthy overall are the findings? (i.e. the extent to which the methods employed were rigorous/could minimise bias and error in the findings)

Low

Medium

High

Plus free text explaining the decision

How useful, overall, were the findings for shedding light on factors relating to the research questions?

Low

Medium

High

Plus free text explaining the decision