Purpose: Healthcare providers should ensure that steps in the delivery of care include offering women contraceptive counseling and same-day contraception (using the Quick Start method) without requirement of unnecessary tests or subsequent visits. The Room Study Tool is intended to support health centers in examining how frequently eligible women (women who are not pregnant or seeking pregnancy) are being offered and provided contraceptive services. Information gathered from the assessment can be used to identify gaps in offering contraceptive counseling to eligible women and in utilizing the Quick Start method to initiate contraception.

Instructions:

1. Select a **Room Study Coordinator**. The responsibilities of the Coordinator will be to coordinate and provide oversight for all activities related to orienting staff, preparing materials, implementing study, and tracking and/or submitting the Room Study Work Sheets to CAI.

2. Select days and times to initiate and conclude the Room Study. The Room Study can be conducted over 1 day or over a period of days. Regardless of how long the study is conducted it should provide a good picture of current practice and provide enough information to assess the adequacy of current services and identify opportunities to improve.

3. Each Study Tool should be clipped on or placed within the client's chart during the registration process. If you do not have paper charts, clip the Study Tool to a folder that can be passed from one staff member to another as they interact with the client. Each site should determine when, how and who will place Study Tool on the client's chart.

4. Each staff member that comes into contact with the client should complete the section of the Study Tool relevant to the care they provide. For example: a nurse may assess pregnancy status of the client and should complete that section of the tool, while the clinician prescribes and provides the client with contraception and should complete that section of the tool.
5. Each health center should determine a process to collect the completed Study Tools throughout the day. To Protect Client Confidentiality Please Ensure the Study Tool Cannot Be Accessed by Clients.

6. Once logistics for completion of the Study have been determined, the Study Coordinator should provide an orientation to staff on purpose of Study and how to complete the Tool. **See "Room Study Tool DEFINITIONS."**

7. The Study Coordinator should be available at the beginning of the Study and occasionally throughout the day to ensure that the Study Tool is being completed by staff and to ensure Tools are not left in the client chart or in the exam room.

8. At the end of the clinic session, the Study Coordinator should conduct a final review of all completed Study Tools to ensure that all data elements are completed. In instances where data is left blank attempts should be made to complete all data elements. This can be completed by asking the provider or by reviewing the chart utilizing the Patient Number.

9. **ENTER STUDY TOOL DATA INTO EXCEL SPREADSHEET** (provided by CAI) or scan completed tools and send them to CAI for data entry.

Need More Information or Support? Please contact Alice Douglas, project manager, at 212-594-7741 ext. 260 or adouglas@caiglobal.org for questions about implementation of the Room Study or need for remote or on-site technical support on Study days or in conducting staff orientation.

Room Study Tool DEFINITIONS

Provider Initials: First and Last Initial of provider who saw the client

Client Number: Client Unique Identifier (provided by health center)

Age: Age of Client (example: 15)

Gender: Gender of Client (M = Male and F = Female)

Sexually Active: If client is 19 and older, circle YES if client reports being currently sexually active, sexually active in the last three months or plans to be sexually active in the future. If client is between ages 15-18, circle YES if client reports being currently sexually active or EVER sexually active.

Visit Type: Select one of the listed options (preventive/well-exam, birth control, emergency contraception, pre-natal, post-partum, pregnancy testing, STD/HIV testing, Urgent/sick, other (please specify))

Currently Pregnant: Patient is found to be pregnant at the time of the visit

Currently Seeking Pregnancy: Patient is not pregnant at the time of the visit but reports seeking pregnancy and therefore does not want contraception

Currently Using Implant or IUD: Client is currently using the implant or IUD.

Currently Using hormonal contraception (non-LARC): Client is currently using hormonal contraception (Oral Contraceptives, Depo Provera, Patch, and Vaginal Ring)

Counseled on all available contraceptive methods: Client is provided with accurate and unbiased information about all FDA-approved contraceptive methods available at the health center

Provided counseling on contraceptive methods: Client is provided information on all available FDA-approved contraceptive methods, including information on IUD and Implants for clients who are on less effective methods (Oral Contraceptives, Depo Provera, Patch, Vaginal Rings, condoms, etc.).

Dispensed contraceptive method of choice today: Client was provided hormonal contraception or IUD today (either through Rx or dispensed on-site)

Quick Start Method Used to Initiate Hormonal Contraception or IUD Today: Client was provided instructions to start hormonal contraception or IUD TODAY and not wait for menses

Client's Contraceptive Method at the start of the visit: Contraceptive method that the client is using when she presents to the clinic for her visit.

Client's Contraceptive Method at the end of the visit: Contraceptive method that the client is using when she leaves the clinic as a result of the visit.

Comments: Share any comments relevant to services provided at the visit, such as the client's reason for declining contraceptive counseling and why contraception was not dispensed or prescribed at the visit.