

Houston Medical Monitoring Project (HMMP)

Community Advisory Board (CAB)

Purpose of the CAB

- Review the methods and procedures of MMP operations, including the recruitment of patients
- Ensure the methods used by MMP to recruit patients are effective, as well as respectful
- Review and provide input on MMP data collection instruments
- Advise local and national investigators about the community's perception of MMP
- Ensure the data collected are useful to the local community and supports the HIV care and prevention community planning processes
- Guide the distribution of information about MMP and project findings back to the community to help direct prevention and care
- Serve as a public face to the community for the project, thereby increasing awareness of MMP

Role of CAB members

CAB members are asked to:

- Attend quarterly meetings of the local MMP CAB
- Work with the HMMP project staff to improve the effectiveness of methods used to recruit providers and patients
- Provide thoughtful input on the patient questionnaire and bring to the staff new topics of importance or concern for future versions or local questions
- Serve as local representatives or resources for MMP to answer questions from participants and persons interested in participating
- Consult with local investigators about educational materials (brochures, newsletters, presentations) and services geared toward the community to improve patient participation
- Educate peers about MMP and encourage their participation

- Correspond with local MMP investigators to discuss issues surrounding recruitment, provide feedback regarding interactions with the community, and address obstacles to patient participation
- Present information about MMP at local agency meetings, regional conferences, and community events
- Participate in quarterly national conference calls to provide updates on progress at local area and to stay informed on the progress of MMP at the national level