

Below is the scoring table used to grade the hostels. We divided the items for scoring into 6 categories (Management involvement, Encouragement from staff, Posters display, Cards distribution, Organisation of event, Incentives) and **graded each item of those categories as Good=2, Fair=1, Poor=0**. The sum of all items under all categories would be the grade given out of a total possible of **20 (maximum grade 2x10 items)**. Incentives were just mentioned as given or not given in a **YES or NO** question.

Venue:

Date:

Hostel scoring – level of staff involvement in Peer study

	Good=2	Fair=1	Poor=0
Management involvement			
a. Presence on the day (Manager/ Deputy/ Senior member of staff)			
b. Participation in maximising uptake*			
c. Dissemination of information (about screening to staff members)			
d. Collaboration with the Peers and study team (e.g. allow/assist peers with door knocking, providing bed lists incl. age and sex, etc.)			

* Active or passive participation in maximising uptake down to reluctance to motivate staff

	Good=2	Fair=1	Poor=0
Encouragement from staff			
e. Awareness of the screening/study			
f. Participation among staff to actively encourage residents (e.g approaching residents/ door knocking/ ticking off bed list/ using walkie talkies etc.)**			

** Active, passive participation or reluctance to motivate staff

	Good=2	Fair=1	Poor=0
Posters display			
g. Posters put up on the walls of communal areas (reception, canteen, TV room, etc.) in a clearly visible manner			

	Good=2	Fair=1	Poor=0
Cards distribution			
h. Thought and effort used in the distribution of cards to the residents***			

*** **Good:** staff made effort to distribute cards individually to residents (putting them under residents' doors before the screening, handed out to individual residents and maybe also displayed in communal areas); **Fair:** cards were simply placed in communal areas, not distributed to residents individually; and **Poor:** cards were not distributed at all, simply left on reception or nowhere to be seen.

Organisation of event	Good=2	Fair=1	Poor=0
i. Staff allocated to specific roles to maximise uptake (e.g. one in reception, one on MXU, one door knocking etc. using walkie talkies)			
j. Plan in place for revisiting those that refuse, using different members of staff depending on rapport with the residents.			
TOTAL SCORE (out of possible 20 points):			

	YES	NO
Incentives given (e.g. lunch, raffle tickets, vouchers etc.) YES/ NO		