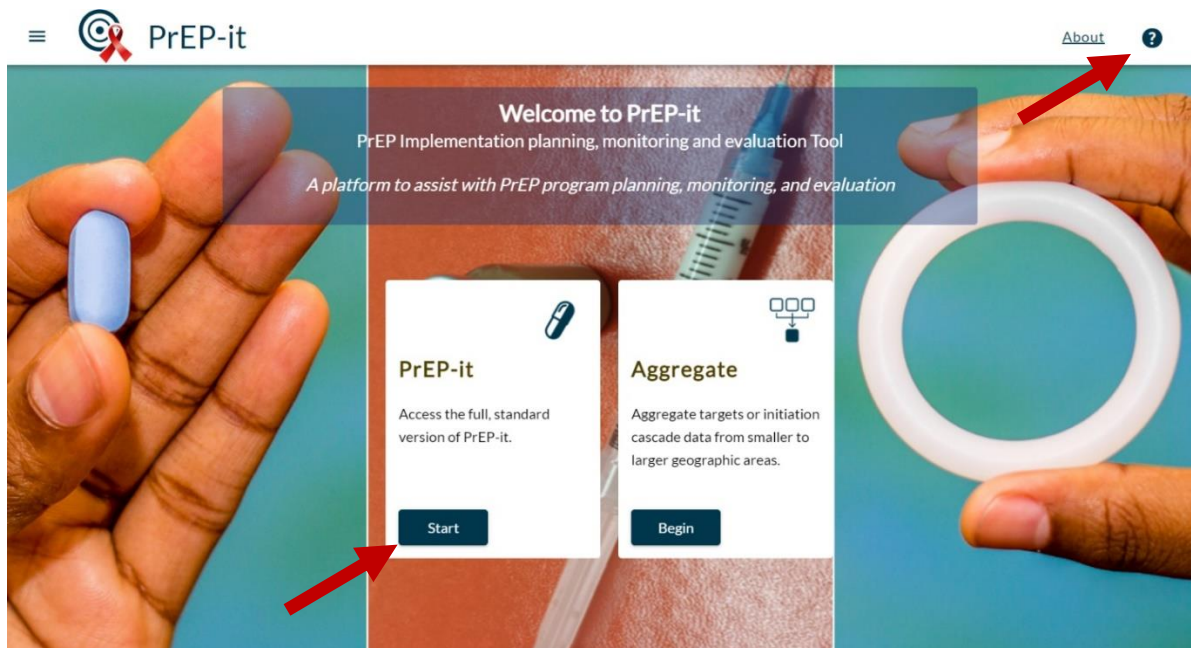


## QUICK GUIDE 1: Estimate the amount and cost of the commodities associated with predetermined PrEP\_NEW targets *(this case assumes you have already determined your FY23 targets)*

What you need to prepare to use PrEP-it for this purpose:

Required	Ideal but optional
List of priority populations indicated for PrEP (e.g., SDCs, MSM)	Proportion of PrEP clients continuing PrEP use at months 1, 3, 6, and 12 after initiation (defaults are provided)
Monthly cost per bottle of oral PrEP or per PrEP ring	
Number of bottles/rings distributed per initiation visit and per refill visit according to national/PEPFAR guidelines.	
Expected FY22 PrEP_NEW results, by priority population and month (can use FY22 Targets)	
FY23 PrEP_NEW targets, by priority population	

1. Go to [PrEPitWeb.org](https://PrEPitWeb.org) and click on **Start** button in the box on the left under “PrEP-it”. On this page, note the Help menu indicated by the in the upper right-hand corner. Throughout the tool, the **?** menu will provide guidance and further details for each step.



2. On **Getting started**, first use the dropdown list to select your country.


Select a country  

For question 1, select “No”.

1. Initiation cascade: do you want to analyze screening, eligibility, uptake rates and other past program data? This is not required for target-setting.

Yes  No

For question 2, select “Enter existing targets manually”. Click “Yes” that you will upload past PrEP initiations. However, if PrEP has not yet been implemented in your country, click “No” and note that you will skip Step 8.

2. How would you like to set targets? 

Set targets based on coverage.


Enter existing targets manually.

Do not set targets

Will you upload number of clients initiated? Past initiations are used in target setting, if available.

Yes  No

For question 3, select “Everywhere” unless AGYW are not a priority population, in which case you should select “AGYW are not included in this exercise.”

3. Do you want to provide biomedical prevention to AGYW everywhere, or focus prevention for AGYW on hotspots? 

Everywhere

Hotspots

AGYW are not included in this exercise

For question 4, unselect all boxes except “Forecast prevention product needs”.

4. What features of PrEP-it do you want to use in this session?

Estimate the **costs** of your targets

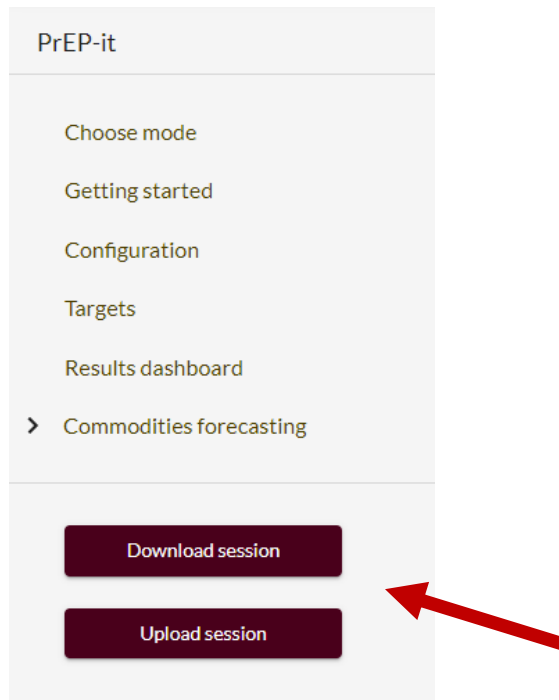
Estimate the **impact** of your targets

**Disaggregate** your targets geographically

Forecast prevention product needs

You can skip the data template and click **Next**.

3. At any time while you are working, you can download this PrEP-it session using the **Download session** button on the left-hand panel and save it to your computer to save your work. Note that your inputs are not saved “in the cloud;” this is the only way to save them. Later, you can upload the session using the **Upload session** button to further review results or make changes. You can also share the saved files with colleagues so they can upload them to review or to provide further input.



4. When you get to **Configuration**, you should complete these steps from top to bottom, starting by clicking on **Priority populations** and then completing the following steps:
- Uncheck the box of any of the default priority populations you are NOT providing PrEP to.
  - If you have additional priority populations not listed among the default populations, click on the **Manage custom priority populations** button and click **Add** on the pop-up for custom priority populations. Here you can add rows and indicate the priority populations. In this example, we added truck drivers.
  - Click **Next** at the bottom to move to the next section.

**Priority populations**

Select the default priority populations you would like to use. Click "Manage custom priority populations" to add, edit, and delete custom priority populations. Click "Apply" when done.

- Serodifferent couples
- Adolescent girls/young women
- Men who have sex with men
- Female sex workers
- People who inject drugs

**Manage custom priority populations**

**Back** **Next**

**Custom priority populations**

Edit priority populations directly in the table below. Use the buttons to add, delete, or rearrange them.

Priority population
Truck drivers

**Add** **Delete**

^ v

5. For **Methods**, select the PrEP methods you wish to forecast by clicking or unclicking the boxes associated with the relevant methods for your country. Here, we have chosen oral PrEP. In the table below, specify the unit cost associated with each product. (Do not include costs of service delivery here but do include product procurement / logistics costs.) Then, click **Next** and indicate which populations are eligible for each method by checking/unchecking the relevant boxes. Then click **Next** again.


× **Methods**

Select the default methods you would like to use. Click "Manage custom methods" to add, edit, and delete custom methods.

Pill

Ring

CAB-LA



Manage custom methods

Your methods

Pill

Clear

Configuration Eligibility

Method	Unit of commodity	Number of months of coverage per unit	Unit cost (USD)
Pill	bottle	1	5.60

Back Next

Place a check next to each population that is eligible to use a method.

Priority population	Pill
Serodifferent couples	<input checked="" type="checkbox"/>
Adolescent girls/young women	<input checked="" type="checkbox"/>
Men who have sex with men	<input checked="" type="checkbox"/>
Female sex workers	<input checked="" type="checkbox"/>
People who inject drugs	<input checked="" type="checkbox"/>
Truck drivers	<input checked="" type="checkbox"/>

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6. For **Continuation**, default data have been provided for the proportion of PrEP clients in each priority population continuing to take PrEP at months 1, 3, 6, and 12 after initiation based on available data (see the info and ? icon for more details). If you have program-specific continuation rate data accessible from implementing partners, using this data is ideal. You can enter the continuation rate data by writing over the defaults; otherwise, you can use the default data provided. If using default data, implementing partners may be able to provide some insight into whether they think default data reflects what they see in implementation currently. You do not need different continuation data for each population. However, if you want to add a curve based on a custom population, you can click on **Add curve** and add in the relevant continuation data for additional curves. In this example, we have added a hypothetical curve for truck drivers.

× **Continuation**

Define curves Assign curves

Name and define continuation curves. These can be aspirational or based on program data. i

Continuation curves	After one month (%)	After three months (%)	After six months (%)	After 12 months (%)	Average months on PrEP	Delete
SDCs	85	74	48	19	8	
AGYW 15-24	30	20	12	-	2	
MSM	45	30	21	-	3	
FSWs	61	39	21	-	4	
Truck drivers	60	40	20	5	4	

**Add curve** Back Next

Next, assign each priority population one of the continuation curves by using the dropdown lists. Once completed, click **Next**.

Assign a continuation curve to each priority population.

Priority population	Continuation curve
Serodifferent couples	SDCs
Adolescent girls/young women	AGYW 15-24
Men who have sex with men	MSM
Female sex workers	FSWs
People who inject drugs	MSM
Truck drivers	Truck drivers

**Back** Next

7. For **Visit schedules**, start by defining the visit schedule for PrEP clients for the year after initiation. Four commonly used visit schedules are provided and can be adapted by clicking/unclicking the boxes. The visit schedules should be based on national guidelines and/or standard operating procedures for implementation. Once all the schedules you need have been specified, click **Next**.

**Additional continuation visit schedules**

Continuation visit schedules

Months after initiation	Schedule 1	Schedule 2	Schedule 3	Schedule 4
0	Initiation visit	Initiation visit	Initiation visit	Initiation visit
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Next

Assign a schedule for each priority population and method by using the dropdown lists. Examples are shown below. Once you have completed the table, click **Next**.

**Assign a continuation schedule to each priority population for each method.**

Priority population	Pill
Serodifferent couples	Schedule 1
Adolescent girls/young women	Schedule 1
Men who have sex with men	Schedule 1
Female sex workers	Schedule 1
People who inject drugs	Schedule 1
Truck drivers	Schedule 1

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Next

8. In the **Program data** section, you will download a template where you can enter your initiations for the year prior to the target-setting period. If your program is new, you will skip this step. In this example, enter the program data period as shown below. Entering program data enables the tool to build on prior results and estimate commodity needs and costs for people continuing from the prior year. Since you are setting targets for FY23, you will use the FY22 expected results as a placeholder instead of actual program data. Note that there cannot be a gap of more than 4 months between the last month of the program data and the first month of the target-setting period. Use the dropdown lists to set the date range and then click on the **Set date range** button so that it turns grey.

**Program data period**

After changing the date range below, click "Set date range" for changes to take effect.



Next, click **Download template** to generate a spreadsheet where you can enter monthly data on PrEP\_NEW. If your FY22 targets are not available monthly, you can divide your annual targets by 12 or quarterly targets by 3, putting in the same information for each month (see example below). Note if you are planning for multiple PrEP methods (i.e. oral PrEP and PrEP ring) that each PrEP method has a separate tab in the template.

Initiations template	from	OCTOBER 2021	to	SEPTEMBER 2022				
OCTOBER 2021	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
NOVEMBER 2021	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
DECEMBER 2021	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
JANUARY 2022	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
FEBRUARY 2022	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
MARCH 2022	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
APRIL 2022	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
MAY 2022	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
JUNE 2022	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
JULY 2022	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
AUGUST 2022	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		
SEPTEMBER 2022	Serodifferent couples	Adolescent girls/y	Men who have sex	Female sex workers	People who inject drugs	Truck drivers		
initiated PrEP (inc reinits)	833	1667	333	250	83	167		

Save the completed spreadsheet to your computer so you can upload the completed template using the **Upload template** button. Once uploaded, a table will appear to summarize the total initiations by priority population and method. Note the dropdown menu to select each method, verify the data are correct, and then click **Next**.



9. In the **Targets** section, start by defining your target-setting period by using the dropdown lists and clicking on the **Set date range** button.

Set date range

 October ▾ 2022 ▾ to September ▾ 2023 ▾

Since you are manually entering your targets, you can skip the Populations section and click **Next** to review the default scale-up trends. The **?** section provides details on scale-up trends. Three scale-up trend options can be selected using the dropdown menus: Constant, S-shaped, and Linear. Click **Next** again to assign each priority population a scale-up trend. We recommend selecting the s-shaped curve, as shown below in Trend B, if you are unsure of how PrEP will scale up for each priority population.

**Define scale-up trends for PrEP initiations.**

Scale-up trend	Scale-up type	Midpoint of s-shaped curve	Initial speed of scale-up (s-shaped only)
Trend A	Constant ▾		
Trend B	S-shaped ▾	9.0	0.30
Trend C	Linear ▾		

**Assign a scale-up trend to each priority population.**

Priority population	Scale-up trend
Serodifferent couples	Trend B ▾
Adolescent girls/young women 15-24	Trend B ▾
Men who have sex with men	Trend B ▾
Female sex workers	Trend B ▾
People who inject drugs	Trend B ▾
Truck drivers	Trend B ▾

10. On the “Set targets” tab, use the dropdown menu to choose “Manual” and complete the table with the PrEP\_NEW FY23 targets for each method and priority population.

Select a target-setting option.

Manual



Enter the target number of initiations by method for each priority population.

Priority population	Pill	Total
Serodifferent couples	10,000	10,000
Adolescent girls/young women	10,000	10,000
Men who have sex with men	5,000	5,000
Female sex workers	5,000	5,000
People who inject drugs	2,000	2,000
Truck drivers	1,000	1,000

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You can click through the results section to verify that your targets are accurately represented and then click **Next**. This will take you to the [Results dashboard](#), which you can skip by clicking **Next** again at the bottom until you get to [Commodities forecasting](#).

11. In the **Commodities forecasting** section, first set the date range that you want to review by using the dropdown list and clicking on the **Set date range** button. Next, indicate the number of units of PrEP product (e.g., bottles of pills or rings) distributed at each initiation and continuation visit.

Number of bottle(s) distributed per initiation visit	1
Number of bottle(s) distributed per continuation visit	3

Based on these inputs, a table of the number of units of each commodity and the commodity costs will be generated for each month of the target-setting period. You can right-click on the table, select “Copy all” and paste into a separate spreadsheet to save for your records or perform additional calculations.

**Visits, supplies, and costs**

Month	Number of initiation visits	Number of continuation visits	Number of bottles required	Bottle costs (USD)
October 2022	646	4,537	14,258	79,845
November 2022	847	3,175	10,373	
December 2022	1,102	3,293	10,982	
January 2023	1,417	2,420	8,678	
February 2023	1,798	2,694	9,881	
March 2023	2,245	3,030	11,336	
April 2023	2,753	2,795	11,139	
May 2023	3,306	3,318	13,259	
June 2023	3,884	3,911	15,617	
July 2023	4,462	4,176	16,991	
August 2023	5,016	4,901	19,718	
September 2023	5,523	5,649	22,471	

Undo  
 Redo  
 Copy Ctrl+C  
 Copy all  
 Decrement decimal  
 Increment decimal  
 Duplicate across rows  
 Duplicate down columns  
 Interpolate  
 Normalize