Executive Summary

AMIGAS is a bilingual educational outreach program. It is proven to be effective in promoting cervical cancer screening (Pap tests) among Latinas ages 21 to 65. This program is important because Latinas are less likely to receive a Pap test. Latinas also have a high incidence of cervical cancer and are at high risk of dying from cervical cancer. AMIGAS stands for “Ayudando a Las Mujeres con Información, Guía y Amor para su Salud.” In English, this means “Helping Women with Information, Guidance, and Love for their Health.” AMIGAS is designed to help promotoras, community health workers, or other lay health educators increase cervical cancer screening among Latinas who have rarely or never had a Pap test.

AMIGAS can help you achieve your cervical cancer screening goals while building good will in the community. We know AMIGAS works because it was developed by and tested with the women it is designed to help. From the start, research partners worked with the Centers for Disease Control and Prevention (CDC) to engage the Latino community in the development of AMIGAS. Research partners were from the University of Texas Health Sciences Center Houston School of Public Health and Battelle Centers for Public Health Research and Evaluation. Latinas from multiple communities shared their beliefs and experiences. These communities include El Paso and Houston, Texas; San Diego and Fresno, California; and Yakima, Washington. Skilled promotoras and program administrators working in a variety of settings provided expert advice and review. A rigorous community trial showed that AMIGAS works in a one-on-one setting. AMIGAS increased screening by as much as 33% in the communities where it was tested. Promotora workshops provided valuable feedback on the program’s use in group settings.

The AMIGAS program is a proven health education model that:

- Provides a best practice you can use to increase cervical cancer screening.
- Collaborates with women who have been identified as natural helpers, link-persons, consejeras or promotoras in the community to deliver the education.
- Stresses how information and skills in the program will help women, their families, and their communities stay healthy.
- Provides bilingual information that is culturally appropriate.
- Uses naturally occurring social networks to recruit women into the program.

The AMIGAS Program has an Administrator’s Guide, a Promotora Instruction Guide, and materials to assemble a tool box. This document, the Administrator’s Guide, is for the program manager or administrator. The AMIGAS Administrator’s Guide provides the information and steps that administrators can take to implement AMIGAS successfully.

The AMIGAS Administrator’s Guide includes the following sections:

- Program Purpose and Benefits (Section 1).
- Program History and Development (Section 2).
• Program Overview (Section 3).
• Make a Commitment to AMIGAS (Section 4).
• Get Ready (Section 5).
• Get Started (Section 6).
• Keep It Going (Section 7).
• Make It Better (Section 8).

This Guide can help you decide if AMIGAS is the right program for your organization. Section 1 provides information about the benefits of using AMIGAS in your organization and community. Sections 2 and 3 provide more information about how AMIGAS was developed and what it contains. Section 4 provides more detail about the resources that you will need. We hope these sections convince you to make a commitment to implement AMIGAS.

If you decide AMIGAS is a good fit for you, sections 5 through 8 will help you lay the foundation for a successful program. Sections 5 and 6 provide guidance on preparing your community, organization, and promotoras to be ready for AMIGAS. Sections 7 and 8 will help you improve your program over time and sustain it for the future.

Appendices to this Guide provide certain detailed information:
• Tool box assembly instructions (Appendix A).
• Sample training agenda (Appendix B).
• Resources for the trainer (Appendix C).
• AMIGAS tasks and responsibilities template (Appendix D).
• Evaluation resources (Appendix E).

The AMIGAS materials are available at no charge from the CDC Web site. One of these is the AMIGAS Promotora Instruction Guide. It provides the information and tools that the promotora needs before, during, and after each education session. This includes lesson plans for working with one woman or a group of women. We also designed an AMIGAS tool box. The tool box has all of the information that the promotora needs to implement AMIGAS.

With the AMIGAS Promotora Instruction Guide, the AMIGAS tool box, and good training, promotoras will be ready to help women get a Pap test and stay healthy. With the help of AMIGAS, you will be ready to build the capacity of your existing promotora program and increase the number of Latinas who get Pap tests in your community.
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1.0 Program Purpose and Benefits

AMIGAS is a bilingual educational outreach program. It is proven to be effective in promoting cervical cancer screening (Pap tests) among Hispanic women or Latinas ages 21 to 65. AMIGAS stands for “Ayudando a Las Mujeres con Información, Guía y Amor para su Salud.” In English, this means “Helping Women with Information, Guidance, and Love for their Health.” AMIGAS is designed to help promotoras, community health workers, or other lay health educators to increase cervical cancer screening among women who have rarely or never had a Pap test.

We created AMIGAS because we are concerned that Hispanic women or Latinas are not screened for cervical cancer as often as they should be. As a result, they are at higher risk of dying from cervical cancer. To make a difference, we need effective educational programs that are sensitive to the cultural and language needs of Latinas. We designed AMIGAS with input from women of Mexican descent. This is because many Latinas living in the United States are of Mexican or Mexican-American descent. Still, we are confident that AMIGAS can be used among a broader group of Latinas who share a similar language background.

AMIGAS stands for “Ayudando a Las Mujeres con Información, Guía y Amor para su Salud.”

In English, this means “Helping Women with Information, Guidance, and Love for their Health.”
1.1 Why do we need a cervical cancer screening education program for Latinas in the United States?

» Latinas have the highest incidence of cervical cancer in the U.S. The incidence rate tells us how many women in every 100,000 get cancer. This chart shows how many women out of 100,000 got cervical cancer each year from 1999 through 2013. In 2013, Latinas had the highest cervical cancer incidence rate.²

![Cervical Cancer Incidence Rates by Race and Ethnicity, United States, 1999-2013](chart)

» Latinas are less likely to be screened. Getting a Pap test on a regular basis is one way to find cervical cancer early. This is done by finding pre-cancerous cells that could turn into cancer. If the pre-cancerous cells are detected early, the chance of preventing or successfully treating cervical cancer is very high. One out of five (21.4%) Latinas have not been screened as recommended.¹

» As the number of Latinas increases, the need for screening will increase. The U.S. Hispanic population was about 57 million in 2014, making Hispanics the nation’s second-fastest-growing racial or ethnic group after Asians. Hispanics make up about 18% of the U.S. population, up from 5% in 1970.³ As the number of Latinas increases, supporting them in staying healthy will become more and more important.
» **Latinas have specific needs for health information.** Latinas often face language, cultural, and educational barriers to accessing information and services. Especially if they are new to their communities, they may not be aware of services that are offered.

» **Latinas respond to messages that are culturally relevant.** Taking care of the health of family members and the community is very important in the cultural belief systems of many Latinas. Latinas are more likely to respond to a message that talks about the health and well-being of their family or community.

### 1.2 How can AMIGAS help?

The AMIGAS program:

- Provides a best practice you can use to increase cervical cancer screening.
- Is staffed by women who have been identified as natural helpers, link-persons, *consejeras* or *promotoras* in the community to deliver the education.
- Stresses how the information and skills in the program will help women, their families, and their communities stay healthy.
- Provides bilingual information that is culturally appropriate.
- Uses naturally occurring social networks to recruit women into the program.

**If Latinas are not taking advantage of the cervical cancer screening resources that your community offers, AMIGAS is a proven program that can help you!**

### 1.3 Why is AMIGAS successful?

One key to the success of AMIGAS is that it uses *promotoras*. *Promotoras* may also be referred to by other names, such as lay health worker, community health worker, health educator, health promoter, or peer educator.⁴

In general, a *promotora* is a person who helps to educate community members about a particular health problem—in this case, cervical cancer. *Promotoras* are women who live in the community they represent. They serve as the cultural bridge between community-based organizations, health care agencies, and their respective communities. *Promotoras* usually share the same language and culture with the women they serve, and they understand the women’s concerns and beliefs. With the
help of the tailored AMIGAS educational materials, *promotoras* can help women get Pap tests and save lives.

Participants from the AMIGAS community trial reported that they liked their session with a *promotora*. These quotes show the power of using *Promotoras* serve as the cultural bridge:

- “*Se preocupó por mi.*” (“She cared about me.”)
- “*Me dió mucha confianza, explicándome todo y que no tuviera vergüenza.*” (“She gave me confidence, explaining everything, and that I shouldn’t be embarrassed.”)
- “*Cuando alguien nos ayuda y nos explica, nos da más ánimos y más valor para hacerlo.*” (“When someone helps us and explains it to us, it gives us more motivation and courage to do it.”)

### 1.4 How will my organization benefit?

AMIGAS can help you achieve your screening goals while building goodwill in the community.

By adopting AMIGAS, you can:

- Increase the number of Latinas who get Pap tests.
- Build the capacity of your existing *promotora* program.
- Remove cultural barriers.
- Remove language barriers.

By adopting AMIGAS, you may also:

- Increase your reimbursement for covered services.
- Leverage more funding to support your *promotora* program.
- Promote the visibility of your programs, *promotoras* or clinic in the community.
- Increase communication between the community and the providers.
- Strengthen existing or build new community partnerships.
2.0 Program History and Development

Cervical cancer can be prevented. But too many Latinas get cervical cancer and die from this preventable disease. As public health professionals, this concerns us. We know it concerns you, too. We designed AMIGAS to help you promote cervical screening and save lives.

2.1 How was AMIGAS developed?

Developing AMIGAS (1998-2011)

1. Original AMIGAS intervention
2. Additional community research
3. Expanded AMIGAS intervention revision and new tools
4. Testing and validation
5. Planning for dissemination

CDC researchers collaborated with researchers from the School of Public Health at the University of Texas in Houston to develop the original AMIGAS intervention (1). (Note: bolded, numbered text refers to the boxes in the figure above.) The researchers designed AMIGAS to increase cervical cancer screening among Latinas of all ages.
for which screening is recommended. They used research and theories about how to change behavior (the Health Belief Model, the Theory of Planned Behavior, the Social Cognitive Theory, and the Transtheoretical Model). They also used information from group interviews (or focus groups) and surveys conducted with Latinas in El Paso, Texas. The original materials the researchers developed included a flipchart, a movie, and an informational handout. All materials were in Spanish. These materials were evaluated for use in individual educational sessions with a sample of 200 women.

CDC and Battelle Centers for Public Health Research and Evaluation conducted additional community research (2). Battelle conducted a total of 24 focus groups in three different communities in Texas and California. Women of Mexican descent grouped by age and place of birth (Mexico or the U.S.) participated in the focus groups. The findings identified:

- A need for comprehensive cervical cancer and Pap testing information.
- Specific barriers and facilitators to screening.
- Attitudes and beliefs that could be used to help promote screening.

“With the careful attention we have given to developing and testing AMIGAS, we are confident we are providing you with a program that works.”

Based on these additional results and insights, we expanded the AMIGAS intervention (3) with the support of a Lay Health Worker Advisory committee. We refined the intervention using new research results and included bilingual text for all intervention components. We created individual and group versions of the intervention and developed games to support group learning. We also used the actual experiences of additional lay health workers and experienced program managers. We paid special attention to health literacy and plain language in the development of all intervention components. In addition, we carried out two half-day workshops with promotoras who worked with our target population in urban and rural communities in San Diego, California, and Yakima Valley, Washington. These promotoras offered us more ideas and experiences to improve the materials and lesson plans. This process helped us make sure that the intervention would be successful in urban and rural areas beyond the U.S.-Mexico border region.

Next, we scientifically tested and validated (4) the intervention in three communities: El Paso, Texas; Houston, Texas; and Yakima, Washington. We also assessed the cost-effectiveness of the intervention. Lastly, to help with
dissemination (5) and use of AMIGAS, we developed this Administrator’s Guide. The AMIGAS intervention materials are available at [www.cdc.gov/cancer/gynecologic/what_cdc_is_doing/amigas.htm](http://www.cdc.gov/cancer/gynecologic/what_cdc_is_doing/amigas.htm).

2.2 How do I know AMIGAS works?
We know AMIGAS works because it was developed by and tested with the people it is designed to help. From the very beginning, we engaged the Latino community in its development. Latinas from multiple communities shared their beliefs and experiences with us. Skilled *promotoras* and program administrators working in a variety of settings provided expert advice and review. The community trial showed that AMIGAS works in a one-on-one setting, increasing screening by as much as 33% in the communities where it was tested. Workshops with *promotoras* provided valuable feedback on the program’s use in group settings.
3.0 Program Overview

To promote cervical cancer screening, AMIGAS provides educational messages for Latinas between the ages of 21 and 65. The goal of AMIGAS is to help women in the community:

- Know that a Pap test finds changes that can occur in the cervix.
- Understand that a Pap test can find changes in the cervix before they turn to cancer.
- Understand that a Pap test can find cancer early when it can still be treated.
- Know where and how to get a Pap test.
- Commit to an action plan to get a Pap test.

3.1 Who delivers AMIGAS?

Trained promotoras deliver AMIGAS using tailored lesson plans and an educational tool box. We have a Promotora Instruction Guide to help you train promotoras about cervical cancer and the Pap test. The guide covers how to use the educational materials.

We assume that you already have a promotora program or that you will use other guidance to set one up. Therefore, we do not include information about how to be an effective promotora. If you do not already have a promotora program, we provide some excellent resources that can help you set up a promotora program (see Appendix C).

3.2 What does the AMIGAS Program contain?

The AMIGAS Program has three main parts: an Administrator’s Guide, a Promotora Instruction Guide, and materials to assemble a tool box. Below we briefly describe each of these.

1. This Administrator’s Guide is for the program manager or administrator. This guide provides the information that administrators need to adopt and successfully implement AMIGAS. This guide includes:
   - Program Purpose and Benefits (Section 1).
   - Program History and Development (Section 2).
   - Program Overview (Section 3).
   - Make a Commitment to AMIGAS (Section 4).
   - Get Ready (Section 5).
2. The Promotora Instruction Guide is for the promotora. It provides the information and tools that the promotora needs before, during, and after each education session. This includes lesson plans for working with one woman or a group of women. The guide includes:
   - Background and overview (Section 1).
   - How to get started with the AMIGAS program and safety tips (Section 2).
   - How to do the AMIGAS program (Section 3).
   - What to do after your visit (Section 4).
   - How to build and use your tool box (Section 5).
   - Information about cervical cancer and Pap testing as well as a glossary (Section 6).
   - Handouts to be copied (Section 7).

3. A properly assembled AMIGAS tool box has all the materials that the promotora needs. Appendix A of this Administrator’s Guide has detailed instructions on how to make the tool box. You may want to design a bag with your program name that the tool box items can go in. When fully assembled, the tool box will contain all of the items shown below.

Contents of AMIGAS Tool Box

Promotora Instruction Guide
Guide that provides information and tools that the promotora needs before, during, and after each education session.

Flipchart
Bilingual, illustrated explanation of the important facts about cervical cancer and the Pap test.

AMIGAS Handout
Summary information on AMIGAS to share with family and friends.
Appointment Cards
Reminder cards for a Pap test appointment with questions to ask when making an appointment.

Body Diagrams
Bilingual illustration of the female reproductive system and what happens during a Pap test.

Contact Sheet
Record-keeping form for both individual and group sessions.

Group Games
Games for group sessions to build rapport, reinforce lessons, and facilitate communication about Pap testing.

Message Cards
Cards with information about how a promotora might respond to different issues women encounter in getting a Pap test.

Promise Sheet
Signed sheet designed to help women commit to a plan to get a Pap test.

Resource Sheet*
Information on local clinic choices and hours, test costs, as well as transportation options to facilitate getting a Pap test.

Speculum and Cyto Brush**
Medical instruments clinicians use when doing a Pap test.

Gifts (Regalitos)**
Small gifts to thank women for participating.

Brochures**
Basic information about cervical cancer and Pap testing.

*Template is provided, but the template should be completed by the local organization.

**Need to purchase or obtain separately.

You can download the AMIGAS materials at no charge from www.cdc.gov/cancer/gynecologic/what_cdc_is_doing/amigas.htm.

Please note that you cannot obtain other materials, such as binders, bags, or the starred items above (medical instruments, gifts, and brochures) through the Web site. We provide detailed instructions for assembling the tool box in Appendix A.
3.3 What flexibility do I have with AMIGAS?

Each organization and promotora program is unique, and has its own way of operating within the community. For this reason, we have designed AMIGAS to be flexible. Below we describe a few of the ways you can make AMIGAS work for you.

» **Individual or group sessions.** Individual visits are better for discussing each woman’s experiences and concerns. Women often like having someone come to their home, but many women also like the company of their friends or family. If you prefer group sessions, the tool box contains interactive games and activities especially designed for groups.

» **Length of sessions.** We recommend that you plan one hour for individual sessions and 1½ to 2 hours for group sessions. This will allow time to understand the reasons why a woman has not had a Pap test recently (or ever), discuss her concerns, and make an action plan. If you have less time available, the lesson plans tell you how you can make the best use of the time you have.

» **Tools.** The community trial results showed us that AMIGAS can be successful even if you choose not to use all of the tools provided. As long as you have a well-trained promotora with the correct tools in her tool box, it is not essential that every tool be used.
4.0  Make a Commitment to AMIGAS

4.1  Is AMIGAS right for my organization?
Answer the following questions to see if AMIGAS might be the right program for you.

- Does my organization want to increase cervical cancer screening among Latinas in my community?
- Will the leadership in my organization support AMIGAS?
- Can health care providers in my community handle an increase in the demand for Pap tests that may result from implementing AMIGAS?

If you answered yes to all of the questions above, AMIGAS may be a good fit for your organization. Before you commit, make sure you know what resources you would need to make AMIGAS a success in your community.

With the input of experienced program administrators who helped develop AMIGAS as a “best practice,” we have some guidelines that will help you anticipate what you need for implementation. By the end of this section, you will know whether AMIGAS is right for you.

4.2  What resources do I need to implement AMIGAS?
Implementing a new program takes time and money. How much time and money will depend on your program and your community. It will also depend on how large a program you want to have. Our research has determined that AMIGAS is cost-effective,8 but you will have to make the best decision for your organization based on the resources you have.

Some questions to think about are:

- How many patients do you plan to serve?
- Will AMIGAS be integrated with another promotora program or will it operate by itself?
- Will it be staffed by a single promotora or a large group of promotoras?

Regardless of your answers to these questions, the template on the next page will help you think about the resources you may need.
## Resources to Implement the AMIGAS Program

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<tr>
<th>Resources</th>
<th>Units</th>
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<td>Consultant costs</td>
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<td>Insurance</td>
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<td><strong>Other Staff</strong></td>
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<td><em>Promotora</em> supervisor wages</td>
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<td>Printing and copies</td>
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<tr>
<td>Bag for storing tool box items</td>
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<td>Speculum and cyto brush</td>
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<td>Gifts for AMIGAS participants</td>
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<td>Materials such as certificates or prizes to support celebration of key program milestones, such as completing the <em>promotora</em> training</td>
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<td>Food and child care for training or other meetings</td>
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<td><strong>Travel</strong></td>
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<td><strong>Facilities</strong></td>
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<td>Training facility rental (if not available for free)</td>
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<td>Group session facility rental (if not available for free)</td>
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<tr>
<td>Storage of forms and tool box materials</td>
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<td><strong>In-kind resources such as brochures, incentives, and gifts</strong></td>
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Not all of these costs apply to every *promotora* program. You can use the template to record the costs that you anticipate. You may want to revise the template to fit your program. Below we provide a more detailed description of what these costs might include.
» **Promotoras.** Some programs use paid *promotoras*. Other programs use volunteers or consultants. Estimate how many *promotoras* you will use and determine how much they will be paid. If they are paid staff, be sure to include benefits and health insurance. If they are volunteers, you may still have expenses related to insurance or incentives.

» **Other staff.** Estimate how many hours of supervision you will need per week for the *promotoras* and what the cost will be for the supervisor’s time. In Appendix D we provide more information on what needs to be done to plan and implement AMIGAS. This information will help you think about the staff you may need. Be sure to include other costs such as benefits and insurance.

» **Equipment.** To prepare the tool boxes, you will need a computer with Internet access to download and customize the AMIGAS materials available on CDC’s Web site.

» **Supplies.** Your *promotoras* will need a bag to store the tool box items. They will also need other supplies for the tool box, such as small gifts for participants as well as a speculum and cytology brush to use in the education sessions. The information in Appendix A will help you estimate the cost of preparing each tool box. To keep these costs to a minimum, you can ask for donated services and products. Many programs find that they can secure items such as brochures or gifts at little or no cost. You will also need supplies to support your *promotora* training. These may include food, child care, or gifts for *promotoras* to celebrate the end of the training.

» **Travel.** You may need to reimburse *promotoras* for local travel to attend the training and deliver the AMIGAS program. You will want to estimate mileage and apply reimbursement rates. You can include the cost of bus or other public transportation fares instead, if that is the mode of travel used by *promotoras* in your community.

» **Facilities.** Your organization may have meeting space for the *promotora* training and group sessions. If you need to secure outside space, you will need to estimate the cost of a room rental. You will also need space to store the contact forms, evaluation forms, and tool boxes.

» **In-kind resources.** You may be able to get in-kind donations to help with AMIGAS. These might include staff time such as secretarial support, meeting or storage space, incentives and gifts, brochures, phone, copying, or access to a computer. Be creative in asking for donations, and keep track of them. Being able to show all of the donated resources you have received will help you show the support you have in your organization and the community for AMIGAS.
» **Indirect costs.** These costs are the expenses of doing business that are not readily identified with a particular grant, contract, project, or activity. Yet they are necessary for the general operation of the organization and the conduct of activities it performs.

We hope that you are now ready to make a commitment to implement AMIGAS. The remaining sections of this Guide will help you lay the foundation for a successful program. With the help of AMIGAS, you are now ready to build the capacity of your existing *promotora* program and increase the number of Latinas who get Pap tests in your community!
5.0 Get Ready

Congratulations and welcome! You have decided that AMIGAS can help you promote cervical cancer screening and save lives. Now you are ready to take the steps that will make AMIGAS a success in your community.

Before you begin your education and outreach, be sure you know where in the community women will be able to get screened for cervical cancer. If your organization provides screening, make sure it is ready to handle an increase in demand. If you refer women to other resources in your community to be screened, make sure you know what services are offered. It is also important to find out what women need to know to access those services.

5.1 Why should I be an advocate for AMIGAS?

You believe that AMIGAS will meet a need in your community. You also believe that AMIGAS is a good fit with your organization. Your commitment and passion for the program can be contagious. As the program administrator, you have a vital role to play in advocating and building support for the program in your organization and in the broader community. Ensuring support before you launch AMIGAS will help your program succeed. When *promotoras* succeed in motivating women to get a Pap test, it is essential that the clinical services and support structures are in place so that women can get screened for cervical cancer. If the providers are supportive of the program, it will help both providers and women have a positive experience with the program. Failure to get the support you need may harm the credibility and reputation of both *promotoras* and your program. Through your advocacy, you can help *promotoras* succeed. With your support, women can get the services they need to stay healthy.

5.2 How do I build support for AMIGAS within my organization?

Organizational support will help your AMIGAS program thrive. Support from the top leaders and managers in your organization can be very helpful. If you have their support, they may help you get the resources you need to keep the program going. They may be able to help you promote the program as well as gain the support of community leaders and staff.

Support from the staff is also important. If staff members are enthusiastic about AMIGAS, they can encourage women to participate in the program. They also may interact directly with women who agree to be screened, helping to make the experience a positive one.
Every clinic or community organization is different. We encourage you to think early about who needs to support this program.

- Who are the leaders or managers in your organization that need to be engaged?
- Are there Board members who need to be involved?
- Are there providers or other staff who should be engaged early?

We also encourage you to think about what they need to know to give their enthusiastic support.

- Are they most interested in how AMIGAS will benefit women in the community?
- Do they need to see how AMIGAS will help them meet the organization’s goals?
- Do providers need to understand how AMIGAS will affect their time and work flow?
- What messages will be the most compelling?

Use the information provided in Section 1 on program benefits to start the conversation. You may also wish to gather some information on your local community that will help you make your case in a convincing way.

After you have your organization’s leaders on board, consider inviting them to join you in talking with other staff members. Your AMIGAS program will benefit from the enthusiastic support of all staff. To get the support of your staff, consider talking to them about the following issues:

- Why AMIGAS will help your community.
- How AMIGAS will operate on a daily basis.
- How AMIGAS can benefit other programs in the organization.

5.3 How do I build support for AMIGAS within my community?

The community can be an important program resource. Community support can help you obtain resources, recruit women, and provide cervical cancer screening to women. We encourage you to think carefully about how you want to communicate this new program to your community.

To start, we encourage you to think about who in the community you want to reach and why you need their support.

- Who can help you plan the program?
- Who can help you encourage women to participate?
- Who can provide resources to support women who decide to get a Pap test?
- Who will provide Pap tests to women who decide to get screened?
- Who should know about the program when you are ready to implement?
- Who can help with referrals for treatment?
After you have identified who you need to reach in the community, think about **how** you want to reach them.

- Can you build on existing ties that you have built through other programs?
- Do other staff or Board members have relationships with people or agencies that can help you?
- Do you have a public relations person within your organization who has contacts with the local media? If so, that person can help you develop messages and a media plan.
- Can you use social media such as Facebook or Twitter to get your message to your community?

Also, think about **when** the best time is to reach the people whose support you need.

- What messages are important when the program first begins?
- What program feedback do community members need to know six months or a year after AMIGAS starts?
- When is it best to do a final report back to your community? At key milestones? At the conclusion of AMIGAS?

### 5.4 How do I prepare my staffing plan?

Before you get started, it will be critical to think through all of the tasks that your staff must perform before, during, and after implementing AMIGAS. It is important to know what has to be done, who is going to do it, and by when. It is up to each organization to determine and delegate responsibility to its staff. To help you, we provide a template in Appendix D, with a list of the tasks associated with implementing AMIGAS. How you assign these tasks among your staff will depend on your organization and the size of your AMIGAS program. You can use this template to help you develop a staffing plan that works for you. As you think through these tasks, use the Resources to Implement the AMIGAS Program table in Section 4 to decide how many staff members you need and how much they will cost.

### 5.5 How can I make sure AMIGAS is making a difference in my community?

Work with *promotoras* and key partners to clarify your goals for AMIGAS. Know what you want to accomplish and how you will reach your goals. Then you will be better able to judge your success and learn what you can do better. You can evaluate how well you achieve your goals by collecting information about your successes along the way. You can then share this information with funders, your managers, and the community. By evaluating your program, you also can get the information you need to make it better. In Section 8, we provide more information about evaluation and the important role it plays in sustaining your program.
Your *promotoras* are your partners. Involving *promotoras* in the evaluation will help them understand why information must be collected carefully. Being involved will also help them be ready to use the evaluation results to improve what they do. If you have community partners who are helping you design or carry out AMIGAS, you may also want to invite them to help you with the evaluation.

Work together as a team to answer the following questions:

- How will we recruit women to participate in AMIGAS?
- How many women will we recruit?
- How will we deliver education and outreach?
- How will we screen women?
- How many women will we screen?
- How will we track the services provided to women?

Remember, AMIGAS was developed to help women get a Pap test and stay healthy. Careful planning will help you reach your goals.
6.0 Get Started

Now you are ready to start your AMIGAS program. Before you recruit women and schedule your education sessions, make sure *promotoras* have the tools and the training they need to be successful.

6.1 What tools will *promotoras* need?

AMIGAS is implemented with a tool box that *promotoras* can use on individual visits or in group sessions. You, as the program administrator, should identify a person responsible for preparing the tool box for the *promotoras*. Assembling the tool box contents is easy, but it will require some preparation. We offer detailed instructions for tool box assembly in the *Promotora* Instruction Guide and in Appendix A of this Administrator’s Guide. We recommend putting all of the AMIGAS tool box items in an easy-to-carry bag. You can use the AMIGAS logo and your own program logo, if you have one. This will give the AMIGAS program and your program visibility throughout the community.

6.2 What training should I provide?

No matter how experienced *promotoras* are, they will need training before they are ready to deliver the AMIGAS program. The AMIGAS program has been reviewed carefully by experienced *promotora* program administrators. Based on their experiences, we recommend that you plan for three in-house training sessions, and set aside time for *promotoras* to try out their skills with a few community members. You may need more or less time for the training depending on how familiar *promotoras* are with cervical cancer and cervical cancer screening. You know your program and *promotoras* best.

- **First session.** Provide program overview. Orient *promotoras* to cervical cancer and the Pap test. Talk about program policies for maintaining confidentiality.
- **Second session.** Review program details: lesson plans, options and tools. Have *promotoras* practice using the tools in a safe and supportive environment.
- **Practice session.** Allow a few days between the second session and the wrap-up session for *promotoras* to practice conducting individual or group sessions in their community.
Wrap-up session. We suggest that the final training session be held after the promotoras have had a chance to try out their skills in the field. This will be a time to discuss their experiences using the AMIGAS program, solve problems, and celebrate the end of the training.

In Appendix B of this guide, we provide a sample agenda for an AMIGAS promotora training. We hope you will use this agenda as a starting point to help you think about what promotoras need to know and how you want to organize your training. As you design the training to fit your needs, be clear about your goals.

Here are some training goals to consider.

“Promotoras are role models for other women. When they get a Pap test themselves, it will help them convince other women to get a Pap test.”

Promotoras will:

- Understand program goals.
- Have the skills to use the AMIGAS tools in individual and group sessions.
- Be able to recruit eligible women in the community.
- Understand how women are screened and treated for cervical cancer so that they can be effective educators and advocates.
- Be familiar with the community and organizational resources available to support them and the program participants.
- Understand what is expected from them at all stages of the program from recruitment through monitoring and evaluation.
- Know how and have the support to respond to challenges that come up in the field.

6.3 How do I prepare to evaluate AMIGAS?

Set aside time in your promotora training to discuss record-keeping. If promotoras understand what type of program documentation is expected and why program documentation is important, you will get better records. If you have better records, you can build a stronger program that can be sustained over time. See Section 8 for more information about evaluation and the important role it plays in sustaining your program.
Training Strategies

We know from experience that adult learning occurs best when it:

- Is self-directed.
- Shows respect for the learner.
- Draws on the learner’s own experiences.
- Fills an immediate need.
- Involves the learner.
- Is reflective.
- Provides feedback.
- Takes place in a comfortable environment.

Give the *promotoras* a chance to practice the skills this program requires. As you design the training, remember that *promotoras*:

- Bring a wealth of knowledge from their own experiences.
- Reflect the values of the community.
- Have a range of literacy skills.
- May or may not have taken part in a formal training program before.
- May or may not be familiar with the health issue and health terminology.

In Appendix C, we provide more resources that may be helpful to the person you put in charge of your *promotora* training. We also include a glossary of terms related to cervical cancer screening and treatment.

6.4 What should I consider when scheduling the training?

To schedule the training, you may want to ask *promotoras* about the most convenient meeting days and times. Some groups prefer weekdays, while others prefer weekends. Some *promotoras* may not want to be out at night.

Conduct the training in a place that is easy for *promotoras* to get to and comfortable for the size of the training you have planned. You may want to consider providing transportation and food. Offering child care during the training will make it easier for mothers to find time to participate.
6.5 How will I know the training was successful?
Consider creative ways to get feedback on the skills that promotoras have gained through the training. These methods might include asking them to:

- Role-play skills learned in the training.
- Fill out easy-to-complete evaluation forms; for example, forms that use face symbols to express a variety of emotions about the training.

Think about asking promotoras to show a skill learned during the training. For example, ask them to role-play a situation in which they are counseling an older woman to get a Pap test. We also recommend that you ask the promotoras what they liked and did not like about the training. You can do this orally or in writing.

Use your skill assessment of the promotoras who attended your training and the feedback you get from them to improve your training program. You will be glad you took the time now to learn what you can do better next time.
7.0 Keep It Going

To maintain the quality of the AMIGAS program, it is important that you provide promotoras with ongoing support and supervision. Your support will help them do the best job they can. Promotoras need to feel they are making a difference. They need to know that they are helping your program be successful and helping women in your community be healthy.

7.1 How do I provide ongoing support to promotoras?

After promotoras begin to deliver the AMIGAS program, it is important to find out how it is going. You will want to create opportunities to share experiences, give them feedback on how they are doing, and work together to solve any problems they encounter.

Ongoing support will help promotoras increase their outreach skills. To reinforce their learning, we recommend that you maintain regular contact following the initial AMIGAS training. At first, you may want to check in daily or weekly. As promotoras become more experienced, follow-up may occur less often (weekly or less). Follow-up may take place in person or by phone or e-mail.

Promotora supervisors should be able to judge how much monitoring promotoras need. Supervisors usually know each promotora’s needs and the personal conditions affecting her performance. This knowledge allows supervisors to offer individualized attention, training, and support so that all promotoras can do their best job. Follow-up activities may include monthly meetings, annual meetings, and phone calls.

You also may consider producing newsletters with articles written by or about promotoras. If your organization has a newsletter, include success stories or tips on how to overcome challenges.

Also, you can provide ongoing support for promotoras through education, mentoring, and staff supervision. Providing recognition and incentives for a job well done are other ways to provide support and encouragement.

» Ongoing education and resource updates. Providing ongoing education for promotoras on cervical cancer and screening guidelines will build their
confidence in their ability to help women stay healthy. Providing updates on community resources available to women will help promoters provide information that is current.

» **Mentoring.** Mentoring offers specific, one-on-one learning from a trusted, experienced, respected coworker or supervisor. A good mentor knows the organization and is a good listener. The key to mentoring is a relationship built on trust and two-way communication.

Helping experienced promoters to become better leaders and role models for newer promoters can be very empowering. Mentoring and empowering promoters can contribute to their personal growth and lifelong learning. This, in turn, can increase their employment opportunities, self-esteem, and status within their communities. Mentoring helps keep the program on track.

» **Staff supervision.** Supervisors of promoter programs have many responsibilities. They include providing initial program orientation, arranging training and continuing education, managing program records, and monitoring performance. A good supervisor needs to be confident that promoters know their roles and responsibilities. The supervisor can respond to emerging issues with problem-solving sessions or continuing education.

» **Recognition and incentives.** We recommend that you find opportunities to recognize and acknowledge promoters for their contributions. Individual recognition by supervisors can encourage them to continue their good work. Sometimes, it is important that the larger organization or the community recognize promoters. This can be done to acknowledge major accomplishments, such as the completion of training or successfully meeting recruitment goals. We also encourage you to identify opportunities for family members, especially spouses, to understand and appreciate the contributions that promoters are making in their communities. Recognition and incentives should be meaningful to workers. Some ideas include providing opportunities for professional development, preparing framed certificates of completion, allowing for flexible schedules, or providing small gifts such as T-shirts or mugs.

### 7.2 How can I make program documentation easier?

Effective programs rely on information that is timely and of good quality. This is true at every stage from planning to implementation, monitoring, and evaluation. Information that is reliable, relevant, and current will help you monitor your progress and evaluate which of your program goals have been met. In addition, accurate records of staff labor, expenses, and in-kind donations will increase your ability to estimate the costs of future programs. The records you keep will help you answer questions your funders, managers, and other stakeholders may have about how program resources
were used. Good information can even help you secure future funding.

In an evaluation, we often refer to the information collected from program records or other sources as “data.” The supervisor can play a very important role in developing and maintaining simple recordkeeping procedures that will produce accurate data. Supervisors can ensure all data in the records are correct, complete, and consistent. They can oversee data entry and the preparation of data summaries. Several software packages can be used for data entry and reporting. Supervisors may be responsible for keeping track of staff time and expenditures as well.

Promotoras also play a very important role in record keeping. However, we know that promotoras are motivated by their wish to help women and save lives, not by program documentation. Some may even feel that the documentation gets in the way of doing their jobs. Here are some strategies to make record-keeping easier and less troublesome for promotoras.

- Consolidate the information from several forms into one.
- Have promotoras work in pairs or groups to complete the forms and review each other’s work.
- Maintain continuous communication by phone or in person to encourage promotoras to complete their forms.
- Check the forms for accuracy and provide timely feedback.
- Assist promotoras who may be having problems with record keeping.
- Remind promotoras of the importance and value of accurate record keeping.
- Make sure promotoras know how important their role is in good program documentation.
- Reward promotoras for a job well done with record keeping and evaluation.
8.0 Make It Better

An evaluation can help you know whether the AMIGAS program is meeting your goals. Your evaluation results can also help you make your program better.

8.1 How should we begin our evaluation?

We recommend that you begin by making sure you all agree about what your program is trying to do and how you will reach your goals. You can use words or pictures (or both) to show what you will do to reach your goals. Use your answers to the questions in Section 5 to help create your description. Be as specific as you can. That way you will be sure that everybody has the same understanding of what you are trying to do. Encourage *promotoras* to describe how they will know if they are successful.

If you are not familiar with evaluation, you may want to consult outside resources. You can consult with evaluators within or outside of your organization. A local university may have staff or students who can help you. Many online resources and publications can help you with your evaluation. We have provided a list of resources in Appendix E.

8.2 What questions should we answer?

After you have a clear program description, you need to decide what questions you want to answer. Your evaluation can be used to answer questions about the implementation of AMIGAS, such as how many women you recruit and refer for screening. The evaluation can also answer questions about the outcomes of your work, such as how many women get a Pap test.

Some questions that you might want to answer are listed below. Use these examples to help you talk with *promotoras*, staff, and partners about the questions you want to answer.

Has the AMIGAS program met our implementation objectives? If the answer is “no,” why not?

- Are we implementing the *promotora* training and education that we planned?
- Are we reaching who we want to reach?
- Are we reaching the number of women we planned?
- What barriers do women in our community have to getting a Pap test?
- Are clinics scheduling women we refer for Pap tests?
Are women satisfied with their participation in AMIGAS? If “no,” why not?

- Did women find the educational materials interesting and useful?
- Were women satisfied with the quality of education they received from the promotoras?
- Would women recommend the AMIGAS individual or group training to their family and friends?

Has AMIGAS been successful in reaching our screening objectives? If “no,” why not?

- Are women who participated in AMIGAS getting Pap tests?
- Are women getting their test results in a timely manner?

8.3 What data can we use to support our evaluation?

The data you need will depend on the specific questions you want to answer. To answer your questions, you may need to draw data from more than one source. Some data sources may be available already in your organization, such as records on the number of women seen for Pap tests. The table below provides an example of evaluation questions and data sources you may want to use to answer your questions.

Below we describe of some of the data sources you may want to use to evaluate your AMIGAS program.

» Contact sheet. This form is available in Appendix A. You can summarize the information from these sheets to tell you how many women you recruited, how many women each promotora reached, and how many women get a Pap test after participating in AMIGAS. The follow-up notes may provide insights into why women are not getting screened.

» Clinic records. To find out how many women have scheduled or received a Pap test, it is better to get the information directly from the clinics that provide the Pap tests. You can do this through a review of clinic records or through individual patient chart reviews. Discuss this with the clinic in advance to be sure you are meeting federal guidelines to protect health information.
## Sample Evaluation Questions and Data Sources

<table>
<thead>
<tr>
<th>Question</th>
<th>Data Source(s)</th>
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<tbody>
<tr>
<td>Has the AMIGAS program met our implementation objectives? If “no,” why not?</td>
<td></td>
</tr>
<tr>
<td>1. Are we implementing the <em>promotora</em> training and education that we planned?</td>
<td>• Training records from supervisor</td>
</tr>
<tr>
<td>2. Are we reaching who we want to reach?</td>
<td>• Clinic records • Contact sheet • Interviews with <em>promotoras</em> • Survey/focus group of women from the community</td>
</tr>
<tr>
<td>3. Are we reaching the number of women we planned?</td>
<td>• Contact sheet • Interview with <em>promotoras</em> • Survey with women from the community</td>
</tr>
<tr>
<td>4. What barriers do women in our community have to getting a Pap test?</td>
<td>• Interview with <em>promotoras</em> • Participant survey</td>
</tr>
<tr>
<td>5. Are our clinics scheduling women for Pap tests?</td>
<td>• Clinic records • Participant survey (is there disparity between participant report and the clinic record?)</td>
</tr>
<tr>
<td>Are women satisfied with their participation in AMIGAS? If “no,” why not?</td>
<td></td>
</tr>
<tr>
<td>1. Did women find the educational materials interesting and useful?</td>
<td>• Field notes from <em>promotoras</em> • Participant Feedback Form</td>
</tr>
<tr>
<td>2. Were women satisfied with the quality of education they received from the <em>promotoras</em>?</td>
<td>• Participant Feedback Form</td>
</tr>
<tr>
<td>3. Were women satisfied with the facilities and services to support their training?</td>
<td>• Participant Feedback Form</td>
</tr>
<tr>
<td>4. Would women recommend the training to their family and friends?</td>
<td>• Participant Feedback Form</td>
</tr>
<tr>
<td>Has AMIGAS been successful in reaching our screening objectives? If “no,” why not?</td>
<td></td>
</tr>
<tr>
<td>1. Are women who were contacted by <em>promotoras</em> getting Pap tests?</td>
<td>• Contact sheet • Clinic records • Participant survey</td>
</tr>
<tr>
<td>2. Are women getting their test results in an adequate time?</td>
<td>• Contact sheet • Interview with women after receipt of screening</td>
</tr>
<tr>
<td>3. What is the average length of time between the first contact and getting a Pap test?</td>
<td>• Contact sheet • Clinic records • Interview with women after receipt of screening</td>
</tr>
</tbody>
</table>
» Participant feedback. You also may have questions about how women responded to the education and support they received or the experiences of women who decided to get a Pap test. We have provided a sample Participant Evaluation Form in Appendix A. You can modify this evaluation form to work for you.

» Participant survey. You may want to ask questions about women’s knowledge, attitudes, and intention to get a Pap test both before and after they participate in the AMIGAS program. This would help you see whether the program did a good job of sharing information and motivating women.

You may want to consider creating some simple evaluation forms that you can use to collect information from women. To get more in-depth answers, you may want to collect more data through:

» Field notes from promotoras and interviews with promotoras and their supervisors. Getting input from promotoras and supervisors may provide an insider’s perspective as to why the program is working or not.

» Interviews with women from the community. You can also gain useful information from women in the community. You may learn specific reasons why they are not going to get a Pap test.

8.4 How can I use information to make my program better?

Good evaluation data can help you discover and celebrate your successes. Conducting evaluation of AMIGAS as you go along also can help you change things that are not working. Here are a few ways you can use your evaluation results:

• Your evaluation can help you identify and build on your strengths. For example, you may learn that having a booth at community health fairs is a good way to recruit women and promote the AMIGAS program.

• You may learn ways to improve how you train promotoras, recruit women, or make contact with community clinics and members. For example, participant feedback may show that women do not like one of the games during the group session. A new and more interesting game can be substituted to increase participant interest.

• Your evaluation can provide accountability to funders, the community, and other stakeholders. Funding agencies and stakeholders are interested in knowing how effective programs are so they can justify continuing, discontinuing, or expanding funding support to the program.

• Positive results may increase community awareness of cervical cancer and Pap testing. They can contribute to the scientific base for community public health programs. The general descriptive findings may help to generate creative ideas for future health promotion activities.
8.5  How can I share our program success?

We have shared some ideas for how to use evaluation results to improve your program. It is also important to share your accomplishments with promotoras, as well as with others in your organization and community. Promotoras will want to know that their work is helping women get screened for cervical cancer. It may increase their feelings of accomplishment and their commitment to the AMIGAS program and to your organization.

Your organizational leaders and other staff will feel happy to know that they are part of something that is making a difference for women. And when they are proud, they may be more likely to encourage women to participate. They may also be more likely to advocate for continuing or expanding AMIGAS.

When the community becomes aware of the good work you are doing, it can increase the reputation and standing of your AMIGAS program and organization in the community. If community leaders have helped you plan or implement AMIGAS, sharing your accomplishments will show your accountability to the community.

To share your evaluation findings, you can use word of mouth or more formal means. Formal ways to communicate your successes include presenting at community meetings, conferences, briefings, reports, publications, and program Web sites. For example, current funders may be interested in reading a formal report on how you have made AMIGAS successful in your community. Community members may want to hear directly from participants and promotoras at community meetings, on the radio, or on television. Also consider using social media to reach members of the community. Using mass media to communicate positive evaluation findings can help attract future funding.

Last but not least, do not forget to take the time to celebrate your accomplishments. You have all worked hard and deserve recognition. Your dedication to saving lives is something to honor and celebrate!
9.0 References


Appendices
A. Tool Box Assembly Instructions

AMIGAS is implemented with a tool box that promotoras can use on individual visits or in group sessions. You, as the Program Administrator, should identify a person responsible for providing the materials in the tool box for the promotoras. Assembling the tool box contents is easy, but it will require some preparation in advance. Your program may have funding to purchase a bag or briefcase with your program logo for each promotora to carry all of the tool box items. You can use the AMIGAS logo and your own program logo, if you have one. This will give the AMIGAS program and your program visibility throughout the community.

This appendix provides the information you will need to find and prepare all of the AMIGAS tools. Table 1 gives you an overview of the items you will need to assemble the tool box. Also, you will find instructions on whether those items require photocopying, customizing, assembly, and purchasing. Where it says “download” please use the version on the website rather than trying to copy the version provided in this appendix. The appendix is for informational purposes only so that you can become familiar will all the tools and how to use them. The versions of the materials in the appendix are not optimized for reproduction and will not result in the best quality copy.

Table 1. Overview of Tool Box Items

<table>
<thead>
<tr>
<th>Items</th>
<th>Download</th>
<th>Customize</th>
<th>Print</th>
<th>Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Promotora Instruction Guide</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Flipchart</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3. Flipchart Binder</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>4. Body diagrams</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Contact sheet</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6. Message card</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Resource sheet</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Appointment card</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>9. Speculum and cyto brush</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>10. Gifts (regalitos)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Group games</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Make a Promise Activity</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Summary Points Handout</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>14. Brochures</td>
<td>(See further instructions in Appendix A)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Most of the written items such as the brochures, flipchart, and *Promotora* Instruction Guide are to be downloaded and printed directly from our CDC website at [www.cdc.gov/cancer/gynecologic/what_cdc_is_doing/amigas.htm](http://www.cdc.gov/cancer/gynecologic/what_cdc_is_doing/amigas.htm). For high quality and volume printing, we recommend that you go to our electronic version of the tool box, save the files on a memory stick, and take the files to your local or in-house print shop. Some of the items such as the resource sheet, appointment cards, and AMIGAS handout will require that you customize them to include contact information about your program and local clinics where women can be referred for Pap testing. Other items such as the cyto brush, speculum, and small gifts (or *regalitos*) will have to be purchased. The brochures about cervical cancer and Pap testing will need to be ordered in advance. Some places provide brochures at no cost while others charge a fee which depends on the volume that is ordered. In the section entitled “Resources for the Trainer” (Appendix C), we list several agencies from which you may request these brochures.
What is the Promotora Instruction Guide?
This Guide will help promotoras plan and carry out individual visits and group sessions that encourage Latinas to get a Pap test to check for cervical cancer. The Guide contains this: 1) an overview of AMIGAS, 2) instructions on how to get ready for individual and group lessons, 3) detailed lesson plans, 4) instructions for record keeping after a session, 5) information on the tool box, 6) additional resources, and 7) AMIGAS materials to be photo copied.

How do you use the Promotora Instruction Guide?
The Promotora Instruction Guide can be used in the following ways:
• with one woman or with a group of women
• in a woman’s home or in a community setting
During the promotora training all of the materials in the Promotora Instruction Guide will be reviewed. Promotoras will keep the Guide and use it as a reference when they are leading individual or group sessions in the community.

How do you assemble the Promotora Instruction Guide?
1. Download and save these three files: (1) Promotora Instruction Guide, (2) binder cover sheet with the AMIGAS logo, and binder tab labels.
2. Take electronic files to a print shop and use the instructions provided below.
3. After printed, insert Promotora Instruction Guide in the 3-ring binder.
4. Paste adhesive binder tabs on binder tab covers and place them in each corresponding section.
5. Place binder cover sheet with the AMIGAS log inside binder cover.
   a. Printing instructions for the Promotora Instruction Guide
      » Size: 8 ½ x 11 inches
      » Double-sided: No
      » Print in color: Yes
      » Laminate: No
      » Quantity: One for each promotora in your program.
      » Other: Punch 3-holes on each page
   b. Printing instructions for Binder Cover Sheet with AMIGAS logo
      » Size: 8 ½ x 11 inches
      » Double-sided: No
      » Print in color: Yes
- Laminate: No
- Quantity: One for each binder

**c. Printing instructions for Binder tab labels**
- Size: 8 ½ x 11 inches
- Double-sided: No
- Print in color: Yes
- Laminate: No
- Quantity: One set for each binder

**Additional materials needed**

These materials may be purchased at a local office supply store.

1. 3-ring white binder (1½ inch rings) with plastic slipcover
2. Adhesive binder tabs
Flipchart

What is the Flipchart?
The flipchart is an important tool in the AMIGAS tool box. It has the same words in both English and Spanish. The information in the flipchart is about cervical cancer and the Pap test. For example, the flipchart says what cervical cancer is and who can get it. It also says what a Pap test is and why it is important for women to get Pap tests.

How do you use the Flipchart?
Promotoras can use the flipchart alone or with other AMIGAS tools. They can use it for an individual visit with one woman or with a small group of women. Both of the AMIGAS lesson plans have specific instructions for how to use the flipchart. Promotoras may read the words on the back pages of the flipchart out loud to a woman (or women) and give her (or them) time to ask questions or make comments. While promotoras read the words on the back of the flipchart out loud, the woman (or women) should be able to see the front of the page you are reading.

How do you assemble the Flipchart?
1. Download and save these two files: (1) Flipchart and (2) Flipchart cover.
2. Take the electronic files to a print shop and use the instructions provided below.
3. Insert each printed page of the flipchart, in the plastic covers of the easel binder. After assembling the flipchart, make sure that all the pages are facing in the right direction.
4. Insert AMIGAS logo in the front pocket of the flipchart easel binder
   a. Printing instructions for Flipchart
      » Size: 11 x 17 inches (preferred) or 8 ½ x 11 inches
      » Double-sided: No
      » Print in color: Yes
      » Laminate: No
      » Quantity: One for each promotora in your program.
   b. Printing instructions for Flipchart cover
      » Size: 11 x 17 inches (preferred) or 8 ½ x 11 inches
      » Double-sided: No
      » Print in color: Yes
      » Laminate: No
      » Quantity: One for each flipchart
Additional materials needed

Easel binder: Horizontal Easel (size: 11 x17 inches or 8 ½ x 11 inches) -- This binder easel is set up in seconds by joining the hook-and-loop tabs. Presentation materials are inserted into the easel's clear, nonstick pockets. Each easel will need about 20 two-sided pockets to insert up to 40 charts.
Body Diagrams

What are the body diagrams?
Two body diagrams are in the AMIGAS tool box (see following pages). One shows the female reproductive system. The other shows what happens during a Pap test. The body diagrams have labels in both English and Spanish. The labels are technical words for parts of the body and the medical items used during a Pap test. You can find definitions of the words in the Glossary included in Appendix C, “Resources for the Trainer.” On the back of each diagram is a simple explanation of what is on the front.

How do you use the body diagrams?
Promotoras can use the body diagrams to help women understand the different parts of the reproductive system and what happens during a Pap test. The diagrams can use them in both the individual visit and the group session. Promotoras can use them in different ways – it is up to them. For example, a promotora could hang them up on the wall during a group session. The diagrams will be helpful in answering questions women might have.

How do you prepare the body diagrams?
The body diagrams can be enlarged to 11 X 17 inches so that all women in a group can see them easily. Lamination will protect them and make them stiff so that they are easy to handle and display. Print shops can change the size and do lamination for you. You may want to enlarge the diagrams to poster size for hanging in your classrooms. Here are the steps you will need to take to prepare the body diagrams:

1. Download and save files
2. Take electronic files to the print shop and use the following instructions:

Printing instructions
• Size: 11 x 17 inches (preferred)
• Double-sided: Yes
• Print in color: Yes
• Laminate: Yes
• Quantity: One of each body diagrams for each promotora in your program.
The Female Reproductive System

- The **uterus** or womb is located below your stomach.
- The **cervix** is located in the lower portion of the womb.
- The cervix opens into the **vagina**, which leads to the outside of the body.
Cómo hacer la prueba de Papanicolaou

- Una prueba de Papanicolaou se hace como parte de un examen pélvico en el consultorio de su médico.
- Usted se reclina de espaldas con sus rodillas en alto y sus pies en estribos.
- Para hacer la prueba de Papanicolaou su médico usa un instrumento llamado un espéculo.
- El espéculo se introduce en su vagina y se abre de manera que las paredes de su vagina y cérvix estén visibles.

Having a Pap Test

- A Pap test is done as part of a pelvic exam at your doctor’s office.
- You lie on your back on an exam table with your knees up and your feet placed in foot rests.
- To do the Pap test your doctor uses a special instrument called a speculum.
- The speculum is put into your vagina and opened up so that the walls of your vagina and cervix can be seen clearly.
Contact Sheet

What is the contact sheet?
The contact sheet is a form for promotoras to keep track of every woman they speak with about Pap testing (see below). This is for both the individual visits and group sessions. The personal information at the top of this form lets promotoras know where a woman was in her decision to get a Pap test when the promotora first spoke with her. Promotoras can use this information and any notes they write about subsequent conversations to help each woman move closer toward getting regular Pap tests.

How do you use the contact sheet?
To complete the contact sheet, a promotora should:

1. When a promotora is doing Step 6 of the Individual Lesson Plan and Step 11 of the Group Lesson Plan, she should have each woman complete the Personal Information Summary on the Contact Sheet.

2. The second half of the page is for the promotora to complete. The first two lines of the Follow-up section can be completed before, during, or immediately after the visit. The remainder is for later conversations.

3. When a promotora follows up with each woman after the visit, she will use the section “notes” to record her telephone conversation with the woman. She should include the date and details of the conversation, e.g. whether or not the woman is ready to get a Pap test and why, what the woman has done since the promotora last saw her to help herself get a Pap test, and whether or not the woman has made a Pap test appointment. If the woman has made an appointment, the promotora should include the date of the appointment so that she can follow up with the woman again after that date to find out how the test went. If the woman had the test, the promotora should record how the test went for the woman and if she has received the results. The promotora should make a note of any problems the woman might be having in getting her Pap test so that she knows how she can best help her.

How do you prepare the contact sheet?
1. Download and save the file (versions in English and Spanish)
2. Take electronic file to the print shop and use the following instructions:
Printing instructions

- Size: 8 ½ x 11 inches
- Double-sided: No
- Print in color: No
- Laminate: No
- Quantity: A contact sheet will be given to each woman who participates in a group or individual session. We recommend that you keep a good number of contact sheets in stock for your promotoras.
# CONTACT SHEET

## Personal Information Summary

<table>
<thead>
<tr>
<th>A. Name: ___________________________</th>
<th>Phone Number: ___________________________</th>
</tr>
</thead>
</table>

B. Have you had a Pap test in the last 3 years? □ Yes □ No

C. After this meeting, what is your plan for getting a Pap test? (Mark one only.)

- [ ] Continue getting a Pap test regularly.
- [ ] Not ready to get a Pap test yet.
- [ ] Think about getting a Pap test.
- [ ] Call for an appointment to get a Pap test.

D. Promises to myself include the following:

1. ______________________________________
2. ______________________________________
3. ______________________________________

## Follow-Up (for Program Use Only)

<table>
<thead>
<tr>
<th>Date: ___________</th>
<th>Location: ___________________________</th>
</tr>
</thead>
</table>

Number of Participants: ___________________ Promotora: ___________

Notes: ______________________________________

__________________________________________

__________________________________________
Message Cards

What are the message cards?
The AMIGAS message cards were made with information that we learned from Latinas about their feelings, ideas, and experiences with Pap tests. On the front of each card there is something that a woman might say about the Pap test. On the back of the card is an example of what the promotora could say in response.

How do you use the message cards?
The lesson plan for an individual visit gives specific instructions for how to use the message cards (Step 3). The instructions tell the promotora to ask the woman to choose the cards that ring a bell for her. The promotora will talk with her about each of the cards she has chosen using the information on the back of the card as a guide. Once you become more familiar with the cards, you will find other ways that they can be helpful in your conversations.

The lesson plan for a group session does not use the message cards. Instead, the group session has something similar to the message cards, called the personality cards. The personality cards are part of the game called Three Friends. If the promotora does not have time to play Three Friends, she could use the message cards with a group. We encourage her to be creative!

How do you prepare the message cards?
1. Download and save the message card files
2. Take electronic message card files (versions in English and Spanish) to a print shop and use the following instructions:

Printing instructions
• Size: 8 ½ x 11 inches
• Double-sided: Yes
• Print in color: Yes
• Laminate: Yes
• Quantity: 2 sets of message cards should be made for each promotora (one in English and one in Spanish).
<table>
<thead>
<tr>
<th>It is embarrassing.</th>
<th>“Many of us feel embarrassed about getting a Pap test. The test does not take very long. The clinic staff are professionals and they see women’s bodies every day.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>I feel ugly or awful.</td>
<td>“Getting a Pap test may make us feel ugly. It will just be for a short time. It is worth it for the sake of our health.”</td>
</tr>
<tr>
<td>I feel nervous or afraid.</td>
<td>“Many of us feel nervous or afraid to get a Pap test. The clinic staff can answer any questions we have. It can help us to know what is going to happen.”</td>
</tr>
<tr>
<td>It may be painful.</td>
<td>“Sometimes a Pap test can be a little painful. The test will only take a few minutes and the pain is usually very little. It is worth it for our health.”</td>
</tr>
<tr>
<td>Reason</td>
<td>Response</td>
</tr>
<tr>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>I do not trust doctors and the results.</td>
<td>“Many of us feel that way. The Pap test is something doctors do all the time and they are trained to do the Pap test and they do it frequently. We can trust the results we are given. It is OK to ask questions. They will explain the results to you.”</td>
</tr>
<tr>
<td>I will die faster if I know.</td>
<td>“Some women think they will die faster if they know about cervical cancer. In fact, we may die faster if we do not get a Pap test. The Pap test can find cervical cancer early so it can be treated.”</td>
</tr>
<tr>
<td>I do not have time.</td>
<td>“Sometimes it can be hard to make time for a Pap test when we are very busy. It is important to make time to take care of ourselves. Our health depends on it!”</td>
</tr>
<tr>
<td>I do not need one. I am healthy.</td>
<td>“It can be hard to understand why a Pap test is important when we don’t feel sick. Until we have had a test, we won’t know for sure if we are healthy.”</td>
</tr>
<tr>
<td>Reason for Not Getting a Pap Test</td>
<td>Explanation</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>I do not need one. I believe in God.</td>
<td>“God wants us to look after ourselves so we can stay healthy.”</td>
</tr>
<tr>
<td>I do not need one. There is no cancer in my family.</td>
<td>“Some of us think that we do not need a Pap test if cancer does not run in our family. All women need a Pap test, even if no one in their family has had cancer.”</td>
</tr>
<tr>
<td>I do not need one. I am too old.</td>
<td>“Some women think that it is only young and sexually active women who need a Pap test. This is not true. All women need to get Pap tests. This includes older women.”</td>
</tr>
<tr>
<td>I do not need one. I am not having sex.</td>
<td>“Some women think that it is only young and sexually active women who need a Pap test. This is not true. All women need to get Pap tests. This includes women who are no longer having sex.”</td>
</tr>
<tr>
<td><strong>I could still die from cervical cancer.</strong></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>“There is no guarantee with a Pap test. But it is more likely that we could die from cervical cancer if we do not get a Pap test. That is because having a Pap test can show cervical cancer early enough to treat it.”</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>I already had one.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>“Getting one Pap test is not enough. Women have to get a Pap test every three years. So having a Pap test should be a regular part of a woman’s life so she stays healthy!”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>My partner does not want me to.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>“Many of us do not feel like our partner wants us to get a Pap test. What is important is that we take care of our health, even if we do not have encouragement or help. We will stay healthy for our families.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>A free or low cost test would help me.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>“There are clinics that give low cost or free Pap tests. Other clinics can set up a payment plan. I can give you information about those clinics.”</td>
</tr>
<tr>
<td>Topic</td>
</tr>
<tr>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Going with someone would help me.</td>
</tr>
<tr>
<td>More information would help me.</td>
</tr>
<tr>
<td>A reminder would help me.</td>
</tr>
<tr>
<td>I do not have insurance.</td>
</tr>
<tr>
<td>Issue</td>
</tr>
<tr>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>The test takes too long.</td>
</tr>
<tr>
<td>Clinic hours are not convenient.</td>
</tr>
<tr>
<td>I will not understand the results.</td>
</tr>
<tr>
<td>I prefer a female doctor.</td>
</tr>
</tbody>
</table>
I prefer a male doctor.

“Some of us prefer to have a male doctor when we get a Pap test. Many clinics have male doctors. We can ask for one when we make our Pap test appointment.”

Clinic staff do not speak Spanish.

“Many of us want to go to a clinic where they speak Spanish. Many clinics have doctors and staff who speak Spanish. We can ask for someone who speaks Spanish when we make our Pap test appointment.”

I do not have transportation.

“Many of us do not have a way to get to the clinic. It is important for us to find a way to get to the clinic so we can have a Pap test. Some clinics are easy to get to by bus. I can give you information about which bus to catch. You could also ask a friend or relative to give you a ride.”

I do not have childcare.

“Many of us have trouble getting a Pap test when we have children to take care of. Some clinics have childcare. I will give you a list of those clinics. We could also ask a family member or friend to care for our children while we go to the clinic.”
I have not thought about getting a Pap test.

“I understand that you have not thought about getting a Pap test. I would like to help you start thinking about it.”

Not Thinking About >> Thinking About >> Planning >> Taking Action

I am thinking about getting a Pap test.

“I’m happy that you’re thinking about getting a Pap test. I would like to help you make a plan to get one.”

Not Thinking About >> Thinking About >> Planning >> Taking Action

I am planning to get a Pap test. I have already taken some steps to do this.

“It’s great that you’re planning to get a Pap test! What steps have you taken? I would like to help you make and keep an appointment.”

Not Thinking About >> Thinking About >> Planning >> Taking Action
Resource Sheet

What is the resource sheet?
The resource sheet is an important AMIGAS tool that has detailed information about how to get a Pap test in your community. Each promotora program makes its own resource sheet so the information is specific to your community.

How do you use the resource sheet?
The promotora should carefully go over the resource sheet with every woman with whom she talks. The lesson plans for an individual visit and for a group session both have a step with specific instructions for how to use the resource sheet.

How do you prepare the resource sheet?
You will need to make a resource sheet that has information for your community. You can use the example resource sheet included below to help you get started. You will need to find the information for your community and decide what is important to include. You will need to be sure that the resource sheet remains accurate and useful for your community. You can include whatever information you think would be helpful.

Here are the steps you will need to take to prepare the resource sheet:

1. Download and save the resource sheet file
2. Customize the resource sheet template with your relevant information for your community.
3. After you have customized the template, take electronic resource sheet file to a print shop with the following instructions:

Printing instructions
- Size: 8 ½ x 11 inches
- Double-sided: Yes
- Print in color: Optional
- Quantity: 2 sets of message cards should be made for each promotora (one in English and one in Spanish).
- Laminate: No
<table>
<thead>
<tr>
<th>Clinic</th>
<th>Location, Phone Number, and Website</th>
<th>Hours</th>
<th>Price of Pap Test</th>
<th>Spanish-speaking staff?</th>
<th>Child Care?</th>
<th>Bus Route #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Health of Central Washington</td>
<td>1806 Lincoln Ave Yakima, WA 98902 (509) 452-4520</td>
<td>Monday through Friday 8:00 am to 7:30 pm. Outside these hours, call (509) 452-4520</td>
<td>Please check your local clinic for the current cost.</td>
<td>Yes</td>
<td>No</td>
<td>1, 8</td>
</tr>
<tr>
<td></td>
<td><a href="http://chcw.org">http://chcw.org</a></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grandview Medical/Dental Clinic (YVFWC)</td>
<td>1000 Wallace Way Grandview, WA 98930 (509) 882-3444</td>
<td>7:30 am to 8:00 pm, Monday through Friday.</td>
<td>Dependent on income - if the individual doesn’t qualify under special programs.</td>
<td>Yes</td>
<td>No</td>
<td>Call PFP (see number below) or Community Health Services.</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.yvfwc.com/locations/grandview-medical-dental-clinic">www.yvfwc.com/locations/grandview-medical-dental-clinic</a></td>
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<td></td>
</tr>
<tr>
<td>Mountain View Women’s Health Center (YVFWC)</td>
<td>240 Division St. Grandview, WA 98930 (509) 882-4700</td>
<td>8:00 am to 5:00 pm, Monday through Friday.</td>
<td>Dependent on income - if the individual doesn’t qualify under special programs.</td>
<td>Yes</td>
<td>No</td>
<td>Not on Yakima Transit Bus route. Call Maria Barrahas at clinic office for pick up.</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.yvfwc.com/locations/mountainview-womens-health-center">www.yvfwc.com/locations/mountainview-womens-health-center</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toppenish Medical/Dental Clinic (YVFWC)</td>
<td>518 W 1st Ave Toppenish, WA 98948 (509) 865-5600</td>
<td>7:30 am to 8:00 pm Monday through Friday and 9:00 am to 4:00 pm Saturday.</td>
<td>Sliding fee scale available, based on income and family size. Medicaid, Medicare and Healthy Options are also accepted.</td>
<td>Yes</td>
<td>No</td>
<td>Call PFP (see number below) or Community Health Services.</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.yvfwc.com/locations/toppenish-medical-dental-clinic">www.yvfwc.com/locations/toppenish-medical-dental-clinic</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yakima Neighborhood Health Services (YNHS)</td>
<td>12 S. 8th St. Yakima, WA 98907 (509) 454-4143</td>
<td>8:00 am to 7:00 pm, Monday through Friday; 8:00 am to 6:00 pm, Saturday to “7:45 am to 6:30 pm, Monday through Friday; 8:30 am to 6:00 pm, Saturdayy</td>
<td>Sliding fee scale available; many different programs available for eligible individuals including BCHP Plan, WIC, Take Charge, and Non-Citizens Family Planning.</td>
<td>Yes</td>
<td>No</td>
<td>Call PFP (see number below) or Community Health Services at clinic.</td>
</tr>
</tbody>
</table>
Other Information:

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Yakima Transit: (509) 575-6175 or <a href="https://yakimatransit.org/">https://yakimatransit.org/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>People for People (PFP) Transportation or Interpreter Services: (509) 248-6793 or toll free 1 (800) 233-1624</td>
</tr>
<tr>
<td></td>
<td>PFP contacts: E-mail: <a href="mailto:adminreception@pfp.org">adminreception@pfp.org</a></td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Call Yakima Neighborhood Health Services (YNHS) at (509) 454-4143 for help with Washington's Children’s Health Insurance Program or their Covering Kids and Families programs.</td>
</tr>
<tr>
<td>Health Information</td>
<td>Yakima Health District, Breast, Cervical and Colon Health Program includes program overview and eligibility information <a href="http://www.yakimacounty.us/294/Breast-Cervical-Colon-Health">www.yakimacounty.us/294/Breast-Cervical-Colon-Health</a></td>
</tr>
<tr>
<td></td>
<td>Washington State Department of Health <a href="http://www.doh.wa.gov/YouandYourFamily/IlnessandDisease/Cancer/BreastCervicalandColonHealth">www.doh.wa.gov/YouandYourFamily/IlnessandDisease/Cancer/BreastCervicalandColonHealth</a></td>
</tr>
</tbody>
</table>

Some advice to help you prepare for the Pap test:

- You should have the test when you are not on your period.
- If you use any vaginal douches, foams, creams, gels, or medicine for the vagina, except if it is prescribed by your doctor, you should stop using them 2 days before the test. These products may hide abnormal cells.
- You should not have sex 1-2 days before the test.

Promotora’s Name: _____________________________

Phone: _____________________________

Other Info: _____________________________
**Appointment Card**

**What is the appointment card?**

The **AMIGAS appointment card** can be a nice reminder for a woman of the date, time, and location of her Pap test. The card also includes some things on the back that may be helpful for a woman to remember when she calls for the appointment.

**How do you use the appointment card?**

*Promotoras* can give this card to a woman to use when she is ready to make a Pap test appointment. The woman can write the date, time, and location of her appointment on the card as a reminder to herself.

**How do you prepare the appointment card?**

1. Download and save the appointment card files (English and Spanish version)
2. Customize the appointment cards with your program’s name and/or logo.
3. After you have customized the cards, take updated electronic appointment card file to a print shop with the following instructions:

**Printing instructions**

- Size: 8 ½ x 11 inches
- Double-sided: Yes
- Print in color: Yes
- Quantity: Make as many as you need in both languages. An appointment card will be given to each woman who participates in a group or individual session. We recommend that you keep a good number of appointment cards in stock for your *promotoras*
- Laminate: No

4. After the card files have been printed, cut each sheet along the lines.
Appointment Card

Date: ____________  Time: ____________
Clinic: ____________________________
Location: ____________________________

Things you might want to ask about when making your appointment:
- Transportation to the clinic
- Directions to the clinic
- Spanish-speaking doctor
- Childcare services

And remember:
- You should have the test when you are not on your period

Appointment Card

Date: ____________  Time: ____________
Clinic: ____________________________
Location: ____________________________

Things you might want to ask about when making your appointment:
- Transportation to the clinic
- Directions to the clinic
- Spanish-speaking doctor
- Childcare services

And remember:
- You should have the test when you are not on your period

Appointment Card

Date: ____________  Time: ____________
Clinic: ____________________________
Location: ____________________________

Things you might want to ask about when making your appointment:
- Transportation to the clinic
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- Spanish-speaking doctor
- Childcare services

And remember:
- You should have the test when you are not on your period

Appointment Card

Date: ____________  Time: ____________
Clinic: ____________________________
Location: ____________________________

Things you might want to ask about when making your appointment:
- Transportation to the clinic
- Directions to the clinic
- Spanish-speaking doctor
- Childcare services

And remember:
- You should have the test when you are not on your period
Medical Instruments

What are the medical items?

These two items - the speculum and the cyto brush - are used during a Pap test. A doctor may also use a small tube instead of a cyto brush. You will want to check with your local clinic to see if they can provide or recommend what you should carry with you to show women what medical items are used during a Pap test.

How do you use the medical items?

Promotoras can use these items to show women what they look like and how they work. The speculum is the instrument that is put into the vagina and opened up so that the walls of the vagina and cervix can be seen clearly. The cyto brush is used to take some cells from the cervix. A small tube could be used instead of a cyto brush to take some cervical cells. The lesson plans for an individual visit and for a group session suggest that promotoras might show these when they are reading and talking about the Pap test. Promotoras could use them at other points in their visit or sessions, too. These items can be helpful visual aids when discussing the Pap test diagram.

Where do you get the medical items?

You will need to find speculums and cyto brushes to put in your promotoras’ tool boxes. The body diagram posters in the AMIGAS tool box show what they look like. Your program may be able to get speculums and cyto brushes from a local clinic or a medical supply store (check the yellow pages). If you decide to include these items in the tool boxes, make sure you get a set for each promotora in your program.
Regalitos

What are the regalitos?

Promotoras may wish to give small gifts to the women to thank them for taking the time to meet with them. Examples of gifts are things like:

- Small travel-size bottles of shampoo
- Small individual-size soaps
- Small notebooks
- Pens
- Recipes off the internet
- Small, inexpensive kitchen tools
- Coffee or tea mugs

How do you use the regalitos?

Gifts are best used at the end of a visit or group session to thank women for taking the time to meet with the promotora. For the group session, here is an idea:

- When promotoras invite women, the promotora lets them know that if they arrive on time they can take part in a prize raffle.
- When they arrive, the promotora asks each woman to write her name on a small piece of paper, fold it in half, and put it in a jar or a basket.
- At the end of the group session, the promotora draws a woman’s name from the jar or basket. This name could be the prize winner, or the second name drawn could be the winner for more suspense. The winner should get the special raffle prize.

Where can you obtain the regalitos?

This depends on how much money is in your program to purchase regalitos. Some clinics may already have regalitos that have the clinic’s logo you may use those if they are available. Get enough gifts for the all women your promotoras expect to see.
Group Games

What are the group games?
The games are for the group sessions. The Icebreaker (The Web) is a way to get to know a little about the other women in the group and make them feel comfortable. The other games use the knowledge learned during the session in ways that are fun and engaging. They help women remember the information that is included in the promotora’s discussion with them. One of the games (Three Friends) is a way for women to talk about their feelings about the Pap test.

How do you play the group games?
Each game has its own set of rules and instructions. The following pages include information on how to get ready to play each game. Excerpts from the Promotora Instruction Guide on how to play the game are also included.

How do you prepare the group games?
Follow the steps for each game that tell you how to prepare. Some of these steps should be done at least a day before the group session. Some have items that need to be purchased and materials to be printed in advance.
<table>
<thead>
<tr>
<th>Game</th>
<th>Materials and printing instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. The Web</strong></td>
<td>A ball of yarn</td>
</tr>
</tbody>
</table>
| **2. The Cabbage** | 1. 10 sheets of blank green paper (8½ x 11) for the cabbage  
|                 | 2. Download and save the question and answer sheet for the cabbage game  
|                 | 3. Printing instructions for the question and answer sheet:  
|                 | • Size: 8 ½ x 11 inches  
|                 | • Double-sided: No  
|                 | • Print in color: No  
|                 | • Quantity: One sheet for each per *promotora*.  
|                 | • Optional: Put question and answer sheet in a plastic sheet protector.  
|                 | 4. See instructions on how to make a paper cabbage further on in Appendix A |
| **3. Free Your Friend** | 1. A ball of yarn (you can use the same one used for The Web)  
|                 | 2. A chair  
|                 | 3. Download and save the question and answer sheet for the Free Your Friend game  
|                 | 4. Printing instructions for the question and answer sheet:  
|                 | • Size: 8 ½ x 11 inches  
|                 | • Double-sided: No  
|                 | • Print in color: No  
|                 | • Quantity: One sheet in each language for each per *promotora*.  
|                 | • Optional: Put question and answer sheet in a plastic sheet protector. |
## Game

### Materials and printing instructions

- **4. Three Friends**

  Download the Personality posters, Personality cards, and the Response sheet

  1. **Printing instructions for the Personality Posters**
     - Size: 8 ½ x 11 inches
     - Double-sided: No
     - Print in color: Yes
     - Quantity: One sheet in each language for each per promotora.
     - Optional: Laminate or put in pocket sheet protectors

  2. **Printing instructions for the Personality Cards**
     - Size: 8 ½ x 11 inches
     - Double-sided: Yes
     - Print in color: Yes
     - Quantity: One set of cards in each language for each per promotora.
     - Laminate: Yes

  3. **Printing instructions for the Response Sheet**
     - Size: 8 ½ x 11 inches
     - Double-sided: No
     - Print in color: No
     - Quantity: One sheet in each language for each per promotora.
     - Optional: Put response sheet in a plastic sheet protector
INSTRUCTIONS FOR PROMOTORAS ON HOW TO PLAY THE GROUP GAMES

Games: Icebreaker (The Web)

Purpose: Introduce women to one another and make them feel comfortable; help them understand that we are all connected to one another.

Materials: a ball of yarn

Number of Players: 4 or more

How do I get ready?

- Read the instructions below carefully.
- Find a ball of yarn for the game that is big enough for the group you expect.

How do we play?

1. Ask the women to stand in a circle.
2. Hold the ball of yarn. Explain that you will begin by saying your name and something about yourself. Say that you will continue to share things about yourself until someone in the group says that she has something in common with you. Examples of things you could say are:
   - I like the color _____.
   - I have ___ (number of) children.
   - The person I most admire is ______.
   - My favorite food is ______.
   - My favorite movie is ______.
3. Explain that when a woman in the group has something in common with you, she should shout “That’s me!” and say her name.
4. When someone says this, you will hold on to the loose end of the yarn ball and toss the yarn ball to that woman.
5. Then this woman will share something about herself until someone else in the group says “That’s me!” and then she will hold on to the yarn and toss the yarn ball to that woman.
6. Play the game until everyone is connected.
7. Tell the group that everyone is connected to one another somehow and that we all share something in common with each other.

Things to remember:

- This icebreaker is supposed to make women feel comfortable. If someone is having trouble thinking of something to share about herself, make suggestions to help her.
- The icebreaker should last 10 minutes.
Games: The Cabbage

Purpose: Review knowledge of information on pages 3-14 of the flipchart:

- What is cervical cancer?
- Who can get cervical cancer?
- What is a Pap test and why is it important to get one?
- Who should get a Pap test and how often?

Materials: 10 sheets of blank green paper (8½ x 11) for the cabbage, and The Cabbage question and answer sheet

Number of Players: 3 or more

How do I get ready?

- Use the “How to make a paper cabbage” instructions to make a “cabbage”:
- Make a copy of The Cabbage question and answer sheet. Review it so you are familiar with it.

How do we play?

1. Ask the women to stand in a circle.
2. All the players clap while everyone chants “The cabbage is hot, the cabbage is hot, it BURNS!”
3. Players pass the “cabbage” to the person on the right.
4. After the players say “It BURNS!” the clapping stops. The woman who is holding the cabbage when the chanting stops has to peel off a leaf (sheet of paper) and read the question or true-false statement out loud to the group. She then tries to answer the question. If she cannot answer it, she can say “I pass” and then pass the “cabbage” and her question to the next woman in the circle. Then that woman has to try to answer – she can also pass if she wants to.
5. When the question has been correctly answered, the “cabbage” is passed again to the right and the chanting continues.
6. Use the answer sheet provided to ensure that the questions are correctly answered. If any answer is incorrect or not very clear, you can step in and help the women with the answers as necessary.
7. Keep playing until all the sheets are gone.
Things to remember:

- You will take the “cabbage” and the “answer sheet” with you to the session.
- Make sure no one feels bad or embarrassed about her answers or opinions. You could tell the women something like “You should not worry if we do not know the answer to any of these questions. We are all here to learn and share together.”
- When you stop the music, try to give everyone a chance to remove a “cabbage leaf” and answer a question.
- *The Cabbage* should not take more than 15 minutes to play.
How to make a paper cabbage

The following steps describe how to make a paper cabbage to play the game called *The Cabbage*.

1. Print each question from *The Cabbage* question and answer template on one sheet of 8 ½ x 11 green paper.
2. Start with the sheet with the highest number question (i.e., #10).
3. Make a circle by joining your thumb and index finger and place the center of the sheet over the circle. Push down gently as shown in Figure 1.
4. Pinch the middle of the sheet and form a stem by tightening your fist as shown in Figure 2.
5. Repeat steps 2-4 with the each of the remaining sheets.
6. Place the sheet with the highest number in the middle, adding the next number to the outside as shown in Figure 3. Then add the remaining sheets, one at a time, until you get to #1. As you add each sheet to the outside, pinch them together. Note that each additional leaf is added to the outside of the cabbage, so question #10 should be on the inside leaf and question #1 should be on the outside leaf.
7. Once you have all ten leaves, your cabbage should look like the picture in Figure 4. Now you’re ready to play the game called *The Cabbage*!!
## The Cabbage

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Can a woman have abnormal cells that might become cervical cancer, but not know it?</td>
<td>Yes. Women can have abnormal cells and not have ANY symptoms.</td>
</tr>
<tr>
<td>2. Yes or No. Cervical cancer can be cured if it is found early.</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Who can get cervical cancer?</td>
<td>ANY woman can get cervical cancer.</td>
</tr>
<tr>
<td>4. Carolina started having sex when she was about 15 years of age. Now she is 50. Is she more likely to get cervical cancer?</td>
<td>Yes. Women who start having sex at an early age are more likely to get cervical cancer.</td>
</tr>
<tr>
<td>5. Bea is 45 and smokes cigarettes. She thinks she does not have to worry about getting cervical cancer. Is she correct?</td>
<td>No. A woman who smokes cigarettes has a higher chance of getting cervical cancer.</td>
</tr>
<tr>
<td>6. What is a Pap test?</td>
<td>A test used to find abnormal cells in the cervix</td>
</tr>
<tr>
<td>7. Stella is only 21 years of age and is not having sex with anyone. Does she need to get a Pap test?</td>
<td>Yes! Every women should get a Pap test starting at age 21, even if she is not having sex. Stella should have a Pap test every 3 years.</td>
</tr>
<tr>
<td>8. If I am not having my period anymore, then do I need to get a Pap test?</td>
<td>Yes!</td>
</tr>
<tr>
<td>9. What are two reasons it is important to get a Pap test?</td>
<td>• Getting a Pap test can help us stay healthy!</td>
</tr>
<tr>
<td></td>
<td>• If abnormal cells are found and treated early, cancer can usually be prevented.</td>
</tr>
<tr>
<td></td>
<td>• Women with abnormal cells feel no symptoms, but a Pap test can find them.</td>
</tr>
<tr>
<td></td>
<td>• Cervical cancer can usually be cured if found in time.</td>
</tr>
<tr>
<td></td>
<td>• Cervical cancer may be prevented if Pap tests are done regularly.</td>
</tr>
<tr>
<td>10. How can a Pap test save women’s lives?</td>
<td>A Pap test can find cancer early so that it can be treated. Cervical cancer can be cured if it is found early! A Pap test can sometimes even prevent cervical cancer because it finds abnormal cells early before they become cancer.</td>
</tr>
</tbody>
</table>
Games: Free Your Friend

Purpose: Reinforce knowledge of information on pages 15-22 of the flipchart:
- The female reproductive system and what happens when we get a Pap test
- How do we get our Pap test results?

Materials: a ball of yarn (you can use the same one used for the icebreaker, The Web) a chair, and the Free Your Friend question and answer sheet

Number of Players: 4 or more

How do I get ready?
- Find a ball of yarn and a chair.
- Review the Free Your Friend question and answer sheet so you are familiar with it.

How do we play?
1. Choose a volunteer to be the friend and have her sit in the chair at the front of the room.
2. Take the ball of yarn and “tie up” your friend by wrapping the yarn around her and the chair (about chest height). Wrap the yarn around her five times.
3. Explain to the group that the idea is to free your friend by answering the questions correctly. Each time a question is answered correctly, one circle of the yarn is removed.
4. Begin by asking the women one of the questions from the answer sheet.
5. Whoever answers the question correctly takes the yarn and unwinds it once. As the woman unwinds the yarn, she winds it back onto the ball.
6. Ask another question and have the woman who answers it correctly remove another circle of yarn.
7. Do this until all the yarn is unwrapped, the woman is free, and the yarn is wrapped back onto the ball.
8. If the answer is incorrect or not very clear, you should step in and say the correct answer or make the correct answer clear. After the correct answer is understood, have the woman untie another circle of yarn from the friend.
9. When all the yarn has been removed from your friend in the chair, everyone claps. She is now free to go and get her Pap test!
Things to remember:

- If you have trouble finding a volunteer to sit in the chair, tell the women that they need not feel embarrassed or shy. All the “friend” has to do is sit in the chair.
- When you are playing this game, some women may have questions or comments. It is okay for this to happen. Keep playing the game, but always answer any questions as you play.
- Remember not to make anyone feel bad or embarrassed about their answers or their opinions. You could tell the women something like “We should not worry if we do not know the answer to any of these questions. We are all here to learn and share together.”
- Try to allow answers from many different women. If they are having trouble with the answers, give them some help in coming up with the correct answer.
- This game should not take more than 10 or 15 minutes.

Free Your Friend

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What does the doctor do during a Pap test?</td>
<td>The doctor uses a speculum to keep the wall of the vagina separated in order to see the cervix. Then s/he uses a small brush to collect some of the cervical cells. These cells are put on a glass slide and sent to the laboratory for analysis.</td>
</tr>
<tr>
<td>2. Yes or No. It only takes a few minutes to get an appointment for a Pap test.</td>
<td>Yes.</td>
</tr>
</tbody>
</table>
| 3. How should you prepare for the Pap test?                            | • Not on your period the day of the test  
• No sex for 2 days before the test  
• No douches, foams, creams, gels, or medicine for the vagina that are not prescribed by a doctor for 2 days before the test |
| 4. Does it hurt to get a Pap test?                                     | There may be a little pinch when the doctor uses the speculum to separate the walls of the vagina or the brush to get some cervical cells. |
| 5. What should you do if you don’t hear from the clinic within two weeks? | If more than two weeks have passed and you have not heard about your results, you should call the clinic to ask for them.                  |
| 6. Does it always mean you have cancer if you get abnormal results from the Pap test? | No. Your doctor will ask you to come for another test or appointment if you have abnormal results. It is important to make and keep your follow-up appointment. |
Games: Three Friends

Purpose:
1. Discuss women’s feelings, opinions, and experiences with the Pap test;
2. help women find ways to overcome the difficulties they experience in getting a Pap test regularly;
3. help women create an action plan.


How do I get ready?
- Read the personality posters and cards in detail so that you are familiar with them.
- Separate the personality cards marked with (anyak) for Carolina, (anya) for Ana, or (anyak) for Raquel, so you have three separate bunches.
- Make a copy of the Three Friends question and answer sheet. Read it so you are familiar with the answers.

How do we play?
1. Hold up each of the three personality posters and read the statement which describes how the woman feels about getting a Pap test. Ask the women to choose which friend they identify with.
2. Work in teams based on the friend that each woman has identified with. Give each team the matching stack of personality cards – the ones that are for Ana to the “Ana Team,” the ones that are for Raquel to the “Raquel Team,” and the ones that are for Carolina to the “Carolina Team.”
3. Ask for a volunteer in each team to read the statement on the front of one of their personality cards. Have the team talk about the statement and what they would say to help Raquel, Ana, or Carolina with these concerns. Do this for each one of the cards. If no one in the team can read, you should help them by reading the cards out loud.
4. After the teams have discussed their cards for 5-7 minutes, bring the group back together. Ask each team to share one of their proposed responses with the whole group. There is not enough time to talk about all the cards.
5. Get feedback from the group about whether the responses provided would help Raquel, Ana, or Carolina get a Pap test.
6. Use your answer sheet when needed to help the group understand how best to help Raquel, Ana, or Carolina get a Pap test.
Things to remember:

• When you lead the discussion at the end of the game, keep in mind that the goal for the group is to think of ways to move the “friend” closer to getting a Pap test.

• If you wish, you could ask all the participants in your session to choose just one “friend” to talk about as one big group, instead of forming teams.
Raquel

I have not thought about getting a Pap test.
I am thinking about getting a Pap test.

Ana
I am planning to get a Pap test. I have already taken some steps to do this.

Carolina
It is not possible for me to go to the doctor. I have to look after my grandchildren.

How can we help Raquel to think about getting a Pap test?

My daughter wants me to get a Pap test, but I am afraid. I have never been to the doctor in this country.

How can we help Raquel to think about getting a Pap test?

I do not think that I will understand or be able to trust the results of a Pap test.

How can we help Raquel to think about getting a Pap test?
<table>
<thead>
<tr>
<th><strong>I do not have a regular income, legal immigration status, or health insurance. I cannot afford to go to the doctor.</strong></th>
<th>How can we help Raquel to think about getting a Pap test?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I don’t understand why I need a Pap test now that I am a widow and not sexually active.</strong></td>
<td>How can we help Raquel to think about getting a Pap test?</td>
</tr>
<tr>
<td><strong>I do not speak English very well. I am worried that I will not be able to communicate with the doctor.</strong></td>
<td>How can we help Ana make plans to get a Pap test?</td>
</tr>
</tbody>
</table>
Appendix to Administrator’s Guide

I think I had a Pap test years ago. I remember that it was painful.

How can we help Ana make plans to get a Pap test?

I don’t understand why I need another test if the results were normal last time.

How can we help Ana make plans to get a Pap test?

My husband doesn’t like the idea of me having a Pap test but we both know that it can help prevent cervical cancer.

How can we help Ana make plans to get a Pap test?
I am not sure why I need a Pap test when I am not feeling sick.

How can we help Ana make plans to get a Pap test?

I had Pap tests many years ago but haven’t had one for a long time.

How can we help Carolina make a Pap test appointment?

I am very busy, but I know that taking care of my health is important.

How can we help Carolina make a Pap test appointment?
Getting a Pap test is embarrassing.

How can we help Carolina make a Pap test appointment?

I do not drive and I do not have transportation to the clinic.

How can we help Carolina make a Pap test appointment?

Having a Pap test is not fun, and I really don’t want to go alone.

How can we help Carolina make a Pap test appointment?
## Answer Sheet for Three Friends Game

### Raquel – is not thinking about getting a Pap test

<table>
<thead>
<tr>
<th>Friend’s Thoughts on Pap Testing</th>
<th>Possible Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is not possible for me to go to the doctor. I have to look after my grandchildren.</td>
<td>Many women find that getting a Pap test is difficult when they have children to take care of. Some clinics have childcare available. Some of us have a friend or neighbor look after the children while we go to the doctor.</td>
</tr>
<tr>
<td>My daughter wants me to get a Pap test, but I am afraid. I have never been to the doctor in this country.</td>
<td>Many women feel afraid to get a Pap test, especially when they are going for the first time. It can help when you know what is going to happen. I can give you some information that explains the process. The clinic staff can also answer any questions you have. Perhaps your daughter might be willing to go with you. It helps when we take a friend or family member with us.</td>
</tr>
<tr>
<td>I do not think that I will understand or be able to trust the results of a Pap test.</td>
<td>Many women worry about the results. The Pap test is something doctors do all the time and they are trained. We can trust the results we are given. It is OK to ask questions. They will explain the results to you. Perhaps your daughter will help you, too.</td>
</tr>
<tr>
<td>I do not have a regular income, legal immigration status, or health insurance. I cannot afford to go to the doctor.</td>
<td>The cost of the test is a problem for many of us. Some clinics give Pap tests even if you do not have insurance or papers. Some clinics have free tests. Some clinics have low cost tests and payment plans. I will give you some information about those clinics.</td>
</tr>
<tr>
<td>I don’t understand why I need a Pap test now that I am a widow and not sexually active.</td>
<td>It is not only young and sexually active women who need Pap tests. All women need them. Even when we are older or no longer having sex, we still need to get Pap tests.</td>
</tr>
</tbody>
</table>
## Ana – is thinking about getting a Pap test

<table>
<thead>
<tr>
<th>Friend’s Thoughts on Pap Testing</th>
<th>Possible Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not speak English very well. I am worried that I will not be able to communicate with the doctor.</td>
<td>Many of our clinics have Spanish-speakers on their staff. When you make your appointment, you can tell them you need to see someone who speaks Spanish.</td>
</tr>
<tr>
<td>I think I had a Pap test years ago. I remember that it was painful.</td>
<td>Sometimes a Pap test can be a little painful. It is not usually very bad, and is over quickly.</td>
</tr>
<tr>
<td>I don’t understand why I need another test if the results were normal last time.</td>
<td>Getting one Pap test is not enough. We must get them regularly. This helps to make sure that we stay healthy.</td>
</tr>
<tr>
<td>My husband doesn’t like the idea of me having a Pap test but we both know that it can help prevent cervical cancer.</td>
<td>It’s good that you both understand the importance of getting a Pap test. Many husbands do not really like the idea of their wives getting Pap tests. It is important that we do it anyway, for our own health. Perhaps your husband would feel better if he knows more about it. I can give you some information to share with him.</td>
</tr>
<tr>
<td>I’m not sure why I need a Pap test when I am not feeling sick.</td>
<td>It can be hard to understand why we need a Pap test when we are well. Cervical cancer often has no symptoms. Having a test makes sure that we stay healthy.</td>
</tr>
<tr>
<td>Friend’s Thoughts on Pap Testing</td>
<td>Possible Response</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>I had a Pap test many years ago, but haven’t had one for a long time.</td>
<td>It’s good that you had a Pap test some years ago. But it is also important that we have a test regularly to make sure that we are still healthy. Having just one Pap test is not enough. It is an ongoing process and we should get tested regularly.</td>
</tr>
<tr>
<td>I am very busy, but I know that taking care of my health is important.</td>
<td>Many of us find it hard to make time for a Pap test. But we must! It’s good that you know how important it is to take care of your health. That should include making time for a Pap test.</td>
</tr>
<tr>
<td>Getting a Pap test is embarrassing.</td>
<td>Yes, many women are embarrassed about getting a Pap test. It does not take long. The clinic staff are used to seeing women’s bodies every day. It is worth being embarrassed for a few minutes to know you are healthy.</td>
</tr>
<tr>
<td>I do not drive and I do not have transportation to the clinic.</td>
<td>Getting to the clinic is often difficult. Some clinics are easy to get to by bus. Some clinics offer transportation services. I can give you this information for the clinics in your area. In addition, you might be able to get a ride with a friend or relative.</td>
</tr>
<tr>
<td>Having a Pap test is not fun, and I really don’t want to go alone.</td>
<td>You are right that having a Pap test is not fun. But it’s a good feeling to know we are healthy. Perhaps you could take a friend with you to the clinic. Many women do this as it makes them feel better than going for their Pap test alone.</td>
</tr>
</tbody>
</table>
Promise Sheet

What is the promise sheet?
The *promise sheet* is a take-home page which shows the specific actions a woman has committed to towards getting a Pap test. It presents the next steps in each woman’s personalized action plan and includes a date by which she has agreed to do the actions shown. This handout can be displayed prominently in a woman’s home to remind her of the promise she has made.

How do you use the promise sheet?

1. The *promise sheet* is completed in Step 5 of the Individual Lesson Plan and Step 10 of the Group Lesson Plan. In both these sessions, the *promotora* will talk with women about the difficulties they have in getting a Pap test regularly. *Promotoras* will ask women to try and think of ways they can overcome those difficulties. The message cards in the individual sessions, and the Three Friends game in the group sessions, give women ideas to help each woman develop her own action plan. *Promotoras* should help women to come up with solutions that will work for them, and to focus on what specific actions they can take.

2. *Promotoras* will give each woman her own form and when she has decided what her next steps will be, have her commit to those actions by completing the promise sheet. A *promotora* will ask her to make a promise to herself regarding what she will do to overcome any of the difficulties she is having. What will she commit to? Using the promise sheet, *promotoras* will ask each woman to mark the boxes for the step or steps she will take toward getting a Pap test. If there are other steps she wants to take that are not listed, they can be added in the space provided.

3. *Promotoras* will tell each woman that this is a promise she is making to herself and to her family to stay healthy. The woman should only mark what she is really going to do.

4. *Promotoras* will tell each woman she can take this promise sheet home with her as a reminder of what she has committed to doing towards getting regular Pap tests.

How do you prepare the promise sheets?

1. Download and save the promise sheet files (English and Spanish version)

2. Take electronic files to a print shop with the following instructions:
Printing instructions

- Size: 8 ½ x 11 inches
- Double-sided: No
- Print in color: Yes
- Laminate: No
- Quantity: Make as many as you need in both languages. The *Promise Sheet* will be given to each woman who participates in a group or individual session. We recommend that you keep a good number of them in stock for your *promotoras*. 
My Promise

For me and my family, it is important that I get a Pap test. I will:

- Think about getting a Pap test.
- Talk to my husband/boyfriend, a friend, a relative, or the promotora about getting a Pap test.
- Use the resource sheet to help me get a Pap test.
- Make an appointment to get a Pap test.
- Find someone to watch my children (grandchildren).
- Find a way to get to my appointment.
- Go for a Pap test.
- ____________________________

I promise, to myself and to my family to take these steps by ______________.

Signed by: __________________________________________

I will make a promise to myself and to my family!

Getting a Pap test can help me stay healthy!
Brochures

What are the brochures?

Brochures provide information about cervical cancer and the Pap test. They are handy references which contain all the important information women should know.

How do you use the brochures?

Promotoras can give women copies of the brochures at the end of each individual visit or group session. Having them will help women remember the information you shared with them. They will also be useful tools for women to use in talking with their friends and family about Pap testing and cervical cancer.

How do you obtain the brochures?

You will need to order brochures in advance. Several brochures are readily available from organizations either on their web sites or by calling a toll free number. Some places provide brochures at no cost while others charge a fee which depends on the volume that is ordered. In Appendix C, entitled “Resources for the Trainer,” we have provided several agencies where you may request these brochures. You may also have local programs that can provide you with brochures.
AMIGAS Handout

What is the AMIGAS handout?
The AMIGAS handout is a one page take-home information sheet with English on one side and Spanish on the other side. It explains the primary messages that are part of AMIGAS.

How do you use the AMIGAS handout?
Promotoras can give women copies of the handout at the end of an individual visit or a group session. The handout will help women remember the information you shared with them. It will also be useful for women to use to share with their friends and family about the Pap test and cervical cancer.

How do you prepare the AMIGAS handout?
1. Download and save the AMIGAS handout files (English and Spanish version)
2. Take electronic files to a print shop with the following instructions:

Printing instructions
• Size: 8 ½ x 11 inches
• Double-sided: No
• Print in color: Optional
• Laminate: No
• Quantity: Make as many as you need in both languages. The AMIGAS handout will be given to each woman who participates in a group or individual session. We recommend that you keep a good number of them in stock for your promotoras.
AMIGAS:

Helping Women Take Care of Their Health

- **Getting a Pap test can help women stay healthy**
  Abnormal cells that are found early can usually be treated to prevent cancer. That’s why it’s so important that we all get our Pap tests regularly.

- **Cervical cancer is easier to cure if it is found in time**
  If detected and treated early, cervical cancer is highly curable.

- **It is important for all women to get regular cervical cancer screenings – either through a Pap test alone or with Pap and HPV tests**
  - If a woman is age 21-29, she should get a Pap test every 3 years
  - After age 30, a woman has 2 choices: a Pap test every 3 years or a Pap test and HPV test every 5 years
  - It is especially important for Latina women to get a Pap test. They are at higher risk of cervical cancer because they get Pap tests less often.

- **Women can get a Pap test in this community**
  Talk with your *promotora* about the clinics in your community where you can get a Pap test. She will help you find a place that is right for you.

- **Make a promise to yourself and your family to get a Pap test**
  Call your *promotora* or medical clinic TODAY to schedule your Pap test.

Promotora’s Name: ____________________

Agency: ____________________

Phone: ____________________

Other Info: ____________________
Participant Evaluation Form

What is the participant evaluation form?
This is a short form that allows the promotora to gather feedback from the women in your community about the education sessions in which they participated. The information collected will help her improve her sessions and make them clear, understandable, and enjoyable for the participants.

How do you use the participant evaluation form?
The survey is given out at the end of the session (both individual and group) as described in the lesson plans. Promotoras can help the women complete the form and answer any questions they might have.

How do you use the participant evaluation form?
1. Download and save the form files (English and Spanish version)
2. Take electronic files to a print shop with the following instructions:

Printing instructions
- Size: 8 ½ x 11 inches
- Double-sided: No
- Print in color: No
- Laminate: No
- Quantity: Make as many as you need in both languages. The participant evaluation form will be given to each woman who participates in a group or individual session. We recommend that you keep a good number of them in stock for your promotoras.
## Evaluation Form-Post Session

### AMIGAS

*Check one response per question*

#### Materials

1. Were the materials you received interesting? □ Yes □ No
2. Did the brochures help your learning? □ Yes □ No □ N/A

#### Promotoras

3. Was your promotora a good teacher? □ Yes □ No
4. Did the promotora appear to know the material she was teaching? □ Yes □ No
5. Did the promotora answer all of your questions? □ Yes □ No □ N/A
6. Did the promotora listen to your opinions? □ Yes □ No □ N/A

#### Classroom or training facilities

7. Were you comfortable in the room? □ Yes □ No
8. Were you at ease in the group? □ Yes □ No □ N/A

#### General

9. Would you recommend this program to your friends? □ Yes □ No
10. What did you like most about the program?

________________________________________________________________________

11. What did you like least about the program?

________________________________________________________________________

Additional Comments:  
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name (optional)  
________________________________________________________________________

Phone Number (optional)  
________________________________________________________________________
B. Sample Training Agenda

This is a sample agenda to help guide your promotora training.

Promotora Training

Date: ________________________________

Location: ________________________________

Session 1

9:00 – 9:15 a.m. 1. Introductions
9:15 – 9:45 a.m. 2. Overview of AMIGAS and role of promotora
9:45 – 10:15 a.m. 3. Pre-test for promotoras
10:15 – 10:30 a.m. 4. Break
10:30 – 11:30 a.m. 5. Knowledge-based training – cervical cancer and Pap testing
11:30 a.m. – 12:00 p.m. 6. Wrap up

Session 2

9:00 – 9:15 a.m. 1. AMIGAS program options
9:15 – 10:15 a.m. 2. AMIGAS program lesson plans
10:15 – 11:00 a.m. 3. AMIGAS program tools
11:00 – 11:15 a.m. 4. Break
11:15 – 11:45 a.m. 5. Role-playing practice
11:45 a.m. – 12:00 p.m. 6. Debrief
12:00 – 12:15 p.m. 7. Wrap up and field test assignment (Promotoras field test all materials with 2 to 3 women in the community before Session 3)

[Allow ONE week for field testing]

Session 3 (One week later)

9:00 – 10:30 a.m. 1. Discussion of field testing: successes, challenges and problem-solving
10:30 – 11:00 a.m. 2. Recordkeeping and confidentiality
11:00 – 11:30 a.m. 3. Recommendations for recruiting women to participate in AMIGAS
11:30 – 11:45 a.m. 4. Break
11:45 a.m. – 12:15 p.m. 5. Presentation by medical professional
12:15 – 1:00 p.m. 6. Lunch
1:00 – 1:30 p.m. 7. How to respond to questions you do not have the answers to
1:30 – 2:00 p.m. 8. Post-test for promotoras
2:00 – 3:00 p.m. 9. Celebration and certificates
C. Resources for the Trainer

AMIGAS Resources

In this section you will find many resources that you can use as you need them. This includes background information on cervical cancer and Pap testing. It also includes a glossary of words you might see or hear. We also provide national cervical cancer resources you might find useful and resources specifically for promotoras.

Cervical Cancer and Pap Testing

What is cervical cancer?

- Cervical cancer and cancer of the cervix are two names for the same thing.
- Cervical cancer begins to develop when the cells of the neck of the uterus, or cervix, grow quickly without order.
- These cell changes in the cervix are called “high or low grade intraepithelial lesions.” These changes may not yet be cancer, but it is important to treat them.
- Compared to non-Hispanic whites, Hispanic women who live in the United States are twice as likely to be diagnosed with cervical cancer.

New Cases of Cervical Cancer (Incidence) (2013)

<table>
<thead>
<tr>
<th></th>
<th>Hispanic* Women</th>
<th>Non-Hispanic White Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2 per 100,000 women</td>
<td>7.0 per 100,000 women</td>
<td></td>
</tr>
</tbody>
</table>

Deaths Due to Cervical Cancer (Mortality) (2013)

<table>
<thead>
<tr>
<th></th>
<th>Hispanic* Women</th>
<th>Non-Hispanic White Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5 per 100,000 women</td>
<td>2.2 per 100,000 women</td>
<td></td>
</tr>
</tbody>
</table>

*Hispanic origin is not mutually exclusive from race categories (white, black, Asian/Pacific Islander, American Indian/Alaska Native).
It is possible and easy to examine the cervix. This means there is an opportunity for a doctor to find the cell changes that may result in pre-cancer or cervical cancer early so that women can be treated.

**What are the risk factors for cervical cancer?**

Factors that can increase the chance that a woman might get cervical cancer include:

- No history of screening or insufficient screening history, including Pap test and/or HPV test
- Infection with the virus called HPV (a common, sexually transmitted infection that usually clears but persists for some women)
- Sexual relations at an early age
- Having more than one sexual partner, or a partner who has multiple partners
- History of Chlamydia, a sexually transmitted disease
- Infection with the virus called HIV, which causes AIDS
- Using birth control pills for a long time (more than 5 years)
- Having had many babies
- Cigarette smoking
- Advanced age
- Diethylstilbestrol (DES) exposure (in utero)

**What is a Pap test?**

- A Pap test is used to find cell changes in the cervix.
- A Pap test is done in a clinic or in a doctor’s office. It is part of a pelvic exam.

**What happens during a Pap test?**

- The woman is taken into an exam room and given a medical gown. After the doctor or nurse leaves, she removes her clothing and puts on the medical gown. She lies face up on an exam table, with her knees bent and her feet supported in foot rests.
- To do the exam, the doctor or nurse uses a special instrument made of plastic or metal called a speculum. Other names include *pato* or *espejo*. The speculum holds the walls of the vagina open so the doctor or nurse can see the neck of the uterus, or cervix.
- The doctor or nurse uses a small brush or wooden spatula to get a sample of cells from the cervix. The woman may feel a quick pinch when the doctor or nurse takes the sample.
- The cells are placed on a glass slide or into a small tube and sent to the laboratory for analysis. This test determines if the cells of the cervix are normal or abnormal (not normal).
- The exam takes about 10 to 15 minutes.

**How should a woman prepare for having a Pap test?**

- A woman should not have a Pap test during her menstrual period.
- A woman should not douche or have sex for 48 hours before the Pap test.
- A woman should not use tampons, birth control foams, jellies, or other vaginal creams or medicines for 48 hours before the Pap test.
Who should get a Pap test and when?

- Several organizations have recommendations about screening for cervical cancer screening. In 2012, the United States Preventive Services Task Force (USPSTF) released the following guidelines for average risk women*:
  - Women age 21-29 should receive Pap tests every 3 years
  - Women age 30-65 can receive a Pap test every 3 years or a Pap test and a HPV test every 5 years
  - No screening with HPV test in women under the age of 30 alone or in combination with the Pap test
  - No screening by any method in women under the age of 21
  - Women over the age of 65 should not be screened for cervical cancer only if a history of adequate screening can be documented and they are not otherwise at high risk. Adequate prior screening is defined as 3 consecutive negative Pap test results or 2 consecutive negative Pap and HPV results (co-testing) within 10 years, with the most recent test occurring within the past 5 years
  - No screening of women who have had a hysterectomy with removal of the cervix and who do not have a history of a high-grade precancerous lesion or cervical cancer

* These recommendations do not apply to women who have received a diagnosis of a high-grade precancerous cervical lesion or cervical cancer, women with in utero exposure to diethylstilbestrol, or women who are immunocompromised (such as those who are HIV positive)

For more information:


Getting the Pap test results and what they mean?

- After having a Pap test, a woman should receive results by phone or letter. This usually happens within two weeks of having the Pap test.
- If she has questions about her Pap test results, this information should help you explain to her what the test results show.
- The table on the next page shows results using the formal medical terms (See “Bethesda System” and “Other Medical Terms”). Then it shows what the results mean in common medical language (See “Common Terms”).

What should happen if the Pap test results are normal?

If the results are normal, the woman does not need to do anything more until it is time for her next Pap test.
What should happen if the Pap test results are not normal?

If the results are not normal, the woman may need more tests. She should consult with the doctor or nurse to find out what follow up tests she may need. Tests may include:

- Colposcopy
- Biopsy
- Endocervical curettage
- Conization or cone biopsy
- Dilatation and curettage
- HPV test

### Pap Test Results

<table>
<thead>
<tr>
<th>Bethesda System</th>
<th>Other Medical Terms</th>
<th>Common Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative</td>
<td>Normal</td>
<td>Normal cells mean no cancer or precancer.</td>
</tr>
<tr>
<td>No endocervical cells</td>
<td></td>
<td>Endocervical cells are missing from the Pap test.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- For younger women, it is important to have these cells to be sure that all the cervix at risk was sampled. They may be asked to have another Pap test in a few months.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- For older women, it is common to have none of these cells. They may not need to have another pap test until their next regular exam.</td>
</tr>
<tr>
<td>Inadequate specimen</td>
<td></td>
<td>There were not enough cells to run the laboratory test.</td>
</tr>
<tr>
<td>ASC-US</td>
<td>Atypical squamous cells of undetermined significance</td>
<td>There are changes in the cells of the cervix. The changes might be related to HPV. The woman might need a test for HPV.</td>
</tr>
<tr>
<td>ASC-H</td>
<td>Atypical squamous cells; possible high grade intraepithelial lesion</td>
<td>A few cells have changes worrisome for precancer. The changes may or may not turn into cancer over time.</td>
</tr>
<tr>
<td>LSIL</td>
<td>Low-grade squamous intraepithelial lesion; HPV effect; atypia with HPV; mild dysplasia</td>
<td>The size and shape of cells in the cervix have changed. HPV caused the changes. The changes may or may not turn into cancer over time.</td>
</tr>
<tr>
<td>HSIL</td>
<td>High-grade squamous intraepithelial lesion; moderate or severe dysplasia</td>
<td>The size and shape of cells in the cervix have changed. Most women with these changes have precancer. A few have cancer. Some women, especially younger ones, may have HPV changes only that might resolve without treatment.</td>
</tr>
<tr>
<td>Invasive Cancer</td>
<td>Cancer</td>
<td>There is cancer in the cells of the cervix.</td>
</tr>
<tr>
<td>AIS</td>
<td></td>
<td>Cells from the glands of the cervix look at least precancerous and cancer may be present. The woman needs to see a doctor right away.</td>
</tr>
<tr>
<td>AGC</td>
<td>Glandular cell abnormalities</td>
<td>Cells from the glands of the cervix or uterus have changed. The change may or may not turn into cancer over time. A few women have cancer. The woman needs to see a doctor right away.</td>
</tr>
</tbody>
</table>
What if the Pap test finds pre-cancerous cell changes or cervical cancer?
If the Pap test finds a pre-cancerous cell changes or cancer, the woman will need treatment. Treatment methods include:

- Laser vaporization
- Excision
- Cryosurgery
- Conization with a “cold knife”
- Loop electrosurgical excision (leep)
- Hysterectomy
- Chemotherapy
- Radiation
- Hormone therapy

Women who need treatment will continue to be at higher risk for developing cervical cancer for 8 to 10 years. So they should have a Pap test more often after they get treatment.

Can women have cervical cancer and survive?

- Yes, women can have cervical cancer and survive. The earlier it is detected, the more likely a woman is to survive.
- The process of finding out how far a cancer has spread is called “staging”. When a woman is diagnosed with cancer, it is identified by a “stage.” The stages of cervical cancer are “local”, “regional”, or “distant”
  - Stage 0 means the cancer is only on the surface of the cervix.
  - Stage 1 means the cancer has invaded the cervix but has not spread anywhere else.
  - Stage 2 means the cancer has spread from the cervix to nearby areas in the pelvic area.
  - Stage 3 means the cancer has spread to the lower part of the vagina or the pelvic wall.
  - Stage 4 means the cancer has spread to nearby organs or other parts of the body.

- A Pap test can find cervical cancer in its most curable stage, Stage 0. If a woman is diagnosed with cervical cancer at this stage, she has a 95% or better chance of surviving for at least 5 years. But if she is diagnosed with cervical cancer at Stage 3, this chance reduces to 50% or less. At the most distant stage (Stage 4), this chance reduces to 30% or less.
Glossary

Here are some terms you might read or hear related to female health and cervical cancer. If you know the definitions, you can share your knowledge with the women you work with.

The Female Body

**Abdomen**: The part of the body that contains the stomach, intestines, liver, reproductive organs, and other organs.

**Bladder**: The hollow organ that stores urine.

**Cervix**: The lower, narrow end of the uterus that forms a canal between the uterus and the vagina.

**Fallopian tubes**: Tubes on each side of the uterus through which an egg moves from the ovaries to the uterus.

**Menopause**: The time in a woman’s life when menstrual periods permanently stop. Also called “change of life”.

**Ovaries**: The pair of female reproductive glands in which the ova, or eggs, are formed. The ovaries are located in the lower abdomen, one on each side of the uterus.

**Pelvis**: The lower part of the abdomen between the hip bones. Organs in a female’s pelvis include the uterus, vagina, ovaries, fallopian tubes, bladder, and rectum.

**Rectum**: The last 6 to 8 inches of the large intestine. The rectum stores solid waste until it leaves the body through the anus.

**Reproductive system**: In women, the organs that are directly involved in producing eggs and in conceiving and carrying babies.

**Uterus**: The small, hollow, pear-shaped organ in a woman’s pelvis. This is the organ in which an unborn child develops. Also called the womb.

**Vagina**: The muscular canal between the uterus and the outside of the body.

**Viruses**: Small living particles that can infect cells and change how the cells function. Infection with a virus can cause a person to develop symptoms. The disease and symptoms that are caused depend on the type of virus and the type of cells that are infected.

Cancer and Abnormal Cells

**Benign**: Not cancerous; does not invade nearby tissue or spread to other parts of the body.

**Cancer**: A term for diseases in which abnormal cells divide without control. Cancer cells can invade nearby tissues and can spread through the bloodstream and lymphatic system to other parts of the body.
Carcinoma: Cancer that begins in the lining or covering of an organ.

Cervical intraepithelial neoplasia: A general term for the growth of abnormal cells on the surface of the cervix. Numbers from 1 to 3 may be used to describe how much of the cervix contains abnormal cells. Also called CIN.

Dysplasia: Abnormal cells that are not cancer.

Gynecologic oncologists: Doctors who specialize in treating cancers of the female reproductive organs.

Human papillomaviruses (HPV): Viruses that generally cause warts. Some papillomaviruses are sexually transmitted. Some of these sexually transmitted viruses cause wart-like growths on the genitals, and some are thought to cause abnormal changes in cells of the cervix.

Hysterectomy: An operation in which the uterus and cervix are removed.

Invasive cervical cancer: Cancer that has spread from the surface of the cervix to tissue deeper in the cervix or to other parts of the body.

Lesion: An area of abnormal tissue change.

Lymph nodes: Small, bean-shaped organs located along the channels of the lymphatic system. Bacteria or cancer cells that enter the lymphatic system may be found in the nodes. Also called lymph glands.

Malignant: Cancerous; can spread to other parts of the body.

Metastasis: The spread of cancer from one part of the body to another. Cells that have metastasized are like those in the original (primary) tumor.

Neoplasia: Abnormal new growth of cells.

Oncologist: A doctor who specializes in treating cancer.

Precancerous: Not cancerous, but may become cancerous with time.

Prognosis: The probable outcome or course of a disease; the chance of recovery.

Radiation oncologist: A doctor who specializes in using radiation to treat cancer.

Remission: Disappearance of the signs and symptoms of cancer. When this happens, the disease is said to be “in remission”. A remission can be temporary or permanent.

Risk factor: Something that increases the chance of developing a disease.

Side effects: Problems that occur when treatment affects healthy cells. Common side effects of cancer treatment are fatigue, nausea, vomiting, decreased blood cell counts, hair loss, and mouth sores.

Staging: Doing exams and tests to learn the extent of the cancer, especially whether it has spread from its original site to other parts of the body.
Squamous cell carcinoma: Cancer that begins in squamous cells, which are thin, flat cells resembling fish scales. Squamous cells are found in the tissue that forms the surface of the skin, the lining of the hollow organs of the body, and the passages of the respiratory and digestive tracts.

Squamous intraepithelial lesion: A general term for the abnormal growth of squamous cells on the surface of the cervix. The changes in the cells are described as low grade or high grade, depending on how much of the cervix is affected and how abnormal the cells are. Also called SIL.

Testing for Cervical Cancer

Colposcopy: A procedure in which a lighted magnifying instrument (called a colposcope) is used to examine the vagina and cervix.

Douching: Using water or a medicated solution to clean the vagina and cervix. Women should not douche for 48 hours before the Pap test.

Endocervical curettage: The removal of tissue from the inside of the cervix using a spoon-shaped instrument called a curette.

Pap test: Examination of a sample of cells collected from the cervix and the vagina to test for cervical cancer. Also called Pap smear.

Schiller test: A test in which iodine is applied to the cervix. The iodine colors healthy cells brown; abnormal cells remain unstained, usually appearing white or yellow.

Speculum: An instrument used to spread the vagina open so that the cervix can be seen.

Treating Abnormal Cells and Cancer

Chemotherapy: Treatment with anticancer drugs.

Cryosurgery: Treatment performed with an instrument that freezes and destroys abnormal tissue.

Diathermy: The use of heat to destroy abnormal cells. Also called cauterization or electrodiathermy.

Laser: A powerful beam of light used in some types of surgery to cut or destroy tissue.

Local therapy: Treatment that affects cells in a tumor and the area close to it.

Radiation therapy: Treatment with high-energy rays to kill cancer cells. External radiation is the use of a machine to aim high-energy rays at the cancer. Internal radiation therapy is the placement of radioactive material inside the body as close as possible to the cancer.

X-rays: High-energy radiation used in low doses to diagnose and in high doses to treat cancer.
National Cervical Cancer Information

If you are interested in finding other information or materials, there are several national organizations that have good information about cervical cancer and Pap tests.

- Centers for Disease Control and Prevention (CDC). The Centers for Disease Control and Prevention is the United States’ public health agency and is part of the U.S. Department of Health and Human Services. CDC has a website with a lot of information about a variety of health topics: [www.cdc.gov](http://www.cdc.gov)
  - CDC has a website with a lot of information about cancer: [www.cdc.gov/cancer/](http://www.cdc.gov/cancer/)
  - CDC has a website with information about cervical cancer and other gynecological cancers: [www.cdc.gov/cancer/gynecologic/](http://www.cdc.gov/cancer/gynecologic/)
  - More information about AMIGAS is available at: [www.cdc.gov/cancer/gynecologic/what_cdc_is_doing/amigas.htm](http://www.cdc.gov/cancer/gynecologic/what_cdc_is_doing/amigas.htm)
  - Contact CDC by phone: 1-800-CDC-INFO (800-232-4636)

- American Cancer Society (ACS). The American Cancer Society is a nationwide, community-based voluntary health organization headquartered in Atlanta, Georgia. There are local chapters around the country. The ACS has a website where you can find a lot of information about cancer: [www.cancer.org/](http://www.cancer.org/)

- National Cancer Institute (NCI). The National Cancer Institute is part of the National Institutes of Health, which is also part of the U.S. Department of Health and Human Services. NCI has a website where you can find a lot of information: [www.cancer.gov](http://www.cancer.gov)/(1-800-4-CANCER)

Promotora Resources

If you are interested in finding other information or materials, there are several national organizations that have good information about *promotoras*, or community health workers and outreach.

- Health Outreach Partners (HOP). A national non-profit health organization since 1970. HOP provides training, consultation, and information to community-based organizations to improve the quality of life of hard-to-reach populations. For more information go to: [www.outreach-partners.org/](http://www.outreach-partners.org/). The main phone number for HOP is (510) 268-0091.

- Migrant Health Promotion (MHP). Migrant Health Promotion provides training for Promotores on a variety of topics. On-site training and training materials are available at [http://mhpsalud.org/](http://mhpsalud.org/). Their general information number is (956) 968-3600.

- National Center for Farmworker Health (NCFH). The National Center for Farmworker Health, Inc. is a not-for-profit corporation located in Buda, Texas. Their mission is to improve the health status of farmworker families. NCHF has a website with information about a variety of health topics and trainings at [www.ncfh.org](http://www.ncfh.org). Their phone number is (512) 312-2700.
# D. AMIGAS Task and Responsibilities

**AMIGAS Tasks and Assignments**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Start Date</th>
<th>Person Assigned</th>
<th>Date to be Completed</th>
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<tbody>
<tr>
<td><strong>I. Plan</strong></td>
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<tr>
<td>1. Identify <em>promotoras</em></td>
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<tr>
<td>2. Schedule <em>promotora</em> training</td>
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<td>3. Identify trainer and facility to host training</td>
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<tr>
<td>4. Work with clinics to prepare for increased screening demand</td>
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<td>5. Assemble tool boxes</td>
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<td>6. Obtain external items for tool boxes such as brochures, speculum, gifts</td>
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<td>7. Prepare resource sheet</td>
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<tr>
<td>8. Call or send out reminders for <em>promotora</em> training</td>
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<tr>
<td>9. Conduct <em>promotora</em> training</td>
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<tr>
<td>10. Conduct evaluation of <em>promotora</em> training</td>
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<tr>
<td><strong>II. Implement</strong></td>
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<td>11. Identify location for group sessions</td>
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<td>12. Schedule visits or group sessions</td>
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<tr>
<td>13. Develop a safety plan for <em>promotoras</em>, especially for those working by themselves</td>
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<td>14. Schedule debriefing sessions with <em>promotoras</em></td>
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<td>15. Provide ongoing supervision of <em>promotoras</em></td>
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<td>16. Recruit and train new <em>promotoras</em> as needed</td>
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<tr>
<td><strong>III. Monitor and Evaluate</strong></td>
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<tr>
<td>17. Collect, tabulate and store contact sheets from <em>promotoras</em></td>
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<tr>
<td>18. Conduct data entry and management of evaluation forms, such as contact sheets</td>
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<td>19. Track the screening issues women talk about during the outreach sessions</td>
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<td>20. Monitor follow up of women and help <em>promotoras</em> with follow up strategies</td>
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<tr>
<td>21. Monitor changes in screening behavior</td>
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<td>22. Evaluate performance of individual <em>promotoras</em></td>
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<tr>
<td>23. Assess effect of <strong>AMIGAS</strong> on clinical outcomes</td>
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</table>
E. Evaluation Resources

Evaluation Resources

Web and Print Resources on Conducting Evaluations

Having one or two resources can be helpful in understanding the basic principles of program evaluation. Below we list several online resources and books that provide a helpful overview of program evaluation.

Web-based Resources


Evaluation Toolkit for Promotor(a) de Salud Programs: http://mhpsalud.org/portfolio/evaluation-toolkit-for-promotora-de-salud-programs/

University of Kansas: http://ctb.ku.edu/en/table-of-contents/evaluate/evaluation

Print Resources


