

**Supplement 3. Definitions of key terminology (taken from document titled: Sullivan et al. HIV partner notification for adults, definitions, outcomes, and standards)**

**Contactable**

The full name, address and landline telephone or mobile phone number are ideal. A date of birth is useful to allow addresses to be obtained from the Patient Administration System (PAS), the Family Health Services Authority (FHSA) or the GP. Alternatives might include first name/ nickname/ profile name; email address; social media site; or school/college/university; place of work.

However, the information available may be much more limited or may change throughout the PN process, such that an initially contactable person becomes un-contactable and vice versa. When reporting the outcomes, it is the final contact status that should be applied. However, it is the potential not the actual status that decides the category – a lack of response does not change the contact's status, e.g. someone who does not answer their phone remains contactable.

As long as there is a means of contact, they should be classified as contactable –this could be as little as a first name and a mobile phone number.

**Changing classification**

A contactable contact may have their classification changed if the details given prove to be incorrect/ineffective/ insufficient, and no further details are available from the index. An example would be a mobile number that is no longer active, but not one that is not answered. It would include a bounced email due to wrong address, but not 'inbox full'. It could also include 'profile deleted'.

Similarly, a person may initially appear to be contactable because the index expects to see them, or find further contact details, or make contact through a third party. If, at follow-up interview, the index reports that efforts were unsuccessful, the contact should be re-classified as 'uncontactable'.

**Outcomes**

The contact should only be classified as 'notified' if a patient or a health care worker has spoken to him/her, or there is evidence that a message sent via text, post, email or dating website has been received. Unacknowledged communication should not be recorded as a successful outcome e.g. unanswered text, no response to voice mail/ letter