

HDPTC-GLOBAL Healthy Heart Advocate Program

HHA Supervisor Guidelines

This document provides operational guidance for supervisors overseeing Healthy Heart Advocates (HHAs) in the HDPTC-GLOBAL Healthy Heart Advocate Program.

1. Role of the HHA Supervisor

- Provide oversight for Healthy Heart Advocates in assigned communities
- Ensure screening protocols are followed
- Verify screening data submitted by HHAs
- Provide coaching and refresher training
- Escalate medical concerns or abnormal screening trends
- Report program metrics to HDPTC

2. Screening Verification Responsibilities

- Review submitted screening logs regularly
- Confirm that BP readings are realistic and consistent
- Ensure abnormal readings were repeated when necessary
- Verify that referral advice was provided for Stage 2 hypertension
- Randomly audit field screenings when possible

3. Referral Escalation Oversight

Supervisors must ensure that HHAs follow referral rules when Stage 2 hypertension or concerning symptoms are detected.

- If BP $\geq 160/100$ confirm referral advice was provided
- Encourage rapid clinic follow-up for very high readings
- Track communities with frequent high BP readings
- Coordinate with clinics or CHWs if necessary

4. Data Integrity Monitoring

- Monitor for unusual reporting patterns
- Ensure data submission matches log sheets
- Investigate suspected false reporting
- Maintain transparency in screening counts used for compensation

5. HHA Support and Training

- Provide periodic refresher training
- Review proper BP measurement techniques
- Support HHAs in community engagement

- Ensure HHAs understand ethical responsibilities

6. Payment Verification

Because the HHA program uses a \$0.10 per verified screening model, supervisors must validate screening counts.

- Confirm number of screenings submitted
- Cross-check data entries with field logs
- Approve payment summaries before submission to HDPTC administration

7. Reporting to HDPTC

- Monthly screening totals
- Number of HHAs active in each community
- Referral rates for Stage 2 hypertension
- Operational challenges encountered

8. Ethical Oversight

- Ensure HHAs respect participant privacy
- Prevent coercive screening practices
- Maintain professional conduct in community engagement