

## **Burden Estimate Calculations**

Approximately 160 directly funded CBOs and 59 state and local health jurisdictions will collect information using PEMS. Each health jurisdiction will be required to submit PEMS data variables for agency and program plan information, HE/RR, CTR, and PCRS. CBOs will be required to submit agency and program plan information, HE/RR, and CTR data if applicable. Approximately 50 of the 160 directly funded CBOs will receive supplemental funding and will collect additional data variables. An 83-C form will be submitted to specify which variables will be collected in these special studies after funding is awarded and the variables to be collected are determined.

Many CDC-funded health jurisdictions subcontract with CBOs, medical agencies, and other organizations that provide various direct services to clients in need of HIV prevention services. The cost of contracting out for information collection is not included in the annualized burden for respondents, but many health jurisdictions will enter agency, site, program, budget, and intervention plan data into PEMS for their funded CBOs.

To estimate the number of funded vendors at each health jurisdiction, five state health jurisdictions with a low, moderate, or high rate of HIV prevalence were asked to provide the number of vendors they fund and an average was calculated.

| State Health jurisdiction | Indirectly Funded Contractors  |
|---------------------------|--------------------------------|
| New York State            | 100                            |
| Maryland                  | 48                             |
| Louisiana                 | 24                             |
| South Carolina            | 17                             |
| Idaho                     | 18                             |
| TOTAL                     | 207                            |
| AVERAGE                   | 41 vendors/health jurisdiction |

## **AGENCY AND PROGRAM PLAN DATA VARIABLES**

### **HEALTH JURISDICTIONS**

Agency and program plan data variables for health jurisdictions include information on agency characteristics, program announcement awards, contractors, site facilities, HIV prevention programs, program budget, target populations, intervention plan characteristics, and community planning. This data will be entered one time only, remaining in PEMS throughout the life of the system. The information must be reviewed quarterly and updated as needed.

### **Search of the PEMS database for existing agency and program plan records**

PEMS agency and program plan data variables are separated into twelve tables. A quarterly search of the PEMS database for existing health jurisdiction records will take approximately 30 seconds per table or six (6) minutes.

Quarterly burden for each health jurisdiction is estimated to be six (6) minutes and 59 health jurisdictions will take 5.9 hours or 23.6 hours annually.

[30 seconds/table x 12 tables = 360 seconds or 6 minutes per HD

6 minutes/quarter x 59 HD = 354 minutes or 5.9 hours/quarter  
5.9 hours/quarter x 4 = 23.6 hours annually]

### **Gather and maintain agency and program plan data**

Health jurisdictions gather many agency and program plan variables as part of their usual and customary business practices. Information for variables A01 through B13 is gathered prior to submission of the health jurisdiction's cooperative agreement application and variables C01 through F17 are collected by health jurisdictions during their request for proposal process with their funded vendors. Consequently, the data should be readily available for entry

into PEMS. Reading the agency and program plan variables and gathering the documented information quarterly for entry into PEMS is estimated to require 20 minutes per health jurisdiction, 19.7 hours/quarter for 59 health jurisdictions and 78.8 hours annually. No additional maintenance is anticipated.

[20 minutes/quarter x 59 HDs = 1,180 minutes

1,180 minutes/60 = 19.7 hours/quarter and 78.8 hours annually]

### **Complete the collection of agency and program plan data records**

Determining the time required to enter agency and program plan data into PEMS is based upon information gathered from agencies during consultations, telephone calls, site visits, and PEMS training courses.

It is estimated that health jurisdictions will require 90 minutes to initially enter their agency variables into PEMS and will need an additional 20 minutes to enter agency data for each of their funded vendors.

Using an average of 41 indirectly funded vendors per state, each state health jurisdiction will take 15.2 hours to initially enter agency data into PEMS or 3.8 hours/quarter.

[41 vendors x 20 minutes/vendors = 820 minutes

820 minutes + 90 minutes/HD = 910 minutes/HD or 15.2 hours

910 minutes/year ÷ 4 quarters/year = 227.5 minutes/quarter

or 3.8 hours/quarter]

### **Review of agency and program plan data**

Quarterly review of agency and program plan data variables is estimated at 15 minutes for each health jurisdiction and an additional 10 minutes for data review of their funded vendors. Each health jurisdiction averages 41 funded vendors, resulting in an estimated quarterly review time of 7.1 hours per health jurisdiction, 418.9 hours/quarter for 59 HDs or 1,675.6 hours annually.

[41 contractors x 10 minutes/contractor = 410 minutes

410 minutes/contractor + 15 minutes/HD = 425 minutes or 7.1

hours 7.1 hours/quarter x 59 HDs = 418.9 hours/quarter or

1,675.6 hours annually]

## **AGENCY AND PROGRAM PLAN DATA VARIABLES**

### **COMMUNITY-BASED ORGANIZATIONS**

Community-based organizations funded by CDC to provide HIV prevention services are required to enter PEMS data variables for agency demographics, program announcement award, funded contractors, site facilities, HIV prevention programs, budget, target populations, and intervention plan characteristics. To ascertain the number of interventions planned at each CBO, a review of 141 CBOs funded under Program Announcement 04064 was conducted. This resulted in an average number of three (3) interventions planned per CBO. Agency and program plan data will be entered one time only per CBO and will remain in PEMS throughout the life of the system. Grantees are responsible for reviewing this information quarterly and updating the information as needed.

### **Search of the PEMS database for existing agency and program plan records**

Quarterly searches of agency and program plan data in ten tables will take approximately five (5) minutes per CBO. Quarterly burden for 160 CBOs is estimated to be 13.3 hours or 53.2 hours annually.

[30 seconds/table x 10 tables/CBO = 300 seconds/CBO or 5 minutes/CBO 5 minutes/quarter x 160 CBOs = 800 minutes or 13.3 hours/quarter  
13.3 hours/quarter x 4 = 53.2 hours annually]

### **Gather and maintain agency and program plan data**

Most agency and program plan variables are gathered by CBOs as part of their usual and customary business practices. Information for variables A01 through B13 is gathered prior to submission of the CBO's cooperative agreement application, and information for tables S, D, E1, E2, F, N and P should be readily available. Reading the agency and program plan variables and gathering the documented information quarterly for entry into PEMS is estimated to require 20 minutes per CBO, 53.3 hours/quarter for 160 CBOs and 213.2 hours annually. No additional maintenance is anticipated.

[20 minutes/quarter x 160 CBOs = 3,200 minutes  
3,200 minutes/60 = 53.3 hours/quarter and 213.2 hours annually]

### **Complete the collection of agency and program plan data records**

It is estimated that CBOs will require 60 minutes to initially enter agency variables into PEMS and will need an additional 10 minutes to enter each planned intervention. This estimate is based upon information gathered during consultations, telephone calls, site visits, and PEMS training courses.

Using an average of 3 interventions planned per CBO, each CBO will take 90 minutes to initially enter agency data into PEMS or 22.5 minutes/quarter.

[3 interventions x 10 minutes/intervention = 30 minutes  
 30 minutes + 60 minutes/CBO = 90 minutes/CBO/year  
 90 minutes/year ÷ 4 quarters/year = 22.5 minutes/quarter]

### **Review agency and program plan data prior to submission**

Quarterly review of agency and program plan data variables is estimated at 15 minutes for each CBO and an additional five (5) minutes for each of their interventions. Each CBO averages three interventions, resulting in an estimated quarterly search time of 30 minutes per CBO, 80



hours/quarter for 160 CBOs and 320 hours annually. No additional maintenance is anticipated.

[3 interventions/CBO x 5 minutes/intervention = 15 minutes/CBO

15 minutes/CBO + 15 minutes/CBO = 30 minutes/CBO

30 minutes/CBO x 160 CBOs = 4,800 minutes

4,800 minutes/60 = 80 hours/quarter and 320 hours annually]

#### **TOTAL ESTIMATES FOR AGENCY AND PROGRAM PLAN DATA VARIABLES**

##### HEALTH JURISDICTIONS

It is estimated that each health jurisdiction will average 11.3 hours per quarter to search, gather, complete and review agency and program plan data.

|                                  |                      |
|----------------------------------|----------------------|
| Searching existing database:     | 6 minutes            |
| Gathering and maintaining data:  | 20 minutes           |
| Completing the data:             | 228 minutes          |
| Quarterly review of agency data: | <u>+ 425 minutes</u> |
|                                  | 679 minutes          |
| <b>TOTAL QUARTERLY HOURS</b>     | <b>11.3 hours</b>    |

## COMMUNITY-BASED ORGANIZATIONS

It is estimated that each CBO will average 1.3 hours per quarter to search, gather, complete, and review agency and program plan data.

|                                  |                     |
|----------------------------------|---------------------|
| Searching existing database:     | 5 minutes           |
| Gathering and maintaining data:  | 20 minutes          |
| Completing the data:             | 23 minutes          |
| Quarterly review of agency data: | <u>+ 30 minutes</u> |
|                                  | 78 minutes          |
| TOTAL QUARTERLY HOURS            | 1.3 Hours           |

## HEALTH EDUCATION/RISK REDUCTION DATA

Health jurisdictions and CBOs funded by CDC to conduct HIV prevention services customarily counsel clients and gather sensitive information as part of their usual HIV prevention practices. To establish the time needed to gather client-level HE/RR data that is not routinely sought by grantees, CDC conducted an informal pretest, timing CDC staff persons who are not skilled at HIV counseling. Per the informal pretest, collecting client demographic, risk profile, and behavioral variables as required for PEMS will take approximately six (6) minutes per client.

An approximation of the number of unique clients seen per agency was assessed using data obtained from 98 CBOs conducting three broad intervention types during May, July, and September 2003. The intervention types were individual-level interventions (ILI), group-level interventions (GLI), and prevention case management (PCM). The agencies averaged 294 clients per quarter for these interventions. This estimate of 294 clients per quarter will be used for both the HD and CBO calculations. It is also assumed that HD will not be entering the HE/RR data for their funded vendors.

## **HE/RR DATA**

### HEALTH JURISDICTIONS

#### **Search of the PEMS database for existing HE/RR records**

Searching the PEMS database for existing client records will take approximately one (1) minute per client. Health jurisdictions averaged 294 clients per quarter, resulting in a total estimated quarterly search time of 4.9 hours per health jurisdiction, 289 hours for 59 health jurisdictions or 1,156 hours annually.

[294 clients/quarter x 1 minute/client = 294 minutes or 4.9 hours/quarter

4.9 hours/quarter x 59 HD = 289.1 hours/quarter or 289 x 4 = 1,156 hours annually]

### **Gather and maintain HE/RR data**

If each health jurisdiction averages 294 clients per quarter, and six (6) minutes are required to gather the data per client, the total time required for each health jurisdiction to gather HE/RR data quarterly is estimated to be 29.4 hours, 1,735 hours/quarter for 59 HD or 6,940 hours annually.

[294 clients x 6 minutes/client = 1,764 minutes per quarter  
1,764/60 minutes = 29.4 hours/quarter

29.4 hours/quarter x 59 HD = 1,735 hours/quarter or 6,940 hours annually]

### **Complete the collection of HE/RR records**

It is estimated that completing the collection of HE/RR data will take each health jurisdiction 1 hour per day or 3,835 hours/quarter for 59 health jurisdictions and 15,340 hours annually.

[1 hour/day x 65 business days/per quarter = 65 hours/quarter

65 hours/quarter x 59 HD = 3,835 hours/quarter or 15,340 hours annually]

### **Review of HE/RR data prior to submission**

Review of HE/RR data prior to submission to CDC will require approximately 15 minutes per day or 959 hours per quarter for 59 health jurisdictions and 3,836 hours annually.

[15 minutes x 65 business days/quarter = 975 minutes/quarter  
975 minutes/quarter x 59 HD = 57,525 minutes/quarter or 959 hours/quarter and 3,836 hours annually]

### **HE/RR DATA**

#### **COMMUNITY-BASED ORGANIZATIONS**

#### **Search of the PEMS database for existing HE/RR records**

Searching the PEMS database for existing client records will take approximately one (1) minute per client. Agencies averaged 294 clients per quarter, resulting in a total estimated quarterly search time of 784 hours for 160 CBOs and 3,136 hours annually.

[294 clients/quarter x 1 minute/client = 294 minutes/quarter  
or 4.9 hours/quarter

4.9 hours/quarter x 160 CBOs = 784 hours/quarter

784 hours/quarter x 4 quarters = 3,136 hours annually]

### **Gather and maintain HE/RR data**

If each CBO averages 294 clients per quarter, and six (6) minutes are required to gather the data, the total time required for 160 CBOs to gather HE/RR data quarterly is estimated to be 4,704 hours per quarter or 18,816 hours annually.

[294 clients x 6 minutes/client = 1,764 minutes/quarter  
 1,764/60 minutes = 29.4 hours per quarter  
 29.4 hours/quarter x 160 CBOs = 4,704 hours/quarter or  
 18,816 hours annually]

### **Complete the collection of HE/RR data records**

It is estimated that completing the collection of HE/RR data will take each CBO 30 minutes per day or 32.5 hours/quarter and 5,200 hours per quarter for 160 CBOs or 20,800 hours annually.

[30 minutes/day x 65 business days/per quarter = 32.5  
 hours/quarter  
 32.5 hours/quarter x 160 CBOs = 5,200 hours/quarter or  
 20,800 hours annually]

### **Review of HE/RR data prior to submission**

Review of HE/RR data prior to submission to CDC will take each CBO approximately 15 minutes per day or 16.3 hours per quarter and 2,600 hours per quarter for 160 CBOs or 10,400 hours annually.

[15 minutes x 65 business days/quarter = 975 minutes/quarter  
 975 minutes/quarter x 160 CBOs = 156,000 minutes/quarter or  
 2,600 hours/quarter and 10,400 hours annually]

### **TOTAL ESTIMATES FOR HE/RR DATA VARIABLES**

#### **HEALTH JURISDICTIONS**

It is estimated that each health jurisdiction will average 115 hours per quarter to complete HE/RR data collection.

|                                   |                   |
|-----------------------------------|-------------------|
| Searching existing database:      | 5 hours           |
| Gathering and maintaining data:   | 29 hours          |
| Completing collection of records: | 65 hours          |
| Quarterly review of agency data:  | <u>+ 16 hours</u> |
| <b>TOTAL QUARTERLY HOURS</b>      | <b>115 hours</b>  |

#### **COMMUNITY-BASED ORGANIZATIONS**

It is estimated that each CBO will average 83 hours per quarter to complete the data collection.

|                                   |                   |
|-----------------------------------|-------------------|
| Searching existing database:      | 5 hours           |
| Gathering and maintaining data:   | 29 hours          |
| Completing collection of records: | 33 hours          |
| Quarterly review of agency data:  | <u>+ 16 hours</u> |
| TOTAL QUARTERLY HOURS             | 83 hours          |

### **HIV Counseling and Testing and Referral (CTR)**

CDC requires minimal core data from all health jurisdictions and CBOs funded under cooperative agreements to conduct CTR, but use of the CTR scan form developed by CDC is optional. For the purpose of these calculations, it is assumed that 30 health jurisdictions will use the CTR scan form (based on informal discussions with CDC grantees about scanning interest) and all 70 CBOs funded directly by CDC to deliver CTR will use the scan form (while actual scanning of forms will occur at the respective health jurisdictions). The other 29 health jurisdictions will not use the CTR scan form.

### **CTR DATA**

#### **HEALTH JURISDICTIONS THAT USE CDC SCAN FORM**



Health jurisdictions submit data for approximately 2,000,000 HIV tests annually. The 30 jurisdictions interested in using the scan form submitted approximately 810,000 tests annually (based on 2002 data). No data are currently available to systematically determine the number of tests health jurisdictions conduct directly versus those conducted by subcontractors. Due to this lack of available documentation, it was estimated that 20% of tests are directly conducted by health jurisdictions, with the remainder contracted out. For the 30 health jurisdictions, 162,000 tests are estimated to be conducted directly annually or 40,500 tests quarterly and 1,350 tests quarterly per health jurisdiction ( $40,500 \text{ tests}/30 \text{ HD} = 1,350 \text{ tests/HD}$ ).

### **Searching the database for existing data**

Scanned forms are completed for each patient counseled so searching the PEMS database is not applicable.

### **Gather and maintain CTR data**

Health jurisdictions that conduct CTR customarily counsel clients and collect CTR data as part of their usual business practices. Data will be entered directly onto scanned forms while the information is being gathered. It is estimated that collecting CTR variables required by CDC will take each health jurisdiction approximately five (5) minutes per test; 6,750 minutes per quarter; or 112.5 hours per quarter for each health jurisdiction and 3,375 hours per quarter or 13,500 hours annually for 30 health jurisdictions.

[1,350 tests/quarter x 5 minutes = 6,750 minutes/quarter or 112.5 hours/quarter

112.5 hours/quarter x 30 HD = 3,375 hours/quarter

3,375 hours/quarter x 4 = 13,500 hours annually]

### **Complete the collection of CTR data**

Completing the collection of CTR data will occur during the gathering phase, therefore, the completion phase is not applicable.

### **Review and scan CTR data**

It is assumed that the 30 health jurisdictions will scan all of the tests that are conducted by themselves and their contractors (810,000 tests), in addition to the forms completed by the 70 directly funded CBOs (76,650 tests

annually). Review of CTR data and scanning the forms is expected to take health jurisdictions an average of approximately three (3) minutes per form; 664,986 minutes per quarter for 30 health jurisdictions and 22,167 minutes per quarter for each health jurisdiction or 369.4 hours per quarter for each health jurisdiction. If each health jurisdiction takes 396.4 hours per quarter, 30 health jurisdictions will take 11,083 hours per quarter or 44,332 hours annually to review and scan the CTR forms.

[810,000 tests/HDs + 76,650 test/CBOs = 886,650 tests annually for 30 HDs

886,650 tests / 30 HD = 29,555 tests/HD annually

29,555 tests/4 = 7,389 tests/quarter

7,389 tests/quarter x 3 minutes per test = 22,167 minutes/quarter or 369.4 hours/quarter

369.4 hours/quarter x 30 HD = 11,083 hours/quarter

11,083 hours/quarter x 4 = 44,332 hours annually]

## **CTR DATA**

### **COMMUNITY-BASED ORGANIZATIONS**

For the purpose of these burden calculations, directly funded CBOs do not subcontract CTR services, and each of the approximately 70 CBOs directly funded to conduct CTR (of the 160 directly funded CBOs) will conduct an average of approximately three (3) tests daily or 1,095 tests per year (3 X 365 days per year = 1,095; 274 tests quarterly), so these 70 CBOs funded to conduct CTR will conduct a total of 76,650 tests annually (1,095 x 70 = 76,650) or 19,163 tests quarterly (76,650/4 = 19,163).

#### **Searching the database for existing data**

Scanned forms are completed for each patient counseled so searching the PEMS database is not applicable.

#### **Gather and maintain CTR data**

It is estimated that collecting CTR variables required by CDC will take each CBO approximately five (5) minutes per test or 1,370 minutes per quarter or 22.8 hours per quarter. The 70 CBOs in total will require approximately 1,598 hours per quarter or 6,393 hours annually.

[274 tests/quarter x 5 minutes = 1,370 minutes/quarter

1,370 minutes/quarter ÷ 60 = 22.8 hours/quarter

22.8 hours/quarter x 70 CBOs = 1,598 hours/quarter

1,598 hours/quarter x 4 = 6,393 hours annually]

### **Complete the collection of CTR data**

Completing the collection of CTR data will occur during the gathering phase, therefore, the completion phase is not applicable.

### **Review and scan CTR data**

Reviewing and scanning CTR data is expected to be performed by the health jurisdictions; the estimates have been included in the health jurisdiction estimates for review and scan of CTR data.

### **TOTAL ESTIMATES FOR SCANNED CTR DATA**

#### **HEALTH JURISDICTIONS**

It is estimated that each health jurisdiction will average 482 hours per quarter to complete CTR data collection.

Gathering and maintaining data: 112.5 hours

Review and scan of data for health depts: + 396.4 hours

TOTAL QUARTERLY HOURS 508.9 hours

#### **COMMUNITY-BASED ORGANIZATIONS**

It is estimated that each CBO will average 23 hours per quarter to complete CTR data collection.

|                                |                   |
|--------------------------------|-------------------|
| Gathering and maintaining data | <u>22.8 hours</u> |
| TOTAL QUARTERLY HOURS          | 22.8 hours        |

## **CTR DATA**

### HEALTH JURISDICTIONS THAT DO NOT USE CDC SCAN FORM

The 29 health jurisdictions that have not expressed an interest in using the CDC scan form submit data for approximately 1,190,000 tests annually. No data are currently available to systematically determine the number of tests health jurisdictions conduct directly versus those conducted by subcontractors. Due to this lack of available documentation, it was estimated that 20% of tests are directly conducted by health jurisdictions with the remainder contracted out. It is also assumed that health departments will not be entering the CTR data for their funded vendors. For the 29 health jurisdictions, 238,000 tests (20% of 1,190,000 tests) are estimated to be conducted directly annually or 59,500 tests quarterly and 2,052 tests quarterly per health jurisdictions ( $59,500/29 \text{ HD} = 2,052$  tests).

### **Searching the database for existing data**

As with each component of PEMS, searching the PEMS database for existing client records will take approximately one (1) minute per client. For CTR this translates into 59,500 minutes per quarter; or 991.7 hours per quarter for the 29 health jurisdictions not using the CDC scanning solution and 3966.7 hours annually.

[59,500 tests x 1 minute = 59,500 minutes

59,500 minutes/60 = 991.7 hours/quarter

991.7 hours/quarter x 4 = 3966.7 hours annually]

### **Gather and maintain CTR data**

Health jurisdictions that conduct CTR customarily counsel clients and collect CTR data as part of their usual business practices. It is estimated that collecting additional CTR variables required by CDC will take the 29 health jurisdiction approximately thirty seconds per client; 29,750 minutes per quarter; or 495.8 hours per quarter or 1983.3 hours annually.

[59,500 test x 30 seconds = 29,750 minutes; 29,750

minutes/60 = 495.8 hours/quarter

495.8 hours/quarter x 4 = 1,983.3 hours annually]

### **Complete the collection of CTR records**

Completing the collection of CTR data is expected to take health jurisdictions an average of approximately three (3) minutes per test; 178,500 minutes per quarter or 2,975 hours/quarter or 11,900 hours annually.

[3 minutes X 59,500 tests/ quarter = 178,500 minutes;

178,500 minutes/60 = 2,975 hours/quarter

2,975 hours/quarter x 4 = 11,900 hours annually]

### **Review of CTR data prior to submission**

It is estimated that each health jurisdiction will average 10 minutes per day to review CTR data, or 10.8 hours quarterly. The 29 health jurisdictions not using the scanning system are estimated to require 637 hours per quarter or 2,548 hours annually.

[10 minutes/day x 65 days/quarter = 650 minutes or 10.8 hours

10.8 hours/quarter x 29 HD = 313.2 hours/quarter

313.2 hours/quarter x 4 = 1,252.8 hours annually]

### **Total Estimates for CTR-non scan.**

It is estimated that health jurisdictions will average 4,777 hours/quarter for the 29 health jurisdiction not using the



CDC scan system and 165 hours/quarter per health jurisdiction.

|                                 |                         |
|---------------------------------|-------------------------|
| Searching existing database:    | 993 hours               |
| Gathering and maintaining data: | 496 hours               |
| Completing collection of data:  | 2975 hours              |
| Review of CTR data:             | <u>+313 hours</u>       |
| <b>TOTAL QUARTERLY HOURS</b>    | <b>4777 hours/29 HD</b> |

### **PARTNER COUNSELING AND REFERRAL SERVICES (PCRS)**

Community-Based Organizations do not currently conduct PCRS. The calculations for PCRS were derived from data collected during calendar year 2002. Cumulative data from the ten state health jurisdictions with the greatest number of AIDS cases determined 903 HIV-positive clients and 440 of their partners were interviewed or 1,343 cases annually (336 cases quarterly), or an average of 134 cases annually for each health jurisdiction ( $903 + 440 = 1,343$  cases or  $1,343/10$  HD = 134 cases/HD). From this information the number of PCRS cases interviewed annually for the remaining 49 health jurisdictions was estimated. If each of the 49 health jurisdictions interviewed an average of one quarter of the

cases seen by each of the top ten, the total number of cases interviewed annually would be 1,642 or 410 cases quarterly.

[134 cases/4 = 33.5 cases annually; 33.5 cases x 49 = 1,641.5 cases annually or 411 cases per quarter for the remaining health jurisdictions]

The total number of PCRS cases interviewed for 59 health jurisdictions is then estimated to be 747 cases quarterly (336 + 411 = 747)

### **Searching the database for existing data**

As with each component of PEMS, searching the PEMS database for existing client records will take approximately one (1) minute per client. For PCRS this translates into 747 minutes per quarter; or 12.5 hours per quarter for health jurisdictions and 50 hours annually.

[747 clients x 1 minute = 747 minutes

747 minutes/60 = 12.5 hours/quarter

12.5 hours/quarter x 4 = 50 hours annually]

### **Gather and maintain PCRS data**

Health jurisdictions that conduct PCRS customarily counsel clients and collect PCRS data as part of their usual

business practices. It is estimated that collecting additional PCRS variables required by CDC will take health jurisdiction approximately thirty seconds per client; 374 minutes per quarter; or 6.2 hours per quarter or 24.8 hours annually.

[747 clients x 30 seconds = 22,410 seconds; 22,410 seconds/60 minutes = 374 minutes; 374 minutes/60 = 6.2 hours/quarter  
6.2 hours/quarter x 4 = 24.8 hours annually]

### **Complete the collection of PCRS records**

Completing the collection of PCRS data is expected to take health jurisdictions an average of approximately one (1) minute per client; 747 minutes per quarter or 12.5 hours/quarter or 50 hours annually.

[747 clients x 1 minute = 747 minutes; 747 minutes/60 = 12.5 hours/quarter  
12.5 hours/quarter x 4 = 50 hours annually]

### **Review of PCRS data prior to submission**

It is estimated that each health jurisdiction will average 10 minutes per day to review PCRS data, or 10.8 hours quarterly. All 59 health jurisdictions are estimated to require 637 hours per quarter or 2,548 hours annually.

[10 minutes/day x 65 days/quarter = 650 minutes or 10.8 hours

10.8 hours/quarter x 59 HD = 637.2 hours/quarter

637 hours/quarter x 4 = 2,548 hours annually]

### **Total Estimates for PCRS**

It is estimated that health jurisdictions will average 669 hours/quarter for all 59 health jurisdiction and 11.3 hours/quarter per health jurisdiction.

|                                         |                        |
|-----------------------------------------|------------------------|
| Searching existing database:            | 13 hours               |
| Gathering and maintaining data:         | 6 hours                |
| Completing collection of data:          | 13 hours               |
| Completing collection for health depts: | + <u>637 hours</u>     |
| <b>TOTAL QUARTERLY HOURS</b>            | <b>669 hours/59 HD</b> |

### **BURDEN FOR GRANTEE STAFF TRAINING**

It is probable that health jurisdictions and CBOs will conduct PEMS training for staff annually. Instruction will include topics such as confidentiality and computer security, use of PEMS, evaluation principles, and use of data for program improvement. It is assumed that health jurisdiction and CBO employees who regularly use PEMS will also conduct the training, and that each instructor will

expend approximately two percent (2%) of their time or 41.6 hours annually (10.4 hours per quarter) to teach these classes.

### **Estimated Total Quarterly Burden for PEMS Data Collections**

#### HEALTH JURISDICTIONS

|                                 |                   |
|---------------------------------|-------------------|
| Agency variables                | 11 hours          |
| Health education/risk reduction | 115 hours         |
| Partner counseling and referral | 11 hours          |
| Staff training                  | <u>+ 10 hours</u> |
| TOTAL BURDEN PER QUARTER        | 147 hours         |

TOTAL BURDEN PER QUARTER for Counseling, testing, and referral is 509 hours for each of 30 health jurisdictions using the CDC form and scanning system and 165 hours for each of 29 health jurisdictions not using the scanning system.

#### COMMUNITY-BASED ORGANIZATIONS

|                                 |                   |
|---------------------------------|-------------------|
| Agency variables                | 1 hours           |
| Health education/risk reduction | 83 hours          |
| Staff training                  | <u>+ 10 hours</u> |
| TOTAL BURDEN PER QUARTER        | 94 hours          |

TOTAL BURDEN PER QUARTER for Counseling, testing, and referral is 23 hours for each of 70 CBOs.

## PEMS Data Reporting Burden Estimates

### State and Local Health Jurisdiction (HD) Grantees

| Data Type                        | Quarterly Burden Estimates for Each HD |                          |                     |                    |                    |
|----------------------------------|----------------------------------------|--------------------------|---------------------|--------------------|--------------------|
|                                  | Search Existing Data                   | Gather and Maintain Data | Completing the Data | Review Data        | TOTAL BURDEN HOURS |
| Agency and Program Plan          | 6 minutes                              | 20 minutes               | 228 minutes         | 425 minutes        | 11.3 hours         |
| Client-Level HE/RR               | 5 hours                                | 29 hours                 | 65 hours            | 16 hours           | 115 hours          |
| Client-Level CTR-Scan            | N/A                                    | 112.5 hours              | N/A                 | <u>369.4</u> hours | <u>508.9 hours</u> |
| Client-Level <u>CTR-Non-Scan</u> | <u>34 hours</u>                        | <u>17 hours</u>          | <u>103 hours</u>    | <u>11 hours</u>    | <u>165 hours</u>   |
| Client-Level PCRS                | 13 minutes                             | 6 minutes                | 13 minutes          | 650 minutes        | 11.4 hours         |

### Community-Based Organization (CBO) Grantees

| Data Type               | Quarterly Burden Estimates for Each CBO |                          |                     |             |                    |
|-------------------------|-----------------------------------------|--------------------------|---------------------|-------------|--------------------|
|                         | Search Existing Data                    | Gather and Maintain Data | Completing the Data | Review Data | TOTAL BURDEN HOURS |
| Agency and Program Plan | 5 minutes                               | 20 minutes               | 23 minutes          | 30 minutes  | 1.3 hours          |
| Client-Level HE/RR      | 5 hours                                 | 29 hours                 | 33 hours            | 16 hours    | 83 hours           |
| Client-Level CTR        | N/A                                     | 22.8 hours               | N/A                 | N/A         | 22.8 hours         |
| Client-Level PCRS       | N/A                                     | N/A                      | N/A                 | N/A         | N/A                |