**Local Needs Assessment of Program Collaboration and Service Integration Among Infectious Disease Prevention Providers for Persons Who Use Drugs Illicitly**

**Generic Information Collection request under 0920-0840**

**Section B: Supporting Statement**

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The following is a description of data collection procedures.

**B.1. Respondent Universe and Sampling Methods**

Participants will be recruited primarily from community-based organizations that serve persons who use drugs illicitly in Atlanta, hereafter referred to as persons who use drugs. In addition to serving persons who use drugs, criteria for inclusion in both phases of the study include being a member of one the following groups:

1) Staff from health and social service agencies or programs that provide services to prevent HIV, STDs, TB, and viral hepatitis among persons who use drugs

2) Staff from agencies or programs in a position to provide supportive and health services to persons who use drugs (i.e., substance abuse and mental health treatment programs)

3) Members of Community Advisory Boards associated with the above-mentioned types of service providers and agencies

**B.2. Procedures for the Collection of Information**

**B.2.1. Recruitment**

All participants in both phases will be recruited and screened using a purposive sampling method in which key informants are selected based on variables of interest, primarily their experience and knowledge of services and programs for people who use drugs, their role in relation to the these services, and their willingness to share their perspectives through an open-ended, semi-structured interview. Phase 1 will use a broad interview guide to assess programs and services (**see Attachment 1b)**. Participants for Phase 2 will more specifically be recruited through a snowball sampling method, wherein we use referrals from key informants in Phase 1 in order to select participants to interview and observe in Phase 2. Participants in Phase 2 will also be interviewed using an open-ended, semi-structured interview guide specific for Phase 2 (**see Attachment 1c)**.

**B.2.2. Screening and Scheduling Procedures**

For each phase of the study the working group team members will call to schedule an interview time with the potential participants. In both phases, if potential participants are able to meet, they will be scheduled for interviews with at least one interviewer and one note-taker based on their availabilities. For both phases of the study efforts will be made to conduct interviews that last 90 minutes. Phases 1 and 2 will consist of 50 participants who represent members the target groups (e.g., Staff from health and social service agencies or programs that provide services to prevent HIV, STDs, TB, and viral hepatitis among persons who use drugs; staff from agencies or programs in a position to provide supportive and health services to persons who use drugs [e.g., substance abuse and mental health treatment programs], and members of Community Advisory Boards associated with the above-mentioned types of service providers and agencies) being interviewed by 2 members of the working group, one interviewer and one note taker.

**B.2.3. Data Collection Methods**

a) *Interviews* *(Qualitative Interviewing)*

* In each phase, 50 staff members from community based organizations and Atlanta health agencies in Fulton and DeKalb counties will be selected to be asked to participate in the individual interviews with the interviewer and note taker. Interviews will be scheduled at convenient times that accommodate the study participants’ work schedule. Working group members will work with contacts at the various agencies to coordinate dates, times, and locations for each interview. When respondents arrive, they will be greeted by the interviewer and note-taker and directed to the interview room. Prior to the start of the interview, facilitators will read the informed consent and ask potential participants to sign the form if she agrees to participate. Before beginning the note taking, the interviewer will ask if the interviewee agrees to be recorded on paper. Those that do not wish to be recorded will be excused from the interview.

**B.3. Methods to Maximize Response Rates and Deal with Nonresponse**

The working group will use multiple strategies to maximize response rates and to decrease non-response. In both phases of the study, the working group will schedule interviews at days and times most convenient to the respondent. When attempting to schedule interviews, respondents will be asked for 1.5-hour blocks of time when they will be available to participate in the interview. Once the interviews are scheduled participants will receive reminder phone calls from study staff to remind them of the interview.

**B.4. Tests of Procedures or Methods to be Undertaken**

This submission is a request for authorization to conduct tests of procedures and methodologies typical in methods and instrument development.

**B.5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

No other individuals were consulted on the statistical aspects or analysis of data from this sub-collection.