

"Community-based Organization (CBO) Monitoring and Evaluation
Project (CMEP) of WILLOW (CMEP-WILLOW)"

Information Collection request under 0920-NEW

Section B: Supporting Statement

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Supporting Statement

Section

B. Collection of Information Employing Statistical Methods

This information collection request does not employ statistical methods.

1. Respondent Universe and Sampling Methods

Respondents will be women, 18 years of age or older, who are living with HIV and have known their positive HIV status for at least 6 months. Participants will be recruited through outreach, agency referral, convenience sampling and snowball sampling.

2. Procedures for the Collection of Information

Participants will be recruited to participate in this project in collaboration with the intervention recruitment efforts already in place at each funded agency. These recruitment strategies will include seeking eligible, interested women through other programs and services provided at the agencies, and through formal and informal outreach activities. Participants may also be recruited through referrals from agency staff or programs or from individuals already participating in the project. Agency staff may also collaborate with partners in the community to gain access to groups of women living with HIV.

After receiving a detailed description of CMEP, individuals interested in participating in CMEP will be screened for eligibility. Individuals found to be eligible for participation will then be provided with a detailed overview of the project and asked to provide consent to participate in the project. Individuals who decide not to participate in the project will be asked to disclose the reason for their decision. After reviewing and signing the participation agreement, the baseline interview will be completed using QDS. Baseline interviews may be completed in the agency office, field offices, at social and outreach events and in other public places such as bars, health fairs and college campuses. If a participant is unable to complete the baseline interview at the time of enrollment, an appointment will be scheduled for them to do so at a later time. The participant must complete the baseline interview within 30 days of the start of the WILLOW intervention. The eligibility screener form is provided in Attachment 3.

After completing the Women Involved in Life Learning from Other Women (WILLOW) intervention, study participants will participate in 90- and 180-day follow-up interviews using QDS.

3. Methods to Maximize Response Rates and Deal with No response

Proposed data collection does not employ statistical sampling methods. In effort to improve response rates, project participants will be given tokens of appreciation for their participation in the outcome monitoring phase of this project. Tokens of appreciation will be given upon completion of the baseline, 90-day follow-up, and 180-day follow-up interviews. The response rate for the completion of both the 90- and 180-day follow-up interviews is 80%. These tokens may come in the form of food, transportation vouchers, or gift cards. Tokens of appreciation will be determined by the funded agency and will be based on the needs of the participants.

4. Tests of Procedures or Methods to be Undertaken

The data collection instruments to be used for this information collection include questions about respondents' demographics and behavioral risks that have previously received OMB approval and were used in the following projects: National HIV Prevention Program Monitoring and Evaluation (NHM&E) Data (OMB No. 0920-0696, Expiration Date 08/31/2013); HIV Prevention Program Evaluation and Monitoring System for Health Departments and Community-Based Organizations (PEMS)(OMB No. 0920-0696, Expiration Date 08/31/2010); and the Outcome Monitoring of 3MV (FOA PS 08-812) Delivered by Community-based Organizations Funded and Conduct HIV Prevention Interventions through CDC PA 06-6618 and to submit PEMS Data (OMB No. 0920-0696, Expiration Date 08/31/2013) to CDC. The remaining questions in the data collection instruments ask about the respondents' knowledge, attitudes and beliefs about HIV/STD and transmission risks. These questions were taken directly from the evaluation tools distributed in the intervention packages. The questions included in the data collection instruments have been previously piloted. Therefore, a pilot of the current data collection instruments is not needed for this information collection. OMB will be notified of any changes are made to the data collection instruments or survey process.

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

No other individuals were consulted on the statistical aspects and/or analysis of the data from this project.