

Request for Sub-collection Under the  
Approved Generic ICR: Formative Research and Tool Development

OMB No. 0920-0840, Expiration February 29 2016

Supporting Statement B

**CBO Needs Assessment for Preparedness and Resources for  
Support of Biomedical HIV Prevention**

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## **B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS**

This information collection request does not employ statistical methods. The following is a description of data collection procedures.

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

#### Pretest Sampling Methodology

Prior to the survey administration, phone interviews ("*Pre-test Telephone Interview Script*" **Attachment 5**) will be conducted with 8 participants to ensure clarity of survey questions and to refine the survey. The 8 individuals will be randomly selected from the following three types of Community Based Organizations (CBOs) engaged in HIV prevention listed below.

- 1) Community Health Centers funded by CDC's Division of HIV/AIDS Prevention (DHAP) as Community Based Organizations- 2 participants (1 executive level person and 1 person with direct client contact) will be selected from 2 different Community Health Centers for a total of 4 people. The Community Health Centers will be selected randomly from the list of Community Health Centers (n=26) funded by CDC's Division of HIV/AIDS Prevention as Community Based Organizations.
- 2) CDC DHAP's Directly Funded CBOs- 1 CBO will be randomly selected from a list of CBOs that CDC directly funds through a cooperative agreement (n=153). 2 participants will be selected from the CBO ((1 executive level person and 1 person with direct client contact)
- 3) CBOs that are unfunded by CDC- 1 CBO will be randomly selected from the list of CBOs that applied for CDC funding, were considered eligible for funding by PGO, but were not awarded any funding (n=408). 2 participants will be selected from the CBO ((1 executive level person and 1 person with direct client contact)

Invitation phone calls will be made to each selected organization ("*Pre-test Telephone Recruitment Script*" **Attachment 3**). During the invitation call, names and emails will be collected for 2 participants from each CBO (8 participants total). These 8 participants will then be emailed ("*Pre-test Email Recruitment Script*" **Attachment 4**) with an invitation to participate in the telephone Pre-test interview. During the Pre-test telephone

interview ("*Pre-test Telephone Interview Script*" **Attachment 5**), respondents will take the web survey while "talking through" the questions wording, survey content, and format with study investigators on the phone ("*Biomedical HIV Prevention Organizational Assessment*" **Attachment 9a**). After analysis of this pretesting, revisions will be made as indicated to the web survey before initiating use by the main survey

## Survey Sampling Methodology

Phone calls ("*Survey Telephone Recruitment Script*" **Attachment 6**) will be made to each selected CBO to elicit interest in participating in the survey. Phone calls will be made to the same three types of Community Based Organizations (described above) identified in the pretest.

- 1) Community Health Centers funded by CDC's Division of HIV/AIDS Prevention (DHAP) as Community Based Organizations- the survey will be sent out to all 26 organizations.
- 2) CDC DHAP's Directly Funded CBOs- the survey will be sent out to all 153 organizations.
- 3) CBOs that are unfunded by CDC- the survey will be sent out to all 408 organizations.

If interested, two respondents will be identified per CBO, one executive level staff member and one line staff client service provider. Names and e-mail addresses will be collected for each respondent. An email ("*Survey Email Recruitment Script*" **Attachment 7**) with the survey link (Survey Monkey) will be sent to each of these respondents for completion. The survey should take about 30 minutes to complete. We aim for a 50% response rate from each group. Two weekly reminder e-mails will be sent if the survey is not completed.

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

### **B.2.1. Recruitment**

CDC staff will recruit 8 respondents to participate in a Pre-test Telephone interview. The 8 respondents will be identified from a list that CDC already has that consists of CBOs that receive CDC funding and a list of CBOs that applied for CDC funding, but did not receive it. The 8 individuals will be randomly selected from

the following three types of Community Based Organizations (CBOs) engaged in HIV prevention listed below.

- 1) Community Health Centers funded by CDC's Division of HIV/AIDS Prevention (DHAP) as Community Based Organizations- 2 participants (1 executive level person and 1 person with direct client contact) will be selected from 2 different Community Health Centers for a total of 4 people. The Community Health Centers will be selected randomly from the list of Community Health Centers (n=26) funded by CDC's Division of HIV/AIDS Prevention as Community Based Organizations.
- 2) CDC DHAP's Directly Funded CBOs- 1 CBO will be randomly selected from a list of CBOs that CDC directly funds through a cooperative agreement (n=153). 2 participants will be selected from the CBO ((1 executive level person and 1 person with direct client contact)
- 3) CBOs that are unfunded by CDC- 1 CBO will be randomly selected from the list of CBOs that applied for CDC funding, were considered eligible for funding by PGO, but were not awarded any funding (n=408). 2 participants will be selected from the CBO ((1 executive level person and 1 person with direct client contact)

During this initial recruitment call to the CBO, CDC staff will use the *"Pre-test Telephone Recruitment Script"* (**Attachment 3**) to get the names and contact information for two respondents: one executive level staff member and one line staff client service provider. CDC staff will use this contact information to then recruit the 8 staff for the telephone interviews via email(*"Pre-test Email Recruitment Script"* **Attachment 4**).

Phone calls (*"Survey Telephone Recruitment Script"* **Attachment 6**) will be made to each selected CBO to elicit interest in participating in the survey. Phone calls will be made to the same three types of Community Based Organizations (described above) identified in the pretest.

- 1) Community Health Centers funded by CDC's Division of HIV/AIDS Prevention (DHAP) as Community Based Organizations- the survey will be sent out to all 26 organizations.
- 2) CDC DHAP's Directly Funded CBOs- the survey will be sent out to all 153 organizations.

3) CBOs that are unfunded by CDC- the survey will be sent out to all 408 organizations.

If interested, two respondents will be identified per CBO, one executive level staff member and one line staff client service provider. Names and e-mail addresses will be collected for each respondent. An email ("*Survey Email Recruitment Script*" **Attachment 7**) with the survey link (SurveyMonkey) will be sent to each of these respondents for completion. The survey should take about 30 minutes to complete. We aim for a 50% response rate from each group. Two weekly reminder e-mails will be sent if the survey is not completed.

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

CDC staff will recruit 8 respondents to participate in a Pre-test Telephone interview. The 8 respondents will be identified from a list that CDC already has that consists of CBOs that receive CDC funding and a list of CBOs that applied for CDC funding, but did not receive it.

During this initial recruitment call to the CBO, CDC staff will use the "*Pre-test Telephone Recruitment Script*" (**Attachment 3**) to get the names and contact information for two respondents: one executive level staff member and one line staff client service provider. CDC staff will use this contact information to then recruit the 8 staff for the telephone interviews via email ("*Pre-test Email Recruitment Script*" **Attachment 4**). Once the participants agree to participate in the telephone interview, a day and time will be schedule to conduct the approximately 30 minute interviews.

Using the same list of funded and unfunded CBOs, phone calls ("*Survey Telephone Recruitment Script*" **Attachment 6**) will be made to each selected CBO to elicit interest in participating in the survey. If interested, two respondents will be identified per CBO, one executive level staff member and one line staff client service provider. Names and e-mail addresses will be collected for each respondent. An email ("*Survey Email Recruitment Script*" **Attachment 7**) with the survey link (SurveyMonkey) will be sent to each of these respondents for completion.

### **B.2.3. Data Collection Methods**

A Pre-test Telephone Interview will be conducted to refine the survey to ensure the questions are clear and easy to answer

(**Attachment 4** *“Pre-test Telephone Interview Script”*). Respondents will take the web survey while “talking through” the question wording, survey content, and format with study investigators on the phone. The respondents will be asked to identify any questions that are confusing and need clarity. CDC staff will take notes during the phone call to ensure the suggestions from the respondent are captured. These suggestions will then be used to improve the survey.

An email with the survey link (SurveyMonkey) will be sent to each of these respondents for completion (*“Survey Email Recruitment Script” Attachment 7*). The web survey questions can be viewed in the *“Biomedical HIV Prevention Organizational Assessment” Attachment 9*. Respondents will click on the link in the email to be taken to the survey. In the survey database, individuals responding for organizations will only be entered by codes. Contact information for organizational respondents will be destroyed when the sample is complete and any data queries have been addressed.

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

Each person selected will be sent an e-mail with a link to the survey website. Two weekly reminder e-mails will be sent if the survey is not completed.

### **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 and/or Analyzing Data**

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