

Online Form for Adding a New Record – Screenshots

The screenshot shows the CDC National Prevention Information Network (NPIN) website. The browser window title is "CDC National Prevention Information Network (NPIN)- HIV, Viral Hepatitis, STD and Tuberculosis - Windows Internet Explorer". The address bar shows "http://www.cdcpin.org/". The page has a blue and white color scheme. At the top, there is a search bar with the text "Search CDCNPIN.org" and a "Search" button. Below the search bar, there are links for "Other Searches: Search Organizations | Search Materials | Search Campaign Resources | Search Funding". On the left side, there is a vertical navigation menu with the following items: HIV/AIDS, Viral Hepatitis, STD, Tuberculosis, Communities at Risk, Partner Forum, and Web Tools. The main content area features a large banner for a "Facebook and Image Sharing for Public Health Webcast" scheduled for "4/23/2013 2-3p.m. Et" with the hashtag "#sm4ph". To the right of the banner, there is a section titled "Organizations" with links for "Find HIV Testing Locations", "Find STD Testing Locations", "Search Organizations", and "Add/Update Your Organization". Below this is a "Key Resources" section with links for "Social Marketing and Education Campaigns", "Find Materials", "Find Funding Opportunities", "Campaign Resources", and "NPIN Feeds". At the bottom of the page, there are four columns of content: "Prevention News" with links like "Cheap and Quick HIV Testing Made Possible with DVD Scanners"; "Funding Opportunities" with links like "National Network to Enhance Capacity of State and Local Sexually Transmitted Disease Prevention Programs (NNECS)"; "Stay Connected" with a sign-up form for e-mail updates and links to discussion lists and newsletters; and "Latest Tweets" showing tweets from CDC NPIN.

User clicks the "Add/Update Your Organization" link on the home page of the NPIN Web site to access the online form.

NPIN
National Prevention Information Network

Form Approved
OMB No. 0920-0255
Exp. Date: January 31, 2014

New Organization Form

Contact | Staff | Access | Services | Confirm

Name of the Organization: *

Program Name:

+ Add another program

Address: *

Country: *

United States

Street Address 1: *

e.g. 123 Main St

Street Address 2:

e.g. Ste 200, Bldg 123

ZIP Code: *

e.g. 00000-0000

City: *

Country: *

State: *

State

Primary web site address: Social media: Select

Comment:

e.g. www.ednpin.org

+ Add another web site address

Email:

Comment:

e.g. abcd@xxxxx.org

+ Add another e-mail address

Phone Type: * Phone: * Ext:

Select

Comment:

+ Add another phone

Continue Reset Save for Later

The form is divided into five sections (see the tabs across the top).
The first screen of the form is for entering contact information for the organization.

Do We Already Know You?
Please select your organization from the list below.

Name: Centers for Disease Control and Prevention
National Prevention Information Network

Address: 9 Corporate Blvd
Atlanta, GA 30329

Web Site: www.cdcnpin.org

Email: info@cdcnpin.org

Phone: 8002244636

This is My Organization

None of These Match

Please select one of the options above if these match your organization.

Service Level: -Select-

Fee Information: -Select-

Appointment Required: -Select-

Eligibility:

Continue Go Back Reset Save for Later

After the contact information for the organization has been entered, the system will check the database to determine if the organization is already listed. Potential matches will be displayed. If a match is found, users can select that record, review it, and make edits if needed. If no match exists, user continues with the add process.

CDC NPIN - Organization Submission Form - Windows Internet Explorer
https://www.cdcnpin.org/OrgRec/

File Edit View Favorites Tools Help

CDC NPIN - Organization Submission Form

Contact Us | info@cdcnpin.org | Sign-Up for Email Updates

NPIN

National Prevention Information Network

New Organization Form

Form Approved
OMB No. 0920-0255
Exp. Date: January 31, 2014

Contact Staff Access Services Confirm

Submitter:

First Name: * M.I.:

Last Name: *

Job Title:

Main Phone: * Ext:

E-mail Verification *

Re-enter e-mail address to verify: *

Primary Contact:

Same as submitter

First Name: M.I.:

Last Name:

Job Title:

Main Phone: Ext:

E-mail Verification Address:

[Add another contact](#)

[Go Back](#)

About This Information

The following information will not be accessible to anyone other than NPIN staff.

NPIN staff will use this information to periodically update your organization information.

The second tab, Staff, is used to enter information about the form submitter and the person who will be the primary contact for this organization.

Check marks will appear on the tab to indicate to user that all required information is entered, and triangles are used to indicate that information is missing.

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Exp. Date: January 31, 2014

Errors

Please correct the following error(s):

- [Submitter First Name:Missing](#)
- [Submitter Last Name:Missing](#)
- [Submitter E-mail:Missing](#)
- [Submitter Phone:Missing](#)

About This Information

The following information will not be accessible to anyone other than NPIN staff.

NPIN staff will use this information to periodically update your organization information.

[Add another contact](#)

Error messaging is provided to assist users in proper completion of the form.

CDC NPIN - Organization Submission Form - Windows Internet Explorer

https://www.cdcnpin.org/OrgRec/

File Edit View Favorites Tools Help

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Contact Us info@cdcnpin.org Sign-Up for Email Updates

NPIN

National Prevention Information Network

New Organization Form

Form Approved
OMB No. 0920-0255
Exp. Date: January 31, 2014

Contact Staff **Access** Services Confirm

Is your organization a clinic*
 Yes
 No

Organization Type*
-Select-

Legal Status*
-Select-

Hours of Operation*
Monday - Through - Apply to Mon-Sun
Tuesday - Through - Apply to Mon-Fri
Wednesday - Through - Clear All
Thursday - Through -
Friday - Through -
Saturday - Through -
Sunday - Through -

Contact Organization for Hours of Operation:
Comments:

About Services:
Service Level*
-Select-
Fee Information*
-Select-
Appointment Required*
-Select-
Eligibility:

Continue Go Back Reset Save for Later

CDCNPIN.org
Contact Us
About Us
Privacy Policy

CDC NPIN Searches
Search Organizations
Search Materials
Search Funding Opportunities
Search Campaign Resources

CDC NPIN Resources
hlvtest.cdc.gov
hlvtest.cdc.gov
gonobresources.cdc.gov
STD Awareness Microsite

AIDS.gov CDC

The third tab, Access, contains information about the organization type, hours of operation, and fees.

CDC NPIN - Organization Submission Form - Windows Internet Explorer
https://www.cdcnpin.org/OrgRec/

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National Prevention Information Network

New Organization Form

Form Approved
OMB No. 0920-0255
Exp. Date: January 31, 2014

Contact Staff Access **Services** Confirm

Services Offered: *

Testing Services:

HIV Testing: Uncheck All Check All <input type="checkbox"/> Conventional Blood HIV Testing <input type="checkbox"/> Conventional Oral HIV Testing <input type="checkbox"/> HIV Test Counseling <input type="checkbox"/> Rapid Blood HIV Testing <input type="checkbox"/> Rapid Oral HIV Testing	STD Testing: Uncheck All Check All <input type="checkbox"/> Chlamydia Testing <input type="checkbox"/> Gonorrhea Testing <input type="checkbox"/> Herpes Testing <input type="checkbox"/> Syphilis Testing	Viral Hepatitis Testing: Uncheck All Check All <input type="checkbox"/> Hepatitis B Testing <input type="checkbox"/> Hepatitis C Testing TB Testing: Uncheck Check <input type="checkbox"/> TB Testing
--	--	--

Free Testing Services:
[Uncheck All](#) | [Check All](#)

<input type="checkbox"/> Free HIV Testing	<input type="checkbox"/> Free STD Testing	<input type="checkbox"/> Free TB Testing
<input type="checkbox"/> Free Hepatitis B Testing	<input type="checkbox"/> Free Hepatitis C Testing	

Prevention Education Service:
[Uncheck All](#) | [Check All](#)

- Behavioral Intervention - Individual Level
- Hepatitis Prevention/Education
- HIV/AIDS Prevention/Education
- STD Prevention/Education
- TB Prevention/Education
- Training Programs

Medical Treatment Services:
[Uncheck All](#) | [Check All](#)

- Adult Hepatitis B Vaccine
- Family Planning
- Hepatitis A Vaccine
- Hepatitis B Treatment
- Hepatitis C Treatment
- HIV/AIDS Medical Treatment
- Human Papillomavirus Vaccine
- Medication Adherence Education and Counseling
- Primary Care
- STD Treatment

Support Services:
[Uncheck All](#) | [Check All](#)

- Case Management
- Drug Purchasing Assistance, including AIDS Drug Assistance Programs (ADAP)
- Housing Opportunities for Persons with AIDS/HOPWA

Other Services:
In the box below, please list any other specific HIV/AIDS, STD, Viral Hepatitis, or TB-related prevention, financial, information, medical, support, counseling or research services provided by your organization.

Internet | Protected Mode: On 85%

The fourth tab, Services, enables users to indicate the services offered by their organization.

CDC NPIN - Organization Submission Form - Windows Internet Explorer

https://www.cdcnpin.org/OrgRec/

File Edit View Favorites Tools Help

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Page Safety Tools

Training Programs

- Human Papillomavirus Vaccine
- Medication Adherence Education and Counseling
- Primary Care
- STD Treatment

Other Services:
In the box below, please list any other specific HIV/AIDS, STD, Viral Hepatitis, or TB-related prevention, financial, information, medical, support, counseling or research services provided by your organization.

Main Target Populations: (required)*
[Uncheck All](#) | [Check All](#)

- Adolescents/Youth/Teens
- General Public
- Low Income Persons
- Men Who Have Sex with Men
- Gay Men
- Hispanics/Latinos
- Men
- Native Americans
- African Americans/Blacks
- Women
- LGBT

Others:

Languages: (required)*
[Uncheck All](#) | [Check All](#)

- English
- Spanish

Others:

General Comments:

[Continue](#) | [Go Back](#) [Reset](#) [Save for Later](#)

The Services tab also captures information about the audiences served by the organization and the language services that they provide.

CDCNPIN.org
[Contact Us](#)
[About Us](#)
[HIV Content Notice](#)
[Privacy Policy](#)
[Policies & Disclaimers](#)
[Site Index](#)
[Help Using the CDC NPIN Web Site](#)

CDC NPIN Searches
[Search Organizations](#)
[Search Materials](#)
[Search Funding Opportunities](#)
[Search Campaign Resources](#)
[Help Using the CDC NPIN Searches](#)

CDC NPIN Resources
[hivtest.cdc.gov](#)
[m.hivtest.cdc.gov](#)
[findtbrsources.org](#)
[STD Awareness Microsite](#)
[findstdtest.org](#)

AIDS.gov CDC

Twitter LinkedIn Facebook Google+ Pinterest

Internet | Protected Mode: On 85% 3:38 PM

The screenshot shows a Windows Internet Explorer browser window with the URL <https://www.cdcpin.org/OrgRec/>. The browser's address bar and menu bar are visible. The page content is a form with several tabs: Contact (checked), Staff, Access, Services, and Confirm. The 'Confirm' tab is active, showing the following information:

CONTACT INFORMATION:

Name of Organization: National Prevention Information Network

Program Name:

Address:

Street1: 9 Corporate Blvd Ste 100
Street2:
City: County: DeKalb
State: Georgia
ZIP Code: 30329
Country: United States

E-mail:

Primary E-Mail: info@cdcpin.org

Web site:

Primary Web site: www.cdcpin.org

Phone:

Primary Phone: 404-6797900 Main Phone

STAFF INFORMATION:

Submitter Info:

Job Title:
Name:
E-Mail:

Primary Contact Info:

Job Title:
Name:
E-Mail:

ACCESS INFORMATION:

Primary Clinic: No

Organization Type:
Legal Status:
Hours of Operations: Monday: - - -
Tuesday: - - -
Wednesday: - - -
Thursday: - - -
Friday: - - -
Saturday: - - -
Sunday: - - -

Contact Organization for Hours: No

Comment:
Service Level:
Fee Information:
Appointment Required: -select-
Eligibility:

SERVICES INFORMATION:

Services Offered:
Main Target Populations:
Language(s):

At the bottom of the form, there are three buttons: Submit (green), [Go Back](#), and Save for Later.

CDC NPIN - Organization Submission Form - Windows Internet Explorer

https://www.cdcnpin.org/OrgRec/Default.aspx?OrgNbr=2245

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CDC NPIN - Organization Submission Form

Fee Information:	Fee Sliding Scale, Insurance Accepted, Medicare Accepted, Medicaid Accepted, Donations Accepted
Appointment Required:	Yes
Eligibility:	
SERVICES INFORMATION:	
Services Offered:	
HIV Tests:	HIV Test Counseling Rapid Blood HIV Testing Rapid Oral HIV Testing
STD Tests:	Chlamydia Testing Gonorrhea Testing Herpes Testing Syphilis Testing
Viral Hepatitis Tests:	Hepatitis C Testing
Tuberculosis Tests:	TB Testing
Prevention Education:	HIV/AIDS Prevention/Education STD Prevention/Education TB Prevention/Education
Medical Treatment:	Adult Hepatitis B Vaccine Family Planning Hepatitis A Vaccine STD Treatment
Additional Service(s):	Condom/Female Condom/Dental Dam Distribution Partner Notification Substance Abuse Treatment Gynecological Care Safer Sex Education TB Treatment
Main Target Populations:	Adolescents/Youth/Teens General Public Low Income Persons Men Women
Additional Target Population(s):	Adults Persons with TB Students Homeless Persons Pregnant Adolescents Substance Abusers Persons Practicing High Risk Behaviors Pregnant Women Young Adults Persons with HIV/AIDS Sex Partners Persons with Hepatitis Persons with STDs
Language(s):	English Spanish

[Submit](#) | [Go Back](#) | [Reset](#) | [Save for Later](#)

If the user needs to stop before completing the form, they can click the Save for Later button, which saves the information already entered, and go back to the form when they are able.

CDC NPIN - Organization Submission Form - Windows Internet Explorer
https://www.cdcpin.org/OrgRec/

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NPIN
National Prevention Information Network

New Organization Form

Form Approved
OMB No. 0920-0255
Exp. Date: January 31, 2014

Save For Later

First Name: * Last Name: *
Jane McIntyre

Main Phone: * Ext:
202 3637758

E-mail: *
jmcintyre@danya.com
Re-enter E-mail address to verify: *
jmcintyre@danya.com

Please enter your name and e-mail address. You will receive an e-mail shortly at this address.

Continue | **Cancel**

Web site:
Primary Web site: www.cdcpin.org

Phone:
Primary Phone: 404-6797900 Main Phone

STAFF INFORMATION:

Submitter Info:
Job Title:
Name:
E-Mail:

Primary Contact Info:
Job Title:
Name:
E-Mail:

ACCESS INFORMATION:

Primary Clinic: No
Organization Type:
Legal Status:
Hours of Operation:

If Save for Later is clicked, the user will be prompted to enter their contact information. If this information has already been entered, it will be pre-populated here.

CDC NPIN - Organization Submission Form - Windows Internet Explorer
https://www.cdcpin.org/OrgRec/

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New Organization Form

Form Approved
OMB No. 0920-0255
Exp. Date: January 31, 2014

Contact Staff Access Services Confirm

CONTACT INFORMATION

Name of Organization: **Widaysw Taylor**

Program Name:

Address:

Street1:
Street2:
City:
State:
ZIP Code:
Country: United States

E-mail:

Primary E-Mail: info@cdcpin.org

Web site:

Primary Web site: www.cdcpin.org

Phone:

Primary Phone: 404-6797900 Main Phone

County: DeKalb

STAFF INFORMATION:

Submitter Info:

Job Title: Database Manager
Name: Jane McIntyre
Contact Phone: 202-3637758
E-Mail: jmcintyre@danya.com

Primary Contact Info:

Job Title:
Name:

Type the two words:

Continue Cancel

Recaptcha is used as a security precaution.
Users must enter the displayed terms.

The screenshot shows the CDC NPIN Organization Submission Form in Internet Explorer. The browser address bar shows <https://www.cdcnpin.org/OrgRec/Default.aspx>. The page title is "CDC NPIN - Organization Submission Form". The form is titled "New Organization Form" and includes a "Form Approved" notice with OMB No. 0920-0255 and an expiration date of January 31, 2014. The form is divided into sections: CONTACT INFORMATION, STAFF INFORMATION, and ACCESS INFORMATION. A modal dialog box is overlaid on the form, displaying the following text:

Please bookmark this url for future use.
Uri to Bookmark:
[Click here to Continue](#)
Submission #540
A copy of the url link has been emailed to the address provided.
Please Bookmark/Save the url for future use. Please note that the link will expire after 14 days.

Buttons: **Bookmark** (green), [Cancel](#) (blue)

A callout box on the right side of the dialog box contains the following text:

When a submission is Saved for Later, users receive a url to bookmark. This url will take them back to their incomplete form. They have 14 days to finish the submission form.

The Windows taskbar at the bottom shows the system clock as 3:02 PM on 4/15/2013. The taskbar includes icons for Internet Explorer, Google Chrome, and other applications. The system tray shows "Internet | Protected Mode: On" and a volume icon.

CDC NPIN - Organization Submission Form - Windows Internet Explorer
https://www.cdcnpin.org/OrgRec/Default.aspx?OrgNbr=2245

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CDC NPIN - Organization Submission Form

Fee Information:	Fee Sliding Scale, Insurance Accepted, Medicare Accepted, Medicaid Accepted, Donations Accepted
Appointment Required:	Yes
Eligibility:	
SERVICES INFORMATION:	
Services Offered:	
HIV Tests:	HIV Test Counseling Rapid Blood HIV Testing Rapid Oral HIV Testing
STD Tests:	Chlamydia Testing Gonorrhea Testing Herpes Testing Syphilis Testing
Viral Hepatitis Tests:	Hepatitis C Testing
Tuberculosis Tests:	TB Testing
Prevention Education:	HIV/AIDS Prevention/Education STD Prevention/Education TB Prevention/Education
Medical Treatment:	Adult Hepatitis B Vaccine Family Planning Hepatitis A Vaccine STD Treatment
Additional Service(s):	Condom/Female Condom/Dental Dam Distribution Partner Notification Substance Abuse Treatment Gynecological Care Safer Sex Education TB Treatment
Main Target Populations:	Adolescents/Youth/Teens General Public Low Income Persons Men Women
Additional Target Population(s):	Adults Persons with TB Students Homeless Persons Pregnant Adolescents Substance Abusers Persons Practicing High Risk Behaviors Pregnant Women Young Adults Persons with HIV/AIDS Sex Partners Persons with Hepatitis Persons with STDs
Language(s):	English Spanish

Submit | [Go Back](#) | **Reset** | **Save for Later**

Once all information is correct, the user then clicks the Submit button to send the form to NPIN.

CDC NPIN - Organization Submission Form - Windows Internet Explorer
https://www.cdcpin.org/OrgRec/

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NPIN

National Prevention Information Network

New Organization Form

Form Approved
OMB No. 0920-0255
Exp. Date: January 31, 2014

Contact Staff Access Services Confirm

CONTACT INFORMATION

Name of Organization:

Program Name:

Address:

Street1:

Street2:

City:

State:

ZIP Code:

Country:

E-mail:

Primary E-Mail:

Web site:

Primary Web site:

Phone:

Primary Phone: Main Phone

County: Dekalb

STAFF INFORMATION:

Submitter Info:

Job Title: Database Manager

Name: Jane McIntyre

Contact Phone: 202-3637758

E-Mail: jmcintyre@danya.com

Primary Contact Info:

Job Title:

Name:

E-Mail:

his timothy

Type the two words:

reCAPTCHA™ stop spam. read books.

Continue Cancel

Again, Recaptcha is used as a security precaution before submission.

Internet | Protected Mode: On 100%

NPIN
National Prevention Information Network

Contact Us | info@cdcnpin.org | [Sign-Up for Email Updates](#)

New Organization Form

Form Approved
OMB No. 0920-0255
Exp. Date: January 31, 2014

Name of the Organization:
National Prevention Information Network

Program Name:
[Add another p](#)

Address:
Country: *
United States
Street Address 1: *
9 Corporate Blvd
e.g. 123 Main St
Street Address 2:
e.g. Ste 100, Bldg 123
ZIP Code: *
30329
e.g. XXXXX-XXXX
City: *
Atlanta
County: *
DeKalb
State: *
Georgia

Primary web site address: www.cdcnpin.org Social media: Select

Comment:
e.g. www.cdcnpin.org
[Add another web site address](#)

Message from webpage

Thank you for submitting an update to the NPIN Organizations Database. You will receive an e-mail notification when the information update has been completed.

OK

After the form is submitted, the user sees a message confirming the receipt of the form. Additionally, an e-mail notification is sent to the submitter confirming submission.