

**Collection of the Resources and Services Database of the National Prevention  
Information Network (OMB No. 0920-0255)**

**Supporting Statement B**

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## COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This data collection uses no inferential statistical methods. The data collected is in textual or anecdotal format and will be used for information purposes, not for inferential statistical analysis. The data collection procedures are as follows:

NPIN staff learns about new organizations through a variety of sources, including exhibiting at health and professional meetings, searching the Internet, and perusing newsletter announcements and press releases. Once a new organization is identified as providing services related to HIV/AIDS, viral hepatitis, STDs, or TB, NPIN staff will administer the Questionnaire by telephone (see **Attachment 3-B**). The purpose of the Questionnaire is to gather information about the HIV/AIDS-, viral hepatitis-, STD- or TB-related services available from the organization, what geographic area the organization serves, and the target audiences for these services. Organizations with access to the Internet will be given the option to complete and submit an electronic version of the Questionnaire online through the CDC NPIN website ([www.cdcnpin.org](http://www.cdcnpin.org)).

As the Resources and Services Database has matured, the importance of the task of database verification has increased accordingly. For the annual verification of the Resources and Services Database, all organizations listed in the database will be contacted annually. The majority of organizations will receive a telephone call to review their database listing. The interviewer will review the Questionnaire with the appropriate organizational representative. A sample telephone verification script is included in **Attachment 3-C**. The remaining organizations will receive a copy of their current database entry by electronic mail, including an email message (see **Attachment 4**) and a list of instructions (see **Attachment 5**). The instructions ask each organization to verify or update their listing and add or delete any services and target audiences as appropriate. A sample Resources and Services Database record is provided in Attachment 7. The electronic version of the Questionnaire, which is the same as the printed version, and the ability to complete the Questionnaire by phone are efforts to further reduce the burden to the respondent.

The NPIN Resources and Services Database is an integral component of NPIN's prevention efforts. The database maintains comprehensive information on organizations that provide services related to HIV/AIDS, viral hepatitis, STD, and TB prevention, education, testing, and healthcare. Through the database, NPIN:

- Connects users (partners and the general public) with prevention information and services, testing and treatment services, and related support services
- Enhances CDC/NCHHSTP's ability to strengthen and support partnership building, to coordinate partnership activities, and to foster communication with and between partners

NPIN makes the information in the Database available to users in a variety of ways. The database is the main source of information and referrals for CDC-

INFO, the toll-free line (formerly the CDC National AIDS and STD Hotline) that refers callers to appropriate organizations for information, services, and treatment. The database is available through various websites, including the NPIN website ([www.cdcpin.org](http://www.cdcpin.org)), the National HIV and STD Testing Resources website (<http://hivtest.cdc.gov>), and the AIDS.gov website's service provider locator ([www.aids.gov](http://www.aids.gov)). The database is available 24 hours a day, 7 days a week, and the website visitors can download searches of the database at their convenience. More than 56 million hits and over 2.6 million visits by the public to the CDC NPIN website are recorded annually.

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

The respondent universe for inclusion in the database is organizations that provide HIV/AIDS, viral hepatitis, STD, and TB prevention, education, testing, and healthcare services. As NPIN is made aware of these organizations, 500 new organizations are added to the database each year. No statistical or sampling methods are used to identify these organizations.

The respondent universe for updating the database includes all organizations listed in the database (currently 9,000). To maintain the accuracy of the database information, each of these organizations is contacted annually to verify its information. No statistical or sampling methods are used to identify organizations for updating, as all are contacted.

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

All data collection for NPIN is done utilizing the survey questionnaires provided in **Attachments 3-A, 3-B, and 3-C** to collect information from respondents. Newly-identified organizations are administered the initial Questionnaire (see **Attachment 3-A**), and annual verifications are administered through either telephone or email (see **Attachments 3-C, 4, and 5**).

Administration of the telephone survey is done by trained NPIN Database staff familiar with the information in the database and the use of the questionnaires and conducting interviews. NPIN staff conducts Internet research on the organization being added or updated to develop information about the organization. This research helps staff to familiarize themselves with the organization and, thus, to minimize the time necessary to conduct the survey. Once the Questionnaire is complete, the NPIN Database staff enters the information into the database, reviews it for quality control, and finalizes the changes.

Questionnaires submitted online are reviewed and processed for inclusion in the database.

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

Not applicable.

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

Not applicable.

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

Not applicable.