

Resources and Services Database of the CDC National Prevention  
Information Network

0920-0255

Attachment 5-A

Email Verification Instructions

## **CDC National Prevention Information Network Resource Organization Questionnaire**

The CDC National Prevention Information Network (NPIN) is a service provided by the U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention (CDC). A primary goal is to serve as a comprehensive source for information about organizations in the United States that provide services or resources related to HIV/AIDS, Viral Hepatitis, STD, and TB. NPIN is authorized to collect this information by Section 301 of the Public Health Service Act (42 U.S.C. 241). This information is organized and maintained by the NPIN online database. The mission of NPIN is to serve the information needs of State and local HIV/AIDS/Viral Hepatitis/STD/TB program personnel and other professionals. The general public also has access to this information from the NPIN website or by calling CDC-INFO (formerly the CDC National AIDS and STD Hotline), which provides referrals from the NPIN database to local service organizations.

### **INSTRUCTIONS**

We are eager to learn as much as we can about the services of your organization. *Deleted wording:* Attached is a copy of your organization's record as it currently appears in the NPIN Resources and Services Database. *Please review the record for accuracy and omissions and make any necessary corrections or additions. Please underline all revisions.*

The first portion of the printout lists basic information about your organization such as name, address, phone number, and Website. The second portion of the printout describes your organization and lists the services provided by your organization along with target audiences. Services and audiences are listed using a series of alphanumeric and numeric codes that help NPIN staff process verification responses.

*Added wording:* Provided in the e-mail you received is a link to an online form that is pre-populated with your organization's information as it is currently listed in the NPIN database. You will notice that the online form is divided into five sections (see the tabs at the top of the form for Contact, Staff, Access, Services, and Confirm) covering the information maintained in the record. Click through the tabs to review all of the current information and make any corrections or changes that are needed.

*Deleted wording:* If your organization does not provide a service listed on the printout, delete it. If the audiences listed are not appropriate, type in the correct audiences. Verify that the phone number listed for each service is correct. If your organization provides more services than those listed, please type the service(s) and the target audiences. We urge you attach any information about your organization, particularly if additional space is needed to fully describe your services.

*Deleted wording:* Please email the revised record to [OrgSubmission@cdcnpin.org](mailto:OrgSubmission@cdcnpin.org). Even if there are no changes, please send an email message to [OrgSubmission@cdcnpin.org](mailto:OrgSubmission@cdcnpin.org) indicating that the record for you organization is correct and current.

*Added wording:* When you have completed reviewing the form, please submit your changes to NPIN by clicking the "Submit" button on the final tab (Confirm). If no changes are needed, clicking "Submit" will automatically flag the record as correct and updated. For additional information, please call (800) 458-5231.

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