

"Community-based Organization Outcome Monitoring Projects for CBO
HIV Prevention Services (CBO-HPS) Clients (CBO-OMP)"

OMB #0920-NEW

Section B: Supporting Statement

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1. Respondent Universe.

Community Based Organizations Outcome Monitoring Projects (CBO-OMP) will support awards for 15-18 CBOs funded by CBO-HPS: "Comprehensive High-Impact HIV Prevention Projects for Community-Based Organizations" to conduct enhanced outcome monitoring of CBO-HPS clients over time under two funding categories: Category 1- HIV-positive clients and Category 2- high-risk HIV-negative clients. CBOs are eligible to apply for CBO-OMP if they are currently funded through CBO-HPS. The 18 CBOs chosen for CBO-OMP are the CBOs that score highest on an Objective Review Panel.

Information will be collected through CBO staff-facilitated interviews with project participants and review of their medical records, interviews with CBO-HPS CBO staff members conducted by CDC, and focus groups with project participants administered by each CBO. The evaluation will involve quantitative and qualitative data collection and will evaluate self-reported data about demographics, HIV-related risk behaviors, HIV prevention and support services received, service outcomes, and experiences with services over time as well as a chart review for referrals and medical record abstraction for medication adherence and viral load values. Results will not be generalizable across all CBOs or the public.

Participant Interviews and Focus Groups

For Category 1, the respondents will be CBO-HPS clients who are living with HIV infection. Respondents may be any race/ethnicity, and gender but must be 13 years or older. Respondents must give consent to the CBO for a medical record review. Participants for Category 1 interviews and focus groups will be chosen for participation by CBO-OMP staff based on the criteria mentioned above. CBO-OMP staff will select participants who have received at least one service through CBO-HPS (e.g., HIV medical care referral, referral to STD testing etc.). Participants can be chosen to participate in the interview, focus group, or both. For Category 2, the respondents will be CBO-HPS clients who are not living with HIV infection. Respondents may be any race/ethnicity, and gender but must be 13 years or older.

Respondents must give consent to the CBO for a medical record review. Participants for Category 2 interviews and focus groups will be chosen for participation by CBO-OMP staff based on the criteria mentioned above. CBO-OMP staff will select participants who have received at least one service through CBO-HPS (e.g., HIV behavioral intervention, referral to STD testing, etc.). Participants can be chosen to participate in the interview, focus group, or both.

Staff Interviews

Staff interview respondents will be CBO-HPS CBO staff members. Participants for staff interviews will be chosen for participation by CDC staff based on their involvement in CBO-HPS.

2. Procedures for the Collection of Information

Participant Interviews

For Category 1, self-reported client interview data will be collected at baseline, 3, 6, 9 and 15 months. For Category 2, self-reported client level data will be collected at baseline, 3, 6, and 9 months. The baseline and follow-up interviews will collect evaluate self-reported data about demographics, HIV-related risk behaviors, HIV prevention and support services received, service outcomes, and experiences with services over time as well as a chart review for referrals and medical record abstraction for medication adherence and viral load values, self-reported data as well as a chart review of CBO-HPS referrals and services and medical records demographic information, HIV-related risk behaviors, HIV prevention and support services received, service outcomes, and experiences with services over time.

Individuals who are recruited for both Category 1 and Category 2 client interviews must complete the Eligibility Screener Form (**Attachment 3a and 3b**) to determine eligibility for participation. Those who meet the eligibility criteria and agree to participate in CBO-OMP will be provided with a detailed overview of client interviews and asked to provide consent to participate in the interviews (**Attachment 4a and 4b**). Individuals who decide not to participate in the interviews will be asked to disclose the reason for their decision. Clients who agree to participate will complete a 30-minute, staff-facilitated interview at baseline and 20-minute staff-facilitated interviews at each follow-up, to assess the outcomes of HIV-prevention services they receive. Each interview will be administered to participants by a CBO-OMP staff member. Interviews will be completed in private or semi-private areas as a measure to ensure participant privacy.

Focus Groups

Two focus groups will be conducted for Category 1 and two focus groups will be conducted for Category 2. Individuals may only participate in one focus group. There will be 6-8 individuals in each focus group. Individuals who are recruited for focus groups must complete the Eligibility Screener Form (**Attachment 3c and 3d**) to determine eligibility for participation. Those who meet the eligibility criteria and agree to participate in the focus group will be provided with a detailed overview of the focus group and asked to provide consent to participate in the focus group (**see Attachment 4c and 4d**). Individuals who are eligible and complete the participation agreement will complete a short demographic questionnaire (**Attachment 5i and 5j**). Individuals who decide not to participate in the focus group will be asked to disclose the reason for their decision.

Each focus group will be facilitated by a CBO-OMP staff member. Focus groups will be completed in private or semi-private areas as a measure to ensure participant privacy. Focus groups will be recorded so that they can be transcribed and analyzed.

Staff Interviews

CDC staff will conduct staff interviews with several CBO-HPS staff members. Two CBO-HPS staff interviews will be conducted for Category 1 and two staff interviews will be conducted for Category 2. For each category, the two interviews may be conducted with the same staff members. Staff members will be provided with a detailed overview of the interview and asked to provide consent to participate in the interview (**Attachment 4e and 4f**). Interviews will be completed in private or semi-private areas as a measure to ensure participant privacy. Interviews will be recorded so that they can be transcribed and analyzed.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Proposed data collection does not employ statistical sampling methods. In an effort to improve response rates, project participants may be given tokens of appreciation for their participation in client interviews and focus groups. The target response rate for the completion of the follow-up interviews is 80%. This estimate is based on previous response rates from outcome monitoring studies conducted at CDC. Tokens

of appreciation may come in the form of food, transportation vouchers, or gift cards. Tokens of appreciation will be in the form of gift cards valued at \$25 and will be offered for participation in each of the following activities: the focus groups, baseline interview, and at each of the 3 month, 6 month, 9 month, and 15 month follow-up interviews.

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: Prevention Program Monitoring and Evaluation (NHME) Data (OMB No. 0920-0696, Expiration Date 08/31/2013), National HIV Behavioral Surveillance (OMB 0920-0770, exp. 3/31/2017); and the Medical Monitoring Project (OMB No. 0920-0740 exp. 6/30/2018). The remaining questions in the data collection instruments ask about experiences with the CBO-HPS services they have received. 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 Collecting and/or Analyzing Data.

No other individuals were consulted on the statistical aspects and/or analysis of the data from this project. Data will be analyzed by the Program Evaluation Branch staff and contractors.