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**ATTACHMENT 4: Semi-annual Reporting of Monitoring and Evaluation(M&E) Variables - File Specifications**

**Note: This attachment represents guidance for collecting information about HIV prevention and care services**

Public reporting burden of this collection of information varies from 1 to 9 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-xxxx)

In Attachment 4, data variables on HIV prevention and care services provided to the target population are listed. These are the required variables that will be reported twice a year by all THRIVE grantees via secure File Transfer Protocol (FTP) to the Division of HIV/AIDS Prevention at CDC.

A. Demographic information (Client-level data)							
<b>A1</b>	Unique Client ID _____	<b>A2</b>	Year of birth _____	<b>A3</b>	Ethnicity <u>Categories</u> Hispanic Non-Hispanic	<b>A4</b>	Race <u>Categories</u> American Indian/ Alaska Native Asian Black/African American Native Hawaiian/ Pacific Islander White
<b>A5</b>	Current gender <u>Categories</u> Male Female Transgender (male to female) Transgender (female to male) Other						

Unknown
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<b>B Services for Persons at Risk for HIV</b>		<b>Variable Type</b>
<b>1. HIV Testing (Client-level data)</b> <i>Answer 1A-1J for each HIV screening event</i>		
<b>1A</b>	Date screened for HIV (regardless of test technology)	<i>Date</i>
<b>1B</b>	Type of test <u>Categories</u> Conventional 4 <sup>th</sup> generation lab-based Rapid 4 <sup>th</sup> generation point-of-care NAAT/RNA testing Other _____	<i>Category, subcategory</i>
<b>1C</b>	Result of HIV test <u>Categories</u> Positive/reactive Negative Indeterminate Invalid No result	<i>Category</i>
<b>1D</b>	If positive, type of diagnosis <u>Categories</u> New Prior	
<b>1E</b>	If new diagnosis, type of HIV infection <u>Categories</u> Acute Early Established Unknown	
<b>1F</b>	Date diagnosed with acute HIV infection	<i>Date</i>
<b>1G</b>	Date diagnosed with early HIV infection	<i>Date</i>
<b>1H</b>	Date diagnosed with established HIV infection	<i>Date</i>
<b>1I</b>	Newly diagnosed HIV infection period (regardless of test technology)	<i>Yes/No/NA/DK</i>
<b>1J</b>	Previously diagnosed HIV infection identified (regardless of test technology)	<i>Yes/No/NA/DK</i>
<b>C Services for HIV-Negative Persons</b>		
<b>2. Screening and Provision of PrEP Services (Cascading) (Client-level data)</b> <i>Answer 2A-2P for each PrEP screening event</i>		
<b>2A</b>	Date screened for PrEP eligibility	<i>Date</i>

<b>2B</b>	Eligible for PrEP	Yes/No/NA/DK
<b>2C</b>	Referred to an internal or external PrEP provider	Yes/No/NA/DK Date (if yes)
<b>2D</b>	Accepted PrEP referral	Yes/No/NA/DK Date (if yes)
<b>2E</b>	Linked with a PrEP provider	Yes/No/NA/DK Date (if yes)
<b>2F</b>	Clinically assessed for PrEP indication	Yes/No/NA/DK Date (if yes)
<b>2G</b>	Prescribed [initiated] PrEP	Yes/No/NA/DK Date (if yes)
<b>2H</b>	Provided PrEP adherence support intervention	Yes/No/NA/DK
<b>2I</b>	Date filled initial PrEP prescription	Date
<b>2J</b>	Dates of follow-up clinic visits	Date
<b>2K</b>	Dates PrEP prescriptions were refilled	Date
<b>2L</b>	Dates assessed for adherence to PrEP	Date
<b>2M</b>	Adherent (answer for each adherence assessment)	Yes/No/NA/DK
<b>2N</b>	Date PrEP stopped	Date
<b>2O</b>	Primary reason for stopping PrEP (select one) <u>Categories</u> No longer at risk HIV positive Side effects Cannot afford Lost health insurance Provider no longer available Did not fill prescriptions Cannot remember to take pills Stigma Other _____	Category
<b>2P</b>	Additional reason(s) for stopping PrEP (select all that apply) <u>Categories</u> No longer at risk HIV positive Side effects Cannot afford	Category

	Lost health insurance Provider no longer available Did not fill prescriptions Cannot remember to take pills Stigma Other _____	
<b>PrEP Capacity (Program-level data)</b>		
<b>2Q</b>	Number of staff hired/newly reassigned to THRIVE during the measurement period	<i>Number</i>
<b>2R</b>	Number of vacancies during the measurement period	<i>Number</i>
<b>2S</b>	Number of trainings conducted for staff during the measurement period	<i>Number</i>
<b>2T</b>	Number staff trained during the measurement period	<i>Number</i>
<b>2U</b>	Number of training sites in the collaborative during the measurement period	<i>Number</i>
<b>2V</b>	Number of new contracts executed during the measurement period	<i>Number</i>
<b>2W</b>	Number of new sites that are implementing PrEP activities during the measurement period	<i>Number</i>
<b>PrEP Awareness and Knowledge (Program-level data)</b>		
<b>2X</b>	Number of activities implemented to increase awareness and knowledge during the measurement period	<i>Number</i>
<b>2Y</b>	Number of times a target populations (populations of MSM, by race/ethnicity) was reached for each activity during the measurement period	<i>Number</i>
<b>2Z</b>	Number of the type of media placements used during the measurement period	<i>Number</i>
<b>2AA</b>	Number of persons reached by each activity during the measurement period	<i>Number</i>
<b>3. Screening and Provision of nPEP Services (Cascading) (Client-level data)</b> <i>Answer 3A-3N for each nPEP screening event</i>		
<b>3A</b>	Date screened for nPEP eligibility	<i>Date</i>
<b>3B</b>	Eligible for nPEP	<i>Yes/No/NA/DK Date (if yes)</i>
<b>3C</b>	Referred to an internal or external nPEP provider	<i>Yes/No/NA/DK Date (if yes)</i>
<b>3D</b>	Accepted nPEP referral	<i>Yes/No/NA/DK Date (if yes)</i>
<b>3E</b>	Linked with a nPEP provider	<i>Yes/No/NA/DK</i>

		<i>Date (if yes)</i>
<b>3F</b>	Clinically assessed for nPEP indication	<i>Yes/No/NA/DK Date (if yes)</i>
<b>3G</b>	Prescribed [initiated] nPEP	<i>Yes/No/NA/DK Date (if yes)</i>
<b>3H</b>	Date filled nPEP prescription	<i>Date</i>
<b>3I</b>	Provided adherence support intervention	<i>Yes/No/NA/DK</i>
<b>3J</b>	Date(s) of clinic visits during the 28-day course	<i>Date(s)</i>
<b>3K</b>	Number of days missed of 28-day nPEP course	<i>Number</i>
<b>3L</b>	Date of clinic visit after 28-day nPEP course	<i>Date</i>
<b>3M</b>	Primary reason for stopping nPEP (select one) <u>Categories</u> HIV positive Side effects Cannot afford No health insurance Provider no longer available Did not fill prescription Cannot remember to take pills Stigma Other _____	<i>Category</i>
<b>3N</b>	Additional reason for stopping nPEP (select multiple reasons) <u>Categories</u> HIV positive Side effects Cannot afford No health insurance Provider no longer available Did not fill prescription Cannot remember to take pills Stigma Other _____	<i>Category</i>
<b>nPEP Capacity (Program-level data)</b>		
<b>3O</b>	Number of staff hired or newly reassigned during the measurement period	<i>Number</i>
<b>3P</b>	Number of vacancies/Number staff resigned during the measurement period	<i>Number</i>
<b>3Q</b>	Number of trainings conducted during the measurement period	<i>Number</i>
<b>3R</b>	Number staff trained during the measurement period	<i>Number</i>
<b>3S</b>	Number of facilities/ practices trained during the measurement period	<i>Number</i>

<b>3T</b>	Number of new contracts executed during the measurement period	<i>Number</i>
<b>3U</b>	Number of new sites that are implementing nPEP activities during the measurement period	<i>Number</i>
	<b>nPEP Awareness and Knowledge (Program-level data)</b>	
<b>3V</b>	Number of activities implemented to increase nPEP awareness and knowledge during the measurement period	<i>Number</i>
<b>3W</b>	Number of times a target population (populations of MSM, by race/ethnicity) was reached for each activity during the measurement period	<i>Number</i>
<b>3X</b>	Number and type of media placements utilized during the measurement period	<i>Number</i>
<b>3Y</b>	Number of people reached by each activity during the measurement period	<i>Number</i>
<b>D</b>	<b>Services for HIV-Positive Persons</b>	
	<b>4. Linkage to Care, Provision of ARVs, HIV viral load and CD4 testing for Persons with Newly Diagnosed or Established HIV infection (Client-level data)</b>	
<b>4A</b>	Date linked to care (attended an HIV medical care visit)	<i>Date</i>
<b>4B</b>	Date initiated on ARVs	<i>Date</i>
<b>4C</b>	Date of HIV viral load test performed at entry into care	<i>Date</i>
<b>4D</b>	HIV viral load	<i>Number</i>
<b>4E</b>	Dates of HIV viral load test performed during HIV care	<i>Date</i>
<b>4F</b>	HIV viral load (report for each test date)	<i>Number</i>
<b>4G</b>	Date of CD4 count performed at entry into care	<i>Date</i>
<b>4H</b>	CD4 count	<i>Number</i>
<b>4I</b>	Dates of CD4 count performed during HIV care (for person with acute HIV infection)	<i>Date</i>
<b>4J</b>	CD4 count (report for each test date)	<i>Number</i>
	<b>5. Linkage or Re-engagement with Care, Provision of ARVs, HIV viral load and CD4 testing for Previously Diagnosed Persons Not-in-Care (Client-level data)</b>	
<b>5A</b>	Date linked to or re-engaged with care (attended at least one HIV medical care visit) if previously diagnosed with HIV infection, identified by HIV testing and determined to not be in care	<i>Date</i>
<b>5B</b>	Date initiated on ARVs if previously diagnosed HIV infection, identified through HIV testing and determined to not be in care	<i>Date</i>
<b>5C</b>	Date of HIV viral load test performed after linkage or re-engagement if previously diagnosed	<i>Date</i>

	with HIV infection, identified by HIV testing and determined to not be in care.	
<b>5D</b>	HIV viral load	<i>Number</i>
<b>5E</b>	Date of CD4 count performed after linkage or re-engagement if previously diagnosed with HIV infection, identified by HIV testing and determined to not be in care.	<i>Date</i>
<b>5F</b>	CD4 count	<i>Number</i>
<b>5G</b>	Date linked to or re-engaged with care (attended at least one HIV medical care visit) if previously diagnosed HIV infection, identified through data-to-care activities and determined to be not in care after being contacted by program staff	<i>Date</i>
<b>5H</b>	Date initiated on ARVs if previously diagnosed with HIV infection, identified through data-to-care activities and determined to not be in care after being contacted by program staff	<i>Date</i>
<b>5I</b>	Dates of HIV viral load test performed after linkage or re-engagement if previously diagnosed with HIV infection, identified by data-to-care activities and determined to be not in care after being contacted by program staff	<i>Date</i>
<b>5J</b>	HIV viral load (report for each test date)	<i>Number</i>
<b>5K</b>	Dates of CD4 count performed after linkage or re-engagement if previously diagnosed with HIV infection, identified by data-to-care activities and determined to be not in care after being contacted by program staff	<i>Date</i>
<b>5L</b>	CD4 count (report for each test date)	<i>Number</i>
<b>5M</b>	Previously diagnosed with HIV infection and Identified by HIV testing and determined to not be in care	<i>Yes/No/NA/DK</i>
<b>5N</b>	Previously diagnosed HIV infection and identified by data-to-care activities and determined to be not-in-care	<i>Yes/No/NA/DK</i>
<b>5O</b>	Previously diagnosed HIV infection and identified by data-to-care activities who were contacted by program staff	<i>Yes/No/NA/DK</i>
	<b>6. ART Adherence Support Services (Client-level data)</b>	
<b>6A</b>	Date(s) received medication adherence support intervention	<i>Date</i>
	<b>7. Retention in Care (Client-level data)</b>	
<b>7A</b>	Date(s) received retention intervention	<i>Date</i>
<b>7B</b>	Date(s) of HIV medical care visits	<i>Date</i>
<b>E</b>	<b>Services for HIV-Positive and HIV-Negative persons</b>	
	<b>8. STD Screening and Treatment (i.e., Syphilis,</b>	

	<b>Gonorrhea, and Chlamydia Infections) (Client-level data)</b> <b>Answer 8A-9C for each STD screening event</b>	
<b>8A</b>	Date screened for STDs	<i>Date</i>
<b>8B</b>	Screened positive for one or more STDs	<i>Yes/No/NA/DK</i>
<b>8C</b>	Referred to STD treatment provider if screened positive for one or more STDs	<i>Yes/No/NA/DK</i> <i>Date (if yes)</i>
<b>8D</b>	Linked to an STD treatment provider if screened positive for one or more STDs	<i>Yes/No/NA/DK</i> <i>Date (if yes)</i>
<b>8E</b>	Received STD treatment if screened positive for one or more STDs	<i>Yes/No/NA/DK</i> <i>Date (if yes)</i>
	<b>9. STD and HIV Partner Services (PS) (Client-level data)</b>	
<b>9A</b>	Date interviewed for HIV partner services	<i>Date</i>
<b>9B</b>	Number of partners named by persons	<i>Number</i>
<b>9C</b>	Date diagnosed with STD (by syphilis, gonorrhea, chlamydia)	<i>Date</i>
	<b>10. Risk Reduction Interventions (Client-level data)</b>	
<b>10A</b>	Date(s) received evidence-based behavioral risk reduction counseling or interventions if <i>enrolled in the project</i>	<i>Date</i>
	<b>Behavioral Health Services Screening, Social Services Screening, and Linkage Services</b> <b>Answer 11A-18E for each screening event</b>	
	Date screened for Behavioral Health and Social Service Services (by service type)	<i>Date</i>
	<b>11. Behavioral Health Screening and Linkage - Mental Health Services (Client-level data)</b>	
<b>11A</b>	Screened for mental health service needs if <i>enrolled in the project</i>	<i>Yes/No/NA/DK</i>
<b>11B</b>	Found to have an unmet need if screened for mental health services	<i>Yes/No/NA/DK</i>
<b>11C</b>	Referred to mental health service provider if found to have with unmet mental health service need	<i>Yes/No/NA/DK</i> <i>Date (if yes)</i>
<b>11D</b>	Linked to a mental health service provider if found to have with unmet mental health service need	<i>Yes/No/NA/DK</i> <i>Date (if yes)</i>
<b>11E</b>	Received mental health services, including treatment if found to have with unmet mental health service need	<i>Yes/No/NA/DK</i> <i>Date (if yes)</i>



	<b>12. Behavioral Health Screening and Linkage - Substance Abuse Services (Client-level data)</b>	
<b>12A</b>	Screened for substance abuse service needs if <i>enrolled in the project</i>	Yes/No/NA/DK
<b>12B</b>	Found to have unmet needs if screened for substance abuse service needs	Yes/No/NA/DK
<b>12C</b>	Referred to substance abuse service provider if found to have substance abuse service needs	Yes/No/NA/DK Date (if yes)
<b>12D</b>	Linked to a substance abuse service provider if found to have substance abuse service needs	Yes/No/NA/DK Date (if yes)
<b>12E</b>	Received substance abuse services, including treatment if found to have substance abuse service needs	Yes/No/NA/DK Date (if yes)
	<b>13. Social Service Screening and Linkage - Housing Services (Client-level data)</b>	
<b>13A</b>	Screened for housing needs if <i>enrolled in the project</i>	Yes/No/NA/DK
<b>13B</b>	Found to have unmet housing needs if screened for housing needs	Yes/No/NA/DK
<b>13C</b>	Referred to housing assistance provider if found to have unmet housing needs	Yes/No/NA/DK Date (if yes)
<b>13D</b>	Linked to a housing assistance provider if found to have unmet housing needs	Yes/No/NA/DK Date (if yes)
<b>13E</b>	Received housing assistance if found to have unmet housing needs	Yes/No/NA/DK Date (if yes)
	<b>14. Social Service Screening and Linkage -- Employment/Job Training (Client-level data)</b>	
<b>14A</b>	Screened for employment assistance/job training needs if <i>enrolled in the project</i>	Yes/No/NA/DK
<b>14B</b>	Found to have unmet employment assistance/job training needs if screened for employment assistance/job training needs	Yes/No/NA/DK
<b>14C</b>	Referred to employment assistance/job training provider if found to have unmet employment assistance/job training needs	Yes/No/NA/DK Date (if yes)
<b>14D</b>	Linked to employment assistance/job training provider if found to have unmet employment assistance/job training needs	Yes/No/NA/DK

		<i>Date (if yes)</i>
<b>14E</b>	Received employment assistance/job if found to have unmet employment assistance/job training needs	<i>Yes/No/NA/DK Date (if yes)</i>
	<b>15. Social Service Screening and Linkage - Transportation (Client-level data)</b>	
<b>15A</b>	Screened for transportation assistance needs if <i>enrolled in the project</i>	<i>Yes/No/NA/DK</i>
<b>15B</b>	Found to have unmet transportation assistance needs if screened for transportation assistance needs	<i>Yes/No/NA/DK</i>
<b>15C</b>	Referred to transportation assistance provider if found to have unmet transportation assistance needs	<i>Yes/No/NA/DK Date (if yes)</i>
<b>15D</b>	Linked to a transportation assistance provider if found to have unmet transportation assistance needs	<i>Yes/No/NA/DK Date (if yes)</i>
<b>15E</b>	Received transportation assistance if found to have unmet transportation assistance needs	<i>Yes/No/NA/DK Date (if yes)</i>
	<b>16. Social Service Screening and Linkage - Education (Client-level data)</b>	
<b>16A</b>	Screened for education assistance needs if <i>enrolled in the project</i>	<i>Yes/No/NA/DK</i>
<b>16B</b>	Found to have unmet education assistance needs if screened for education assistance needs	<i>Yes/No/NA/DK</i>
<b>16C</b>	Referred to education assistance provider if found to have unmet education assistance needs	<i>Yes/No/NA/DK Date (if yes)</i>
<b>16D</b>	Linked to an education assistance provider if found to have unmet education assistance needs	<i>Yes/No/NA/DK Date (if yes)</i>
<b>16E</b>	Received education assistance if found to have unmet education assistance needs	<i>Yes/No/NA/DK Date (if yes)</i>
<b>F</b>	<b>Navigation Services</b>	
	<b>17. Navigation for Health Services (Client-level data)</b>	
<b>17A</b>	Received navigation (by type of service) to link to needed services if <i>enrolled in the project</i>	<i>Yes/No/NA/DK Date (if yes)</i>
	<b>18. Navigation for Health Insurance Screening and Linkage (Client-level data)</b>	
<b>18A</b>	Screened for health insurance needs if <i>enrolled in the program</i> through HIV testing or data-to-care activities	<i>Yes/No/NA/DK</i>

<b>18B</b>	Screened for health insurance needs (including those in need of financial assistance for PrEP/ARVs) if uninsured or underinsured	Yes/No/NA/DK
<b>18C</b>	Referred to health insurance navigator if found to have unmet health insurance needs (uninsured/underinsured)	Yes/No/NA/DK Date (if yes)
<b>18D</b>	Linked to health insurance navigator if found to have unmet health insurance needs (uninsured/underinsured)	Yes/No/NA/DK Date (if yes)
<b>18E</b>	Enrolled in health insurance plan or provided financial assistance for prescriptions if found to have unmet health insurance needs (uninsured/underinsured)	Yes/No/NA/DK Date (if yes)
<b>G</b>	<b>Billing/Re-imbusement, Capacity-Building, and Collaborations</b>	
	<b>19. Billing/Reimbursement for Services (Program-level data)</b>	
<b>19A</b>	Number of HIV tests conducted during the measurement period that were billed to or reimbursed by a third-party payer	Number
<b>19B</b>	Number of STD tests conducted during the measurement period that were billed to or reimbursed by a third-party payer	Number
<b>19C</b>	Number of persons on nPEP during the measurement period whose nPEP clinical services were billed to or reimbursed by a third-party payer	Number
<b>19D</b>	Number of persons on PrEP during the measurement period whose PrEP clinical services were billed to or reimbursed by a third-party payer	Number
	<b>20. Project Related Training (Program-level data)</b>	
<b>20A</b>	Number of project related trainings conducted by purpose/focus of training (e.g., cultural competency, HIV testing, navigation, etc.)	Number
<b>20B</b>	Number of health department and collaborative agency staff trained	Number
	<b>21. Project Staffing (Program-level data)</b>	
<b>21A</b>	Number of health department and collaborative agency staff newly hired or re-assigned to work on project	Number
	<b>22. Contracts and Partnerships (Program-level data)</b>	
<b>22A</b>	Number of new contracts awarded to implement project activities	Number
<b>22B</b>	Number of CBOs funded to work on project activities	Number
<b>22C</b>	Number of organizations (other than funded CBOs)	Number

	that partnered with the health department to implement project activities	
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**Abbreviations:** DK - Don't know; NA - Not Applicable

