National HIV Prevention Program Monitoring and Evaluation Data
0920-0696

Attachment 8: Burden Estimate Calculations

Sixty-six (66) state and city health department jurisdictions (HDs) and approximately 110 directly funded community-based organizations (CBOs) will collect and report the required national HIV prevention program monitoring and evaluation (NHM&E) data. The number of directly funded CBOs may vary during the subsequent 3 years, so an estimated maximum has been used to calculate burden. For purposes of this estimate, we have based our estimates on anticipated maximums at each step in the calculations. The most significant changes from the prior ICR is the addition of testing variables of which over half measure screening for, provision of, and referral for 10 service needs. An additional six variables request information about tests conducted in conjunction with an HIV test for the most relevant sexually transmitted infections. tests conducted in conjunction with an HIV test and the results. To offset these additions, we are deleting 80 aggregate-level variables that either related to behavioral interventions that are no longer funded, replaced with client-level information, or it was determined that the analytic usefulness of the variables was not strong. This results in a small estimated overall increase in data burden (1,158 hours or 0.6% increase).

Each HD will submit the required NHM&E data for agency information (which includes budget data), for HIV testing and associated activities and services including linkage to HIV medical care and referral and linkage to essential support services for persons testing positive and for persons testing negative but at high risk for acquiring HIV, and for Partner Services (PS).

Each directly funded CBO will submit the required NHM&E data for agency information, for HIV testing and associated activities and services including linkage to HIV medical care and referral and linkage to essential support services for persons testing positive and for persons testing negative but at high risk for acquiring HIV. CBOs do not conduct Partner Services. Budget data are not collected for CBOs. The number of CBOs is subject to change based on funding.

The burden calculations that follow are presented separately for HDs and CBOs and are based on the time required to enter data into the EvaluationWeb® software provided by CDC for use by HIV prevention program grantees. Some agencies have their own electronic data collection systems. It is assumed that the time required to enter data into other systems is similar to entering data into EvaluationWeb®. The NHM&E variables and values are standardized and independent of the software systems used to

collect and submit. Since this is an on-going process, no time
for reviewing instructions is included in the burden
calculations.

Many CDC-funded HDs subcontract with CBOs, medical agencies, and
other organizations that provide various direct services to
clients in need of HIV prevention services. The cost of
contracting out for information collection is not included in the
annualized burden for respondents; however, many HDs will enter
data into EvaluationWeb® or the health department jurisdiction's
data collection system for their funded agencies.

To estimate the number of indirectly funded contractors at each
health department jurisdiction, five jurisdictions with a low,
moderate, or high rate of HIV prevalence were asked to provide
the number of contractors they fund and an average was
calculated.

Health Department Jurisdiction	Indirectly Funded Contractors
New York State	100
Maryland	48
Louisiana	24
South Carolina	17
Idaho	18
TOTAL	207
AVERAGE	41 vendors/health jurisdiction

HEALTH DEPARTMENT JURISDICTIONS

Agency Data Variables

Agency data variables for HDs include information on program
announcements, sites, and program budgets. These data will be
entered annually, then must be reviewed and updated by the HDs.

Search of the EvaluationWeb® database for existing agency records

A search of the EvaluationWeb® database for existing HD records
will take approximately five (5) minutes or 5.5 hours annually.

[5 minutes/annually x 66 HDs = 330 minutes or 5.5 hours/annually]

Gather and maintain agency data

HDs gather agency variables as part of their usual and customary
business practices. Reading the agency variables and gathering

3

the documented information for entry is estimated to require 20 minutes or 22 hours/annually.

[20 minutes/annually x 66 HDs = 1320 minutes or 22 hours/annually]

Complete the collection of agency and program data records

Determining the time required to enter agency data is based upon information gathered from the contractor providing the software and from agencies during consultations, telephone calls, site visits, and EvaluationWeb® training courses.

Annually, HDs provide basic agency data to Luther Consulting, the EvaluationWeb® contractor, who enters this data for them. Additional agency data on sites where services are performed, interventions, and budgets is then entered by the HD. It is estimated that HDs will require 10 minutes to annually enter their additional HD agency data plus an additional 2 minutes to enter agency data for each of the estimated 41 indirectly funded vendors. This is 101.2 hours annually.

[41 vendors x 2 minutes/vendors = 82 minutes
82 minutes + 10 minutes/HD = 92 minutes/annually.
92 minutes x 66 HDs = 6072 minutes or 101.2 hours/annually]

Review of agency data prior to submission

Review of agency data is estimated at 15 minutes annually for each health jurisdiction and an additional 10 minutes for data review of their estimated 41 indirectly funded vendors. This is 935 hours annually.

[41 vendors x 10 minutes/vendor = 410 minutes.
410 minutes/vendor + 15 minutes/HD = 425 minutes annually.
425 minutes annually x 66 HDs = 28,050 minutes or 467.5 hours/annually].

TOTAL ESTIMATE FOR HEALTH JURISDICTIONS AGENCY DATA VARIABLES

It is estimated that each health jurisdiction will average 16.1
hours annually to search, gather, complete and review agency
data.

Searching existing database:	5 minutes
Gathering and maintaining data:	20 minutes
Completing the data:	92 minutes
Reviewing of agency data:	+ 425 minutes
	542 minutes
TOTAL ANNUAL HOURS	9 hours

HIV TESTING DATA

CDC requires core program data from all HDs funded under
cooperative agreements to conduct HIV Testing. HDs both conduct
HIV testing themselves and fund other organizations, such as
CBOs, hospitals and clinics, to conduct testing. All of this data
is reported through the HD.

The 66 HDs will submit data for an anticipated maximum of
3,500,000 testing events annually. A testing event is one or more
HIV tests that determine the HIV status of a client. This
estimate is based on 2015 data, which shows 3,038,074 testing
events were reported.

Searching the database for existing data

As with each component of EvaluationWeb®, searching for existing
client records will take approximately one (1) minute per client.
For HIV testing data this translates into 3,500,000 minutes or
58,333 hours/annually. For each HD, this averages 884 hours
annually.

[3,500,000 tests/annually x 1 minute = 3,500,000 minutes
3,500,000 minutes/60 = 58,333 hours/annually
58,333 hours/annually/66 HDs = 884 hours/annually per HD]

Gather and maintain HIV testing data

HDs and organizations they fund with CDC cooperative agreement
funding that conduct HIV testing customarily collect HIV testing
data as part of their usual business practices. It is estimated
that collecting additional HIV testing variables required by CDC
will take approximately one (1) minute per client. For HIV

testing data this translates into 3,500,000 minutes or 58,333 hours annually. For each HD, this averages 884 hours annually.

[3,500,000 tests/annually x 1 minute = 3,500,000 minutes
3,500,000 minutes/60 = 58,333 hours/annually
58,333 hours/annually/66 HDs = 884 hours/annually per HD]

Complete the collection of HIV testing records

Completing the collection and compilation of HIV testing data is expected to take an average of approximately one (1) minute per client. For HIV testing data this translates into 3,500,000 minutes or 58,333 hours/annually. For each HD, this averages 884 hours annually.

[3,500,000 tests/annually x 1 minute = 3,500,000 minutes
3,500,000 minutes/60 = 58,333 hours/annually
58,333 hours/annually/66 HDs = 884 hours/annually per HD]

Review of HIV Testing data prior to submission

It is estimated that HD review of HIV testing data prior to submission will average 5 minutes per 260 business days (1,300 minutes or 22 hours). The 66 HDs are estimated to require 85,800 minutes or 1,430 hours annually.

[5 minutes/day x 260 business days/annually = 1,300 minutes or 22 hours annually.
1,300 minutes X 66 HD = 85,800 minutes or 1,430 hours]

TOTAL ESTIMATES FOR HIV TESTING VARIABLES
It is estimated that each HDs will average 1,347.7 hours/semiannually and 2,695.4 hours/annually.
Searching existing database: 884 hours
Gathering and maintaining data: 884 hours
Completing collection of data: 884 hours
Review of HIV testing data: + 22 hours
                TOTAL ANNUAL HOURS   2,674 hours/ HD

6

PARTNER SERVICES (PS)

The calculations for PS were derived from data collected during calendar year 2015 for 59 HDs submitting data that year. Data from these HDs indicated 45,481 HIV-positive clients (index cases) and 33,794 of their partners were interviewed for partner services, for a total of 79,275 partner services cases annually for 59 HDs. This gives an average of 1,343.6 cases per HD (79,275 cases/59 HDs). For the 66 HDs used as the basis for this burden calculation, that would mean an estimated 88,678 total cases annually.

Since this is 2015 data, the estimate for the period of this ICR is 100,000 PS cases/annually.

Searching the database for existing data

As with each component, searching the EvaluationWeb® database for existing client records will take approximately one (1) minute per client. For PS this translates into 100,000 minutes or 1,666.67 hours annually. For each HD, this averages 25.2 hours annually.

[100,000 clients x 1 minute = 100,000 minutes
100,000 minutes/60 = 1,666.67 hours annually
1,666.67 hours annually/66 HDs = 25.2 hours/annually/HD]

Gather and maintain PS data

HDs collect PS data as part of their usual business practices. It is estimated that collecting additional PS variables required by CDC will take approximately one (1) minute per client. For PS this translates into 100,000 minutes or 1,666.67 hours annually. For each HD, this averages 25.2 hours annually.

[100,000 clients x 1 minute = 100,000 minutes
100,000 minutes/60 = 1,666.67 hours annually
1,666.67 hours annually/66 HDs = 25.2 hours/annually/HD]

Complete the collection of PS records

Completing the collection of PS data is expected to take HDs an average of approximately one (1) minute per client. For PS this translates into 100,000 minutes or 1,666.67 hours annually. For each HD, this averages 25.2 hours annually.

[100,000 clients x 1 minute = 100,000 minutes

100,000 minutes/60 = 1,666.67 hours annually
1,666.67 hours annually/66 HDs = 25.2 hours/annually/HD]

Review of PS data prior to submission

Review of HIV Testing data prior to submission

It is estimated that HD review of PS testing data prior to submission will average 5 minutes per 260 business days (1,300 minutes or 22 hours). The 66 HDs are estimated to require 85,800 minutes or 1,430 hours annually.

[5 minutes/day x 260 business days/annually = 1,300 minutes or 22 hours annually.
1,300 minutes X 66 HD = 85,800 minutes or 1,430 hours]

TOTAL ESTIMATES FOR PS VARIABLES
It is estimated that each HDs will average 119 hours for PS variables.
Searching existing database: 25 hours
Gathering and maintaining PS data: 25 hours
Completing collection of PS data: 25 hours
Review of PS data prior to submission: +22 hours_
            TOTAL ANNUAL HOURS   97 hours/HD

COMMUNITY-BASED ORGANIZATIONS

AGENCY DATA VARIABLES

Community-based organizations funded by CDC to provide HIV prevention services are required to enter NHM&E data variables for agency, program announcement, sites, HIV testing. Basic Agency data will be entered by the EvaluationWeb® contractor for each CBO. Grantees are responsible for adding additional data about sites, reviewing this information semiannually and updating the information as needed.

Search of the EvaluationWeb® database for existing agency records

A search of the EvaluationWeb® database for existing CBO records will take approximately five (5) minutes annually. This is 15 hours/annually for 150 CBOs.

[5 minutes/annually x 150 CBOs = 750 minutes or 12.5 hours/annually]

Gather and maintain agency data

Most agency and program plan variables are gathered by CBOs as part of their usual and customary business practices. Reading the agency and program plan variables and gathering the documented information is estimated to require 20 minutes annually. This is 50 hours annually for 150 CBOs.

[20 minutes/annually x 150 CBOs = 3,000 minutes or 50 hours/annually]

Complete the collection of agency data records

CBOs will require 5 minutes to enter agency variables not already entered by the EvaluationWeb® contractor. This estimate is based upon information gathered from the contractor and from grantees during consultations, telephone calls, site visits, and training courses. Each CBO will take 5 minutes to enter agency data annually. This is 12.5 hours annually for 150 CBOs.

[5 minutes/annually x 150 CBOs = 750 minutes
750/60 minutes = 12.5 hours/annually]

Review agency data prior to submission

Annual review of agency data is estimated at 20 minutes for each
CBO. This is 50 hours annually for 150 CBOs.

[20 minutes/CBO x 150 CBOs = 3,000 minutes
3,000 minutes/60 = 50 hours/annually]

TOTAL ESTIMATES FOR AGENCY DATA VARIABLES

It is estimated that each CBO will average 1.1 hours annually to
search, gather, complete, and review agency and program plan
data.

Searching existing database:	5 minutes
Gathering and maintaining data:	20 minutes
Completing the data:	5 minutes
Semiannual review of agency data:	+ 30 minutes
	60 minutes
TOTAL ANNUAL HOURS	1.0 hours

HIV TESTING DATA

The 150 CBOs will submit data for an anticipated maximum of
160,000 testing events annually. A testing event is one or more
HIV tests that determine the HIV status of a client. This
estimate is based on 92,667 HIV testing events submitted by 90
CBOs in 2016.

Searching the database for existing data

As with each component of EvaluationWeb®, searching for existing
client records will take approximately one (1) minute per client.
For HIV testing data this translates into 160,000 minutes or
2,667 hours annually. This is 17.8 hours annually for each CBO.

[160,000 tests annually x 1 minute = 160,000 minutes
160,000 minutes/60 = 2,667 hours/annually
2,667 hours/annually/150=18 hours per CBO]

Gather and maintain HIV testing data

Directly-funded CBOs customarily collect HIV testing data as part
of their usual business practices. It is estimated that
collecting additional HIV testing variables required by CDC will
take approximately one (1) minute per client. For HIV testing

data this translates into 160,000 minutes annually or 2,667 hours annually. This is 18 hours annually for each CBO.

[160,000 tests annually x 1 minute = 160,000 minutes
160,000 minutes/60 = 2,667 hours/annually
2,667 hours/annually/150=18 hours per CBO]

Complete the collection of HIV testing records

Completing the collection of HIV testing data is expected to take CBOs an average of approximately one (1) minutes per test. For HIV testing data this translates into 160,000 minutes or 2,667 hours annually. This is 17.8 hours annually for each CBO.

[160,000 tests annually x 1 minute = 160,000 minutes
160,000 minutes/60 = 2,667 hours/annually
2,667 hours/annually/150=18 hours per CBO]

Review of HIV Testing data prior to submission

It is estimated that CBO review of HIV testing data prior to submission will average 5 minutes per 260 business days (1,300 minutes or 21.7 hours). The 150 CBOs are estimated to require 195,000 minutes or 3,250 hours annually.

[5 minutes/day x 260 business days/annually = 1,300 minutes
1,300 minutes x 150 CBOs = 195,000 minutes or 3,250 hours]

TOTAL ESTIMATES FOR HIV TESTING VARIABLES
It is estimated that each CBO will average 75 hours/annually.
Searching existing database: 17.8 hours
Gathering and maintaining data: 17.8 hours
Completing collection of data: 17.8 hours
Review of HIV testing data: +21.7 hours
       TOTAL ANNUAL HOURS   75.1 hours/CBO

BURDEN FOR GRANTEE STAFF TRAINING

It is probable that HDs and CBOs will conduct NHM&E training for staff annually. Instruction will include topics such as confidentiality and computer security, use of EvaluationWeb® or equivalent system, evaluation principles, and use of data for program improvement. It is assumed that HD and CBO employees who regularly collect and enter data will also conduct the training, and that each instructor will expend approximately two percent

(1.5%) of their time or 31.2 hours annually to teach these classes.

Summary of Annual NHM&E Data Reporting Burden Estimates

State and Local Health Department Jurisdiction (HD) Grantees

Data Type	Annual Burden Estimates for Each HD				
	Search Existing Data	**Gather and Maintain Data**	**Completing the Data**	**Review Data**	**TOTAL BURDEN HOURS**
Agency	5 minutes	20 minutes	92 minutes	425 minutes	9 hours
HIV Testing	884 hours	884 hours	884 hours	22 hours	2,695 hours
PS	25 hours	25 hours	25 hours	22 hours	118 hours
Staff Training					31 hours
TOTAL					2,853 hours

Community-Based Organization (CBO) Grantees

Data Type	Annual Burden Estimates for Each CBO				
	Search Existing Data	**Gather and Maintain Data**	**Completing the Data**	**Review Data**	**TOTAL BURDEN HOURS**
Agency	5 minutes	20 minutes	5 minutes	20 minutes	50 minutes
HIV Testing	18 hours	18 hours	18 hours	22 hours	76 hours
Staff Training					31 hours
TOTAL					108 hours

The total estimated annual burdens are presented in Part A, Table A.12-A.