

Resources and Services Database of the CDC National Prevention Information Network  
**Organizations Database**

**Attachment 3B**  
**NPIN Telephone Verification**

## NPIN Telephone Verification

Public reporting burden of this collection of information is estimated to be 6 minutes per response, including 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 or 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 No. (0920-0255).

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**Note: Use this script when calling an organization to verify the information already in the database (for annual updates).**

**When calling organizations, you need to first identify yourself and the reason for your call. Use the following Script as a guideline for your introduction to the organization.**

Hello, my name is \_\_\_\_\_ and I'm calling your organization on behalf of Centers for Disease Control and Prevention's (CDC) National Prevention Information Network. NPIN provides resources and services related to HIV/AIDS, viral hepatitis, STDs, and Tuberculosis. 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. We are updating the NPIN Organizations Database and want to make sure the information we have for \_\_\_\_\_ < insert organization's primary name > is accurate. The information we collect in the NPIN database is used to update the NPIN and Get Tested Websites, and other sites like HIV.gov. Your participation is voluntary.

**Next, ask the receptionist, operator, or other staff member to verify the following:**

- Name of the organization
- Address of the organization
- Phone Number(s)

- Review the website to verify the information on the record
  - Ask if the information on the website is accurate and up to date.
  - Get general e-mail address (es) from website.
- Hours of Operation

**If an operator is not available and you have the option, choose the appointment line. Often, the appointment line will provide information about hours of operation, eligibility criteria, and fees.**

**If needed, ask to speak to the HIV program director/coordinator OR the nursing supervisor to verify the following:**

- Fees: Look at the fees already in the record. Verify the information and asked for any changes
- Appointment information
- Eligibility restrictions: Verify the information and ask for any changes
- Languages Spoken: verify the information and ask for any changes
- Services Offered. Read the services listed on the existing record. Select or un-select any changes in services using the following guide:

<b>SUPPORT SERVICES</b>	Ryan White Services	
	PrEP Navigation	
	Case Management	
	Housing Opportunities for Persons with AIDS/HOPWA	
	Drug Purchasing Assistance (ADAP)	
	Support Groups	
<b>CAPACITY BUILDING</b>	Research	
	Training Programs	
	Health Professional Education	
<b>PREVENTION SERVICES</b>	Needle Cleaning, Needle Exchange or Needle distribution	
	TB Prevention/Education	
	STD Prevention/Education	
	HIV/AIDS Prevention/Education	
	Harm Reduction	
	Condom Distribution	
	Partner Notification	
<b>TESTING SERVICES</b>	Conventional HIV Testing	
	Rapid HIV Testing	
	HIV Self-Testing	
	Gonorrhea Testing	
	Chlamydia Testing	
	Syphilis Testing	
	Herpes Testing	
	STD Self-Testing	
	TB Testing	
	Hepatitis A Testing	
	Hepatitis B Testing	
	Hepatitis C Testing	
	Hepatitis Self-Testing	
	Mobile Testing Services	
	Mpox Testing	
	Self-Testing Distribution area:	
<b>TREATMENT SERVICES</b>	Family Planning	
	TB Treatment	
	STD Treatment	

	HPV Vaccine	
	Pre-Exposure Prophylaxis (PrEP)	
	HIV/AIDS Medical Treatment	
	Post-Exposure Prophylaxis (PEP)	
	Hepatitis C Treatment	
	Hepatitis B Treatment	
	Hepatitis A Vaccine	
	Adult Hepatitis B Vaccine	
	Substance Abuse Treatment	
	Medication Adherence Education and Counseling	
	Mpox Vaccine	

- Audiences Served. Read the audience selected on the existing record. Add any changes below or on the excel file provided.

**Finally, thank the organization for updating the information.**