

Resources and Services Database of the National Prevention Information Network

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Revision

Supporting Statement B

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TABLE OF CONTENTS

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Respondent Universe and Sampling Methods
2. Procedures for the Collection of Information
3. Methods to Maximize Response Rates and Deal with Nonresponse
4. Tests of Procedures or Methods to be Undertaken
5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

B.1. Respondent Universe and Sampling Methods

The respondent universe for inclusion in the database is organizations that provide HIV/AIDS, viral hepatitis, STD, and TB prevention, education, testing, and healthcare services. NPIN staff learns about new organizations through a variety of sources, mostly searching the Internet, finding other locations of organizations already in the database and by emails sent to NPIN. As NPIN is made aware of these organizations, 800 new organizations are added to the database each year. The respondent universe for updating the database includes all organizations listed in the database (currently around 10,700). No statistical or sampling methods are used to identify these organizations.

B.2. Procedures for the Collection of Information

Once a new organization is identified as providing services related to HIV/AIDS, viral hepatitis, STDs, or TB, NPIN staff will administer the NPIN Initial Questionnaire Telephone Script (**Attachment 3A**). The purpose of the Questionnaire is to gather information about the HIV/AIDS-, viral hepatitis-, STD- or TB-related services available from the organization, what geographic area the organization serves, and the target audiences for these services. Organizations with access to the Internet will be given the option to complete and submit an electronic version of the Questionnaire (see **Attachment 4 – NPIN Online Questionnaire**) online through the CDC NPIN website (<https://npin.cdc.gov>) and the Get Tested website (<https://gettested.cdc.gov>).

Administration of the telephone survey is done by trained NPIN Database staff familiar with the information in the database and the use of the questionnaires and conducting interviews. NPIN staff conducts Internet research on the organization being added or updated to develop information about the organization. This research helps staff to familiarize themselves with the organization and, thus, to minimize the time necessary to conduct the survey. Once the Questionnaire is complete, the NPIN Database staff enters the information into the database, reviews it for quality control, and finalizes the changes.

Questionnaires submitted online are reviewed and processed for inclusion in the database.

To maintain the accuracy of the database information, each of these organizations is contacted annually to verify its information. The organizations will receive a telephone call to review their database listing. The interviewer will review the Questionnaire with the appropriate

organizational representative. The NPIN Telephone Verification (for annual updates) is included in **Attachment 3-B**. The remaining organizations will receive a link to their current database entry by electronic mail, including an NPIN Email Invitation (see **Attachment 3C**). The email asks each organization to verify or update their listing and add or delete any services and target audiences as appropriate. A sample Resources and Services Database record is provided in **Attachment 5**. The electronic version of the Questionnaire, and the ability to complete the Questionnaire by phone are efforts to further reduce the burden to the respondent.

No statistical or sampling methods are used to identify organizations for updating, as all are contacted.

B.3. Methods to Maximize Response Rates and Deal with Nonresponse

Under this revision request, the Questionnaire will continue to be administered over the phone and by email and available online. This has been shown to be an efficient method of data collection that yields a satisfactory response rate. In its continuing efforts to maintain an up-to-date, comprehensive database, NPIN plans to add up to 800 new resource organization listings each year over the next 3 years and update information on organizations that are already in the database annually. All the listings in the Database will continue to be verified annually.

B.4. Tests of Procedures or Methods to be undertaken

Each organization is contacted annually to verify its information. No statistical or sampling methods are used to identify organizations for updating, as all are contacted.

B.5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

The data collected is in textual or anecdotal format and will be used for information purposes, not for inferential statistical analysis.

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