

Notification Email to recipients re: Reporting of performance measure data

Dear Sexual Health Clinic Partner,

We are writing to request the reporting submissions for your award under CDC-RFA-PS-24-0003 “Support and Scale-Up of HIV Prevention Services in Sexual Health Clinics (or SHIPS)”. Your participation in this information collection is expected as part of the conditions for funding.

We are requesting data from all SHIPS recipients. This data will be used to derive performance measures. These performance measures will be used to assess recipients’ individual and collective progress towards the larger aims of the cooperative agreement, direct technical assistance to recipients, and obtain information needed to help assess the cooperative agreement’s public health impact.

Data collection under SHIPS includes completion of several instruments hosted on the REDCap platform. Reviewing the instruments, generating the requested information, and **completing entry will take at least 3.5 hours annually per recipient**. No personally identifiable or sensitive information is included as part of this information request. All data will be stored securely on the CDC network. The CDC SHIPS Evaluation Team will create reports/dashboards based on these data and share those with recipients.

To adequately prepare for data submission, please:

- Attend any performance measure/reporting webinars hosted by the CDC SHIPS team.
- Review any reporting guidance released by the CDC SHIPS team.
- Complete entry and submit the completed tools by their respective due date.

If you have any questions, please do not hesitate to reach out to the Evaluation Team at std_evaluation@cdc.gov

Many thanks,

Val Reagon, Evaluation Team Lead

Lindsey Evans, SHIPS Program Evaluator

Connor Schultz, SHIPS Program Evaluator