**DATE:** July 10, 2025

**TO:** Dan Cline, Desk Officer, Office of Management and Budget

**FROM:** Samantha Miller, Information Collection Clearance Officer, Office of Planning, Analysis and Evaluation, Health Resources and Services Administration

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**Request**: The Health Resources and Services Administration’s (HRSA) HIV/AIDS Bureau requests approval for changes to the Assessment Tools vs. Pre-Assessment Tools for Enhancing HIV Care of Women, Infants, Children and Youth Building Capacity through Communities of Practice (OMB 0915-0391, expiration date July 31, 2026).

**Purpose**: HRSA is requesting a change to revise questions and replace terms to align with Executive Order 14168, remove irrelevant questions, and improve question clarity. This memo explains the changes and supporting rationale.

**Changes:** This request involves deletion of questions within the forms and replacement of certain terms.

Changes are outlined in Table A (see below) and in the track changes version of the Office of Management and Budget approved measures.

**Time Sensitivity**: HRSA requests approval within the standard 10-day period to avoid any delay to data collection under 0915-0391.

**Burden:** The proposed changes are not expected to have any impact on burden.

**PROPOSED CLARIFICATIONS AND NON-SUBSTANTIVE CHANGES:**

**Table A**

| **Instrument** | **Type of Change** | **Question/Item** | **Change implemented** | **Rationale** |
| --- | --- | --- | --- | --- |
| 1. Pre-Conception Counseling Community of Practice Retrospective Pre-Post-Assessment Instrument  2. Communities of Practice Pre-Assessment Instrument  3. Communities of Practice Post-Assessment Instrument  4. Communities of Practice Session Assessment Instrument  5. Targeted and Intensive TA Assessment Instrument  6. Foundational TA Assessment Instrument | Question Deletion | Q6. What is your gender identity? | Deleted Question | Comply with Executive Order 14168, titled "Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government." |
| Question Deletion | Q7. Are you Hispanic or Latino? | Deleted Question | The measure is not being used to measure program impact. |
| Question Deletion | Q8. What do you consider yourself to be? (Select one or more.) | Deleted Question | The measure is not being used to measure program impact. |
| 1. Pre-Conception Counseling Community of Practice Retrospective Pre-Post-Assessment Instrument | Question Deletion | Q12. Provide gender-affirming care for transgender and gender-diverse individuals?  Q16. Provide gender-affirming care for transgender and gender-diverse individuals? | Deleted Question | Comply with Executive Order 14168, titled "Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government." |
| 2. Communities of Practice Pre-Assessment Instrument | Term Replacement | Header, Q10, Q18, Q24, Q25, Q26, Q27, Q28, Q29, Q30, Q32, Q33, Q34 | Replaced “transition” or “transitioning” with transfer, transferring, integration, integrate, moving, move | To improve question clarity. |
| 3. Communities of Practice Post-Assessment Instrument | Term Replacement | Header, Q6, Q7, Q8, Q9, Q10, Q11, Q12, Q15, Q16, Q19, Q36 | Replaced “transition” or “transitioning” with moving, move, transfer, integrate, integration | To improve question clarity. |

**Attachments:**

* Form 1\_PCC CoP Retrospective Pretest-Post Assessment 07102025 RL
* Form 2\_COP Pre-Assessment Instrument 07102025 RL
* Form 3\_COP Post-Assessment 07102025 RL
* Form 4\_COP Session Assessment 07102025 RL
* Form 5\_Targeted and Intensive TA Assessment 07102025 RL
* Form 6\_Foundational TA Assessment 07102025 RL