

Re: Outcome Monitoring of SISTA (FOA PS08-804) Delivered by Community-Based Organizations Funded to Conduct HIV Prevention Interventions through CDC PA 04-064 and to Submit PEMS Data (OMB No. 0920-0696) to CDC

Background Information for Requested Change:

All CDC-funded health department (HD) and community based organization (CBO) grantees are required as a condition of their funding awards under all program announcements to submit program monitoring and evaluation data to CDC. DHAP has worked with grantees and other external partners to establish the current set of Program Evaluation and Monitoring System (PEMS) variables to enable standardized HIV prevention program data reporting from CDC grantees to satisfy this requirement. The PEMS set of standardized variables, which received OMB approval on August 31, 2007 (OMB No. 0920-0696) assists CBOs, HDs, and CDC to monitor and evaluate HIV prevention programs and develop, deliver, and refine successful HIV prevention interventions. The PEMS variables are also used to report key program performance indicators to CDC to show whether the CDC-funded programs are efficient and effective in achieving their stated goals.

PEMS data provide service-level information regarding intervention processes (e.g., who delivered what to whom, how many, where, and when) and client-level information (e.g., client demographics, behavioral risk factors, exposure to services, verified referrals into other services, and changes in risk-behaviors for selected interventions) for monitoring and enhancing local HIV prevention programs.

PEMS also includes web-based software and a supporting database, which have been designed to combine agency, program, intervention, and client data into one system. However, not all agencies collecting and reporting PEMS variables utilize the PEMS software. Many agencies have developed their own data collection and reporting systems and will utilize those for reporting required HIV prevention program data to CDC. There are no required forms for PEMS data collection, although a number of grantees utilize the CDC HIV Test Form (OMB No. 0920-0696) to submit HIV testing data.

Supplemental funding through FOA PS08-804 to support five agencies in collecting and entering data collected from clients at two time points is expected to begin June 1, 2008. The five agencies that will be funded under PS08-804 have been funded to deliver HIV prevention interventions under PA 04064, which requires the collection of PEMS data. Note that PS08-804 is designed to enable grantees to collect some of the PEMS data variables (OMB No. 0920-0696) at two additional time points.

Therefore, the change noted for this 83-C request is that some of the PEMS variables will be collected at two additional time points. The number of respondents is five, as the following five agencies will be receiving supplemental funds to collect these variables at the two follow-up time points:

- AID Atlanta, Atlanta, GA
- BASIC NWFL, Panama City, FL
- Building Bridges, Jackson, MS
- Great Expectations, New Orleans, LA
- Saint Joseph's Mercy Care Services, Atlanta, GA

The additional burden totals 9.08 hours per agency each quarter, for a total increase in burden of 36.33 hours annually per agency. For the five agencies, this total burden would equal 181.67 hours annually.

Please see the attached burden estimate that explicates the additional burden calculation.

Burden Estimate Calculations – CBOP-SISTA (PS08-804)

Approximately 160 directly funded CBOs will collect information under PA 04064. CBOs are required to submit their agency and program plan information. They are also required under PA 04064 to submit Health Education/Risk Reduction (HE/RR) data and Counseling, Testing and Referral (CTR) data if they are providing those services. Of the approximately 160 directly funded CBOs that are collecting information using PEMS, five will be participating in the CBOP-SISTA (PS08-804) evaluation project. This evaluation project will provide supplemental funding to these five CBOs to support their efforts in collecting HE/RR data at two additional time points, creating an additional data collection burden for these agencies. Thus, the information below is only for the burden of the HE/RR data that will be collected at the two additional time points.

HEALTH EDUCATION/RISK REDUCTION DATA

Per the informal pretest conducted during the drafting of the second PEMS OMB package, collecting client demographic, risk profile, and behavioral variables will take approximately six (6) minutes per client, and is required upon enrollment into an intervention.

The CBOP-SISTA (FOA PS08-804) evaluation project expects each of the five funded agencies to recruit and enroll 100 participants into the evaluation project over the course of a year, averaging 25 clients per quarter. The CBOP-SISTA evaluation project requires that each agency will collect demographic, risk profile, and behavioral data (referred to as HE/RR data) from clients at two times after enrollment into the SISTA intervention and the evaluation project.

Search of the PEMS database for existing HE/RR records

Searching the PEMS database for existing client records will take approximately one (1) minute per client, and will need to be done two additional times (one for each data collection time point) for CBOP-SISTA agencies. The agencies are expected to average 25 clients per quarter with two follow-up data collection points, resulting in a total estimated quarterly search time of .83 hours for each CBO, an annual time of 3.33 hours, with an annual total of 16.67 hours for 5 CBOs.

[25 clients per quarter x 1 minute per client x 2 data collection points = 50 minutes per quarter for each CBO

50 minutes ÷ 60 = .83 hours per quarter for each CBO

.83 hours per quarter per CBO x 4 quarters = 3.33 hours annually per CBO

.83 hours per quarter per CBO x 5 CBOs = 4.17 hours per quarter for 5 CBOs

4.17 hours per quarter x 4 quarters = 16.67 hours annually for 5 CBOs]

Gather and maintain HE/RR data

If each CBO averages 25 clients per quarter, and six (6) minutes are required to gather the data at each of the two additional time points, the total time required for 5 CBOs to gather HE/RR data quarterly is estimated to be 25 hours per quarter or 100 hours annually.

[25 clients x 6 minutes per client x 2 data collection points = 300 minutes/quarter

300 ÷ 60 minutes = 5 hours per quarter for each CBO

5 hours per quarter x 4 quarters = 20 hours annually for each CBO

5 hours per quarter x 5 CBOs = 25 hours per quarter for all 5 CBOs

25 hours per quarter x 4 quarters = 100 hours annually for all 5 CBOs]

Complete the collection of HE/RR data records

It is estimated that completing the collection of HE/RR data will take each CBO 2 minutes per day or 2.17 hours per quarter and 8.67 hours per quarter for 5 CBOs or 43.33 hours annually.

[2 minutes per day x 65 business days per quarter = 130 minutes per quarter

130 minutes ÷ 60 = 2.17 hours per quarter for each CBO

2.17 hours per quarter x 4 quarters = 8.67 hours annually for each CBO

2.17 hours per quarter x 5 CBOs = 10.83 hours per quarter for all 5 CBOs

10.8 hours x 4 quarters = 43.33 hours annually for all 5 CBOs]

Review of HE/RR data prior to submission

Review of HE/RR data prior to submission to CDC will take each CBO approximately 1 minute per day or 1.08 hours per quarter. For all 5 CBOs it would be 5.42 hours per quarter or 21.67 hours annually.

[1 minute x 65 business days per quarter = 65 minutes/quarter

65 minutes ÷ 60 = 1.08 hours per quarter for each CBO

1.08 hours per quarter x 4 quarters = 4.33 hours annually for each CBO

1.08 hours per quarter x 5 CBOs = 5.42 hours per quarter for all 5 CBOs

5.42 hours per quarter x 4 quarters = 21.67 hours annually]

TOTAL ESTIMATES FOR HE/RR DATA VARIABLES

It is estimated that each CBO will average 9.08 hours per quarter to complete the additional data collection required for CBOP-SISTA.

Searching existing database: .83 hours

Gathering and maintaining data: 5.00 hours

Completing collection of records: 2.17 hours

Quarterly review of HE/RR data: + 1.08 hours

TOTAL QUARTERLY HOURS PER CBO = 9.08 hours

TOTAL ANNUAL HOURS PER CBO (9.08 x 4 quarters) = 36.33 annual hours

TOTAL QUARTERLY HOURS FOR ALL 5 CBOs (9.08 x 5) = 45.42 hours

TOTAL ANNUAL HOURS FOR ALL 5 CBOs (36.33 x 5) = 181.67 hours

BURDEN FOR GRANTEE STAFF TRAINING

Training for CBOP-SISTA staff will be conducted by CDC staff and will include topics such as confidentiality and computer security, use of PEMS, evaluation principles, and use of data for program improvement. There will be no additional burden for CBOP-SISTA grantees for training.

Table of Additional Data Reporting Burden Estimates for CBOP-SISTA Grantees

	HE/RR Activities				TOTAL BURDEN HOURS
	Search Existing Data	Gather and Maintain Data	Complete the Data Collection	Review Data	
Quarterly Burden Estimates for Each Agency	.83 hours	5 hours	2.17 hours	1.08 hours	9.08 hours Quarterly per CBO
Annual Burden Estimates for Each Agency	3.33 hours	20 hours	8.67 hours	4.33 hours	36.33 hours Annually Per CBO
Quarterly Burden Estimates for all 5 Agencies	4.17 hours	25 hours	10.83 hours	5.42 hours	45.42 hours Quarterly for all 5 CBOs
Annual Burden Estimates for all 5 Agencies	16.67 hours	100 hours	43.33 hours	21.67 hours	181.67 hours Annually For all 5 CBOs