

"Community-based Organization (CBO) Monitoring and Evaluation of
Project WILLOW (CMEP-WILLOW)"

OMB No. 0920-0896

Section B: Supporting Statement

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CONTACT

Tanesha Griffin, MPH, BSN, RN

Centers for Disease Control and Prevention

National Center for HIV/AIDS, Viral Hepatitis, STD, and TB
Prevention

Division of HIV/AIDS Prevention

Program Evaluation Branch

Phone: (404)639-2292

Fax: (404)639-0929

E-mail: TGriffin2@cdc.gov

Section

B. Collection of Information Employing Statistical Methods

This information collection request does not employ statistical methods.

1. Respondent Universe and Sampling Methods

Respondents will be women, 18 years of age or older, who are living with HIV and have known their positive HIV status for at least 6 months. Participants have already been recruited into the study during the previous data collection period.

2. Procedures for the Collection of Information

After completing the Women Involved in Life Learning from Other Women (WILLOW) intervention, study participants will participate in 90- and 180-day follow-up surveys (**Attachments 3a and 3b**) using QDS.

3. Methods to Maximize Response Rates and Deal with No response

Proposed data collection does not employ statistical sampling methods. In effort to improve response rates, project participants will be given tokens of appreciation for their participation in the outcome monitoring phase of this project. Tokens of appreciation will be given upon completion of the 90-day follow-up, and 180-day follow-up surveys (**Attachments 3a and 3b**). The response rate for the completion of both the 90- and 180-day follow-up surveys is 80%. These tokens may come in the form of food, transportation vouchers, or gift cards. Tokens of appreciation will be determined by the funded agency and will be based on the needs of the participants.

4. Tests of Procedures or Methods to be Undertaken

The data collection instruments to be used for this information collection include questions about respondents' demographics and behavioral risks that have previously received OMB approval and were used in the following projects: Community-based Organization (CBO) Monitoring and Evaluation of Project WILLOW (CMEP-WILLOW)(OMB No. 00920-0896, Expiration Date 08/31/2014); National HIV Prevention Program Monitoring and Evaluation (NHM&E) Data (OMB No. 0920-0696, Expiration Date 08/31/2013);

HIV Prevention Program Evaluation and Monitoring System for Health Departments and Community-Based Organizations (PEMS)(OMB No. 0920-0696, Expiration Date 08/31/2010); and the Outcome Monitoring of 3MV (FOA PS 08-812) Delivered by Community-based Organizations Funded and Conduct HIV Prevention Interventions through CDC PA 06-6618 and to submit PEMS Data (OMB No. 0920-0696, Expiration Date 08/31/2013) to CDC. The remaining questions in the data collection instruments ask about the respondents' knowledge, attitudes and beliefs about HIV/STD and transmission risks. These questions were taken directly from the evaluation tools distributed in the intervention packages. The questions included in the data collection instruments have been previously piloted. Therefore, a pilot of the current data collection instruments is not needed for this information collection. OMB will be notified of any changes are made to the data collection instruments or survey process.

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

No other individuals were consulted on the statistical aspects and/or analysis of the data from this project.