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**ATTACHMENT 5.  
 ANNUAL COLLABORATIVE PROCESS AND OUTCOME EVALUATION**

Public reporting burden of this collection of information is estimated to average 40 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-xxxx)

Grantees have been tasked to form and engage a wide range of collaborative partners to provide HIV prevention and care services to targeted communities. It is important to assess how successful grantees have been in creating, engaging, and sustaining the partnerships and the extent to which these partnerships contributed to achieving the intended goals of the projects. The following section includes a set of open-ended questions that will be used as a guideline for health departments to evaluate the collaborative process and outcomes. The questions will be posed to a small sample of staff from all health department grantees as well as their collaborating agencies (CBOs, healthcare providers, social service providers, or academic partners). Data collection will be face-to-face or telephone interview on an annual basis and will be submitted electronically.

	<b>Collaborative Process Questions</b>		<b>Collaborative Outcome Questions</b>
<b>CQ01</b>	Why did your agency become involved in the collaborative? <ul style="list-style-type: none"> <li>• Describe both need for collaboration and your what your agency expects to gain from this collaboration</li> <li>• Also, describe if your agency previously worked with other</li> </ul>	<b>CQ07</b>	How successful has the collaboration been in accomplishing it goals and objectives? <ul style="list-style-type: none"> <li>• Would you say it is on track to accomplish its goals and objectives?</li> <li>• How satisfied are you with those accomplishments?</li> <li>• Have the collaborative achievements been worth</li> </ul>

	<i>agencies in the collaborative</i>		<i>the time and costs expended on it?</i>
<b>CQ02</b>	How clear are the goals, roles, responsibilities, or the direction of the collaborative to your agency? <ul style="list-style-type: none"> <li>• What is your understanding of the goals, roles, and responsibilities of your agency in this collaboration?</li> </ul>	<b>CQ08</b>	What differences did your agency's involvement make in the collaborative? <ul style="list-style-type: none"> <li>• What would have happened if your agency had not been involved?</li> </ul>
<b>CQ03</b>	What was the level of support from your agency's leadership for the collaboration?	<b>CQ09</b>	What are the tangible outcomes (positive, negative or unintended) of your collaboration? <ul style="list-style-type: none"> <li>• <i>Have there been changes in policies, service delivery, or reaching target communities?</i></li> <li>• <i>If yes, please describe what changed, how, and for whom [e.g., for your target community, your agency, or your partner agencies]</i></li> </ul>
<b>CQ04</b>	What and how much resources (time, money, personnel, etc.) have been expended by your agency towards the collaboration? <ul style="list-style-type: none"> <li>• <i>Have these resources been adequate?</i></li> </ul>	<b>CQ10</b>	What did collaborative partners gain from the collaboration? <ul style="list-style-type: none"> <li>• <i>What did your agency benefit from the collaboration (e.g., increased resources, visibility, capacity, effectiveness)?</i></li> <li>• <i>What would you say are the major benefits to other agencies in your collaboration?</i></li> </ul>
<b>CQ05</b>	How and in what ways has your agency been involved in the collaborative activities so far? <ul style="list-style-type: none"> <li>• Please describe the activities and strategies implemented by your agency as part of the collaboration</li> </ul>	<b>CQ11</b>	What has been the internal and external factors the posed challenges to the collaboration during this period? <ul style="list-style-type: none"> <li>• <i>How successful has the collaborative been in addressing these challenges?</i></li> </ul>

<b>CQ06</b>	How well has the collaborative been operating in terms of: <ul style="list-style-type: none"><li>• <i>Defining the goals of the collaboration?</i></li><li>• <i>Engaging the right people/agencies/organizations?</i></li><li>• <i>Communicating efficiently and timely?</i></li><li>• <i>Allocating resources among partners?</i></li><li>• <i>Decision making?</i></li><li>• <i>Implementing activities/reaching target communities as planned?</i></li><li>• <i>Monitoring performance?</i></li></ul>	<b>CQ12</b>	What have been the major lessons learned from this collaboration in terms of: <ul style="list-style-type: none"><li>• <i>Strategies and resources that worked?</i></li><li>• <i>Effectiveness and efficiency of collaboration (cost-benefit analysis)?</i></li><li>• <i>Sustainability of the collaboration?</i></li><li>• <i>Facilitators and barriers in developing and maintaining the collaborative?</i></li></ul>
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