

National HIV Prevention Program Monitoring and Evaluation Data  
**0920-0696**

**Attachment 8: Burden Estimate Calculations**

Approximately 200 directly funded CBOs and 69 state and city health department jurisdictions will collect and report the required national HIV prevention program monitoring and evaluation (NHM&E) data. The number of CBOs is expected to increase from the current 150 during the subsequent 3 years, so an estimated maximum has been used to calculate burden. For purposes of this estimate, we have based our estimates on anticipated maximums at each step in the calculations. Since there are no significant changes in the number of variables from the prior ICR, only adjustments of variables to meet the monitoring and evaluation needs of new program announcements, there is no change in the data burden.

Each health department jurisdiction will be required to submit the required NHM&E data for agency information (which includes funding allocations), risk reduction activities (RRA) (which includes health education, HC/PI, outreach, community-level interventions, etc.), HIV testing, and partner services interventions (PS). CBOs will be required to submit agency information and RRA data. CBOs that conduct HIV testing report that data through their jurisdiction health department, so that burden is calculated for health departments only. The number of CBOs is subject to change based on funding.

The burden calculations that follow are presented in the order listed above (beginning with the data categories "agency") and are based on the time required to enter data into the EvaluationWeb® software provided by CDC for use by HIV prevention program grantees. Some agencies have their own electronic data collection systems. It is assumed that the time required to enter data into other systems is similar to entering data into EvaluationWeb. The NHM&E variables and values are standardized and independent of the software systems used to collect and submit. Since this is an on-going process, no time for reviewing instructions is included in the burden calculations.

Many CDC-funded health department jurisdictions subcontract with CBOs, medical agencies, and other organizations that provide various direct services to clients in need of HIV prevention services. The cost of contracting out for information collection is not included in the annualized burden for respondents; however, many health department jurisdictions will enter data into EvaluationWeb or the health department jurisdiction's data collection system for their funded agencies.

To estimate the number of indirectly funded contractors at each health department jurisdiction, five jurisdictions with a low, moderate, or high rate of HIV prevalence were asked to provide the number of vendors they fund and an average was calculated.

<b>State Health jurisdiction</b>	<b>Indirectly Funded Contractors</b>
New York State	100
Maryland	48
Louisiana	24
South Carolina	17
Idaho	18
TOTAL	207
AVERAGE	41 vendors/health jurisdiction

#### AGENCY DATA VARIABLES

#### HEALTH DEPARTMENT JURISDICTIONS

Agency data variables for health department jurisdictions include information on program announcements, sites, HIV prevention interventions, and program budget allocations. These data will be entered annually, then must be reviewed and updated by the jurisdictions as needed.

#### **Search of the EvaluationWeb database for existing agency records**

A semiannual search of the EvaluationWeb database for existing health jurisdiction records will take approximately three (3) minutes. Semiannual burden for each health jurisdiction is estimated to be three (3) minutes and 69 health department jurisdictions will take 3.45 hours or 6.9 hours annually.

[3 minutes/semiannual x 69 HD = 207 minutes or 3.45 hours/semiannually

3.45 hours/semiannually x 2 = 6.9 hours annually]

#### **Gather and maintain agency data**

Health department jurisdictions gather agency variables as part of their usual and customary business practices. Reading the agency variables and gathering the documented information semiannually for entry is estimated to require 10 minutes per health department jurisdiction, 11.5 hours/semiannually for 69 jurisdictions and 23 hours annually.

[10 minutes/semiannually x 69 HDs = 690 minutes

690 /60 = 11.5 hours/semiannually and 23 hours annually]

## **Complete the collection of agency and program plan data records**

Determining the time required to enter agency data is based upon information gathered from the contractor providing the software and from agencies during consultations, telephone calls, site visits, and EvaluationWeb training courses.

Initially, health departments provide basic agency data to Luther Consulting, the EvaluationWeb contractor, who enters this data for them. Additional agency data on sites, interventions, and budget allocations is then entered by the health department. It is estimated that health department jurisdictions will require 10 minutes to initially enter their additional agency variables and will need an additional 2 minutes to enter agency data for each of their funded vendors.

Using an average of 41 indirectly funded vendors per state, each state health jurisdiction will take 92 minutes annually to initially enter agency data or 46 minutes/semiannually.

[41 vendors x 2 minutes/vendors = 82 minutes

82 minutes + 10 minutes/HD = 92 minutes/HD or 1.53 hours

92 minutes/year ÷ 2 semiannually/year = 46 minutes/semiannually]

## **Review of agency data prior to submission**

Semiannual review of agency data is estimated at 15 minutes for each health jurisdiction and an additional 10 minutes for data review of their funded vendors. Each health jurisdiction averages 41 funded vendors, resulting in an estimated semiannual review time of 7.1 hours per health jurisdiction, 490.9 hours/semiannually for 69 HDs or 981.8 hours annually.

[41 contractors x 10 minutes/contractor = 410 minutes

410 minutes/contractor + 15 minutes/HD = 425 minutes or 7.1 hours

7.1 hours/semiannually x 69 HDs = 490.9 hours/semiannually or 981.8 hours annually]

## AGENCY DATA VARIABLES

### COMMUNITY-BASED ORGANIZATIONS

Community-based organizations funded by CDC to provide HIV prevention services are required to enter NHM&E data variables for agency, program announcement, sites, HIV prevention programs, and interventions. Basic Agency data will be entered by the EvaluationWeb contractor for each CBO. Grantees are responsible for adding additional data about sites, interventions, and budget allocations, reviewing this information semiannually and updating the information as needed.

#### **Search of the EvaluationWeb database for existing agency records**

Semiannual searches of agency data will take approximately three (3) minutes per CBO. Semiannual burden for 200 CBOs is estimated to be 10 hours or 20 hours annually.

[3 minutes/semiannually x 200 CBOs = 600 minutes or 10 hours/semiannually

10 hours/semiannually x 2 = 20 hours annually]

#### **Gather and maintain agency data**

Most agency and program plan variables are gathered by CBOs as part of their usual and customary business practices. Reading the agency and program plan variables and gathering the documented information semiannually for entry is estimated to require 10 minutes per CBO, 33.3 hours/semiannually for 200 CBOs and 66.6 hours annually.

[10 minutes/semiannually x 200 CBOs = 2000 minutes

2,000 minutes/60 = 33.3 hours/semiannually and 66.6 hours annually]

#### **Complete the collection of agency data records**

CBOs will require 10 minutes to enter agency variables not already entered by the EvaluationWeb contractor. This estimate is based upon information gathered from the contractor and from grantees during consultations, telephone calls, site visits, and training courses.

Each CBO will take 10 minutes annually to initially enter agency data or 5 minutes/semiannually, 33.3 hours/semiannually for 200 CBOs and 66.6 hours annually.

[10 minutes/year X 200 CBOs = 2,000 minutes

10 minutes/year ÷ 2 semiannually/year = 5 minutes/semiannually

2,000 minutes/60 = 33.3 hours/semiannually and 66.6 hours annually]]

### Review agency data prior to submission

Semiannual review of agency data is estimated at 15 minutes for each CBO, 50 hours/semiannually for 200 CBOs and 100 hours annually.

[15 minutes/CBO x 200 CBOs = 3,000 minutes  
3,000 minutes/60 = 50 hours/semiannually and 100 hours annually]

### TOTAL ESTIMATES FOR AGENCY DATA VARIABLES

#### HEALTH JURISDICTIONS

It is estimated that each health jurisdiction will average 8.7 hours semiannually to search, gather, complete and review agency data.

Searching existing database:	3 minutes
Gathering and maintaining data:	10 minutes
Completing the data:	92 minutes
Semiannual review of agency data:	<u>+ 425 minutes</u>
	530 minutes
TOTAL SEMIANNUAL HOURS	8.83 hours
TOTAL ANNUAL HOURS	17.7 hours

#### COMMUNITY-BASED ORGANIZATIONS

It is estimated that each CBO will average 1.3 hours semiannually to search, gather, complete, and review agency and program plan data.

Searching existing database:	3 minutes
Gathering and maintaining data:	10 minutes
Completing the data:	5 minutes
Semiannual review of agency data:	<u>+ 15 minutes</u>
	33 minutes
TOTAL SEMIANNUAL HOURS	0.55 hours
TOTAL ANNUAL HOURS	1.1 hours

## RISK REDUCTION ACTIVITIES (RRA)

Health department jurisdictions and CBOs funded by CDC to conduct HIV prevention services customarily counsel clients and gather sensitive information as part of their usual HIV prevention practices. To establish the time needed to gather client-level RRA data that are not routinely collected by grantees, CDC conducted an informal pretest, timing CDC staff persons who are not skilled at HIV counseling. Per the informal pretest, collecting client demographic, risk profile, and other variables as required for NHM&E will take approximately three (3) minutes per client.

Based on NHM&E data reported in 2009 and 2010 for interventions other than HIV testing and Partner Services, health department jurisdictions served an average of 1,345 clients each per year and CBOs served an average of 216 clients each per year.

### RRA DATA

#### HEALTH DEPARTMENT JURISDICTIONS

##### **Search of the database for existing RRA records**

Searching the EvaluationWeb database for existing client records will take approximately one (1) minute per client. Health department jurisdictions averaged 1,345 clients annually, resulting in a total estimated search time of 22.4 hours annually or 11.4 hours semiannually per health jurisdiction, 1,545.6 hours annually for 69 health department jurisdictions or 772.8 hours semiannually.

[1,345 clients/year x 1 minute/client = 1,345 minutes or 22.4 hours/year or 11.2 hours semiannually

22.4 hours x 69 HD = 1,545.6 hours/year or 772.8 hours semiannually]

##### **Gather and maintain RRA data**

If each health jurisdiction averages 1,345 clients per year, and three (3) minutes are required to gather the data per client, the total time required for each health jurisdiction to gather RRA data semiannually is estimated to be 33.6 hours, 2,320 hours/semiannually for 69 HD or 4,640 hours annually.

[1,345 clients x 3 minutes/client = 4,035 minutes per year  
4,035/60 minutes = 67.25 hours/year or 33.6 hours semiannually  
67.25 hours/year x 69 HD = 4,640 hours annually or 2,320 hours semiannually]

## **Complete the collection of RRA records**

It is estimated that completing the collection of RRA data will take each health jurisdiction 1 minute per client. This means 11.2 hours semiannually or 772.8 hours/semiannually for 69 health departments or 1,545.6 hours annually.

[1 minute/client x 1,345 clients/year = 1,345 minutes per year  
1,345 minutes/60 = 22.4 hours per year or 11.2 hours semiannually

22.4 hours per year x 69 HD = 1,545.6 hours annually or 772.8 hours semiannually]

## **Review of RRA data prior to submission**

Review of RRA data prior to submission to CDC will require approximately 5 minutes per day or 10.8 hours semiannually or 745.2 hours semiannually for 69 health department jurisdictions and 1,490.4 hours annually.

[5 minutes/day x 130 business days/semiannually = 650 minutes/semiannually or 10.8 hours semiannually

10.8 hours x 69 HD = 745.2 hours semiannually or 1,490.4 hours annually]

## **RRA DATA**

### **COMMUNITY-BASED ORGANIZATIONS**

#### **Search of the EvaluationWeb database for existing RRA records**

Searching the EvaluationWeb database for existing client records will take approximately one (1) minute per client. Agencies averaged 216 clients, resulting in a total estimated annual search time of 1.8 hours semiannually or 720 hours annually for 200 CBOs and 360 hours semiannually.

[216 clients/year x 1 minute/client = 216 minutes/year or 3.6 hours or 1.8 hours semiannually

3.6 hours/year x 200 CBOs = 720 hours/year or 360 hours/semiannually

#### **Gather and maintain RRA data**

If each CBO averages 216 clients per year, and three (3) minutes are required to gather the data, the total time required is 5.4 hours semiannually and for 200 CBOs to gather RRA data is

estimated to be 1,080 hours semiannually or 2,160 hours annually.

[216 clients x 3 minutes/client = 648 minutes/year  
648/60 minutes = 10.8 hours per year or 5.4 hours semiannually  
10.8 hours/year x 200 CBOs = 2,160 hours annually or 1,080 hours semiannually]

### **Complete the collection of RRA data records**

It is estimated that completing the collection of RRA data will take each CBO one minute per client or 3.6 hours/year or 1.8 hours semiannually and 720 hours per year for 200 CBOs or 360 hours semiannually.

[216 clients x 1 minute = 216 minutes  
216/60 = 3.6 hours annually or 1.8 hours semiannually  
3.6 hours/year x 200 CBOs = 720 hours annually or 360 hours semiannually]

### **Review of RRA data prior to submission**

Review of RRA data prior to submission to CDC will take each CBO approximately 5 minutes per day or 10.8 hours semiannually and 2,166 hours semiannually for 200 CBOs or 4,332 hours annually.

[5 minutes x 130 business days/semiannually = 650 minutes/semiannually or 10.8 hours semiannually  
10.8 hours semiannually x 200 CBOs = 2,166 hours semiannually and 4,332 hours annually]

### **TOTAL ESTIMATES FOR RRA DATA VARIABLES**

#### **HEALTH JURISDICTIONS**

It is estimated that each health jurisdiction will average 66.8 hours semiannually to complete RRA data collection.

Searching existing database:	11.2 hours
Gathering and maintaining data:	33.6 hours
Completing collection of records:	11.2 hours
Semiannual review of agency data:	<u>+10.8 hours</u>
TOTAL SEMIANNUAL HOURS	66.8 hours
TOTAL ANNUAL HOURS	133.6 hours

#### **COMMUNITY-BASED ORGANIZATIONS**

It is estimated that each CBO will average 19.8 hours semiannually to complete the data collection.

Searching existing database:	1.8 hours
Gathering and maintaining data:	5.4 hours
Completing collection of records:	1.8 hours

Semiannual review of agency data:		+ 10.8 hours
	TOTAL SEMIANNUAL HOURS	19.8 hours
	TOTAL ANNUAL HOURS	39.6 hours

## HIV TESTING DATA

CDC requires minimal core data from all health department jurisdictions and CBOs funded under cooperative agreements to conduct HIV Testing. In turn, these agencies both conduct HIV testing themselves and sponsor other organizations, such as hospitals and clinics, to conduct testing. All of this data is reported through the jurisdiction health departments.

The 69 health department jurisdictions will submit data for an anticipated maximum of 4,000,000 testing events annually. A testing event is one or more HIV tests that determine the HIV status of a client. This estimate is based on 2010 data, which shows approximately 3,300,000 testing events were reported.

### **Searching the database for existing data**

As with each component of EvaluationWeb, searching for existing client records will take approximately one (1) minute per client. For HIV testing data this translates into 2,000,000 minutes semiannually; or 3,333 hours semiannually and 6,666 hours annually. For each health department, that averages 966 hours annually or 483 hours semiannually.

[2,000,000 tests semiannually x 1 minute = 2,000,000 minutes  
 2,000,000 minutes/60 = 33,333 hours/semiannually  
 3,333 hours/semiannually x 2 = 66,666 hours annually  
 66,666 hours/semiannually/69 jurisdictions = 966 hours/year/  
 jurisdiction]

### **Gather and maintain HIV testing data**

Health department jurisdictions and CBOs that conduct HIV testing customarily collect HIV testing data as part of their usual business practices. It is estimated that collecting additional HIV testing variables required by CDC will take the 69 health jurisdiction approximately thirty seconds per client; 16,666 hours semiannually; or 33,333 hours annually. For each health department the average is 241 hours semiannually or 482 hours annually.

[4,000,000 tests x 30 seconds = 2,000,000 minutes; 2,000,000 minutes/60 = 33,333 hours annually or 16,666 hours semiannually  
 16,666 hours/semiannually/69 jurisdictions = 241.5 hours/semiannually/jurisdiction]

**Complete the collection of HIV testing records**

Completing the collection of HIV testing data is expected to take health department jurisdictions an average of approximately one (1) minutes per test; 33,333 hours semiannually or 66,666 hours annually. For each health department, the average is 483 hours semiannually or 966 hours annually.

[1 minutes X 2,000,000/semiannually = 2,000,000 minutes;  
 2,000,000 minutes/60 = 33,333 hours/semiannually  
 33,333 hours/semiannually x 2 = 66,666 hours annually  
 33,333 hours/semiannually/69 jurisdictions = 483 hours/semiannually/jurisdiction]

**Review of HIV Testing data prior to submission**

It is estimated that each health jurisdiction will average 10 minutes per day to review HIV testing data, or 21.7 hours semiannually. The 69 health department jurisdictions are estimated to require 1494.5 hours semiannually or 2,989 hours annually.

[10 minutes/day x 130 business days/semiannually = 1,300 minutes or 21.7 hours semiannually or 42.4 hours annually.  
 21.7 hours/semiannually x 69 HD = 1,494.5 hours/semiannually  
 1494.5 hours/semiannually x 2 = 2,989 annually]

**TOTAL ESTIMATES FOR HIV TESTING VARIABLES**

It is estimated that each health department jurisdictions will average 1,228.7 hours/semiannually and 2,457.4 hours/annually.

Searching existing database:	483 hours
Gathering and maintaining data:	241 hours
Completing collection of data:	483 hours
Review of HIV testing data:	+ <u>21.7 hours</u>
TOTAL SEMIANNUAL HOURS	1,228.7 hours/ HD
TOTAL ANNUAL HOURS	2,457.4 hours/ HD

## PARTNER SERVICES (PS)

Community-Based Organizations do not currently conduct Partner Services (PS). The calculations for PS were derived from data collected during calendar year 2010. Cumulative data from 31 state health department jurisdictions indicated 21,198 HIV-positive clients (index cases) and 13,719 of their partners were interviewed, for a total of 34,917 partner services cases annually for 31 jurisdictions. This gives an average of 1,126.3 cases per jurisdiction (34,917 cases/31 jurisdictions). For the 69 jurisdictions used as the basis for this burden calculation, that would mean an estimated 77,715 total cases annually.

Since this is 2010 data, and an expansion of PS is anticipated as HIV testing increases, funding permitting, the estimate for the period of this ICR is 100,000 PS cases per year or 50,000 cases semiannually.

### **Searching the database for existing data**

As with each component, searching the EvaluationWeb database for existing client records will take approximately one (1) minute per client. For PS this translates into 100,000 minutes per year; or 1,666.67 hours annually or 833.3 hours semiannually. For each jurisdiction, this averages to be 12.1 hours semiannually or 24.2 hours annually.

[100,000 clients x 1 minute = 100,000 minutes  
100,000 minutes/60 = 1,666.67 hours annually  
1,666.67 hours/year ÷ 2 = 833.3 hours semiannually  
833 hours/semiannually/69 jurisdictions = 12.1  
hours/semiannually/jurisdiction]

### **Gather and maintain PS data**

Health department jurisdictions that conduct PS customarily counsel clients and collect PS data as part of their usual business practices. It is estimated that collecting additional PS variables required by CDC will take health jurisdictions approximately thirty seconds per client; 416.6 hours semiannually or 833.3 hours annually. For each jurisdiction, this averages to be 6 hours semiannually or 12 hour annually.

[100,000 clients x 30 seconds = 3,000,000 seconds; 3,000,000 seconds/60 seconds per minute = 50,000 minutes; 50,000 minutes/60 minutes per hour = 833.3 hours annually  
833.3 hours/year ÷ 2 = 416.6 hours/semiannually  
416.6 hours/semiannually/ 69 jurisdictions = 6  
hours/semiannually/jurisdiction or 12 hours annually]

### **Complete the collection of PS records**

Completing the collection of PS data is expected to take health department jurisdictions an average of approximately one (1) minute per client; For PS this translates into 100,000 minutes per year; or 1,666.67 hours annually or 833.3 hours semiannually. For each jurisdiction, this averages to be 12.1 hours semiannually and 24.2 hours annually.

[100,000 clients x 1 minute = 100,000 minutes  
100,000 minutes/60 = 1,666.67 hours annually  
1,666.67 hours/year ÷ 2 = 833.3 hours semiannually  
833 hours/semiannually/69 jurisdictions = 12.1 hours/semiannually/jurisdiction]

### **Review of PS data prior to submission**

It is estimated that each health jurisdiction will average 10 minutes per day to review PS data, or 21.67 hours semiannually or 43.34 hours annually. All 69 health department jurisdictions are estimated to require 1,494.5 hours semiannually or 2,989 hours annually.

[10 minutes/day x 130 business days/semiannually = 1,300 minutes or 21.67 hours  
21.67/semiannually x 69 HD = 1,494.5 hours/semiannually  
1,494.5 hours/semiannually x 2 = 2,989 hours annually]

### **TOTAL ESTIMATES FOR PS VARIABLES**

It is estimated that each health department jurisdictions will average 3,579 hours/semiannually for all 69 health department jurisdictions and 51.87 hours/semiannually per health jurisdiction.

Searching existing database:	12.1 hours
Gathering and maintaining data:	6 hours
Completing collection of data:	12.1 hours
Completing collection for health depts:	+ <u>21.67 hours</u>
TOTAL SEMIANNUAL HOURS	51.87/HD
TOTAL ANNUAL HOURS	103.74 hours/HD

### **BURDEN FOR GRANTEE STAFF TRAINING**

It is probable that health department jurisdictions and CBOs will conduct NHM&E training for staff annually. Instruction will include topics such as confidentiality and computer security, use of EvaluationWeb or equivalent system, evaluation principles, and use of data for program improvement. It is

assumed that health jurisdiction and CBO employees who regularly collect and enter data will also conduct the training, and that each instructor will expend approximately two percent (2%) of their time or 41.6 hours annually (20.08 hours semiannually) to teach these classes.

**ESTIMATED TOTAL SEMIANNUAL BURDEN FOR NHM&E DATA COLLECTIONS**

**HEALTH DEPARTMENT JURISDICTIONS**

Agency variables	8.83 hours
Risk Reduction Activities	66.8 hours
HIV Testing	1,228.7 hours
Partner services	51.87 hours
Staff training	<u>+ 20 hours</u>
<b>TOTAL SEMIANNUAL BURDEN</b>	<b>1,376.2 hours</b>

**COMMUNITY-BASED ORGANIZATIONS**

Agency variables	0.5 hours
Risk Reduction Activities	19.8 hours
Staff training	<u>+20 hours</u>
<b>TOTAL SEMIANNUAL BURDEN</b>	<b>40.3 hours</b>

These estimated burdens per semiannual response are summarized in the tables below. The total annual burdens based on these estimates are presented in Part A, Table A.12-A.

**Summary of Semiannual NHM&E Data Reporting Burden Estimates**

**State and Local Health Jurisdiction (HD) Grantees**

<b>Semiannual Burden Estimates for Each HD</b>					
<b>Data Type</b>	<b>Search Existing Data</b>	<b>Gather and Maintain Data</b>	<b>Completing the Data</b>	<b>Review Data</b>	<b>TOTAL BURDEN HOURS</b>
Agency	3 minutes	10 minutes	92 minutes	425 minutes	9 hours
RRA	11.2 hours	33.6 hours	11.2 hours	10.8 hours	67 hours
HIV Testing	483 hours	241 hours	483 hours	21.7 hours	1,229 hours
PS	12.1 hours	6 hours	12.7 hours	21.67 hours	52 hours
Staff Training					20 hours
<b>TOTAL</b>					<b>1,377</b>

**Community-Based Organization (CBO) Grantees**

<b>Semiannual Burden Estimates for Each CBO</b>					
<b>Data Type</b>	<b>Search Existing Data</b>	<b>Gather and Maintain Data</b>	<b>Completing the Data</b>	<b>Review Data</b>	<b>TOTAL BURDEN HOURS</b>
Agency	3 minutes	10 minutes	5 minutes	15 minutes	0.5 hours
RRA	1.8 hours	5.4 hours	1.8 hours	10.8 hours	20 hours
Staff Training					20 hours
<b>TOTAL</b>					<b>40.5 hours</b>