

**Summary of Proposed Changes in the ICR for
Instructions for Preparing an Annual Performance Report (APR)**

OMB No. 0920-0573

**National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention (NCHHSTP),
Centers for Disease Control and Prevention (CDC)**

Summary of Changes

This is a request for non-substantial changes to the instructions for completing an annual performance report (APR) for the National HIV Surveillance System 0920-0573 expiration 06/30/2016. The Division of HIV/AIDS Prevention (DHAP), National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention (NCHHSTP), CDC in collaboration with health departments in states, the District of Columbia, and U.S. dependent areas, conducts national surveillance for cases of human immunodeficiency virus (HIV) infection that includes data collected on adults and adolescents and children. CDC monitors data quality and implementation of HIV surveillance programs and health departments report on their progress twice a year using process and outcome standards. Findings from these reports are used to improve data quality, interpretation, usefulness, and efficiency, as well as to monitor performance and progress in achieving both state and national HIV surveillance program objectives. Health departments annually provide a narrative report describing their progress towards achieving program objectives including an implementation plan and timeline as part of the APR. The project narratives, implementation plans and timelines of the APR are critical for ensuring funded programs are making adequate progress toward meeting program objectives outlined in the cooperative agreement for the NHSS.

We are requesting minor changes to the APR instructions that are primarily intended to clarify the content areas of the narrative provided by grantees describing their activities and clarifying the instructions for developing that narrative. Specific changes are varied and include insertions of words, changes in numbering and or format, and insertions, deletions and reordering of existing items. Together, these changes are non-substantial and will not affect the estimated burden of this annual reporting activity.

Circumstances requiring the non-substantial change request:

Since the last OMB renewal was submitted in February 2016 there have been additional comments and clarifications received from grants management officials and project officers that suggest these

editorial changes would provide important clarifications for grantees. In addition, a modification was made to incidence procedures that necessitated further clarification in the APR instructions document. Specific changes are outlined in table 1 below. The revised APR instructions and previously approved document are also attached.

Table 1. Proposed Modifications

Location in Documents	Modifications
Under project narrative	<ul style="list-style-type: none"> Inserted A. PS13-1302 - Current Budget Period Progress (MMDDYY to MMDDYY):
Under project narrative	<ul style="list-style-type: none"> Inserted new 5 A.b.: b. Be attached in the “Mandatory Documents” box under “Project Narrative Attachment Form.” The document needs to be in PDF format.
Under project narrative	<ul style="list-style-type: none"> Removed word “Performance” and extended page limit to 25 pages, now reads: Progress narrative for Case Surveillance (25 page limit)
Under MHS Activities	<ul style="list-style-type: none"> The word “all” added in number 6. Now reads: 6. Import all nucleotide sequence data into eHARS. Items reordered. Number 2 is now moved and is number 7. The word “all” added to number 8.
Under progress narrative for HIV incidence surveillance	<ul style="list-style-type: none"> Removed the word “Performance”. Now reads: Progress narrative for incidence surveillance (10 pages) Moved the word annually to the front of the sentence - now says “Annually calculate”... rather than “...calculate annual population-based estimates...”
Under implementation plan and timeline	<ul style="list-style-type: none"> Added (Proposed Objectives and Activities) Inserted test....”for which you applied under FOA PS13-1302...” Added the word “SMART” in “SMART Objective” Inserted the following special note: Special Note: If the program plans to add, remove, or revise a program objective from previously proposed objectives, please clearly identify the changes as a “Proposed New Objective,” “Proposed Revised Objective,” or “Proposed Removed Objective.”
Under Implementation Plan for incidence Surveillance	<ul style="list-style-type: none"> Revised text for 2 and 3. Now reads: 2. Obtain HIV testing and treatment information on all newly diagnosed individuals. Expand methods of collecting negative HIV test results for persons with diagnosed HIV infection. 3. Collect results from tests for recent HIV infection. This includes 1) collecting and shipping remnant samples for persons with HIV diagnosed through 2016 for recency testing at the STARHS laboratory, 2) investigating incomplete laboratory

	<p>reporting of potential acute HIV infection, and 3) reporting results of recent HIV infection as they become available.</p> <ul style="list-style-type: none"> • Reduced text in number 9., now reads: 9. Collaborate with CDC to revise program design, implementation, and evaluation • This sentence added before F.: In addition, CDC requires that additional objectives and activities being conducted by the individual program also be listed in the IPR (e.g., revisions of state reporting regulations, participation in meetings and conference calls as stated in the cooperative agreement, data cleaning, and pilot testing of CDC programs).
Under Implementation Plan for Incidence Surveillance	<ul style="list-style-type: none"> • Reordered incidence Activities E. listed before Optional Activities (Optional Activities now grouped together under section F.)
Additional Program Requirements	<ul style="list-style-type: none"> • New section added for additional program requirements including A) Annual Federal Financial Report (FFR, SF-425), B) Overall Responsible Party, C) Standards Evaluation Report (SER).