

Questions and Answers from  
CBO Quarterly Report Training

- 1) How often should CBOs submit an intervention plan to CDC?
  - a. Annually, unless there are major programmatic changes.
  
- 2) How do I make my populations and interventions fit CDC's definitions?
  - a. CDC population definitions are based on the behaviors that place individuals at risk. If your organization defines your target population highlighting a characteristic such as "homeless," "youth," or "commercial sex work," ask yourself, 'what is the behavior that results in increased risk of the acquisition or transmission of HIV?' You can supplement the information you provide in the forms with narrative description that highlights the importance of non-behavior based categorizations.
  
- 3) Do you need to fill out a process monitoring form for a primary population that was not part of your intervention plan (i.e., you originally did not plan to serve the population but now that population is being served)? For example, the curriculum for your group level intervention is geared toward MSM but now IDUs are attending the sessions.
  - a. If you find that you are serving different populations than those outlined in your intervention plan, you should report process monitoring data about that new population if:

- i. You redesigned your intervention to accommodate the new population or the new clients you are serving a total of at least 25% of your caseload.

4) What data should CBOs submit to CDC?

- a. The form entitled “Designing and Evaluating Intervention Plans” should be submitted. CBOs should submit this data requested in this form at the beginning of their funding cycle, and then annually thereafter. If there are substantial changes to the intervention protocol, a revised intervention plan should be submitted.
- b. The form entitled “Monitoring and Evaluating the Implementation of HIV Prevention Programs” should be submitted. This data requested in this form should be submitted each quarter for the funded intervention.
- c. CBOs should continue to use the existing counseling and testing form to report to health departments.

5) Will the forms be distributed electronically?

- a. CDC is currently developing electronic versions of the forms to be distributed via floppy disk, CD, and the Internet. CDC is currently developing web-based software to assist CBOs with client tracking.

- 6) How are we to spend the funds designated for evaluation?
  - a. According to the program announcements, three to five percent of the funded CBO's budget should be utilized for program evaluation and outcome monitoring of intervention activities that are supported with CDC HIV prevention funds under the cooperative agreement. Systems for evaluation will be developed in collaboration with CDC, and funded CBOs will utilize CDC formats for reporting, continuation applications and program assessment and improvement.
  
- 7) Should indirect costs be reported on the process monitoring forms?
  - a. All CDC funds from this announcement used in the last quarter should be reported. The amount reported should reflect the proportion of services by intervention type, funded by CDC.