



## **APPENDIX E**

# **Reporting *d-up!* Information to CDC**



## REPORTING *d-up!* INFORMATION TO CDC

This section is designed to help your agency report on *d-up!* activities for CDC's National HIV Prevention Program Monitoring and Evaluation Data Set (NHM&E DS) using the Program Evaluation and Monitoring System (PEMS) software. Please refer to CDC's *National Monitoring and Evaluation Guidance for HIV Prevention Programs* (CDC, 2008a) and the *Program Evaluation and Monitoring (PEMS) User Manual* (CDC, 2008b) for more detailed information on using the PEMS software. If your agency receives funds to implement *d-up!* from the health department or another agency, consult with that funding agency regarding specific data collection and reporting requirements.

Two kinds of information about *d-up!* are required in NHM&E DS:\*

- A. Program planning data or data on your program plan for the intervention
- B. Program implementation (referred to as "client services data") or data on what you deliver (i.e., your implementation of intervention activities) and with whom

\* **Disclaimer:** The reporting requirements for the National HIV Prevention Program Monitoring and Evaluation Data Set presented in this document are current as of September 2008. Please refer to the PEMS Web site (<https://team.cdc.gov>) for the most current reporting requirements.

Enter into PEMS your program planning data (A) prior to delivering *d-up!* services. Program implementation or client services data (B) should be collected as services are provided; enter these data on a regular basis. Keep your program implementation or client services data in PEMS up-to-date so that these data will be available for your Annual and Semi-annual Program Reports.

This section is organized into five sections each containing a table of information for entering *d-up!* data into PEMS.

- A. Program Planning Data for NHM&E DS
  1. General program model details related to *d-up!*
  2. Intervention (planning) details on how you will train your Opinion Leaders (OLs) in *d-up!*
  3. Intervention (planning) details on how your OLs will give *d-up!* endorsements or messages to their friends and acquaintances in *d-up!*
- B. Program Implementation or Client Services Data for NHM&E DS
  4. Data on your actual trainings of OLs
  5. Data on the endorsements or messages that your OLs actually give to their friends and acquaintances

Only select components or activities of *d-up!* are reportable through PEMS. For example, “identification of Opinion Leaders” is not reportable in PEMS; however, many such activities are still critical aspects of *d-up!* and should be monitored by your agency.

It is also important to be aware that PEMS that the design of the PEMS database and the specific terminology in PEMS may be confusing to some users- especially those doing community-level interventions like *d-up!* Components of the *d-up!* intervention (e.g., training opinion leaders; reunion events; opinion leaders’ endorsing messages to friends) are referred to as interventions in the NHM&E DS. For example, the training of Opinion Leaders in *d-up!* is an implementation component of *d-up!* to assist OLs in spreading *d-up!* messages to their friends; however, for NHM&E, data on your training of opinion leaders is reported as a “Health Education & Risk Reduction (HERR) intervention.” For clarification or more information, please refer to the *National Monitoring and Evaluation Guidance for HIV Prevention Programs* (CDC, 2008a), the *PEMS User Manual* (CDC, 2008b), the National HIV Prevention Program Monitoring & Evaluation Data Set (CDC, 2008c) or contact your CDC Project Officer or funding agency.

## ***d-up!* PROGRAM PLANNING DATA FOR NHM&E DS**

Program planning data provides information about what you intend to do and with whom. Required program planning data include description of the population you intend to target, the total estimated network size you intend to target, some of the activities that you plan to implement<sup>1</sup>, how these activities will be delivered to the target network, the duration of those activities, the number of individuals you intend to serve, and the “level” of data (i.e., individual or aggregate) that you plan to collect and report.

Organizing planning data allows you to use your process monitoring data to conduct process evaluations. That is, over time you will compare what you accomplish to what you planned to do. Please refer to CDC’s *Evaluation Capacity Building Guide* (CDC, 2008d) for additional information on conducting process evaluations and using that information to plan and improve your implementation of *d-up!*.

*d-up!* is organized into two “intervention types” in the PEMS software: (1) OL training sessions and (2) endorsements. There is one program information table for each “intervention type” and one general table for *d-up!* program planning. Therefore, there are three program planning tables to complete in PEMS early in your implementation of *d-up!*

### **A. Program Planning Data**

Table 1: General program planning data related to *d-up!*

Table 2: Program planning data on how you will train your opinion leaders in *d-up!*

Table 3: Program planning data on how your opinion leaders will give *d-up!* endorsements or messages to their friends

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<sup>1</sup> Only select components of *d-up!* which are reportable for NHM&E DS. There are critical components or activities in which your agency will engage that you will not report for NHM&E DS.

The following tables lists the NHM&E Data Set (DS) variables with the NHM&E DS number, the variable value code, and guidance to help you understand how to apply these variables

Table 1 provides guidance on NHM&E DS variables to describe your general program plan for *d-up!*. The table depicts NHM&E DS program information variables that are applicable to *d-up!*. For instance, Program Model Name (NHM&E DS E101) is to be coded or entered as “Agency Determined” because the name of your Program Model can be any name determined by your agency. However, it is advised that you use *d-up!* as the name for your Program Model. The Evidence Base (NHM&E DS E102) variable, however, specifies a particular variable code (“1.06”) because, regardless of what you have named your program, *d-up!* is an adaptation for Black men who have sex with men (MSM) of the Popular Opinion Leader (POL) intervention and based on POL.

Note that the variables presented in Tables 1–3 include only those specific to monitoring *d-up!*; additional, agency-specific variables are required. Please refer to the National HIV Prevention Program Monitoring and Evaluation Data Set (CDC, 2008c) or the for the complete list and description of all M&E variables required for reporting to CDC and optional variables for local M&E or the 2008 National HIV Prevention Program Monitoring and Evaluation Data Set Variable Requirements at the end of this document.

**Table 1: *d-up!* Program Model Details**

Variable	NHM&E DS Number	Variable Code	Guidance
Program Model Name	E101	Agency determined	The name of the Program Model should be entered as “ <i>d-up!</i> ”
Evidence Base	E102	1.06	Variable value code: 1.06 ( <i>POL</i> ), because <i>d-up!</i> is an adaptation of <i>POL</i> for black MSM.
Other Basis for Program Model	E104	6	<i>d-up!</i> is a tested adaptation of <i>POL</i> for black MSM (variable code: 6 Study). Specify in the text field the study, “Jones et al 2008 AJPH 98(6).” <sup>2</sup>
Target Population	E105	Agency determined	<i>d-up!</i> was designed for social networks of black MSM. For <i>d-up!</i> select the appropriate variable codes for variable E105 “Target Population” to reflect black MSM.
Sub-target Population	E106	Agency determined	E106 is a text field. Enter the total estimated network size (total number of members of the social network(s) of black MSM you have determined for your <i>d-up!</i> project). E106 will be essential to monitoring your <i>d-up!</i> program as you are required (Core Element) to estimate the total network size and utilize 15% of the total network size to endorse the <i>d-up!</i> messages to their friends and acquaintances in the network. Additionally, you may choose to enter in this field other descriptive information on the network such as its major social environment or community venue, etc.

<sup>2</sup>If you intend to drop or change a core element of *d-up!* to meet the needs of another priority population, you should adapt and implement *POL* instead of *d-up!* Organizations funded to implement *d-up!* are required to adhere to the core elements of the intervention. If organizations alter or do not follow the core elements at the discretion of their funding agency; however, the program can no longer be called *d-up!* and should be based on *POL*. The agency should attend the *POL* training and use the *POL* materials as the basis for their program.

Table 2 below lists NHM&E DS planning variables for your training of opinion leaders (OLs).

**Table 2: Program Planning Information – Intervention Details OL Training Sessions 1 – 4**

Variable	NHM&E DS Number	Variable Code	Guidance	
Intervention Type	F01	06 HE/RR	The <i>d-up!</i> training sessions are coded in PEMS as a “Health Education/Risk Reduction intervention” (variable value code: 06)	
Total Number of “Clients” (OLs)	F05	Agency determined	Fifteen percent (15%) of each friendship group is the number of individuals that must <u>give</u> the messages to influence change within the social network. This is minimum amount OLs you need to train. Due to the possibility of drop-outs you will aim to <u>train</u> a little bit more than 15% of the total size. Notice that the PEMS variable label refers to OLs as “clients,” although they are actually more like volunteers who will give the intervention to the target or “clients” (their friends and acquaintances who compose the targeted network).	
Planned Number of Cycles	F07	Agency determined	Calculate and enter the number of “cycles,” cadres or cohorts it will take to train the total number of OLs to be trained (see above). Divide the number of OLs to be trained by the class size you plan to have in your OL training sessions. Each of your OL cadres should be small – no larger than 12 OLs.	
Number of Sessions	F08	4	The OL training is organized into four sessions.	
Unit of Delivery	F09	03 Small Group	OL training is delivered to small groups of 12 or less OLs (variable value code: 03).	
Activity	F10	08.01 08.10 08.66 11.01 11.10	<b>Session One: Teaching Opinion Leaders (OLs) about HIV &amp; Risk</b>	
			Explain theory and philosophy behind <i>d-up!</i>	08.66 Information – other
			Discuss modes of transmission and effect of HIV on the immune system	08.01 Information – HIV/AIDS transmission 11.10 Discussion – HIV/AIDS transmission
			Activity about behavioral risk levels	11. 01 Discussion – Sexual risk reduction

Variable	NHM&E DS Number	Variable Code	Guidance	Variable
Activity	F10	08.01 08.10 08.66 11.01 11.10	Provide opinion leaders with risk reduction information.	8.10 Information – Sexual risk reduction
			Provide participants practical advice on how to implement HIV risk reduction behavior changes and cope with bias.	08.15 Information – decision making 08.10 Information – sexual risk reduction
			Discuss social norms and preparation for bias and the role they plan in HIV prevention	11.66 Discussion – other
			<b>Session Two: Changing Norms Through Communication</b>	
Activity	F10	08.01 08.17 09.06 11.01 11.10 11.66	Review of HIV risk behaviors and safer sex activities	11. 01 Discussion – Sexual risk reduction 11.10 Discussion – HIV/AIDS transmission
			Discuss myths and misconceptions about casual transmission of HIV	08.01 Information – HIV/AIDS transmission 11.10 Discussion – HIV/AIDS transmission
			Discuss elements of an effective risk reduction message.	08.17 Information – providing prevention services
			Demonstrate risk reduction conversation	09.06 Demonstration – providing prevention services
Activity	F10	09.06 10.06 11.20 11.66 89	<b>Session Three: Practicing Risk Reduction Conversations</b>	
			Review/discuss: Social norms Elements of an effective risk reduction message	11.66 Discussion – other

Variable	NHM&E DS Number	Variable Code	Guidance	Variable
Activity	F10	09.06 10.06 11.20 11.66 89	Model examples of effective peer risk reduction conversations	09.06 Demonstration – providing prevention services
			Participants role play risk reduction endorsement conversations and receive feedback	10.06 Practice – providing prevention services
			Facilitate group problem-solving centered on how each opinion leader will have their peer conversations	11.20 Discussion – providing prevention services
			Have each opinion leader to agree to conduct four conversations with at-risk friends and acquaintances before the fourth session.	89 – Other
			Small group discussions to plan conversations	11.20 Discussion – providing prevention services
			Discuss practice conversations	11.20 Discussion – providing prevention services
			Assignment: invite two friends to next session	89 – Other
			<b>Session Four: Continuing Risk Reduction Conversations &amp; Inspiring Maintenance</b>	
Activity	F10	08.66 11.10 11.20 89	Review risk reduction conversations and provide feedback	11.20 Discussion – providing prevention services
			Review local HIV/AIDS statistics	08.66 Information – other
			Review and discussion of behavioral risk factors	11.10 Discussion – HIV/AIDS transmission

Variable	NHM&E DS Number	Variable Code	Guidance	Variable
Activity	F10	08.66 11.10 11.20 89	Request that participants have 10 or more additional risk reduction conversations over the next 2 weeks; distribute handout (Conversation Contact Form)	89 – Other
Delivery Method	F11	01.00 In person	The OL session is delivered in person (variable value code: 01.00).	
Detailed Behavior Data Collection	F13	0 No	CDC does not require reporting of detailed behavioral data for <i>d-up!</i>	
Level of Data Collection	F14	2 Aggregate	CDC requires the reporting of aggregate level data (variable value code: 2) for OL training sessions.	
Duration of Intervention Cycle	F15	1	One cycle of OL training is the completion of four weekly sessions, or likely one per month.	
Unit of Duration	F16	1 month(s)	One cycle of OL training is the completion of four weekly sessions so usually 1 month (variable value code: 1)	

Table 3 below lists NHM&E DS planning variables for reporting on Opinion Leader endorsements/ conversations with their peers.

**Table 3: Program Planning Information – Intervention Details Opinion Leader (OL) Endorsements or Conversations**

Variable	NHM&E DS Number	Variable Code	Guidance
Intervention Type	F01	06 HE/RR	<i>d-up!</i> is classified in PEMS as a “Health Education/Risk Reduction intervention” (variable value code: 06)
Total Number of Clients	F05	Agency determined	The total number of clients is the same as the total targeted network size (see variable E106).
Planned Number of Cycles	F07	Agency determined	<p>In PEMS you will enter information on OLs as “cycles” and communications or endorsements the OLs give to their friends and acquaintances as “sessions.” That is, in PEMS each OL is a “cycle” of at least 10 sessions (endorsements – not including the four practice endorsements). Completion of the <i>d-up!</i> intervention requires that 15% of members of each friendship group within the targeted social network deliver a minimum of 10 endorsements, after they complete the training.</p> <p>To determine the number of cycles your agency will need to complete <i>d-up!</i> estimate the number of OLs you will need to utilize to give endorsements (i.e., 15% of the total estimated network size). This is done by multiplying the total network size by 0.15.</p> <p>For example, network friendship group (FG) A has 85 members, group B, 120, and group C, 176.</p> <p>FG A: <math>225 \times 0.15 = 33.75 \Rightarrow 34</math>            FG B: <math>98 \times 0.15 = 14.7 \Rightarrow 15</math>            FG C: <math>176 \times 0.15 = 24.6 \Rightarrow 25</math></p> <p>To complete the <i>d-up!</i> intervention this agency will need to conduct 74 cycles (74 OLs). This means that 34 OLs from friendship group A, 15 OLs from group B, and 25 OLs from group C will each have to deliver a</p>

Variable	NHM&E DS Number	Variable Code	Guidance
Planned Number of Cycles	F07	Agency determined	minimum of 10 endorsements to members of their friendship group. Some OLs may have fewer than 10 endorsements. Such an OL did not reach the targeted level and does not “count” as having intervened. Moreover, the endorsements of 2 or more OLs cannot be added together to calculate one cycle because an OL for one friendship group or clique is not likely an OL for some other friendship group.
Number of Sessions	F08	Agency determined	One cycle of <i>d-up!</i> is the completion of at least 10 endorsements by each OL, after completing the training. The total (minimum) number of sessions is 10 times the total number of OLs who are to give the messages to their friends and acquaintances.
Unit of Delivery	F09	01 Individual	<i>d-up!</i> is delivered to individuals through one-on-one, personal conversations (variable value code: 01).
Activity	F10	11.10 11.13 11.17 11.19 11.66 89	<p><i>d-up!</i> involves endorsement of a norm of condom use and the need for black MSM to openly discuss the impact of sexual and racial bias as an impact on risk taking among them.</p> <p>It is suggested that you use code “89 Other,” which is a text field. Write-in the text field: “Endorsement of condom use.”</p> <p>It is also suggested that you use code “11.66 Discussion- Other.” which is also a text field. Write-in that text field: “Impact of sexual and racial bias on risk taking of black MSM.</p> <p>89 Other 11.66 Discussion – Other</p> <p><i>Other codes may also be used, however it may not be feasible to collect data on these optional items from your OLs:</i></p> <p>11.01 Discussion – Sexual risk reduction 11.10 Discussion – HIV/AIDS transmission 11.13 Discussion – Availability of HIV/STD</p>

Variable	NHM&E DS Number	Variable Code	Guidance
			counseling and testing 11.17 Discussion – Condom/barrier use 11.19 Discussion – Decision making
Delivery Method	F11	01.00 In person	The OL endorsement conversation is delivered in person (variable value code: 01.00).
Detailed Behavior Data Collection	F13	0 No	CDC does not require reporting of detailed behavioral data for <i>d-up!</i>
Level of Data Collection	F14	2 Aggregate	CDC requires the reporting of aggregate level data (variable value code: 02) for OL conversations. (See Table 6.)
Duration of Intervention Cycle	F15	Agency determined	The duration of the intervention cycle will be the time period you require your OLs to complete their endorsement conversations. You should probably set a standard time frame and support each OL in completing their endorsements within the time frame.
Unit of Duration	F16	Agency determined	The “unit of duration” is the length of time it will take you to complete the intervention. That is, the “unit of duration” is how long it will take for the OLs composing 15% of the targeted social network to complete their required conversations. This is essentially your funding period – unless you expect to finish early or expect that you will not complete the intervention.

## ***d-up!* PROGRAM IMPLEMENTATION OR CLIENTS SERVICES DATA FOR NHM&E DS**

As you implement your intervention, you will have to enter into the PEMS software what you did and with whom—this information is your client services data. Client services data provide information about the clients who are receiving services and information about each service session or encounter in which the client participates. Client services data describe the demographic and risk characteristics of OLs that participated in OL training sessions, the activities implemented during each training session, and the endorsements, messages or “sessions” that OLs gave to their friends and acquaintances.

Client services data provide your agency with process monitoring data. These data allow you to monitor who you are serving and what you are doing. You compare information from your implementation of *d-up!* to what you included in your plan. This will help ensure that your activities and your participants are consistent with your plan. For example, if Agency X’s plan was to target an estimated social network size of 2,000 black MSM then they have to train enough OLs to ensure that 300 OLs complete their endorsements. They will have to recruit, train, and deploy these OLs over time or across the course of the intervention. If they have 5 years to do the intervention then, *on average*, they should ensure that 30 OLs complete at least 14 endorsements (four are practice during the training period) every 6 months in order to say they completed the *d-up!* intervention.<sup>3</sup> Going forward they need to continually monitor and adjust for how they are doing in terms of meeting the targets set in their intervention plan.

There are two tables describing the program implementation or client services data you need to enter into PEMS.

### B. Program Implementation or Client Services Data

Table 4: Data on your actual trainings of opinion leaders

Table 5: Data on the endorsements or messages that OLs actually give to their friends

Note that the variables presented in Tables 4 and 5 include only those specific to monitoring OL training sessions and OL endorsements. Additional, agency-specific variables are required by CDC. The complete list and description of all M&E variables required for reporting to CDC and optional variables for local M&E or the 2008 National HIV Prevention Program Monitoring and Evaluation Data Set Variable Requirements can be found at the end of this document. Please refer to the National HIV Prevention

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<sup>3</sup> Not every OL trained completes the required number of endorsements; therefore, the agency needs to train more than the number needed to complete the intervention (i.e., enough to ensure that 15% complete their endorsements). Also, in the first 6 months the agency will be conducting a lot of assessment and planning activities like setting up my recruitment and training systems. So, that first 6 months they may not train any OLs. The 300 needed to complete OL will be trained mostly after the first 6 months.

Program Monitoring and Evaluation Data Set (CDC, 2008d) for further information and updates on reporting requirements.

Table 4 below lists NHM&E DS variables related to implementation of trainings of opinion leaders how these data are to be reported in PEMS. Use the Facilitator Fidelity/Process Form (*d-up!* Implementation Manual, Appendix C-1) to collect the information.

**Table 4: NHM&E DS Variables for Reporting on OL Trainings**

NHM&E DS Table	NHM&E DS Number	Variable Name (Collection Form Item)
AG: HE/RR and Outreach	01	Session Number (Session Number)
	02	Session Date (Session Date)
	03	Duration of the Session (End Time – Start Time = duration)
	04	Number of Client Contacts (Total Number of Opinion Leaders)
	05a	Delivery methods = In person—variable value code: 1.00
	05b	Activity <sup>4</sup> (Record activities that were conducted as indicated on the form).
	05c	Incentive provided (The Facilitator Fidelity/Process Form does not specify whether incentives were provided. Such information can be captured under the “Additional observations” and entered into PEMS).
	06	Site Name/ID (Location of Session)
	08a-f	Client Primary Risk- MSM (This information <i>may</i> be found on the Opinion Leader Enrollment Form, Appendix B-10)
	09a-d	Client Gender (Gender)
	10a-b	Client Ethnicity (Ethnicity)
	11a-e	Race (Race)
	12a-f	Age (Age)
	14a-g	Materials Distributed (The Facilitator Fidelity/Process Form does not specify whether incentives were provided. Such information can be captured under the “Additional observations” and entered into PEMS. Since all opinion leaders receive an Opinion leader Handbook, you should record “AG14d Materials Distributed – Education Materials” in PEMS.

Table 5 below lists PEMS variables related to reporting on *d-up!* endorsements given by OLs. Aggregate client services data for NHM&E DS Table AG (“HE/RR and outreach”) are required for OL encounters. Most of the specific NHM&E DS variables listed in the table

<sup>4</sup> The activities selected for PEMS DVS variable H20 will depend on the activities conducted during each training session. See the PEMS DVS variable F10, Table 2: Program Information – Intervention Details for a list the variable value codes of each activity for each OL session.

below are on collected on Conversation Contact Form found in the Opinion Leader Handbook and Facilitators Guide.

**Table 5: NHM&E DS Variables for Reporting on OL Endorsements**

NHM&E DS Table	NHM&E DS Number	Variable Name (Collection Form Item)
AG: HE/RR and Outreach	01	Session Number (Please note that the session number can be obtained from the “Encounter Number” listed on the Conversation Contact Form.)
	02	Date of Event/Session (This is not captured on the form. You can modify the form to collect the date of each conversation or instruct your opinion leaders to record the date under “Summary of Conversation.”)
	03	Duration of the Session (This is not captured on the form. You can modify the form to collect the duration of each conversation or instruct your opinion leaders to record the duration under “Summary of Conversation.”)
	04	Number of Client Contacts (Please note the endorsement/conversation session is a personal, individual encounter with a peer or friend and therefore should be counted here as (1) client contact per session.)
	05a	Delivery methods = In person (variable value code: 1.00)
	05b	<p>Activity</p> <p><i>d-up!</i> involves endorsement of risk reduction norms through one-on-one conversations with peers and friends. It is recommended that you use that you use code “89 Other,” which is a text field. Write-in the text field: “Endorsement of condom use.”</p> <p>It is also suggested that you use code “11.66 Discussion- Other.” which is also a text field. Write in text field: “Impact of sexual and racial bias on risk taking of black MSM.</p> <p>89 Other 11.66 Discussion – Other</p> <p>This also can include, at minimum, risk reduction activities such as: 11.01 Discussion – Sexual risk reduction 11.10 Discussion – HIV/AIDS transmission 11.13 Discussion – HIV/STD counseling and testing 11.17 Discussion – Condom/barrier use 11.19 Discussion – Decision making</p>

NHM&E DS Table	NHM&E DS Number	Variable Name (Collection Form Item)
AG: HE/RR and Outreach	06	Site Name/ID (Place of Contact)
	08a-f	Client Primary Risk (This is not captured on the form. In most cases, it will be “AG08a Client Primary Risk- MSM.”)
	09a-d	Gender (Gender)
	10a-b	<p>Ethnicity (Race)</p> <p>The majority of your opinion leaders’ endorsements will be to “AG10b Client Ethnicity- not Hispanic or Latino.” In practical terms for <i>d-up!</i>, this means black, non-Hispanic</p> <p>The next largest ethnicity that will be represented will be “AG10a Client Ethnicity- Hispanic or Latino.” In practical terms for <i>d-up!</i>, this means black, Hispanic</p>
	11a-e	<p>Race (Race)</p> <p>The vast majority of your opinion leaders’ endorsements will be to AG11c Client Race- black or African American.</p>
	12a-b	Age (Age)
	14a-g	Materials Distributed (This is not captured on the form. You can modify the form to collect the duration of each conversation or instruct your opinion leaders to record the duration under “Summary of Conversation.”)

## 2008 NATIONAL HIV PREVENTION PROGRAM MONITORING AND EVALUATION DATA SET (NHM&E DS) VARIABLE REQUIREMENTS

The table below presents a summary of the variable requirements for the data collection periods of January 1 and July 1, 2008, excluding variable requirements for HIV Testing and Partner Counseling and Referral Services (PCRS). HIV Testing variable requirements are currently specified in the HIV Testing Form and Variables Manual and the CDC HIV Testing Variables Data Dictionary (both are available on the PEMS Web site, <https://team.cdc.gov>). Requirements for PCRS will be released later in 2008. Since this document only provides a summary of the requirements, please refer to the NHM&E DS (CDC, 2008d) for a more detailed description of definitions and value choices.

Variable Number	Variable Name	HD & CDC Reported Required
<b>General Agency Information (Table A)</b>		
A01	Agency Name	Required
A01a	PEMS Agency ID	Required
A02	Community Plan Jurisdiction	Required
A03	Employer Identification Number (EIN)	Required
A04	Street Address 1	Required
A05	Street Address 2	Required
A06	City	Required
A08	State	Required
A09	Zip Code	Required
A10	Agency Website	Required
A11	Agency DUNS Number	Required
A12	Agency Type	Required
A13	Faith-based	Required
A14	Race/Ethnicity Minority Focused	Required
A18	Directly Funded Agency	Required
A21	Agency Contact Last Name	Required
A22	Agency Contact First Name	Required
A23	Agency Contact Title	Required
A24	Agency Contact Phone	Required
A25	Agency Contact Fax	Required
A26	Agency Contact Email	Required

Variable Number	Variable Name	HD & CDC Reported Required
<b>CDC Program Announcement Award Information (Table B)</b>		
B01	CDC HIV Prevention PA Number	Required
B02	CDC HIV Prevention PA Budget Start Date	Required
B03	CDC HIV Prevention PA Budget End Date	Required
B04	CDC HIV Prevention PA Award Number	Required
B06	Total CDC HIV Prevention Award Amount	Required
B06a	Annual CDC HIV Prevention Award Amount Expended	Required
B07	Amount Allocated for Community Planning	Required
B08	Amount Allocated for Prevention Services	Required
B09	Amount Allocated for Evaluation	Required
B10	Amount Allocated for Capacity Building	Required
<b>Contractor Information (Table C)</b>		
C01	Agency Name	Required
C04	City	Required
C06	State	Required
C07	Zip Code	Required
C13	Employer Identification Number (EIN)	Required
C14	DUNS Number	Required
C15	Agency Type	Required
C16	Agency Activities	Required
C17	Faith-based	Required
C18	Race/Ethnicity Minority Focused	Required
C19	Contract Start Date-Month	Required
C20	Contract Start Date-Year	Required
C21	Contract End Date- Month	Required
C22	Contract End Date- Year	Required
C23	Total Contract Amount Awarded	Required
C25	CDC HIV Prevention Program Announcement Number	Required
C26	CDC HIV Prevention PA Budget Start Date	Required
C27	CDC HIV Prevention PA Budget End Date	Required

Variable Number	Variable Name	HD & CDC Reported Required
<b>Site Information (Table S)</b>		
S01	Site ID	Required
S03	Site Name	Required
S04	Site Type	Required
S08	County	Required
S09	State	Required
S10	Zip Code	Required
S16	Use of Mobile Unit	Required
<b>Program Name - Planning (Table D)</b>		
D01	Program Name	Required
D02	Community Planning Jurisdiction	Required
D03	Community Planning Year	Required
<b>Program Model and Budget - Planning (Table E1)</b>		
E101	Program Model Name	Required
E102	Evidence Base	Required
E103	CDC Recommended Guidelines	Required
E104	Other Basis for Program Model	Required
E105	Target Population	Required
E107	Program Model Start Date	Required
E108	Program Model End Date	Required
E109	Proposed Annual Budget	Required
<b>Intervention Plan Characteristics (Table F)</b>		
F01	Intervention Type	Required
F02	Intervention Name/ID	Required
F03	HIV+ Intervention	Required
F04	Perinatal Intervention	Required
F05	Total Number of Clients	Required
F06	Sub-Total Target Population	Required
F07	Planned Number of Cycles	Required

Variable Number	Variable Name	HD & CDC Reported Required
<b>Intervention Plan Characteristics (Table F) continued</b>		
F08	Number of Sessions	Required
F09	Unit of Delivery	Required
F11	Delivery Method	Required
F14	Level of Data Collection	Required
<b>Client Characteristics (Table G)</b>		
G101	Date Collected	Required
G102	PEMS Client Unique Key	Required
G112	Date of Birth - Year	Required
G113	Calculated Age	Required
G114	Ethnicity	Required
G116	Race	Required
G120	State/Territory of Residence	Required
G123	Assigned Sex at Birth	Required
G124	Current Gender	Required
G200	Date Collected	Required
G204	Previous HIV Test	Required
G205	Self Reported HIV Test Result	Required
G208	In HIV Medical Care/Treatment (only if HIV+)	Required
G209	Pregnant (only if female)	Required
G210	In Prenatal Care (only if pregnant)	Required
G211	Client Risk Factors ***	Required
G212	Additional Client Risk Factors ^ ^ ^	Required
G213	Recent STD (Not HIV)	Required
<p>*** Note: The recall period for client risk factors is 12 months.</p> <p>^ ^ ^ Note: Additional value choices for risk factors added:</p> <ul style="list-style-type: none"> <li>• Sex without using a condom</li> <li>• Sharing drug injection equipment</li> </ul>		

Variable Number	Variable Name	HD & CDC Reported Required
<b>Client Intervention Characteristics (Table H)</b>		
H01	Intervention Name/ID	Required
H01a	Cycle	Required
H05	Session Number	Required
H06	Session Date-Month	Required
H07	Session Date - Day	Required
H08	Session Date - Year	Required
H10	Site Name/ID	Required
H13	Recruitment Source	Required
H18	Recruitment Source - Service/Intervention Type	Required
H21	Incentive Provided	Required
H22	Unit of Delivery	Required
H23	Delivery Method	Required
<b>Referral (Table X7)</b>		
X701	PEMS Referral Code	Required
X702	Referral Date	Required
X703	Referral Service Type	Required
X706	Referral Outcome	Required
X710	Referral Close Date	Required
<b>Aggregate HE/RR and Outreach (Table AG)</b>		
AG00	Intervention Name	Required
AG01	Session Number	Required
AG02	Date of Event/Session	Required
AG03	Duration of Event/Session	Required
AG04	Number of Client Contacts	Required
AG05a	Delivery Method	Required
AG05c	Incentive Provided	Required
AG06	Site Name/ID	Required
AG08a	Client Primary Risk - MSM	Required
AG08b	Client Primary Risk - IDU	Required
AG08c	Client Primary Risk - MSM/IDU	Required
AG08d	Client Primary Risk - Sex Involving Transgender	Required
AG08e	Client Primary Risk - Heterosexual Contact	Required
AG08f	Client Primary Risk - Other/Risk Not Identified	Required
AG09a	Client Gender - Male	Required
AG09b	Client Gender - Female	Required
AG09c	Client Gender - Transgender MTF	Required
AG09d	Client Gender - Transgender FTM	Required
AG10a	Client Ethnicity - Hispanic or Latino	Required

Variable Number	Variable Name	HD & CDC Reported Required
<b>Aggregate HE/RR and Outreach (Table AG) continued</b>		
AG10b	Client Ethnicity - Not Hispanic or Latino	Required
AG11a	Client Race - American Indian or Alaska Native	Required
AG11b	Client Race - Asian	Required
AG11c	Client Race - Black or African American	Required
AG11d	Client Race - Native Hawaiian or Other Pacific Islander	Required
AG11e	Client Race - White	Required
AG12a	Client Age - Under 13 years	Required
AG12b	Client Age - 13 - 18 years	Required
AG12c	Client Age - 19-24 years	Required
AG12d	Client Age - 25 - 34 years	Required
AG12e	Client Age - 35 - 44 years	Required
AG12f	Client Age - 45 years and over	Required
AG14a	Materials Distributed - Male Condoms	Required
AG14b	Materials Distributed - Female Condoms	Required
AG14c	Materials Distributed - Bleach or Safer Injection Kits	Required
AG14d	Materials Distributed - Education Materials	Required
AG14e	Materials Distributed - Safe Sex Kits	Required
AG14f	Materials Distributed - Referral list	Required
AG14g	Materials Distributed - Role Model Stories	Required
AG14h	Materials Distributed - Other (specify)	Required
<b>Health Communication / Public Information (Table HC)</b>		
HC01	Intervention Name	Required
HC02	HC/PI Delivery Method	Required
HC05	Event Start Date	Required
HC06	Event End Date	Required
HC07	Total Number of Airings	Required
HC08	Estimated total Exposures	Required
HC09	Number of Materials Distributed	Required
HC10	Total Number of Web Hits	Required
HC11	Total Number of Attendees	Required
HC12	Number of Callers	Required
HC13	Number of Callers Referred	Required
HC14	Distribution - Male condoms	Required
HC15	Distribution - Female condoms	Required
HC16	Distribution - Lubricants	Required
HC17	Distribution - Bleach or Safer Injection Kits	Required
HC18	Distribution - Referral Lists	Required
HC19	Distribution - Safe sex kits	Required
HC20	Distribution - Other	Required

Variable Number	Variable Name	HD & CDC Reported Required
<b>Community Planning Level (Table CP-A/B/C)</b>		
CP-A01	Name of HIV Prevention CPG	HD only
CP-A02	Community Plan Year	HD only
CP-B01	Priority Population	HD only
CP-B02	Rank	HD only
CP-B03	Age	HD only
CP-B04	Gender	HD only
CP-B05	Ethnicity	HD only
CP-B06	Race	HD only
CP-B07	HIV Status	HD only
CP-B08	Geo Location	HD only
CP-B09	Transmission Risk	HD only
CP-C01	Name of the Prevention Activity/Intervention	HD only
CP-C02	Prevention Activity/Intervention Type	HD only
CP-C04	Evidence Based	HD only
CP-C05	CDC Recommended Guidelines	HD only
CP-C06	Other Basis for Intervention	HD only
CP-C07	Activity	HD only

## REFERENCES

1. Centers for Disease Control and Prevention (2008a). *National Monitoring and Evaluation Guidance for HIV Prevention Programs*. Draft in preparation. Developed for the Centers for Disease Control and Prevention under contract number 200-2003-01926. Atlanta, GA: Author.
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3. Centers for Disease Control and Prevention. (2008c). *National HIV Prevention Program Monitoring and Evaluation Data Set*. Retrieved September 16, 2008, from <http://team.cdc.gov>
4. Centers for Disease Control and Prevention (2008d). *Evaluation Capacity Building Guide*. Draft in preparation. Developed for the Centers for Disease Control and Prevention under contract number 200-2006-18987. Atlanta, GA: Author.

