

## **CHAPTER 2: EVALUATING THE HIV PREVENTION COMMUNITY PLANNING PROCESS**

### **OVERVIEW**

HIV prevention community planning was designed to serve as the building block for all HIV prevention efforts within jurisdictions and across the country. When HIV prevention community planning is implemented as intended, it produces a sound, need-based, comprehensive HIV prevention plan that should guide health departments (and, ideally, all funding organizations in a jurisdiction) in the allocation of funds for HIV prevention interventions in their jurisdictions. Additionally, the comprehensive HIV prevention plan is expected to guide the design of interventions funded by health departments to ensure correspondence between interventions and strategies in the plan. This aspect of community planning is the focus of core objective 5 (see Table 2.1), which is discussed at length in Chapter 5.

The quality and relevance of HIV prevention interventions—and their ultimate potential for reducing risk behavior and HIV transmission—hinge, in part, on the quality of the comprehensive HIV prevention plan governing funding decisions. Therefore, it is essential that a strong process be used to produce the plan. However, while experts agree that it is difficult to assess whether a particular plan is “good,” it is possible to determine if the process used to produce it adhered to CDC guidelines and if it was deemed fair and appropriate by participants in the process.

### **Purpose of this Chapter**

This chapter provides a general framework for use by community planning groups (CPGs) and health departments as they seek to evaluate the HIV prevention community planning process in their jurisdictions. This chapter also discusses the nature of community planning and reasons for evaluating the initiative and features guidance for collecting evaluation data that will benefit a wide variety of stakeholders.

Systematic collection and analysis of community planning evaluation data allows CPGs and health departments to:

- C Document the extent to which HIV prevention community planning core objectives are achieved
  - C Determine the factors affecting implementation of HIV prevention community planning
  - C Apply the findings to improve the planning process as needed
  - C Generate concrete information that can be used to inform stakeholders of progress
- Sample surveys for obtaining input about the planning process from all CPG members and co-chairs

are provided in the appendix. While the documents in the appendix are actual surveys that could stand alone, grantees may choose to integrate the core questions with existing data collection methods. Regardless of the method employed, it is suggested that all CPG members and co-chairs respond, in a confidential manner, to the questions on an annual basis. It is also suggested that the questions be administered at the end of a given planning year (i.e. after the letter of concurrence/non-concurrence has been signed) or at the beginning of the subsequent year.

Although some grantees may be concerned about the subjective nature of some of the questions, these questions honor the participatory nature of community planning in that they are designed to obtain input from voting CPG members and co-chairs to provide them with an opportunity to share their perspectives on the implementation of the initiative. *To address concerns about subjectivity*, grantees may want to expand on the findings by acknowledging the contextual factors that might influence responses and by supplementing the data with findings gleaned through other evaluation methods.

*It is extremely important that the surveys be regarded as **one of many ways** to evaluate the planning process. Data solicited through the surveys can be used by health departments and CPGs to supplement other evaluation activities so that the CPG, health department, and other stakeholders gain as complete a picture as possible of the planning process and development of the comprehensive HIV prevention plan.*

## **Nature of HIV Prevention Community Planning**

CDC's HIV prevention community planning initiative was introduced in an effort to improve HIV prevention activities nationwide. The initiative requires that CDC-grantee health departments convene community planning groups (CPGs), which are responsible for developing comprehensive HIV prevention plans that address all HIV prevention needs in the grantee's jurisdiction. According to CDC guidelines, members of CPGs should represent state and local agencies, nongovernmental organizations, and communities and groups affected by HIV. As laid out in the five core objectives of HIV prevention community planning (Table 2.1) CPGs are expected to:

- C Employ a participatory process to set priorities based on the needs of the community
- C Identify community-appropriate, science-based interventions for meeting those needs.

Table 2.1

<b>Five Core Objectives of HIV Prevention Community Planning</b>
<ol style="list-style-type: none"> <li>1) Foster the open and participatory nature of the community planning process.</li> <li>2) Ensure that the community planning group(s) reflects the diversity of the epidemic in the jurisdiction, and that experts in epidemiology, behavioral science, health planning, and evaluation are included in the process.</li> <li>3) Ensure that priority HIV prevention needs are determined based on an epidemiologic profile and a needs assessment.</li> <li>4) Ensure that interventions are prioritized based on explicit consideration of priority needs, outcome effectiveness, cost effectiveness, social and behavioral science theory, and community norms and values.</li> <li>5) Foster strong, logical linkages between the community planning process, plans, applications for funding, and allocation of CDC HIV prevention resources.</li> </ol>

## **REASONS FOR EVALUATING HIV PREVENTION COMMUNITY PLANNING AND THE DEVELOPMENT OF COMPREHENSIVE HIV PREVENTION PLANS**

Because CPGs are mandated to update their comprehensive plans each year, it is helpful to evaluate the process for producing and revising plans each year (even though many of the issues are ongoing and not confined to specific years) to determine its effectiveness and compliance with CDC guidelines. Data derived from evaluations of the process provide health departments, CPGs, CDC, and other stakeholders with explicit information about whether the initiative is being implemented as intended and is achieving its objectives. The evaluation activities discussed here allow CPGs to:

- C Monitor their progress
- C Identify strengths and weaknesses in the planning process
- C Determine ways to improve the planning process
- C Provide feedback to local, state, and national stakeholders
- C Report data to stakeholders in a systematic way, allowing for assessment of trends and identification of technical assistance and resource needs

## **COMMUNITY PLANNING STEPS TO BE EVALUATED**

As stated earlier, community planning guidance assumes that if the following steps of community planning are implemented as intended, the process will lead to the creation of a comprehensive plan that accurately targets needs in the jurisdiction with effective approaches for reducing risk behaviors that lead to HIV transmission. Based on the five core objectives, the primary steps of community planning include:

- C Recruiting group members who are representative of the groups affected by the epidemic
- C Ensuring that the planning process is open and participatory
- C Conducting a needs assessment, resource inventory, gap analysis, and intervention inventory
- C Compiling an epidemiologic profile
- C Prioritizing needs and target populations based on the needs assessment and epidemiological profile
- C Developing a comprehensive HIV prevention plan that reflects those priorities
- C Selecting and funding activities that correspond to the plan (this is the responsibility of the grantee health department)

Clearly, each step in the process affects and builds on the others. Thus, each step can be examined individually to ensure that it provides a sound foundation for the subsequent steps.

## **COLLECTING AND APPLYING EVALUATION DATA ON THE COMMUNITY PLANNING PROCESS AND DEVELOPMENT OF PLANS**

Evaluation of the steps listed in the previous section requires a two-stage process: 1) assessing the planning process to determine if the steps have been implemented and 2) determining the quality of implementation. Assessing quality, in this instance, is primarily a subjective endeavor. Therefore, the two sample surveys in the appendix allow for the collection of two types of data. First, co-chairs are asked to recount the actual steps taken to fulfill each objective and to provide their opinions on members' ability to participate in each step in the process. Second, CPG members are asked for their perspectives on the quality and, in essence, the appropriateness, of those steps. Table 2.2 outlines the suggested procedures for data collection and application.

Another use of the data obtained through the surveys is internal evaluation of the planning process. *It is recommended that health departments and CPGs employ and assess the surveys in conjunction with an analysis of community planning documents and other data.* Table 2.3 depicts the core objectives, ways to measure progress in meeting the objectives, and options for communicating findings locally to improve the process.

Table 2.2

<b>COMMUNITY PLANNING EVALUATION DATA COLLECTION</b>	<b>ISSUES PERTAINING TO COLLECTION AND REPORTING OF DATA</b>
1) The health department provides evaluation surveys to all CPG co-chairs and voting members.	It is suggested that the forms be provided as soon as possible after the letter of concurrence/nonconcurrence is signed. This could be at the end of the year that is being evaluated or at the beginning of the following year.
2) CPG co-chairs and voting members complete the surveys.	The surveys could be completed during a meeting or at the discretion of members. The choice of methods should be based on the ease of completion as well as on the likelihood that completed surveys will be provided to the health department.
3) CPG co-chairs and voting members provide the completed surveys to a designated individual (such as one of the co-chairs or a health department employee).	The person collecting the surveys should ensure the confidentiality of members' responses.
4) The health department uses the data in the surveys to supplement other community planning evaluation activities.	Other community planning evaluation activities might include document review, exit interviews with departing members, other surveys of members, and members' evaluations of each CPG meeting.

Table 2.3

<b>Evaluating the HIV Prevention Community Planning Process</b>		
<b>Core Objectives</b>	<b>Data Sources</b>	<b>Use of Findings</b>
<b>1) Foster the open and participatory nature of the community planning process.</b>	<ul style="list-style-type: none"> <li>- Presence of written policies or documentation of:               <ul style="list-style-type: none"> <li>C Member recruitment, nomination, and selection</li> <li>C Meeting attendance and procedures</li> <li>C Orientation procedures</li> <li>C Conflict resolution procedures</li> <li>C Input from non-CPG members</li> <li>C Facilitation of member participation</li> <li>C Member training</li> </ul> </li> <li>- Survey of CPG members' perspectives on the process</li> </ul>	<ul style="list-style-type: none"> <li>- Modifying efforts for recruiting, selecting, training, and supporting CPG members</li> <li>- Determining how to improve the open and participatory nature of planning</li> <li>- Modifying efforts to obtain input from non-CPG members</li> </ul>
<b>2) Ensure that the community planning group(s) reflects the diversity of the epidemic in the jurisdiction, and that experts in epidemiology, behavioral science, health planning, and evaluation are included in the process.</b>	<ul style="list-style-type: none"> <li>- Process for ensuring parity, inclusion, and representation</li> <li>- Listing of groups represented by CPG members</li> <li>- Listing of groups not represented</li> <li>- Listing of types of expertise represented</li> <li>- Listing of types of expertise not represented</li> <li>- Participants' perspectives on representation and the extent of experts' involvement</li> <li>- Survey of CPG members' perspectives on categories listed above</li> </ul>	<ul style="list-style-type: none"> <li>- Determining if the CPG's membership reflects the diversity of the epidemic in the jurisdiction and has adequate expertise</li> <li>- Modifying by-laws as needed to increase representation</li> <li>- Adjusting group composition as needed</li> </ul>
<b>3) Ensure that priority HIV prevention needs are determined based on an epidemiologic profile and a needs assessment.</b>	<ul style="list-style-type: none"> <li>- Presence of written procedure for prioritizing needs</li> <li>- Procedure for reviewing unmet needs and justifying priority needs</li> <li>- Presence of needs assessment, epidemiologic profile, resource inventory, gap analysis</li> <li>- Use of epidemiologic profile and needs assessment for identifying interventions and populations</li> <li>- Survey of CPG members' perspectives on the quality and use of epidemiologic profile and needs assessment and on prioritization of needs</li> </ul>	<ul style="list-style-type: none"> <li>- Improving data collection and documentation to address unanswered questions</li> <li>- Improving procedures for using data to determine HIV prevention needs</li> </ul>

<b>Evaluating the HIV Prevention Community Planning Process</b>		
<b>Core Objectives</b>	<b>Data Sources</b>	<b>Use of Findings</b>
<p><b>4) Ensure that interventions are prioritized based on explicit consideration of priority needs, outcome effectiveness, cost effectiveness, social and behavioral science theory, and community norms and values.</b></p>	<ul style="list-style-type: none"> <li>- Procedure for selecting interventions</li> <li>- Procedure for prioritizing interventions</li> <li>- Survey of CPGs' perspectives on selection and prioritization of interventions</li> </ul>	<ul style="list-style-type: none"> <li>- Improving the process for selecting proposed interventions</li> <li>- Modifying the process for prioritizing interventions</li> </ul>
<p><b>5) Foster strong, logical linkages between the community planning process, plans, applications for funding, and allocation of CDC HIV prevention resources (Evaluation of core objective 5 is discussed at length in Chapter 5)</b></p>	<ul style="list-style-type: none"> <li>- Extent to which the plan reflects documents used for, and decisions made during, the planning process</li> <li>- Extent to which the CDC funding application reflects the plan</li> <li>- Extent to which RFPs, contracts, and funded programs correspond to plan</li> <li>- Survey of CPG members' perspectives on the extent of linkages between the process, plan, application, and funding</li> </ul>	<ul style="list-style-type: none"> <li>- Improving linkages between planning, the plan, the CDC application, and resource allocation</li> <li>- Providing feedback to stakeholders regarding implementation of the plan</li> <li>- Determining which strategies in the plan are not implemented by funded programs</li> <li>- Determining which strategies in the plan could or should be supported by non-health-department funds</li> </ul>

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# APPENDIX A

## Community Planning Group Member Survey

# CPG MEMBER SURVEY

**INSTRUCTIONS:** *This survey is designed to assist health departments in assessing the effects of HIV prevention community planning (for the most recent year during which you participated in it). The opinions of community planning group (referred to here as CPG) members, who are the experts on how community planning is conducted, are very important for this purpose. Please respond to the items as openly as possible, keeping in mind that your responses will not be linked to you in any way. If you are a member of more than one CPG, please fill out a survey for each CPG you belong to and be sure to specify which one you are commenting on in this form. Also, please keep in mind that “health department” refers to the health department that is responsible for the community planning group that you are commenting on.*

Date \_\_\_\_\_

Name of jurisdiction your CPG represents  
(State, city, territory)

Name of the CPG you will be referring to  
throughout this survey

\_\_\_\_\_

\_\_\_\_\_

## Demographic Information

<b>Age:</b>	<input type="checkbox"/> 16-19	<input type="checkbox"/> 40-49
	<input type="checkbox"/> 20-29	<input type="checkbox"/> 50-59
	<input type="checkbox"/> 30-39	<input type="checkbox"/> 60+

<b>Ethnicity</b>	<input type="checkbox"/> Hispanic or Latino
(choose one):	<input type="checkbox"/> Non-Hispanic or Non-Latino

<b>Sex:</b>	<input type="checkbox"/> Male
	<input type="checkbox"/> Female
	<input type="checkbox"/> Transgender

<b>Race</b> (choose one or more category):	<input type="checkbox"/> White
	<input type="checkbox"/> Black or African-American
	<input type="checkbox"/> American Indian or Alaska Native
	<input type="checkbox"/> Asian/Pacific Islander

<b>Sexual orientation:</b>	<input type="checkbox"/> Bisexual man
(choose one):	<input type="checkbox"/> Bisexual woman
	<input type="checkbox"/> Gay man
	<input type="checkbox"/> Heterosexual
	<input type="checkbox"/> Lesbian

<b>Type of organization you represent or are affiliated with</b> (choose one or more):
<input type="checkbox"/> Health department
<input type="checkbox"/> Government organization (not health department)
<input type="checkbox"/> Community-based organization
<input type="checkbox"/> Member of affected community (not affiliated with organization)
<input type="checkbox"/> Health care provider
<input type="checkbox"/> Academic institution
<input type="checkbox"/> Other (please specify): _____

<b>Type of geographic location in which you live:</b>	<input type="checkbox"/> Urban	<input type="checkbox"/> Rural	<input type="checkbox"/> Suburban
	<input type="checkbox"/> Other (please specify): _____		

<b>Does your organization receive HIV prevention funding from the health department?</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
<input type="checkbox"/> No	

**General Information About the CPG**

**Type of CPG**

- Statewide       Directly funded city  
 Regional       Local  
 Other

**How many months is one term on the CPG for members?** \_\_\_\_\_ months

**Approximately what number of CPG meetings that all CPG members were expected to attend did you attend last year?** \_\_\_\_\_ meeting(s)

**On average, how many hours do you spend on all CPG activities per month?** \_\_\_\_\_ hour(s)

**Including this term, how many terms have you served on the CPG?** \_\_\_\_\_ term(s)

**Perceptions of the Community Planning Process**

**Which of the following best describes the roles played by CPG members?** (Check the one that most applies)

- Members who are health department (HD) staff and members who are not HD staff play equal roles.
- Members who are HD staff play more of a role.
- Members who are not HD staff play more of a role.
- I don't know.

*Please rate your agreement with each of the following statements*

<p><b>Members from organizations that receive health department funds play more of a role than other members.</b></p> <p><input type="checkbox"/> Strongly disagree    <input type="checkbox"/> Somewhat disagree    <input type="checkbox"/> Somewhat agree    <input type="checkbox"/> Strongly agree    <input type="checkbox"/> I don't know</p>
<p><b>During the past year the role of the CPG has been very clear to me.</b></p> <p><input type="checkbox"/> Strongly disagree    <input type="checkbox"/> Somewhat disagree    <input type="checkbox"/> Somewhat agree    <input type="checkbox"/> Strongly agree    <input type="checkbox"/> I don't know</p>
<p><b>During the past year my role on the CPG has been very clear to me.</b></p> <p><input type="checkbox"/> Strongly disagree    <input type="checkbox"/> Somewhat disagree    <input type="checkbox"/> Somewhat agree    <input type="checkbox"/> Strongly agree    <input type="checkbox"/> I don't know</p>
<p><b>Some group members advocate for their own agenda more than for the agenda of the CPG.</b></p> <p><input type="checkbox"/> Strongly disagree    <input type="checkbox"/> Somewhat disagree    <input type="checkbox"/> Somewhat agree    <input type="checkbox"/> Strongly agree    <input type="checkbox"/> I don't know</p>
<p><b>The CPG is culturally sensitive.</b></p> <p><input type="checkbox"/> Strongly disagree    <input type="checkbox"/> Somewhat disagree    <input type="checkbox"/> Somewhat agree    <input type="checkbox"/> Strongly agree    <input type="checkbox"/> I don't know</p>
<p><b>The CPG is a well organized group.</b></p> <p><input type="checkbox"/> Strongly disagree    <input type="checkbox"/> Somewhat disagree    <input type="checkbox"/> Somewhat agree    <input type="checkbox"/> Strongly agree    <input type="checkbox"/> I don't know</p>

## **Questions Regarding Core Objectives**

*Core Objective #1: Fostering the openness and participatory nature of the community planning process*

*Please rate your agreement with each of the following statements*

<b>The CPG makes adequate efforts to recruit members who are representative of all communities affected by HIV.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>The CPG makes it easy for members to participate in community planning.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>The CPG responds adequately to concerns about community planning from people not on the CPG.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>Members of the CPG feel comfortable discussing issues openly, even when there are disagreements.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know

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*Core Objective #2: Ensuring that the community planning group(s) reflects the diversity of the epidemic in the jurisdiction, and that expertise in epidemiology, behavioral science, health planning, and evaluation are included in the process*

*Please rate your agreement with each of the following statements*

<b>There is an adequate mix of people infected with and affected by HIV/AIDS on the CPG.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>The members of the CPG adequately reflect the populations most affected by the HIV/AIDS epidemic in the jurisdiction.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>Expertise in <u>epidemiology</u> play a large enough role in the planning process.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>Expertise in <u>behavioral science</u> play a large enough role in the planning process.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>Expertise in <u>health planning</u> play a large enough role in the planning process.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know

**Expertise in evaluation play a large enough role in the planning process.**

Strongly disagree    Somewhat disagree    Somewhat agree    Strongly agree    I don't know

*Core Objective #3: Ensuring that priority HIV prevention needs are determined based on an epidemiologic profile and a needs assessment*

*Please rate your agreement with each of the following statements*

**The epidemiologic profile is useful for decision-making purposes.**

Strongly disagree    Somewhat disagree    Somewhat agree    Strongly agree    I don't know

**The plan adequately incorporates data from the epidemiologic profile.**

Strongly disagree    Somewhat disagree    Somewhat agree    Strongly agree    I don't know

**The needs assessment is useful for decision-making purposes.**

Strongly disagree    Somewhat disagree    Somewhat agree    Strongly agree    I don't know

**The plan adequately incorporates data from the needs assessment.**

Strongly disagree    Somewhat disagree    Somewhat agree    Strongly agree    I don't know

*Core Objective #4: Ensuring that interventions are prioritized based on explicit consideration of priority needs, outcome effectiveness, costs and cost effectiveness, theory, and community norms and values*

**When determining HIV prevention priorities, did members explicitly consider the items listed below?**

<b>Social and behavioral science theories</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> I don't know
<b>Community norms and values</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> I don't know
<b>Cost effectiveness</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> I don't know
<b>Known effectiveness of interventions</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> I don't know
<b>Priority needs of target populations</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> I don't know

Core Objective #5: Fostering strong, logical linkages between the community planning process, plans, applications for funding, and allocation of CDC HIV prevention resources

Please rate your agreement with each of the following statements

<b>There was adequate time to comment on the comprehensive plan before it was sent to CDC.</b> <input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>The comprehensive plan adequately incorporates decisions made by the CPG.</b> <input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>There was adequate time to comment on the health department's application for funding before it was submitted to CDC.</b> <input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>The application for funding adequately incorporates decisions made by the CPG.</b> <input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>Allocation of CDC HIV prevention funds by the health department adequately incorporates priorities in the comprehensive plan.</b> <input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know

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### **General Questions about Community Planning**

Please rate your agreement with each of the following statements

<b>The amount of time available for conducting all community planning activities is adequate.</b> <input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>The health department's HIV funds have been distributed fairly.</b> <input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>Given the money and time that has been put into community planning in my jurisdiction, I am satisfied with what has been accomplished.</b> <input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know

**Considering your answer to the previous question, please describe what you believe has made HIV prevention community planning in your area successful and/or problematic.**

**What other comments do you have about the community planning process in your jurisdiction?**

**Thank you very much for taking the time to complete this survey!**

# APPENDIX B

## Community Planning Group Co-Chair Survey

# CPG CO-CHAIR SURVEY

**INSTRUCTIONS:** *This survey is designed to assist CDC and health departments in assessing the effects of HIV prevention community planning (for the most recent year during which you participated in it). The opinions of community planning group (referred to here as CPG) members and co-chairs, who are the experts on how community planning is conducted, are very important for this purpose. Please respond to the items as openly as possible, keeping in mind that your responses will not be linked to you in any way. If you are a member of more than one CPG, please fill out a survey for each CPG you belong to and be sure to specify which one you are commenting on in this form. Also, please keep in mind that "health department" refers to the health department that is responsible for the community planning group that you are commenting on.*

Date \_\_\_\_\_

Name of jurisdiction your CPG represents  
(State, city, territory)

Name of the CPG you will be referring to  
throughout this survey

\_\_\_\_\_

\_\_\_\_\_

## Demographic Information

<b>Age:</b>	<input type="checkbox"/> 16-19	<input type="checkbox"/> 40-49
	<input type="checkbox"/> 20-29	<input type="checkbox"/> 50-59
	<input type="checkbox"/> 30-39	<input type="checkbox"/> 60+

<b>Ethnicity</b>	<input type="checkbox"/> Hispanic or Latino
(choose one):	<input type="checkbox"/> Non-Hispanic or Non-Latino

<b>Sex:</b>	<input type="checkbox"/> Male
	<input type="checkbox"/> Female
	<input type="checkbox"/> Transgender

<b>Race</b> (choose one or more category):	<input type="checkbox"/> White
	<input type="checkbox"/> Black or African-American
	<input type="checkbox"/> American Indian or Alaska Native
	<input type="checkbox"/> Asian/Pacific Islander

<b>Sexual orientation:</b>	<input type="checkbox"/> Bisexual man
(choose one):	<input type="checkbox"/> Bisexual woman
	<input type="checkbox"/> Gay man
	<input type="checkbox"/> Heterosexual
	<input type="checkbox"/> Lesbian

<b>Type of organization you represent or are affiliated with</b> (choose one or more):
<input type="checkbox"/> Health department
<input type="checkbox"/> Government organization (not health department)
<input type="checkbox"/> Community-based organization
<input type="checkbox"/> Member of affected community (not affiliated with organization)
<input type="checkbox"/> Health care provider
<input type="checkbox"/> Academic institution
<input type="checkbox"/> Other (please specify): _____

<b>Type of geographic location in which you live:</b>		
<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input type="checkbox"/> Rural
<input type="checkbox"/> Other (please specify): _____		

<b>Does your organization receive HIV Prevention funding from the health department?</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
<input type="checkbox"/> No	

## **General Information About the CPG**

### **Type of CPG**

- Statewide       Directly funded city  
 Regional       Local  
 Other

**How many months is one term on the CPG for members?** \_\_\_\_\_ months

**Approximately what number of CPG meetings that all CPG members were expected to attend did you attend last year?**  
\_\_\_\_\_ meeting(s)

**On average, how many hours do you spend on all CPG activities per month?** \_\_\_\_\_ hour(s)

**Including this term, how many terms have you served on the CPG?** \_\_\_\_\_ term(s)

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## **Perceptions of the Community Planning Process**

**Which of the following best describes the role played by CPG members?** (Check the one that most applies)

- Members who are health department (HD) staff and members who are not HD have equal roles.  
 Members who are HD staff play more of a role.  
 Members who are not HD staff play more of a role.  
 I don't know.

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## **Questions Regarding the Core Objectives**

*Core Objective #1: Fostering the openness and participatory nature of the community planning process*

*For each of the following, choose one or more response*

### **What approaches are used by the health department/CPG to recruit new CPG members?**

- Mailings  
 Media publicity  
 Community forums  
 Personal contacts  
 Other (please specify) \_\_\_\_\_

### **What approaches are used by the health department/CPG to select CPG members?**

- Appointment  
 Selection of members by the health department  
 Selection of members by a committee of the CPG  
 Selection of members by the CPG  
 Election  
 Membership is open to all who want to participate  
 Other (please specify) \_\_\_\_\_

### **Types of training and/or technical assistance provided to CPG members (choose one or more)**

- Interpreting a needs assessment       Epidemiology  
 Interpreting an epidemiologic profile       Dealing with conflict of interest  
 Behavioral science       Facilitation of meetings  
 Prioritization       Learning the roles of health departments and CBOs  
 Conflict resolution       Other (please specify) \_\_\_\_\_  
 Cultural sensitivity

Please rate your agreement with each of the following statements

**Members of the planning group feel comfortable discussing issues openly, even when there are disagreements.**

9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know

**The community planning process has been open and participatory.**

9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know

*Core Objective #2: Ensuring that the community planning group(s) reflects the diversity of the epidemic in the jurisdiction, and that expertise in epidemiology, behavioral science, health planning, and evaluation are included in the process*

*Please complete the following table. In the first column, list all of the target populations addressed in your comprehensive plan. If the populations are prioritized, please list them in order (highest priority down to lowest priority). In the second column, provide the proportion of members on the CPG who are members of the target population. Members who belong to more than one target population should be counted for each population to which they belong. [If more space is needed, please attach an additional sheet.]*

Target population	Proportion of members on the CPG who are members of the target population
<p style="text-align: center;"><b>EXAMPLE:</b> African American women</p>	<p style="text-align: center;"># of African American <u>women on the CPG</u> # of CPG members</p>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Number of CPG members who are self-disclosed individuals living with HIV :** \_\_\_\_\_ members

*Please rate your agreement with each of the following statements*

<b>Expertise in <u>epidemiology</u> play a large enough role in the planning process.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>Expertise in <u>behavioral science</u> play a large enough role in the planning process.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>Expertise in <u>health planning</u> play a large enough role in the planning process.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>Expertise in <u>evaluation</u> play a large enough role in the planning process.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>The community planning process reflects the diversity of the epidemic in the jurisdiction.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know

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*Core Objective #3: Ensuring that priority HIV prevention needs are determined based on an epidemiologic profile and a needs assessment*

*Please rate your agreement with each of the following statements*

<b>The <u>epidemiologic profile</u> was useful for decision-making purposes.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>The plan adequately incorporates data from the <u>epidemiologic profile</u>.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>The <u>needs assessment</u> was useful for decision-making purposes.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know
<b>The plan adequately incorporates data from the <u>needs assessment</u>.</b>
<input type="radio"/> Strongly disagree <input type="radio"/> Somewhat disagree <input type="radio"/> Somewhat agree <input type="radio"/> Strongly agree <input type="radio"/> I don't know

*Core Objective #4: Ensuring that interventions are prioritized based on explicit consideration of priority needs, outcome effectiveness, costs and cost effectiveness, theory, and community norms and values*

**When determining HIV prevention priorities, did members explicitly consider the items listed below?**

<b>Social and behavioral science theories</b>	<b>9</b> Yes	<b>9</b> No	<b>9</b> I don't know
<b>Community norms and values</b>	<b>9</b> Yes	<b>9</b> No	<b>9</b> I don't know
<b>Cost effectiveness</b>	<b>9</b> Yes	<b>9</b> No	<b>9</b> I don't know
<b>Known effectiveness of interventions</b>	<b>9</b> Yes	<b>9</b> No	<b>9</b> I don't know
<b>Priority needs of target populations</b>	<b>9</b> Yes	<b>9</b> No	<b>9</b> I don't know

*Please rate your agreement with the following statements*

<p><b>CPG members have adequate knowledge and skills to participate fully in discussions about the prioritization of <u>interventions</u>.</b></p> <p><b>9</b> Strongly disagree   <b>9</b> Somewhat disagree   <b>9</b> Somewhat agree   <b>9</b> Strongly agree   <b>9</b> I don't know</p>
<p><b>CPG members have adequate knowledge and skills to participate fully in discussions about the prioritization of <u>needs</u>.</b></p> <p><b>9</b> Strongly disagree   <b>9</b> Somewhat disagree   <b>9</b> Somewhat agree   <b>9</b> Strongly agree   <b>9</b> I don't know</p>

*Core Objective #5: Fostering strong, logical linkages between the community planning process, plans, applications for funding, and allocation of CDC HIV prevention resources*

<p><b>CPG members had adequate time to comment on the comprehensive plan before it was submitted to CDC.</b></p> <p>9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know</p>
<p><b>The comprehensive plan adequately incorporates decisions made by the CPG.</b></p> <p>9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know</p>
<p><b>CPG members had adequate time to comment on the health department's application for funding before it was submitted to CDC.</b></p> <p>9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know</p>
<p><b>The funding application adequately incorporates decisions made by the CPG.</b></p> <p>9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know</p>
<p><b>CPG members are adequately informed about the ways in which funds are allocated.</b></p> <p>9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know</p>
<p><b>Allocation of CDC HIV prevention funds by the health department adequately incorporates priorities in the comprehensive plan.</b></p> <p>9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know</p>
<p><b>The community planning process has adequately fostered strong, logical linkages between the community planning process, plans, applications for funding, and allocation of CDC HIV prevention resources.</b></p> <p>9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know</p>

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**General Questions about Community Planning**

<p><b>The amount of time available for conducting all community planning activities is adequate.</b></p> <p>9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know</p>
<p><b>The health department's HIV prevention funds have been distributed fairly.</b></p> <p>9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know</p>
<p><b>Given the money and time that has been put into community planning in my jurisdiction, I am satisfied with what has been accomplished.</b></p> <p>9 Strongly disagree   9 Somewhat disagree   9 Somewhat agree   9 Strongly agree   9 I don't know</p>

**Considering your answer to the previous question, please describe what you believe has made HIV prevention community planning in your area successful or problematic.**

**What other comments do you have about the community planning process in your jurisdiction?**

**Thank you very much for taking the time to complete this survey!**