

only if you are requesting program funds to support this activity.

#### g. Quality Assurance

Recipients should develop, implement, and maintain quality assurance plans in the following program areas:

##### (1) CTR and PCRS:

(a) Counseling—Conduct routine, periodic assessments to ensure that the counseling being provided includes the recommended, essential counseling elements. Quality assurance elements may include (but are not limited to) the following components: training and continuing education; supervisor observation with feedback to counselors; case conferences; counselor or client satisfaction evaluations; and periodic evaluation of space, flow, and time concerns.

(b) HIV Testing—Develop and implement a quality assurance system for all CTR and PCRS activities and providers, with special attention to ensuring that HIV-positive clients learn their test results. Develop and implement a quality assurance system for implementing HIV rapid testing.

(c) Referral—Develop and implement a mechanism for assessing the proportion of HIV-positive persons referred for additional services who complete their referrals. Review data and improve process as necessary.

(d) PCRS—Develop, implement, and maintain a system to assess the PCRS program and improve its function, *e.g.*, improving the percentage of persons who receive PCRS, the quality of PCRS interview sessions, and the successful notification of partners.

##### (2) Health Education and Risk Reduction (HE/RR) Activities:

(a) Develop and implement a mechanism to ensure HE/RR activities are appropriate, understandable and acceptable for the specific populations served.

(b) Develop and maintain a mechanism to ensure the consistency, accuracy, and relevance of information provided to the public through various information dissemination channels, including information about referral services.

(c) Develop or use standard procedures or protocols for interventions implemented by the health department/health ministry or by any subcontracted providers.

(d) Actively monitor services and programs provided by individuals or entities outside of the health department or health ministry. This activity will help to identify training and technical assistance needs and to ensure that interventions are implemented as

planned and that program objectives are met.

(e) Use feedback from client satisfaction surveys or other evaluation tools to assess the services provided, including prevention services for people living with HIV/AIDS.

##### (3) Policies, Procedures, and Training

(a) Develop comprehensive written quality assurance policies and procedures to ensure that all HIV prevention activities are delivered in an appropriate, competent, consistent, and sensitive manner.

(b) Make quality assurance policies and procedures available to all program staff (health department/health ministry and any subcontracted providers).

(c) Deliver training to all staff providing HIV prevention activities, especially those staff providing CTR, PCRS, and HE/RR (health department/health ministry and subcontracted providers).

(d) Train all managers to ensure that quality assurance policies and procedures are followed (health department/health ministry and subcontracted providers).

(4) Data Collection—Develop, implement, and maintain a system to assess the quality of data collection:

##### *In your application:*

Describe your quality assurance efforts regarding HIV CTR, PCRS, HE/RR, public information campaigns, data collection, training, program procedures, and any other relevant programmatic areas for which you have quality assurance plans.

#### h. Recommended Program Activities

This section describes capacity building, a program component that is not required through this program announcement. However, capacity building is recommended to improve the overall quality of your HIV prevention program and should be implemented depending upon program needs and availability of resources. Capacity building activities are as follows:

(1) Conduct a capacity building needs assessment for the jurisdiction's health department/health ministry HIV prevention service providers and other prevention agencies/partners including community-based organizations. This assessment should look at the capacity to provide outreach testing, PCRS, and prevention for people living with HIV.

(2) Develop a comprehensive capacity-building plan based on the assessment.

(3) Provide capacity-building assistance, based on the needs assessment, to HIV prevention service

providers, and other prevention agencies/partners. Create linkages with national and international capacity-building assistance providers (CBAs), where necessary and appropriate. Capacity-building assistance may include, but should not be limited to:

(a) Strengthening organizational infrastructure, including financial management and compliance with grant regulations.

(b) Enhancing the design, implementation, and evaluation of HIV prevention interventions.

(c) Developing community infrastructure.

(d) Developing and implementing a new model for HIV prevention program planning that utilizes community involvement and input.

(4) Provide capacity-building assistance to staff of health department/health ministry HIV prevention programs and other staff.

(5) Provide capacity-building assistance to establish or develop community-based agencies or organizations to provide outreach testing and PCRS, including the use of rapid tests.

(6) Increase the capacity of medical providers to provide routine HIV testing, including the use of rapid HIV tests.

(7) Provide capacity-building assistance to develop, pilot, and sustain prevention interventions for persons living with HIV/AIDS and other prioritized target populations.

##### *In your application:*

(1) Describe your capacity-building activities in the areas listed above.

(2) Discuss your plans to strengthen your capacity-building activities over the five-year project period of this program announcement.

(3) Discuss how you will assess (initially, as well as ongoing) capacity-building needs throughout the project period.

#### i. Additional Information To Be Addressed in the Application Content

##### (1) Other Activities

All recipients must ensure that appropriate health department/ministry of health staff attends CDC-sponsored meetings, *i.e.*, the National HIV Prevention Conference, the United States Conference on AIDS, and any mandatory training sessions addressing specific HIV prevention program requirements under this cooperative agreement.

##### *In your application:*

(a) Budget funds provided through this cooperative agreement for three persons to attend at least three CDC-