



December 19, 2005

Dear CBO Colleagues:

This communication provides an update on PEMS data collection timelines for PA 04064, PA 01163, and PA 03003 community-based organizations (CBOs) during Calendar Year (CY) 2006. The data collection start dates for **CBO-delivered client-** and **aggregate-level services** are as follows:

Program Model/Intervention or Data Type	Data Collection Start Date
Counseling, Testing, and Referral (CTR)	January 1, 2006
Partner Counseling and Referral Services (PCRS)	January 1, 2006
Comprehensive Risk Counseling Services (CRCS) for HIV+ Individuals	January 1, 2006
DEBIs / Procedural Guidance <ul style="list-style-type: none">• If CBO is funded to deliver only DEBIs and not CTR, PCRS, or CRCS	January 1, 2006
<ul style="list-style-type: none">• If CBO is funded to deliver DEBIs in addition to CTR, PCRS, or CRCS	When CBO goes live with PEMS*

* An agency “goes live with PEMS” after its staff has received PEMS 2.0 software training in Atlanta and the agency has access to PEMS software.

CDC recognizes that some CBOs may need additional time to complete preparations for data collection (e.g., finalize data collection forms, train staff). If your agency is unable to meet the above data collection timeline for one or more funded program models/interventions, you may submit a formal request for an extension through no later than March 31, 2006. Please submit your request by email or hard copy to your Project Officer and carbon copy (cc) cdcpems@cdc.gov. Please include a justification for your request and the proposed date when you estimate your agency will be compliant with the data collection requirements. You must submit a separate extension request and justification for each funded program model/intervention that will not meet the January 1, 2006 data collection timeline.

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If you submit an extension request, your revised data collection start date will take effect the day after the extension period ends. Data that are collected on or after January 1, 2006, should be entered into your instance of PEMS at the time your agency goes live with PEMS (i.e., when the CBO staff comes to Atlanta for PEMS 2.0 software training and the agency has access to PEMS).

Data submission to CDC will occur on a quarterly basis, 45 days after the end of each quarter. The first data submission to CDC will take place on May 15, 2006 (45 days after the first quarter ends). Additional information will be provided to grantees regarding how the data submission process will occur.

Selected PEMS software screen shots and DEBI-specific data variables requirements will be forwarded by separate email in early 2006 to assist grantees in developing data collection forms for their funded program models/interventions.

Thank you for your support. If you have questions related to the above timelines or the process for requesting an extension, please contact either your Project Officer or the PEMS Service Support Center at cdcpems@cdc.gov.

Sincerely,

PEMS Development and Deployment Team
Program Evaluation and Research Branch
Division of HIV AIDS Prevention
Centers for Disease Control and Prevention