



## **HIV/AIDS Community Information Outreach Program (ACIOP) Quarterly Report**

ACIOP quarterly reports are a summary of your contract activities during the four quarters of the ACIOP funding period. The report consists of multiple choice and short answer questions in three categories.

Part 1: Questions related to your agency/organization.

Part 2: Project-specific questions.

Part 3: Questions related to the five information access categories.

Please only complete the answers in this section for the Information Access Category(ies) in which you were contracted to provide services. Answers can be saved by completing a page and hitting the “next” button. Return to complete the report during the open time-period. Please make sure the responses are clear and succinct. The reports will be due four times during the contract period (January 14th, April 15th, July 15th, and October 14th). Awardees may include information from quarterly reports to complete the final report. If you have any questions, please contact the NLM Contracting Officer Representative (COR), Tonia Justice at [tonia.justice@nih.gov](mailto:tonia.justice@nih.gov).

### **Agency Questions**

What is the Organization Name?

Who is the project lead (Name & Title)?

Name and title of person completing this report.



**Project Specific**

What goal(s) are you addressing in your ACIO project?

Please list measurable objectives and key accomplishments for each goal referenced above during this reporting period.

List service(s) that are being developed/expanded under this contract (e.g. collection development, online searching, reference services, web access, training, publication, etc.).

No.	Service
1	
2	
3	
4	
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10	

Select the appropriate Information Access Category(ies) for the above listed service(s) \*

Select all that apply.

- Information Retrieval
- Skills Development
- Resource Development and Dissemination
- PrEP Navigator Resource Development and Dissemination
- Equipment Acquisition





Select the NLM resource(s) utilized for this service. Select all that apply.

- *AIDSinfo*<sup>®</sup>
- *infoSIDA*<sup>®</sup>
- MedlinePlus<sup>®</sup>
- MedlinePlus<sup>®</sup>-Espanol
- PubMed<sup>®</sup>/MEDLINE<sup>®</sup>
- AIDSsource
- Other NLM HIV/AIDS Resource(s) (Please Specify)

How were NLM resources incorporated into the service(s)?

How were the above service(s) promoted? (Please send NLM copies of all promotional materials developed AND all publicity received such as video clips from TV news reports, articles in newspapers or newsletters, photographs, etc.)

Please discuss the quantity and quality of service(s) provided to the intended audience(s).

Were there any barriers/challenges to providing the service(s)? If so, please discuss.

### **Information Access Category #1: Information Retrieval**

How often did the intended audience(s) retrieve information?

In what ways did the intended audience(s) access information via computers, Internet or mobile devices?

What HIV/AIDS information resources (i.e. *AIDSinfo*, MedlinePlus) did the intended audience(s) access and how often? (Please provide metrics information)

### **Information Access Category #2: Skills Development**

What types of trainings were developed or implemented during this reporting period? What NLM HIV/AIDS resources were highlighted in the training?

Who were the intended training audience(s)?

How many people were trained? (attendance/completion)

Were participants satisfied with the trainings? (Please provide data from pre-post tests, and follow-up evaluation assessment tools used in trainings)



What were the training outcomes and/or skills developed? (Please provide data from pre-post tests, and follow-up evaluation assessment tools used in trainings)

How will the intended audience(s) utilize the HIV/AIDS information?

### **Information Access Category #3: Resource Development and Dissemination**

What types of resource materials have been developed?

How will the resource materials be utilized/sustained/maintained/updated?

Was hardware/software purchased to develop resource material(s)? If so, what kind and how was it used?

Were consultants/contractual relationships used to develop resource material? If so, include the organization and the service they provided.

### **Information Access Category #4: PrEP Navigator Resource Development and Dissemination**

What types of PrEP Navigator resources (health education or informational materials) have been developed?

How will the resource materials be utilized/sustained/maintained/updated?

Was hardware/software purchased to develop resource material(s)? If so, what kind and how was it used?

Were consultants/contractual relationships used to develop resource material? If so, include the organization and the service they provided.

### **Information Access Category #5: Equipment Acquisition**

Was hardware/software purchased to help your agency provide access/share materials? If so, what kind and how was it used?

How will the equipment be utilized/sustained/maintained as a tool for accessing HIV/AIDS information?



### Final Page

Please upload any supporting documents. If you would like a confirmation email sent to you, please provide your email address. If you do not wish to have an email sent to you, please enter 'NA.'

### Completion Page

Thank you for taking the survey! If you need a copy of your responses, please [click here](#) to print.