

Recommendations for Planning Bodies from the Panel

1. The Panel recommends that the Planning Bodies use the following *Checklist for Designing and Implementing Surveys* (page 4).
Rationale: The checklist provides sound principles to guide any good assessment and evaluation.
2. The Panel recommends that a copy of the raw data collected by these Planning Bodies be shared and that a final report be given to each Planning Body upon completion. The Panel recognizes that there may be costs and disclaimers involved in sharing data and therefore encourages the collaborative leadership to develop a system to do this equitably.
Rationale: This recommendation is in the spirit of better collaboration and is a better use of limited resources.
3. The Panel recommends that the timelines for survey distribution be housed by an organization that is accessible to the community and determined by the collaborative leadership. The Planning Bodies are encouraged to refer to these timelines and to stagger survey distribution. Furthermore, the co-chairs of each Planning Body should resolve conflicts arising from the timeliness of survey distribution and collection.
Rationale: This recommendation will help to avoid confusion in the community with regard to survey distribution and collection.
4. The Panel recommends that a central resource for assessment and evaluation materials be established at an organization that is accessible to the community and determined by the collaborative leadership.
Rationale: This recommendation will help to make assessments and evaluations more efficient, cost effective, and collaborative in nature.
5. The Panel recommends that a listserv on HIV assessment and evaluation studies in Connecticut be established by an organization that is accessible to the community and determined by the collaborative leadership.
Rationale: This recommendation will help to increase communication among Planning Bodies on assessment and evaluation work.
6. The Panel recommends that the specificity and limitations of study results be explicitly stated in the research summary for each study and the planning document for each survey.
Rationale: It is scientifically sound to implement the above recommendation.
7. The Panel recommends that a verbal interview be conducted instead of a self-administered survey in cases of low literacy, where language barriers are present, and for monolinguals. The Panel also asks Planning Bodies to consider using computer-assisted interviews.
Rationale: It is scientifically sound to implement the above recommendation.
8. The Panel recommends that all non-provider participants be compensated with a monetary stipend or equivalent voucher for all surveys/interviews and that this incentive be advertised during the recruitment process.
Rationale: The Panel believes that participants deserve to be compensated and furthermore respects participants' freedom of choice to use the stipend/voucher to meet their needs.

9. The Panel recommends that the Planning Bodies consider using qualitative research methods such as focus groups and key informant interviews as an alternative or supplement to structured surveys.
Rationale: Qualitative research methods will provide more in depth information that can be used to complement survey results.
10. The Panel recommends that the Planning Bodies include the following *Standard Questions for All Surveys* (page 5) in all of their assessment and evaluation work.
Rationale: The standard questions will help provide consistency among the assessment and evaluation work being done by the Planning Bodies.
11. The Panel recommends that Planning Bodies contact organizations doing research to help with further question development.
Rationale: There are several research entities within Connecticut that can be very helpful to Planning.
12. The Panel recommends that this Panel continues to meet once a year, or as needed, to review this document and any issues surrounding assessments and evaluations being implemented by the Planning Bodies.
Rationale: A Panel of this nature can be very helpful collaborative tool for seeking input on assessments and evaluations from individuals and agencies who bring much experience to the table.