

GLOSSARY

HIV Prevention Planning Terms & Acronyms

Acronym	A word formed by the first letters of other words (such as AIDS or CDC).
AIDS	Acquired Immunodeficiency Syndrome. A clinical definition of illnesses caused by HIV, resulting from a CD4 count less than or equal to 200, or on or more diagnosed opportunistic infections.
ASO	AIDS SERVICE ORGANIZATION
Behavioral Science	A science, such as psychology, that seeks to survey and predict the responses (behaviors) of individuals and groups to a given situation, i.e. “ find out why people do what they do.” Behavioral science helps HIV prevention planners choose strategies that are known to help people change or avoid HIV risk behaviors.
Bylaws	Standing rules written by a group to govern their internal functions, such as voting, attendance, and elected officers.
CBO	Community-Based Organization (not a governmental agency)
CDC	U.S. Centers for Disease Control and Prevention
Communication channels	Routes or ways to reach members of a target population with HIV prevention messages, such as mass media, personal interactions, community bulletins, and web sites.
Concurrence	Agreement. See <i>letter of concurrence</i>.
Conflict of interest	A conflict between a one’s obligation to the public good and one’s self-interest. For example, if a member is asked to help decide whether to give a grant to Agency A and she is employed by Agency A, she has a conflict of interest.

Cost analysis	A type of partial economic evaluation that describes how much a program costs per units of service (example: _dollars per client contact or session).
Cost benefits analysis	A long term economic evaluation that describes a program's benefit in terms of the dollars saved society for the money spent (example: _dollars in prevention outreach saves _dollars in AIDS care).
Cost effectiveness	A mid- to long term evaluation of program outcomes (e.g. behavior change, clients tested) for the money spent.
CPG	Community Planning Group (a generic term for planning groups across the U.S.)
CTRPN	Counseling, Testing, Referral, and Partner Notification. An older term for <i>Prevention Counseling and Testing</i>.
Cultural competency	The ability of an agency or individual to work effectively with culturally diverse clients and communities by exhibiting culturally appropriate attitudes, beliefs, behaviors, and policies. Competency goes beyond sensitivity or awareness to put into practice appropriate interventions and ways of relating to clients.
Cultural group	Any group of people who share a world view, language, history, or lifestyle. There are many differences within cultural groups, including factors such as gender, ethnicity, education, occupation, length of time in the United States, residence (rural, urban, suburban), and life experiences.
Culture	An integrated system of learned behavior patterns that are characteristic of the members of any particular group. Culture includes shared customs, experiences, beliefs, rituals, and practices in a group of people. The elements of culture range from visible factors—such as appearance or dress—to assumptions people make about themselves, their relationships with others, and their values and priorities.
Developmentally appropriate	Programs or materials that are consistent with the learning skills of the client.

Economic evaluation	A variety of methods to study the relationship between program costs (“inputs”) and programs results (“outputs”).
Effectiveness	An evaluation of a tested intervention to see whether it produces the desired outcome among the population under normal practice conditions.
Efficacy	An evaluation of a new, untested intervention to see whether it produces the desired outcome in a sample of the population under optimal program conditions.
Epidemic	A disease that has spread rapidly among a large number of people within a short period of time.
Epidemiology	The study of epidemics and epidemic diseases such as HIV and tuberculosis. In prevention planning, epidemiologic information shows which populations, age groups, ethnic groups, are affected by HIV in a defined area.
Evidence-based	In prevention planning, decisions based on scientific evidence, such as epidemiologic data, behavioral science, and local needs assessments.
Focus group	A structured discussion among a small group of people to learn their attitudes and opinions, and to test new ideas among people who share similar experiences or knowledge.
Formative evaluation	An evaluation of a program during its development to determine its feasibility, or an evaluation of a program early in its implementation to improve it. Pre-program formative evaluation assesses what is likely to work for a given population. Early program evaluation often compares two or more program approaches (e.g. weekend outreach vs. weekday outreach) to find what works best to reach program goals. The term is sometimes used to describe the evaluation of short-term (less than six months) changes in knowledge, attitudes, or skills as a result of interventions, prior to conducting a more extensive evaluation.
FY	Fiscal Year
Goal	A general statement of a program’s purpose.

Grant	Money provided by an outside group to a person or agency for a specific program or purpose. Applying for a grant is a competitive process that involves detailed explanations of why there is a need for the money and how it will be spent.
Grantee	The person or group receiving funds from outside source. IDPH
Guidance	The CDC document that gives information and rules for community planning and receiving CDC funds for HIV prevention programs.
Harm reduction	An intervention approach that promotes and affirms any behavior change that will improve health, improved well-being, or reduce the chance of hurting oneself or another person. Harm reduction is the concept behind needle exchange and many other interventions that serve persons at risk.
HE/RR	Health Education/Risk Reduction. A broad category covers health promotion activities such as street & community outreach and group prevention & support.
HIV	Human Immunodeficiency Virus, the virus that damages the immune system and causes AIDS.
HRSA	Health Resources Service Administration. A federal agency under the Health and Human Services department and part of the Public Health Service. HRSA oversees the Ryan White CARE Act.
Impact evaluation	An evaluation to determine the effectiveness of a program in producing long term changes in health status (disease, disability, or death) or health indicators(related conditions or risk behaviors) in a population.
In-kind contributions	Internal agency resources that contractors contribute to their grant-funded prevention programs, such as donated staff time, office supplies, and volunteers.

Incidence	The rate of new infections or diagnosed cases in a specific population within a time period, usually one year. The rate is adjusted for population size so planners can compare the relative impact of a disease on various populations. Rates are usually stated as the number of annual cases per 100,000 persons in a population. (Example: If there were 100 new HIV infections in injection drug users last year, and the IDU populations is 50,000, the incidence rate would be 200 per 100,000 population.)
Inclusion	An assurance that all affected communities are included and involved in a meaningful way in the community planning process.
Intervention	A planned activity targeted to a specific population with an objective to change or avert high-risk behaviors that may result in HIV infection.
Jurisdiction	A geographic area that is within the responsibility of a particular government agency, such as a local health department.
KABB	Knowledge , Attitudes, Beliefs, Behaviors
Letter of concurrence	A part of the grantee's application to the CDC. The letter states that the planning group agrees with the programs outlined in the application.
Letter of justification	A letter that must be submitted by the health department to the CDC if the planning group does not concur with the department's application. The letter explains why the health department wants a different plan.
Letter of non-concurrence	A letter written by a planning group if they do not agree with the health department's grant application to the CDC. The letter explains why members disagree with the plan.
Linguistically specific	Dialect and language consistent with the target population's native language and style of communication.
Morbidity data	Statistics that show disease or illness (HIV infection, AIDS).

Mortality data	Statistics that represent deaths related to a condition (HIV infection, AIDS).
MCH	Maternal and Child Health
MSM	Men who have Sex with Men. Describes males who desire or engage in same sex behaviors and who may or may not identify as gay or bisexual.
Needs assessment	The process of collecting and analyzing information from many sources in order to determine the needs of a particular population or community.
NIDU or Non-IDU	Non-Injection Drug User. Someone who uses alcohol or other drugs without injecting them. Sometimes describes someone in recovery.
NIH	National Institutes of Health
Objective	A goal that can be measured within a specific time period.
Outcome evaluation	An evaluation to determine the effectiveness of a program in producing midterm (12-24 months) changes in behaviors or attitudes for a defined population.
Parity	A situation in which all members of the community planning group have the training, skills, and information they need to participate in the planning process and to have an equal voice in voting and other decision making.
PCM	Prevention Case Management
Peer education	Any prevention intervention—such a outreach or group education – provided by trained, self-identified members of the target population to their peers. Peer educators usually serve as role models, demonstrating behaviors and attitudes that support risk reduction.
Perinatal	Services or events in the time period surrounding pregnancy and birth (before, during, and after delivery).
PIR	Parity, Inclusion. and Representation—principles of community planning.

PLWA/PLWHIV	Person Living With AIDS, Person Living With HIV
Prevalence	The percentage of people with a condition at any given time.
Prioritize	A process to decide what populations and programs are most important.
Process evaluation	An evaluation designed to document whether programs were conducted according to written program plans. Process evaluation describes the content and quality of program services, whom was served, and client feedback.
PSA	Public Service Announcement. Free media ads placed on radio, TV, etc.
PSE	Public Sex Environment
Referral	Information or assistance to help a client gain access to a needed service.
Representation	The assurance that those who are representing a specific community truly reflect that community's values, norms, and behaviors.
Resource inventory	A listing or summary of information about prevention activities and relevant services provided by agencies to populations in a defined geographic area.
RFP	Request for Proposals. Documents issued by funders to announce the availability of grant funds and specify application requirements.
Ryan White CARE Act	Ryan White Comprehensive AIDS Resources Emergency (CARE) Act of 1990, which provides federal funding for AIDS care.
Seroincidence	The rate of new infections within a specific target population in a time period Seroincidence studies test blood samples from at risk populations to find the rate of recent infection in sampled persons. (sero=blood).

Seroprevalence	The level of infection within a specific target population to date. Seroprevalence studies test blood samples from at risk populations to find the percentage of sampled persons infected, regardless of when infection occurred. (sero=blood)
Sex worker	A person who exchanges sex for money (commercial sex worker), drugs, shelter, etc. May refer to persons of any gender or sexual orientation.
Subcontractor	A person or agency that receives funding through another agency (contractor) to perform specific services. Local HIV prevention programs that receive funding through lead agencies are subcontractors. Because they do not receive funds directly from PDH
STD	Sexually Transmitted Disease
Surveillance data	Statistics on the number of people with HIV, AIDS, or other reportable diseases in a given area, based on reports to public health from various sites.
Target populations	Groups of people who are the focus of HIV prevention efforts because of their high rates of HIV infection, risk behaviors, and other factors.
TA	Technical Assistance
TB	Tuberculosis
Technical assistance	Training and information that helps people do their jobs or tasks better.
Transgender	A person who self-identifies as a gender (male or female) that is different from their biological sex. Some transgender persons seek gender reassignment surgery (a “sex change”), use hormone treatments, or alter their outward gender appearance; and some transgender persons do not.
Work plan	A written plan to meet a measurable program objective within a time period (usually one year), including a list of major program tasks and deadlines.
Youth Risk Behavior Surveillance System	National, state, and local school-based surveys of adolescent health behaviors including drug use and sexual behavior

