

Protocols for CBA-to-CBA Services in CRIS/TEC

This document applies to **PS09-906 Capacity Building Assistance (CBA) to Improve the Delivery and Effectiveness of Human Immunodeficiency Virus (HIV) Prevention Services for High-risk and/or Racial/Ethnic Minority Populations**

CBA-to-CBA is:

1. CBA-to-CBA training and technical assistance (TA) takes place when a CBA grantee(s) provides skills building training and/or TA to another CBA grantee(s). (Note: This does not include mentoring or coaching for DEBI trainings.)
2. Program Consultants (PC) for both the CBA grantee requesting training/TA and the CBA grantee providing CBA must approve the CBA-to-CBA request before it is entered in CRIS.
3. When a CBA grantee identifies a need for training and/or skills building TA that could potentially be met by another CBA grantee, they should do the following:
 - a. Discuss this CBA need with their PC;
 - b. Work with their PC, the CBA grantee providing the training and/or TA, and the CBA provider organization's PC to get clarification and approval before entering the request in CRIS;
 - c. The requesting CBA grantee should enter the CRIS request and name request the CBA provider organization;
 - d. The CDC CBA Coordinator will triage the request to the CBA provider organization's PC for approval;
 - e. The CBA provider organization's PC approves the request in CRIS;
 - f. The CBA provider organization works with the requesting CBA grantee to develop an action plan and the request moves through the CRIS and TEC system like all other CBA requests; and
 - g. The CBA provider organization documents the progress of this CBA in CRIS.

CBA-to-CBA is not:

1. CBA-to-CBA does not apply to situations in which two or more CBA grantees collaborate to provide training or co-present at institutes, conferences, or workshops.
 - a. CBA grantee collaborations should be noted under General Awardee Activity 3 and/or relevant General and Category-specific Awardee Activities of each CBA grantee's Trimester Progress Report – not CRIS.
 - b. The agency hosting the institute or workshop should post their event and session on the Training Events Calendar (TEC). The invited CBA agency should post the event and session under a separate TEC submission. The invited agency should reference the hosting agency's institute, conference, or workshop in their description of the event. The description should include the following information of the hosting agency:
 - i. Event Name
 - ii. Session Name

- iii. Location
 - iv. Dates
 - c. Each event must have a corresponding session. Please note that only sessions can be viewed on the TEC.
- 2. The Center for Disease Control and Prevention (CDC) should not be listed as a recipient of Capacity Building Assistance (CBA) in CRIS.
 - a. For example, if a CBA Provider is asked by CBB to adapt an existing evidence-based behavioral intervention (EBI) training curriculum, their work should be documented in its Trimester Progress Report (TPR) – not CRIS.