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MEMORANDUM

TO: District School Superintendents

FROM: Jim Warford

DATE: May 14, 2004

SUBJECT: HIV/AIDS PROGRAM ASSESSMENT DISTRICT SURVEY

The Florida Department of Education's Office of Coordinated School Health, HIV/AIDS Prevention Education Program is conducting a statewide survey. The purpose of the survey is to collect data for accountability and program evaluation, and to determine the status of HIV/AIDS education in the state. Please assist us in this endeavor by having staff complete this online survey by **June 11, 2004**.

The Coordinated School Health Program (CSHP), HIV/AIDS Prevention Education Program is supported by a cooperative agreement with the Centers for Disease Control (CDC) and Prevention to improve HIV/AIDS education based on school district and school needs. The survey was developed by a CDC evaluation contractor, The Academy for Educational Development, and was provided to all CDC funded state and local projects as an example of a high quality assessment document.

This evaluation focuses on areas of need for HIV prevention education and school health education, and will provide useful information for planning and reporting. The results will also be compiled and distributed to health education coordinators statewide.

Completing this on-line survey will take less than thirty minutes **if** you gather and verify your data before going on-line. A program questionnaire is provided as Attachment A to assist you in compiling the necessary information. If you are unable to finish the survey in one sitting, simply click on the survey link again. This will take you back to the last page completed.

The HIV/AIDS Prevention Education Program will provide a packet of valuable materials to each health coordinator who completes the survey.

The survey, ***HIV/AIDS Policy, Staff Training and Education Assessment,*** must be completed **on-line** by following these directions:

- Gather and verify information. (Use Attachment A).
- Log on at http://www.surveymonkey.com/s.asp?u=78139317055 and complete the survey. **The survey may only be completed on-line.**

Please complete the survey by **June 11, 2004**. Direct any questions regarding the survey to Faye Johnson, CSHP Program Director, at (850) 245-0480 or Suncom 205-0480 or via email at faye.johnson@fldoe.org. You may also contact Ksena Zipperer, HIV/AIDS Prevention Education Coordinator, at the number listed above or via email at ksena.zipperer@fldoe.org.

Thank you for assisting us in our goal of improving prevention education in Florida, and your dedication to children's health.

JW:kzb

Attachment

cc: School Health Coordinators