

# THE EFFI BARRY TRAINING INSTITUTE

## Writing Policies and Procedures for Ryan White Early Intervention Services

Jana Collins, MS

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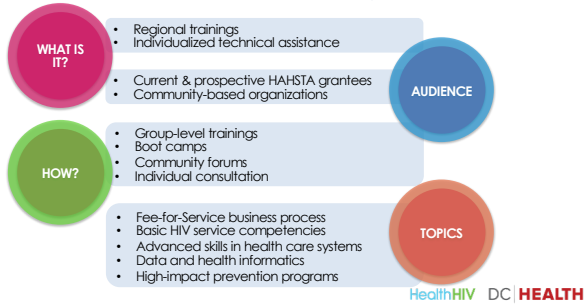
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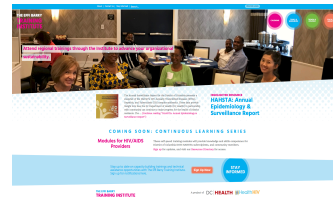
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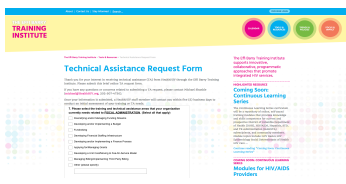
[EffiBarryInstitute.org](http://EffiBarryInstitute.org)

- Provider Modules & Webinars
- Ryan White HIV/AIDS Program Policies
- Tools & Resources
- Training Calendar

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## Pulse-Point TA Needs Survey



### Technical Assistance Request Form

- Organizational Infrastructure
- Fiscal Administration
- Data Collection, Management, and Reporting
- Service Provision

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# THE EFFI BARRY TRAINING INSTITUTE

## Early Intervention Services & Targeted HIV Testing

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## Presentation Overview

- Policy Clarification Notice 16-02
- Ryan White HIV/AIDS Program Service Categories
  - Early Intervention Services
  - Health Education/Risk Reduction
  - Outreach
- HIV Targeted Testing & Recruitment



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## Policy Clarification Notice 16-02

- On October 2016 the HIV/AIDS Bureau (HAB) released Policy Clarification Notice (PCN 16-02): Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds.
- PCN 16-02 defines:
  - each of the Core Medical and Support Services identified as allowable in Ryan White HIV AIDS program (RWHAP) statute
  - individuals who are eligible to receive these HRSA RWHAP services.

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## Eligible Patients

- The intent of the RWHAP program is to provide services to people living with HIV/AIDS
- Affected individuals (people not identified with HIV) may be eligible for RWHAP services in limited situations, but these services for affected individuals must always benefit people living with HIV or in identifying people living with HIV that don't yet know their status.



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## Unallowable Costs

- Clothing
- Employment and Employment-Readiness Services
- Funeral and Burial Expenses
- Property Taxes
- Pre-Exposure Prophylaxis (PrEP)
- Non-occupational Post-Exposure Prophylaxis (nPEP)
- Materials, designed to promote or encourage, directly, intravenous drug use or sexual activity, whether homosexual or heterosexual
- International travel
- The purchase or improvement of land
- The purchase, construction, or permanent improvement of any building or other facility

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## Allowable Services

- The core medical and support service categories are important to assist in the diagnosis of HIV infection, linkage to and entry into care for PLWH, retention in care, and the provision of HIV care and treatment.
- To be an allowable cost under the HRSA RWHAP, all services must:
  - Relate to HIV diagnosis, care and support,
  - Adhere to nationally established HIV clinical practice standards and guidelines
  - Comply with state and local regulations, and provided by licensed or authorized providers

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## Core Medical Services

- AIDS Drug Assistance Program Treatments
- AIDS Pharmaceutical Assistance
- Early Intervention Services
- Health Insurance Premium & Cost Sharing Assistance for Low Income Individuals
- Home and Community Based Health Services
- Home Health Care
- Hospice
- Medical Case Management, Treatment Adherence Services
- Medical Nutrition Therapy
- Mental Health Services
- Oral Health Care
- Outpatient/Ambulatory Health Services
- Substance Abuse Outpatient Care

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## RWHAP Support Services

- Child Care Services
- Emergency Financial Services
- Food Bank/Home Delivered Meals
- Health Education/Risk Reduction
- Housing
- Legal Services
- Linguistic Services
- Medical Transportation
- Non-Medical Case Management Services
- Other Professional Services
- Outreach Services
- Permanency Planning



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## Early Intervention Services - EIS

- HRSA RWHAP Parts A and B EIS services must include the following four components:
  - **Targeted HIV** testing to help the unaware learn of their HIV status and receive **referral to HIV care** and treatment services if found to be living with HIV:
    - Recipients must **coordinate** these testing services with other HIV prevention and testing programs to avoid duplication of efforts
    - HIV testing paid for by EIS **cannot supplant** testing efforts paid for by other sources

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## Early Intervention Services - EIS

- HRSA RWHAP Parts A and B EIS services must include the following four components:
  - **Referral services** to improve HIV care and treatment services at key points of entry
  - Access and **linkage to HIV care** and treatment services such as HIV Outpatient/Ambulatory Health Services, Medical Case Management, and Substance Abuse Care
  - **Outreach Services** and **Health Education/Risk Reduction** related to HIV diagnosis

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## Health Education/Risk Reduction

- Health Education/Risk Reduction is:
  - Is the provision of education to clients living with HIV about HIV transmission and how to reduce the risk of HIV transmission
  - It includes sharing information about medical and psychosocial support services and counseling with clients to improve their health status
  - Cannot be delivered anonymously



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## Health Education/Risk Reduction

- Health Education/Risk Reduction topics covered may include:
  - Education on risk reduction strategies to reduce transmission such as pre-exposure prophylaxis (PrEP) for clients' partners and treatment as prevention
  - Education on health care coverage options (e.g., qualified health plans through the Marketplace, Medicaid coverage, Medicare coverage)
  - Health literacy
  - Treatment adherence education

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## Outreach Services

- The Outreach Services category has as its principal purpose identifying PLWH who either do not know their HIV status, or who know their status but are not currently in care.
- Outreach Services provide the following activities:
  - identification of people who do not know their HIV status and/or
  - linkage or re-engagement of PLWH who know their status into HRSA RWHAP services, including provision of information about health care coverage options.



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### Outreach Services

- Outreach Services are often provided to people who do not know their HIV status,
- HIV-negative people may receive Outreach Services and should be referred to risk reduction activities.
- When these activities identify someone living with HIV, eligible clients should be linked to HRSA RWHAP services.



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### Outreach Services

- Outreach Services must:
  - use data to **target** populations and places that have a **high probability** of reaching PLWH who
    - have never been tested and are undiagnosed,
    - have been tested, diagnosed as HIV positive, but have not received their test results, or
    - have been tested, know their HIV positive status, but are not in medical care
  - be conducted at times and in places where there is a **high probability** that PLWH will be identified; and
  - be delivered in **coordination** with local and state HIV prevention outreach programs to avoid duplication of effort.

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### Outreach Services

- Outreach Services may be provided through community and public awareness activities:
  - Posters
  - Flyers
  - Billboards
  - social media
  - TV or radio announcements
- Community and public awareness activities must include explicit and clear links to and information about available HRSA RWHAP services.



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### Outreach Services

- Outreach Services provided to an individual or in small group settings cannot be delivered anonymously, as some information is needed to facilitate any necessary follow-up and care.
- Outreach Services must not include outreach activities that exclusively promote HIV prevention education.
- Recipients and subrecipients may use Outreach Services funds for HIV testing when HRSA RWHAP resources are available and where the testing would not supplant other existing funding.

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## HIV Targeted Testing

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## HIV Testing Program

Identify persons with undiagnosed HIV infection and link them to HIV medical Care



Identify previously diagnosed individuals and link them to HIV medical care


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## Targeted HIV Testing

- Focuses efforts in order to identify as many undiagnosed infections as possible
- Concentrates limited resources (supplies and manpower)
- Maximizes identification of undiagnosed HIV infection
- Uses data to focus program efforts:
  - On the **Right** Populations
  - In the **Right** Settings



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## Targeted Testing & Prevalence

**High Prevalence - 2%**

- If you test 10,000 people for HIV – 200 would be HIV positive

**Low Prevalence – 0.1%**

- If you test 10,000 people for HIV – 10 would be HIV positive



**Targeted Testing seeks out High Prevalence populations, communities, jurisdictions**

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## Recruitment

- Focuses efforts on identified populations
- Concentrates strategies to specifically engage members of the focus populations
- Uses data to focus strategies to direct:
  - Promotion methods
  - Service locations
  - Service Modalities
  - Messaging/Messengers



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## Segmentation

Dividing a population into subgroups that are similar in specific ways related to their HIV Risk.

<p><b>Individual Characteristics</b></p> <ul style="list-style-type: none"> <li>• Race</li> <li>• Ethnicity</li> <li>• Gender</li> <li>• Sexual Orientation</li> </ul>	<p><b>Situational Environmental</b></p> <ul style="list-style-type: none"> <li>• Incarceration</li> <li>• Unemployment</li> <li>• Unstable Housing</li> <li>• Stable Housing in High Prevalence Neighborhood</li> </ul>
<p><b>Social Factor</b></p> <ul style="list-style-type: none"> <li>• Personal Interests</li> <li>• Social Networks</li> </ul>	<p><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>• Injection Drug Use</li> <li>• Men who have Sex with Men</li> </ul>

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## Targeted Testing & Recruitment

<p><b>Targeted Testing</b> <b>Who and Where?</b></p> <ul style="list-style-type: none"> <li>• The process for defining how you will direct your HIV testing services to identify persons who are unaware of their HIV status and who are at greatest risk for HIV infection</li> <li>• Identifying who should be reached, where, and how</li> </ul>	<p><b>Recruitment</b> <b>How?</b></p> <ul style="list-style-type: none"> <li>• Begins once you have defined your focus population and identified where and how to reach them</li> <li>• The process of implementing recruitment strategies to reach the focus population as identified through targeting.</li> </ul>
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## Targeted Testing

Guiding Questions	Data Highlights	Data Sources
Part 1: Identifying and Segmenting Focus Populations		
Who is at risk for HIV transmission?		
What are they doing that places them at risk?		
What factors influence risk for HIV Infection?		

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### Targeted Testing

Guiding Questions	Data Highlights	Data Sources
Part 2: Identifying Recruitment Strategies (complete a separate worksheet for each focus population identified)		
Where does the focus population live?		
Where does the focus population socialize?		
Where does the focus population meet sex partners?		

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### Targeted Testing

Guiding Questions	Data Highlights	Data Sources
Part 2: Identifying Recruitment Strategies (complete a separate worksheet for each focus population identified)		
Where does the focus population use/share drugs?		
Where does the focus population get health and dental care?		

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### Targeted Testing

Guiding Questions	Data Highlights	Data Sources
Part 2: Identifying Recruitment Strategies (complete a separate worksheet for each focus population identified), cont.		
Where does the focus population get health information?		
What issues or factors are barriers to HIV testing for the focus population?		
What other kinds of health or preventative services are of interest to the focus population?		

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- ### Data Sources for Planning HIV, HCV, STD Surveillance
- State and local public health agencies (e.g., HIV epidemiologic profiles, disease surveillance reports).
    - By demographic and risk characteristics
    - At various location levels (state, county, city, zip code, and neighborhood)
  - Cluster and networking analysis of disease surveillance
  - Public health disease intervention specialists regarding behaviors and venues associated with transmission
  - Geo-mapping
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- ### Data Sources for Planning Behavioral Surveillance & Data
- Behavioral surveillances on sexual behaviors, adoption of prevention strategies (e.g., condom use), and drug use.
    - By demographic and risk characteristics
  - Community needs/health assessments (e.g., conducted by HIV planning groups, community health centers, etc.)
  - Community health needs assessments (CHNA)
    - conducted by of tax-exempt hospitals as a result of the Patient Protection and Affordable Care Act.
    - Conducted by State, tribal, local, and territorial health departments related to accreditation and non-profit hospital collaboration
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- ### Data Sources for Planning Behavioral Surveillance & Data
- Nationally-supported data sets include:
    - National HIV Behavioral Surveillance
    - Behavioral Risk Factor Surveillance System
    - Youth Risk Behavior Surveillance System
    - National Survey on Drug Use and Health
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## Data Sources for Planning Health and Psychosocial Data

- Health services data from hospitals, community health centers, and health and social service providers (e.g., # patients receiving HIV and STD screening, # of patients receiving HIV treatment, patients receiving publically-funded mental health services).
- Community health center data are available online from HRSA's **Uniform Data System** (UDS), by various demographic, risk, and other (e.g., health insurance status) characteristics.
- Data regarding substance use and treatment, including emergency room admissions associated with drug overdoses, and substance use treatment admissions.

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## Data Sources for Planning Health and Psychosocial Data

- National data sets (local analysis may be available) include:
  - The Treatment Episode Data Set (TEDS)
  - The National Survey on Substance Abuse Treatment Services (N-SSATS)
  - The Drug Abuse Warning Network (DAWN)

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## Data Sources for Planning Health and Psychosocial Data

- State/local correctional health data (e.g., percent of inmates with HIV, co-infected with HIV and HCV).
- State/local law enforcement data (e.g., drug arrests)
- Data from local service providers (e.g., shelters, drug treatment) that describes health and relevant psychosocial factors (e.g., drug use, housing stability)
- Community needs/health assessments (e.g., conducted by HIV planning groups, community health centers, focus population focus groups and surveys)
- Evaluation conducted by your program or other agencies/programs in the area

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## Recruitment Planning

- **Where** and **when** recruitment will be conducted:
  - In which venues or settings will recruitment be conducted?
  - Should recruitment be conducted at the same location where HIV testing services are offered or should recruitment occur in other locations?
  - Should recruitment be conducted on specific days of the week and/or during specific hours based on focus population needs?

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## Recruitment Planning

- The recruitment methods that will be used:
  - Will recruitment be conducted face-to-face, or will other means of communication, such as social media, be used?
  - Will recruitment be conducted one person at a time, or will recruitment be conducted in a group(s)?

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## Recruitment Planning

- Who will conduct recruitment?
- Will recruitment be performed by:
  - trained peers
  - health educators
  - clinic staff
  - by individuals who represent the focus populations that programs are seeking to engage

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## Recruitment Planning

- The messages that will be most effective in recruiting for HIV testing services:
  - What are the benefits and drawbacks of testing focus populations?
  - What other services — particularly those services highly valued by focus populations — are available?

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## Recruitment Strategies

Street-based Outreach

Venue-based Outreach

Social Networking

Internal Referrals

Social Marketing

External Referrals

Internet Outreach

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## Questions



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## Available Tools

- Policy Clarification Notice (PCN 16-02): Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds: [https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN\\_16-02Final.pdf](https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf)
- NASTAD: HIV Testing Tool Kit
  - Productivity and Yield Analysis: <file:///C:/Users/imdewe0/Downloads/NASTAD-HIV-Testing-Productivity-Yield.pdf>
  - Selecting and Strategy: <file:///C:/Users/imdewe0/Downloads/NASTAD-HIV-Testing-Selecting-Strategy.pdf>
  - Data Driven Targeting & Recruitment: <https://www.nastad.org/sites/default/files/resources/docs/NASTAD-HIV-Testing-Tool-Targeting.pdf>

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## THE EFFI BARRY TRAINING INSTITUTE

### Developing Policies and Procedures

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## Learning Objectives

- Define policies and procedures
- Discuss the components of policies and procedures
- Identify methods of developing program policies and procedures



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## What is a Policy?

### A policy:

- is a deliberate system of principles
  - to guide decisions, and
  - achieve rational outcomes
- is the high-level principle that "sets the directional tone" of the organization
- is implemented as a procedure or protocol
- is generally adopted by a governance body within an organizational unit

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## What is a Policy?

### A policy for RWHAP Recipients:

- is a deliberate system of principles
  - RWHAP Legislation
  - RWHAP Programmatic Requirements
  - Policy Clarification Notices
- is the high-level principle that "sets the directional tone" of the organization
  - Excellence in Medical Care
  - Access to Medical Care and Supportive Services
  - Boundaries in Provide Services to ensure everyone has access



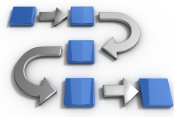
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## What is a Procedure/Protocol?

### A procedure/protocol:

- is a code of correct conduct
- is an established or official way of doing something
- is a series of actions conducted in a certain order or manner
- is a defined lower-level process to meet the high-level principles



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## What is a Procedure/Protocol?

### A procedure/protocol:

- is a code of correct conduct
  - How will we provide services?
  - Who is eligible?
  - How and How much of each service is provided
- is an established or official way of doing something



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## What is a Procedure/Protocol?

### A procedure/protocol:

- is a series of actions conducted in a certain order or manner
  - Every employee provides every service in the same way
  - A client knows what to expect
  - A client and employee can rely on the system
- is a defined lower-level process to meet the high-level principles
  - Ensures that the program is working towards the great organizational goals



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## Policies and Procedures

### Policies & Procedures:

- are principals or guidelines that are formulated and or adopted by an organization to reach its long term goals
- are designed to influence and direct all major decisions and actions and activities that take place within the boundaries set by leadership



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## Policies and Procedures

- Procedures are the specific methods used to express policies during day-to-day operations
- Policies and procedures ensure that the point of view held by the Board or governing structure is translated into steps that lead to an outcome that is in line with the goals and objectives of the organization

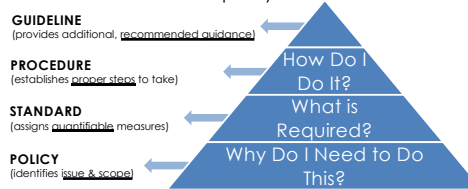


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## Policies and Procedures

A policy explains **WHY** you do something a certain way and a protocol or procedure explains **HOW** your organization carries out the policy.



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## Daily Policy & Procedure



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## Procedures = Products

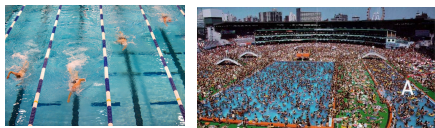


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## The Goals

- The goal of your policy and procedure is replication and sustainability
- You want every employee "swimming" in the same direction



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## The Goal

- Policies and Procedures provide order
- They make work life simpler because everyone is working together for the same goals in the same way.
- Anyone a client talks to is going to get the exact same answer and treated in the exact same manner
- And you as a organization can trust in what is happening because you developed the policy or the end goals and the steps to get your program there.

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## Recipient Policies and Procedures

- Ensure that the organization's day-to-day operations are functioning within the program's national standards or program expectations
- Ensure that the entire program and staff are working towards the same goals and objectives
- Provide a plan for sustainability during employee/leadership transitions

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## Developing Policies and Procedures

- Using a standard policy structure makes your policy document clear and organized
- Identify a template or structure that can streamline the writing/ development process
- Organize policies and procedures clearly to ensure you include each critical section and pertinent information in each unique policy



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## Proposed Structure for Policies & Procedures

- Policy/procedure title
  - What are we Trying to Accomplish Here?
- Effective/revision date
  - When did this Policy and Procedure Start?
  - When was it last updated?
  - And when are we going to look at it again to make sure it still makes sense?

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## Proposed Structure for Policies & Procedures

- Department of ownership
  - Who owns the policy and procedure?
- Approver/person responsible for updating the policy/procedure
  - What position/employee is responsible for reviewing and updating the procedure?
  - If an employee has a question, who should they contact

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## Policy and Procedure Template

*Policy & Procedure Template*

<b>Organization Name</b>	<b>Title of Policy &amp; Procedure</b>		Person Responsible	Person responsible for updating the policy/procedure
	Date Effective:			
<b>Policy &amp; Procedure</b>	Last Review Date:		Contact Information	E-mail/phone number of person responsible
	Next Review Date:			

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## Proposed Structure for Policies & Procedures

- Introduction/purpose statement:
  - What is the policy about and why do we need it?
  - Why is this policy and procedure important?
- Policy statement
  - Your organization's stance on the topic
  - The federal, state, program guidelines driving the stance

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## Policy and Procedure Template

<b>Purpose</b>
What is the policy about and why do we need this?
<b>Policy</b>
The organization's stance on the topic, or the federal and state guidelines that are driving the policy

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## Proposed Structures for Policies & Procedures

<p><b>Definitions</b></p> <ul style="list-style-type: none"> <li>- Important terms, particularly if the words or phrases could have multiple meanings</li> <li>- Program specific definitions (ie. Out of care means no appointment for one year)</li> </ul>	<p><b>Procedures</b></p> <ul style="list-style-type: none"> <li>- Step-by-step instructions for routine tasks and operations</li> <li>- Who is involved</li> <li>- Who does what</li> <li>- What is the order in which each step is taken</li> <li>- If the client doesn't provide what is needed, what is the responsibility of the employee</li> </ul>
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## Policy and Procedure Template

<b>Definitions</b>
Important terms relevant to the policy and provide, particularly if the words or phrases can have multiple meanings. Define important acronyms that may appear in the policy/procedure
<b>Procedure</b>
Step-by-Step Instructions for routine tasks and operations

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## Proposed Structures for Policies & Procedures

<p><b>Conduct</b></p> <ul style="list-style-type: none"> <li>- Guidelines for proper behavior</li> <li>- Expectations of each staff member involved in the policy and protocol</li> <li>- restrictions on employee behavior</li> </ul>	<p><b>Reporting Requirements</b></p> <ul style="list-style-type: none"> <li>- How does the employee document completion of the process</li> <li>- Where should information be filed/stored</li> <li>- What progress note or service will be used to define program success in completing the process?</li> </ul>
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## Policy and Procedure Template

<b>Conduct</b>
If applicable, Guidelines for proper behavior, restrictions on employee behavior
<b>Reporting Requirements</b>
If applicable, who must events of information be reported to How are services or steps documented

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## Proposed Structures for Policies & Procedures

- Source Documents
  - Include links to the applicable laws, rules, guidelines that are driving the policy and procedures
- List of associated forms or documents mentioned in the policy/procedure
  - Includes a list of program forms or information that are needed to complete the steps in the policy protocol
- Approval Signatures
  - Demonstrates buy-in from organizational staff that this policy and procedure is supported and expected

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## Policies and Procedures, recap

- Are they current?
  - Is the information relevant and updated to reflect new systems, new staff, changes in guidelines?
- Is there a plan to update existing policies and procedures to ensure they are distributed to appropriate staff?
  - How are updates communicated?
  - How are new policies distributed?

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## THE EFFI BARRY TRAINING INSTITUTE

### Writing Policies and Procedures HIV Targeted Testing

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## Learning Objectives

- Review Hi-V & Early Intervention Services (EIS)
- Define HIV Targeted Testing
- Review Policies and Procedures Template
- Develop HIV Targeted Testing Policy & Procedure
- Procedure Group Work

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## Hi-V



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## Hi-V

- **Five** pillars that promote equity, eliminate barriers, and improve whole-person health for clients:
  - **“Find'em”** – identify individuals from the focus population unaware of their status
  - **“Teach'em”** – educate individuals from the focus population about HIV, STI, Hepatitis C virus, risk reduction strategies, health literacy, healthcare access, and U=U
  - **“Test'em”** – test individuals from the focus population for HIV, STIs, and hepatitis C, and initiate drug therapy as appropriate

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## Hi-V, cont.

- **Five** pillars that promote equity, eliminate barriers, and improve whole-person health for clients:
  - **“Link'em”** – link individuals from the focus population to quality culturally competent services as needed
  - **“Keep'em”** – retain individuals from the focus population through active engagement in individualized services designed to eliminate barriers and promote optimal outcomes for overall wellness

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## Early Intervention Services - EIS

- **Targeted HIV testing** to help the unaware learn of their HIV status and receive **referral to HIV care** and treatment services if found to be living with HIV
- **Referral services** to improve HIV care and treatment services at key points of entry
- Access and **linkage to HIV care** and treatment services such as HIV Outpatient/Ambulatory Health Services, Medical Case Management, and Substance Abuse Care
- **Outreach Services** and **Health Education/Risk Reduction** related to HIV diagnosis

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## HIV Targeted Testing

- **Identifies** persons with undiagnosed HIV infection and links them to HIV medical Care
- **Seeks** out High Prevalence populations, communities, jurisdictions
- **Focuses efforts** in order to identify as many undiagnosed infections as possible
- **Uses data** to focus program efforts:
  - On the **Right Populations**
  - In the **Right Settings**
- **Concentrates strategies** to specifically engage members of the focus populations

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## Policy & Procedure Template

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## Policy and Procedure Template

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## Proposed Structure for Policies & Procedures

- Policy/procedure title
- Effective/revision date
- Department of ownership
- Approver/person responsible for updating the policy/procedure

Policy & Procedure Template			
Organization Name	Title of Policy & Procedure	Person Responsible	Person responsible for updating the policy/procedure
Policy & Procedure	Date Effective:	Contact Information	E-mail/Phone number of person responsible
	Last Review Date:		
	Next Review Date:		

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### Policies & Procedures – HIV Targeted Testing

*Policy & Procedure Template*

Cares Clinic	HIV Targeted Testing		Person Responsible	Jane Doe Program Manager
	Date Effective:	2/1/2020		
Policy & Procedure	Last Review Date:	2/1/2020	Contact Information	jane.doe@caresclinic.org
	Next Review Date:	2/1/2021		

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### Proposed Structure for Policies & Procedures

- Introduction/purpose statement:
- Policy statement

**Purpose:**  
What is the policy about and why do we need it?

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**Policy:**  
The organization's stance on the topic, or the federal and state guidelines that are driving the policy

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### Policies & Procedures – HIV Targeted Testing

**Purpose**

The Cares Clinic is funded as a sub-recipient by Ryan White HIV/AIDS Program (RWHAP) program funds to provide HIV targeted testing to high risk populations served by the organization. This policy and procedure is designed to direct HIV targeted testing and ensure initiatives are in compliance with RWHAP allowable services and are directed to communities and individuals that are at the highest risk for contracting and transmitting HIV.

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### Policies & Procedures – HIV Targeted Testing

**Policy**

HIV Targeted testing falls within two RWHAP allowable services: early intervention services (EIS) and outreach services. EIS utilizes targeted HIV testing to help the unaware learn of their HIV status and for persons living with HIV (PLH) receive referral to HIV care and treatment services. EIS must coordinate these testing services with other HIV prevention and testing programs to avoid duplication of efforts.

EIS services should include a components to: 1) refer persons found to be positive to services to improve HIV care and treatment services at key points of entry, 2) ensure PLH can access HIV care and treatment services such as HIV Outpatient/Ambulatory Health Services, Medical Case Management, and Substance Abuse Care; and 3) must include outreach services and health education/risk reduction related to HIV diagnosis.

Outreach Services has as its principal purpose identifying PWH who either do not know their HIV status, or who know their status but are not currently in care. Outreach Services:

- 1) uses data to target populations and places that have a high probability of reaching PLWH who have never been tested and are undiagnosed, have been tested, diagnosed as HIV positive, but have not received their test results, or have been tested, know their HIV positive status, but are not in medical care
- 2) be conducted at times and in places where there is a high probability that PLWH will be identified; and
- 3) be delivered in coordination with local and state HIV prevention outreach programs to avoid duplication of effort

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### Proposed Structures for Policies & Procedures

- Definitions
- Procedures

**Definitions:**  
Important terms referred to in the policy and provide particulars of the words or phrases that have multiple meanings. Define important acronyms that may appear in the policy/procedure

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**Procedures:**  
Step by step instructions for routine tasks and operations

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### Policies & Procedures – HIV Targeted Testing

**Definitions**

Rapid/Rapid protocol - utilizes two different rapid HIV test to confirm HIV diagnosis

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### Policies & Procedures – HIV Targeted Testing

Procedure
Identifying the Target/Focus Population
Protocol to Schedule an Outreach/HIV Testing Event
HIV Testing Protocol
Other Services provided in coordination with HIV Testing
Linkage to HIV Care
Documentation of Services

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### Proposed Structures for Policies & Procedures

- Conduct
- Reporting Requirements

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**Conduct**  
If applicable, Guidelines for proper behavior, interaction or employee behavior

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**Reporting Requirements**  
If applicable, the name of person of education to be reported to from an service or sign document

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### Policies & Procedures – HIV Targeted Testing

Conduct
All personnel of the Cares Clinic will provide off-site outreach and testing with at least one other staff member present (never travel alone)
Reporting Requirements
HIV Targeted Testing for focus populations will be determined by completion of the "Identification of Focus Populations for HIV Targeted Testing and Recruitment Strategies" Form. All HIV testing will be entered into the Cares Clinic system within 5 days of the provision of HIV testing and Services.

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### Proposed Structures for Policies & Procedures

- Source Documents
- List of associated forms or documents mentioned in the policy/procedure
- Approval Signatures

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Source Documents

Approval Signatures

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### Policies & Procedures – HIV Targeted Testing

Source Documents
RWHAP Policy Clarification Notice 16-02: <a href="https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf">https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf</a> INASTAD: HIV Targeting Tool-Kit: <a href="https://www.nastad.org/sites/default/files/resources/docs/NASTAD-HIV-Testing-Tool-Targeting.pdf">https://www.nastad.org/sites/default/files/resources/docs/NASTAD-HIV-Testing-Tool-Targeting.pdf</a>
Associated Documents/Forms
Identification of Focus Populations for HIV Targeted Testing and Recruitment Strategies" Form HIV Testing Reporting Form
Approval Signatures and Dates
Jane Doe, Program Manager

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## Procedures: Targeted HIV Testing

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## Procedural Components of HIV Targeted Testing

- Identifying the Target/Focus Population
- Protocol to Schedule an Outreach/HIV Testing Event
- HIV Testing Protocol
- Other Services provided in coordination with HIV Testing
- Linkage to HIV Care
- Documentation of Services

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## Group Work



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## Procedural Presentations



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## Contact

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