HIV PREVENTION CONTRACTOR GUIDELINES

JULY 2014

Developed by the
Louisiana Department of Health & Hospital's
Office of Public Health
STD/HIV PROGRAM

1450 Poydras Street, Suite 2136
New Orleans, LA 70112
(504) 568-7474
Fax – (504) 568-7044

TABLE OF CONTENTS

INTRODUCTION
- **Preface** ... 5
- **About the STD/HIV Program** ... 6

ADMINISTRATIVE GUIDELINES
- **Funding Requirements** ... 9
  - Program Review Panel ... 9
  - SHP Acknowledgement Requirements ... 9
  - Informed Consent for HIV Testing ... 9
  - Needle Exchange Restrictions ... 9
  - Competitive Reapplication Process ... 9
  - Property Purchased Using OPH Funds ... 9
  - Community Planning Requirements ... 10
  - Personnel Requirements ... 10
    - Personnel Records ... 10
    - CBO Personnel Policy and Procedures Manual ... 10
    - Staff Resumes ... 10
    - Staff Logs and Schedules ... 10
    - Supervision of Employees ... 10
    - Conflict of Interest ... 10
    - Confidentiality ... 10
    - Representation of Employment ... 11
- **Contract Requirements** ... 12
  - Budget Modifications/Line Item Changes ... 12
  - Audit Requirements ... 12
  - Invoicing Requirements ... 13
  - Travel Guidelines ... 15
  - Additional Key Points for Invoicing ... 15
  - Line Item Coding and Definitions ... 15
  - Sample CR-1 - Invoice Coversheet ... 17
  - Attachment CR-1 - Itemized Monthly Invoice Format ... 18
  - Attachment CR-2 - Invoice Deficiencies Format ... 20
  - Attachment CR-3 - CBO Change of Address Form ... 21
  - Sample CR-2 - Travel Expense Form ... 22
- **Capacity Building & Technical Assistance** ... 24
  - Technical Assistance Plan ... 24
  - Corrective Technical Assistance Plan ... 24
  - Grievance Procedure ... 24
  - Quarterly Report Requirement ... 25

INTERVENTION STRATEGIES

HIV Prevention Counseling, Rapid Testing & Referral Services Protocol ... 26
- Description ... 26
- Prerequisites to Implement CRT ... 26
  - Prerequisites for CRT Sites ... 26
  - Prerequisites for Testing Supplies ... 27
  - Prerequisites for Quality Assurance of Test Kits ... 28
  - Prerequisites for CRT Staff/Personnel ... 29
- Required Activities During CRT Sessions ... 30
- Specific Guidance on Delivering Rapid HIV Test Results ... 33
  - Preliminary Positive Rapid Test Result ... 33
  - Negative Rapid Test Result ... 33
  - Invalid Rapid Test Result ... 33
- Required Documentation ... 34
- Consequences of Protocol Violations ... 35
- Attachment RT-3.1 – Test Device Temperature Log ... 37
- Attachment RT 3.2-Control Kit Temperature Log ... 38
- Attachment 3.3-Daily Rapid HIV Test Log ... 39

Attachment 3.4-Control Kit Log 40
Attachment RT 3.5 HIV Testing Supply Order Form 41
Attachment RT 3.6 Site Assessment & Registration Form 42
Attachment RT 3.7– Quality Assurance Coordinator Registration Form 44
Attachment RT 3.8- Steps to HIV Counseling/Testing Certification 45
Attachment RT 3.9-CTR Service Delivery Model 46
Attachment RT-3.10- Counselor Observation Session Form 47
Attachment RT-3.11-Quality Assurance Site Visit Assessment Form 49
Attachment RT-3.12-Risk Reduction Worksheet 51
Attachment RT-3.13- Rapid/Rapid Testing Algorithm Flowchart. 52

Prevention Materials Protocol 53
Description 53
Key Elements 53
Ordering Prevention Materials 53
Enrolling Material Distribution Sites 54
Maintaining & Monitoring Prevention Material Distribution Sites 55
Prevention Materials Monitoring Log 55
Agency Reimbursement 55
Other Policies & Guidelines 56
Evaluation 56

Recruitment Outreach Protocol 57
Overview 57
Core Elements 57
Key Characteristics 58
Outreach 59
Encounter 59
Five Step Process 60
Referrals 60
Policies & Standards 62
Quality Assurance 62
Documentation 62
Outreach Safety Protocol 65
Attachment 1 - Site Registration Form 67

Wellness Centers Protocol 68
Description 69
Prerequisites to Implementing Activities 69
Required Activities 74
Required Documentation 80
Consequences of Protocol Violations 82
Attachment WC-1 Session Log 83
Attachment WC-2 Consent Form 84
Attachment WC-3 Intake Well Being Assessment 85
Attachment WC-4 CBO Original Patient Information Form 90
Attachment WC-6 Participant Feedback Form 91
Attachment WC-7 Mental Health & Substance Abuse Screening Form 93
Attachment WC-8 Referral Follow Up Form & Reverse Side 99
Attachment WC-9 Clinical Supply List Order Form 101
Attachment WC 11 Secure Fax From-Starlims 102
Attachment WC-12 Internet Partner Services Form 103
Attachment WC-13 Client File Checklist Form 104
Attachment WC-14 CAB Meeting Form 105
Attachment WC-15 Quarterly Call Form 106
Attachment WC-16 Statewide Meeting Form 107
Attachment WC-17 Quality Assurance Visit Form 108
Attachment WC-18 Quality Assurance Visit Agenda 109
Attachment WC-19 Quarterly Narrative Form 110

Attachment WC-20 Quarterly Narrative Report Form 111
Attachment WC-21 Quarterly Site Form 113
Attachment WC-22 Quarterly Site Visit Report Form 114
Attachment WC-23 Social Events Form 115
Attachment WC-24 Social Event Narrative Form 116

Resource Guide
Resource Directory Guide 119
STD/HIV Program Directory 119
Regional OPH-STD Clinic Directory 125
Regional OBH Directory 126
2014 SHP Funded CBOs 127
Additional Resources 130
Websites 132
Glossary 134

PREFACE

EDITOR'S NOTE

The purpose of this document is to present clear, concise and consistent guidelines to persons involved in the implementation of programs designed to reduce the transmission of HIV. This section only contains the table of contents with hyperlinks for each major section. Please click on the section you wish to view and you will be able to download that particular section of the CBO manual.

The guidelines contained in this manual replace all existing guidelines. It is recommended that CBO personnel become acquainted with this manual, since these guidelines are official policy of the STD/HIV Program. Please submit any comments and/or suggestions regarding this manual to your Regional HIV Coordinator.

ORGANIZATION OF GUIDELINES

The HIV Prevention Contractor Guidelines have been sectionalized to facilitate finding information quickly. There are three sections; in addition, attachments (forms, logs, formats), protocols, samples and surveys have been organized and labeled.

The sections are:

1) Administrative Guidelines
   a. Funding Requirements
   b. Contract Requirements
   c. Technical Assistance
   d. Quarterly Reporting Requirements

2) Intervention Guidelines
   a. HIV Prevention Counseling, Rapid Testing and Referrals
   b. Prevention Materials Availability
   c. Recruitment Outreach
   d. Wellness Centers

3) Resource Directory
   a. STD/HIV Program Directory
   b. Regional OPH-STD Clinic Directory
   c. Regional OBH Directory
   d. 2014 SHP Funded CBOs
   e. Additional Resources
   f. Websites
   g. Glossary