

ATTACHMENT V: LIST OF CTR REQUIREMENTS

Health Department Counseling, Testing, and Referral Activities Checklist

This is a checklist of counseling, testing, and referral activities you will need to discuss with the health department. You must send a letter of support from the health department with your application. The letter must demonstrate that you have discussed policies and performance standards with the health department and intend to follow their guidelines in the following areas:

Anonymous versus confidential testing:

Explain what will guide your testing practices.

Informed consent: Ensure your clients are fully informed and consent to testing.

CLIA Certificate of Waiver: Obtain a CLIA Certificate of Waiver or approval to operate under a cooperating public health laboratory's CLIA certificate. Submit a letter of support from the laboratory in your application's Appendix C. You must establish a formal agreement with a laboratory or provide a plan for ensuring training, oversight, quality assurance, and compliance with CLIA requirements and relevant State and local regulations applicable to waived testing, if you will be using a waived rapid HIV test.

Counselor training: Identify staff members who have been trained and those who need training. Explain who will conduct the training and when the training will occur. Ensure that you meet all state and local regulations.

Confidentiality: Provide confidentiality training for staff members. Each staff member must sign a form ensuring the client's confidentiality will be maintained.

Surveillance reporting: Follow the health department's guidelines.

Laboratory processing: Explain how your organization will transport testing specimens to a lab for processing. Explain what kind of testing you are offering (e.g., rapid test) and who will pay for lab processing.

Test: Identify the test(s) you are offering (e.g., OraSure, OraQuick).

Follow-up plans: Create a follow-up plan for individuals who test positive for HIV and do not return to receive their test results.

Early intervention services: Create a plan to ensure that individuals living with HIV know their status and are aware of medical and treatment programs in the area.

Data collection and reporting: Ensure that your organization and the health department use the same method(s) for data collection and reporting.

Quality assurance: Determine your staff members' quality of work.

Partner notification: Identify someone or have a linkage with another entity (e.g. health department) to notify the sex or needle-sharing partner of an HIV-positive person.

Local laws: Obey all laws in your area concerning HIV testing, counseling, and referral.

Target Population: Identify the population that will benefit from your services.

Physician Orders: If required by State regulations, provide a letter of intent from a physician with your application stating his/her involvement in HIV-testing activities. This letter must address each item included in the sample letter (See Attachment VIII). While funding may be used to cover testing-related costs, you must share your plans with the health department and obtain a letter of support to be eligible for funding. If selected for funding, you must also provide a memorandum of agreement that your agency has with the physician.

Referral Network: Discuss your referral network and plans for referrals as they relate to client needs identified during the CTR process.