

## CHTC IMPLEMENTATION WORK PLAN AND TIMEFRAME TOOL

### Management:

ACTIVITY	PERSONS RESPONSIBLE	WHEN	HOW	OUTCOME
Meeting with health facility management to garner support for CHTC				Management understands the importance of CHTC services and commits to strengthening this approach in the health facility.
Orientation on CHTC for all staff within the health facility				Staff understands the importance of offering services to couples and the benefits of CHTC. Staff understands their role in promoting and offering these services.

### Training:

ACTIVITY	PERSONS RESPONSIBLE	WHEN	HOW	OUTCOME
Train providers to deliver CHTC				All providers are trained and ready to begin CHTC.
Ensure that trained providers have the necessary references and job aids, such as the CHTC provider card				All providers have a copy of the CHTC provider card or other necessary job aids.

**Promotions:**

ACTIVITY	PERSONS RESPONSIBLE	WHEN	HOW	OUTCOME
Training for facility-based health educators if doing group education				Health educators understand the importance and benefits of CHTC and are ready to incorporate these messages into group education sessions within the facility.
Training for community health educators, if doing community outreach and education				Community health educators understand the importance and benefits of CHTC and are ready to incorporate these messages into education sessions within the community.
Training for influential leaders (religious, community, other...)				Influential leaders understand the importance and benefits of CHTC and are ready to incorporate these messages into their communications with the community.
Acquire posters and put in place				Posters advocating for CHTC are placed in appropriate locations that encourage male involvement.
Acquire educational brochures and determine distribution process				Educational brochures are placed in appropriate locations, and a distribution process is in place.

**Space:**

ACTIVITY	PERSONS RESPONSIBLE	WHEN	HOW	OUTCOME
Ensure that space for group education is sufficient for reaching couples and encourages male involvement				Appropriate and adequate space is available that is male-friendly.
Ensure that providers have sufficient space for conducting CHTC				Appropriate space is available, including a confidential room with two chairs or a bench for couples.

**Linkages:**

ACTIVITY	PERSONS RESPONSIBLE	WHEN	HOW	OUTCOME
Liaise with HIV care, treatment, and prevention services to ensure successful clinical linkages				HIV care/treatment clinic, PMTCT, and MC are ready to receive couples after CHTC is conducted.
Liaise with community groups to ensure successful linkages for HIV care and prevention support				Community resources are aware of CHTC and are prepared to receive couples into their programs.

**Linkages (continued):**

ACTIVITY	PERSONS RESPONSIBLE	WHEN	HOW	OUTCOME
Ensure system for monitoring linkages with follow-up services				Staff responsible for monitoring linkages is aware of his or her responsibilities and is adequately prepared to ensure that patients make it to follow-up services.
Develop system for tracking data on successful linkages				Data registers and/or referral forms capture successful linkages, and this information is summarized routinely to monitor progress.

**Data/M&E:**

ACTIVITY	PERSONS RESPONSIBLE	WHEN	HOW	OUTCOME
Develop system for tracking data on CHTC				Data registers capture key CHTC data elements, such as couples receiving CHTC together, and couples' HIV status, and this information is summarized routinely to monitor progress.
Train providers on how to capture CHTC data elements and successful linkages				Providers are adequately equipped to capture data on CHTC and successful linkages, and to report this information on a routine basis to monitor progress.

**Logistics:**

ACTIVITY	PERSONS RESPONSIBLE	WHEN	HOW	OUTCOME
Work with supply chain management systems to ensure adequate supply of HIV rapid test kits and other supplies				Adequate test kits and other supplies are available to serve couples with CHTC.

**Quality Assurance:**

ACTIVITY	PERSONS RESPONSIBLE	WHEN	HOW	OUTCOME
Ensure that systems are in place for monitoring quality of CHTC services and reconciling problems as they arise				Staff receives regular supportive supervision from assigned quality assurance personnel.
Work together with lab to ensure quality HIV rapid testing services				Staff receives regular supportive supervision from laboratory staff, and participates in routine quality assurance exercises.