

## PCC Agency Readiness Checklist

<b>1. Mission and Organizational Culture</b>			
<b>PCC Requirement</b>	<b>Yes</b>	<b>Not now, but this can be addressed</b>	<b>No, and change is not feasible</b>
<i>Nonjudgmental regarding MSM.</i> Can we provide counseling services to men who have sex with men in a nonjudgmental, supportive way?			
<i>Cultural competence.</i> Do we provide services to each of the racial/ethnic or cultural groups within the target population we will reach?			
<i>Sex positive.</i> Are we comfortable assuring clients that they can continue to have very satisfying sexual experiences while promoting safer behavior?			
<b>2. Facilities</b>			
<b>PCC Requirement</b>	<b>Yes</b>	<b>Not now, but this can be addressed</b>	<b>No, and change is not feasible</b>
Do we have private office(s) where <b>PCC</b> can be conducted? (Sessions are up to 50 minutes, so at least one office is needed per client per hour during the hours <b>PCC</b> will be provided.)			
<b>3. Training and Supervision</b>			
<b>PCC Requirement</b>	<b>Yes</b>	<b>Not now, but this can</b>	<b>No, and</b>

		be addressed	change is not feasible
Do we have regular, ongoing cultural competence training?			
Are our staff members available for 2 days to attend the <b>PCC</b> training?			
As staff turnover, will new staff be available to be trained?			
Through contracted or in-house staff, can we provide regular clinical supervision meetings to <b>PCC</b> counselors by <b>PCC</b> -trained clinical supervisor(s)?			
Do agency policies and procedures enable staff to be mandated to receive training and clinical supervision?			

**4. Staffing**

<b>PCC Requirement</b>	Yes	Not now, but this can be addressed	No, and change is not feasible
Do we have trained and certified HIV test counselors?			
Do we have staff with at least one year experience providing HIV test counseling?			
Do we have HIV test counselors who possess a bachelor's degree in a helping field (such as psychology or social work), or at least two years of college plus two years of pertinent experience or			

have work experience in these fields?			
Do these staff members have knowledge and experience with the target population(s) to be served?			
Are these staff members committed to providing culturally competent services?			
Are these staff members comfortable with and knowledgeable about men who have sex with men?			
Are these staff members comfortable discussing sex frankly using everyday language?			

**5. Client Availability**

<b>PCC Requirement</b>	<b>Yes</b>	<b>Not now, but this can be addressed</b>	<b>No, and change is not feasible</b>
Do we have ongoing access through “inreach,” outreach, and referrals to clients who are MSM, who have already had at least one previous HIV test, and who have had high-risk sex since the last test?			

**6. Agency Commitment to Implement PCC**

<b>PCC Requirement</b>	<b>Yes</b>	<b>Not now, but this can be addressed</b>	<b>No, and change is not feasible</b>
Do we have an “intervention champion?” (defined on page 23 of the Implementation Manual)			
Do we have commitment from our community			

advisory board, and board of directors?			
Do we have commitment from our senior management staff?			
Do we have commitment from coordinator/line staff supervisors?			
Do we have commitment from line staff?			
Do we have commitment from other key partners if applicable (funders, partner agencies, etc.)?			