

# CAROLINA FAMILY HEALTH CENTERS, INC.

## PROCEDURE

---

**TITLE:** RW-100.08 HIV Outreach, Testing, and Linkage into Care

---

**EFFECTIVE DATE:** December 2015

---

**SECTION:** Ryan White

**REFERENCE POLICY:** RW-100 Ryan White Program

---

**RESPONSIBLE CHIEF OF STAFF:** Chief Medical Officer

**RESPONSIBLE COMMITTEE:** Medical CIT

---

**REVIEWED:** 02/18, 06/06/2023

---

### I. PURPOSE

The purpose of this procedure is to provide guidance on performing HIV outreach and testing, and to describe how Carolina Family Health Centers, Inc. (CFHC, Inc.) links people living with HIV (PLWH) into care.

### II. PROCEDURE

The goal of CFHC, Inc. outreach and testing services is to link PLWH into ongoing primary care and increased adherence to medication regimens. Outreach activities are targeted to identify individuals who may or may not know their HIV status and are not in care. This includes individuals living in homeless shelters, migrant camps, public housing, and/or college campuses, and individuals at high-risk for transmission of HIV, hepatitis B, hepatitis C, and sexually transmitted diseases, as suggested by the Center for Disease Control and Prevention (CDC). CFHC, Inc. also provides outreach activities at community events and health fairs.

CFHC, Inc. collaborates with community partners that provide outreach activities to avoid duplication of efforts.

Staff participating in outreach events are required to follow the CFHC, Inc. dress code policy (refer to *HR-203 Dress Code*). Personal Protection Equipment is used as indicated by the Occupational Safety & Health Administration guidelines (refer to *RM-400 OSHA Bloodborne Pathogen Exposure Control Plan*).

CFHC, Inc. staff provides outreach and testing services in spaces that maintain a patient's privacy and confidentiality. Staff performing outreach and testing provide services in a professional manner.

All staff members are required to abide by all standards set forth in the CFHC, Inc.'s Health Insurance Portability and Accountability Act (HIPAA) policies (see *HIPAA-200 Uses and Disclosures*). All information obtained from the patient is kept confidential and paperwork is secured. All confidential information collected by the staff shall remain in their possession in a secure location during the event and during transportation to the office.

CFHC, Inc. provides education prior to testing patients who are at risk for transmission of HIV, hepatitis B, hepatitis C and sexually transmitted diseases at outreach events. The Ryan White

Program Nurse-Outreach Coordinator and assigned staff provides each patient with education on the infectious disease being tested prior to and after receiving the specific test. The information is provided in a patient level educational handout. The handout comes from the Center for Disease Control and Prevention (CDC).

CFHC, Inc. performs HIV rapid testing as follows:

1. Patients and/or staff complete information on the *HIV Outreach and Testing Form* (see attachment).
2. The patient receives CFHC, Inc.'s Notice of Privacy Practice (refer to *HIPAA-500 Notice of Privacy Practice*).
3. The patient acknowledges that results are provided on the day of testing and a negative test result is final and does not require confirmation.
4. Any positive screening test result requires a 4th generation HIV test (enzymes-linked immunosorbent assay test). Patients who test positive for HIV who do not have a primary care provider or who prefer to see one of our HIV specialists are referred to one of CFHC, Inc. clinics.

Patients are provided a unique number at the time of testing. This number is written on the *Screening Results Card* (see attachment) and provided to the patient at the time of testing. The unique number is also written on the *HIV Outreach and Testing Form*. When the patient returns for his/her test results, he/she must show his/her *Screening Results Card*. The unique number is confirmed prior to providing test results to the patient. Only designated staff trained in HIV testing informs patients of his/her test results.

The Ryan White Program Nurse - Outreach Coordinator works to ensure a follow-up confirmatory appointment is scheduled within 30 days of the preliminary positive result. The ordering provider tracks the patient's results. If the patient is confirmed to be HIV positive, the patient is referred to a Case Manager I/II – Ryan White for his/her initial intake. Once the link to medical care has been completed, CFHC, Inc. staff record the confirmed linkage to care in the electronic health record.

HIV Outreach and Testing Forms are collected by the Ryan White Program Nurse-Outreach Coordinator. Once completed, the nurse records the visit in the electronic health record and posts the charges. Completed forms are sent to medical records for filing and a copy is given to the Ryan White Program Manager to retain for the grant year. The Ryan White Program Nurse-Outreach Coordinator reports the number of tests performed quarterly. This report is provided to the Ryan White Program Manager and reported to the Ryan White and Medical CIT.

Patients with a preliminary positive HIV test result are eligible for Ryan White services for 30 days while waiting on confirmation test results from a medical lab. If after 30 days, the confirmation test results in a non-reactive result, they are immediately disenrolled from the Ryan White program. Services rendered during the initial 30 days are paid by Ryan White.

### **III. ATTACHMENTS**

- *HIV Outreach and Testing Form (English/Spanish)*
- *Screening Results Cards (HIV Results and Blood Pressure Screening)*