

Notice of Funding Opportunity (NOFO) PS21-2102: Comprehensive High-Impact HIV Prevention Programs for Community-Based Organizations

Attachment E: Linkage to HIV Medical Care Template

The goal of this document is to provide a detailed description of your organization’s procedures for linking persons diagnosed with HIV (newly and previously diagnosed) into HIV medical care within 30 days of diagnosis. Please complete this document and submit.

Organization Information

Organization Name

Hours of Operation

List the hours of operation of your organization.

Organization Primary Point of Contact

HIV Prevention Staff

List the name and position title of all staff that will be engaged in any part of linking and/or re-engaging HIV-positive persons (newly and previously diagnosed) to HIV medical care. If staff have not been hired, enter N/A in the staff name column, however position title must be provided.

Staff Name	Position Title	Role in Linkage to HIV Medical Care

General Information

1. Linkage to HIV Medical Care Process Type: (Select all that apply)

- Escort client to first medical appointment immediately after confirmation of positive test results
- Escort clients to first medical appointment after scheduled appointment is made with HIV medical provider
- Schedule appointment on behalf of the client, but in consultation with the client
- Provide client with list of HIV medical care providers and follow up with client to ensure client attended first appointment
- Other

2. Linkage to Care Incentives:

General Information

- No incentive provided
- Yes – Describe type of incentive provided and frequency of incentive provided/distributed

3. Linkage to Medical Care CDC approved strategy to be utilized (Optional)

- Anti-Retroviral Treatment and Access to Services (ARTAS)
- HIV Navigation Services – STEPS to Care
- Stay Connected (For clinics only)

HIV Medical Care Provider Information

Describe the relationship your organization has with the HIV medical care provider(s) to which you refer HIV-positive persons (newly and previously diagnosed) for HIV medical care services – especially for their first medical care visit. State the specific role of the provider and the type of services they provide. A minimum of one provider must be provided.

HIV Medical Care Provider/Organization:

Brief description of the services provided:

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HIV Medical Care Provider/Organization:

Brief description of the services provided:

Client Flow Process/Protocol

List the step-by-step procedure for linkage or re-engagement to HIV medical care starting from the date the client receives a HIV confirmatory test result; list the specific actions to be taken, include all staff responsible for the linkage/re-engagement, and include timelines for each step. Please provide a diagram or flow chart with an explanation of the steps. The following information should be included in the protocol description:

- Staff responsible for the linkage/re-engagement process
- How and when confirmation is made that client attended their first appointment
- Organization policy on the length of time for linkage to HIV medical care (within 30 days per NOFO requirement)
- Process for follow-up with clients if first medical appointment is missed (include description of follow-up methods – via email, phone, or face to face)
- Procedures to ensure client confidentiality
- If applicable, indicate documentation needed from the client to apply for and/or refer to prevention and essential support services at your organization

Linkage to HIV Medical Care Program Promotion

Describe the organization's Linkage to HIV Medical Care Program promotion activities (e.g., describe marketing materials used to promote the linkage to care program to community partners and clients).

Staffing

Describe the organization's process to ensure staff are fully aware of established protocols and procedures for the HIV Medical Linkage to Care program. The following information should be included in the description:

- Training of staff on the organization's policies and procedures
- Guidelines for caseloads for staff facilitating linkage to care

HIV Medical Care Provider Directory

Describe the process to recruit and engage HIV medical care providers from the community in which the organization refers clients. If an existing directory will be used, please indicate that here. The following information should be included in the description:

- Frequency of engagement with providers to ensure the organization has consistent and effective processes/protocols
- Frequency of acquiring new and/or updating Service Agreements with HIV Medical Care providers