Counseling, Testing & Referrals Guide (CTR)

AIRS Version 9.0

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Introduction

Overview of Counseling, Testing & Referrals (CTR)

The reporting requirements for CTR are based on the new reporting guidance issued by the Center for Disease Control in 2018-19. Annually, the AIDS Institute reports counseling and testing data submitted in AIRS by its funded providers to the CDC. In summary, the required data elements include the following:

PART A:
Part A is used to capture Pre-Test information. It must be created before entering HIV testing data. Part A is used to record information that includes how testing was provided (In-person or self-test), whether and what Testing Stratgey was used, and identification of the client's current HIV/AIDS Risks.

TESTING RAPID:
This section is used to capture rapid HIV testing data. Included are the Test Date (Specimen date), Testing Site, Worker who performed the test, Test Election, Test Result, and Date when the results were provided to the client. When rapid tests are recorded with HIV negative results and results are provided to the client; the *Negative Result: Post Test Questionnaire* will become enabled and is required to be completed to save the record.

TESTING STANDARD:
This section is used to capture standard/confirmatory HIV testing data. Included are the Test Date (Specimen Date), Testing Site, Worker who performed the test, Test Result, and Date when the results were provided to the client. When confirmatory tests are recorded with HIV positive results and results are provided to the client; the *Positive Result: Post Test Questionnaire* will become enabled and is required to be completed to save the record.

It should be noted that for clients that are new to the agency, a full agency intake must be completed before counseling and testing information can be entered into AIRS. Data for existing clients always starts with CTR Part A, regardless of having previous testing information entered.

CTR Setup

To use the Counseling, Testing, & Referral (CTR) module in AIRS, there are several setup items that are required to be completed in the Agency module. These include:

- Program Information: CTR/CTR Funding Source
- Site Information: Facility Id
  Site ID
  CTR - Planning File Site Type
- Staff Information C&T Counselor ID

The AIDS Institute provides guidance on the specific information needed for these. In most situations, the AIRS System Administrator would complete these tasks.

Program Information

For every Program that performs CTR, please note the following:

- **CTS/CTR Funding Source** field identifies the program's "Funding Source".
- Programs that do not have a funding source cannot be selected when entering a test in CTR PART A.
- Counseling & Testing service category will be mapped for the testing program in the Planning Data Import provided by the AIDS institute.

Site Information

For every Site that performs CTR, please note the following:

- **Facility ID** is a 4-digit code provided by the AIDS Institute that identifies your agency as a testing agency. All testing sites for a given agency will have the same Facility ID.

- **Site ID** is a 2-digit code that identifies the specific testing site within an agency and is generally numbered sequentially as sites are added (01, 02, 03, etc.).

- **Site Type** is a required field *that identifies the type of testing site using CDC designated codes*.

- Sites indicated as **Site Type** "F50 Self-Testing" will only be available in the CTR Part A module when **How Provided** is
    - "Self-Test with Result"
    - "Self-Test without Result"

- A site cannot be used for both "In-person" and "Self-testing".

Staff Information

For every Staff (or HIV Counselor) that performs CTR, please note the following:

- The **C&T Counselor ID** field is a unique four-digit number that must be assigned to all staff members who serve as either a Pre-test or Post-test Counselor**.**

- **C&T Counselor ID** can be assigned sequentially (0001, 0002, etc.). If there is a question on what numbers have been used or what is available to assign, the AIDS Institute can assist. These IDs must be unique to each counselor.

- If the **C&T Counselor ID** is not entered, the counselor will not appear on the list of available staff when entering a test in the CTR module.

- *The **PEMS Worker ID** is automatically populated with the combination of the "System Generated Worker ID" + "00000". This is the code the user will see when selecting a Worker in the CTR Forms.*

Counseling and Testing Setup

This screen is used to enter the range of CTR Form IDs that have been assigned to your agency's Sites.

- **Counseling and Testing Setup** follows the setup of Sites for CTR.
- The AIDS Institute provides Form IDs for each site, consisting of the **First ID in Series** and **Last ID in Series**.
- Steps for entering a set of form IDs:
  - click on ADD
  - select the specific **Site**
  - add the First ID in the series
  - add the Last ID in the series
  - Save
- The **Next ID to Use** value is the next Form ID that will be used for a client tested at the Site. It is counter-based and will automatically increment after each CTR Form ID is used (saved).
- CTR data entry staff should periodically check the **Next ID to Use** to see if you are nearing the **Last ID in Series** and need to request additional Form IDs.
- Attempts to add a new CTR Form after the **Last ID in Series** has been used will result in a message from the system indicating that "there are no more Counseling and Testing IDs available". When this happens, you must obtain a new batch of CTR Form IDs from the AIDS Institute.

CTR DATA IN AIRS

Counseling, Testing and Referrals (CTR) is entered through the *Counseling Testing, & Referrals* section of the *Clients & Services* module.

CTR Encounters

CTR encounters are automatically added when entries are made for CTR Part A and HIV testing. Encounters and services are no longer directly entered in the CTR module.

The 3 possible encounter types added are:

- **(211) HIV Counseling (Positive)**
- **(212) HIV Counseling without Testing**
- **(214) HIV Testing**

Encounters and services are created for –

- CTR Part A entries
- Conventional/Confirmatory HIV Positive Tests when the results have been provided to the client
- Post-test questions when services are indicated as Provided=Yes

Entering CTR Data

After selecting the testing client under Clients & Services, navigate to the *Counseling Testing and Referrals* form.

A new window will appear. Expand the CTR Module to view the available forms.

Should the client have CTR records entered prior to AIRS version 9.0, they can be accessed as *View Only* by clicking *View Legacy CTR Sessions.*

Pre-Test: Part A

Part A is used to capture Pre-Test information. It must be created before entering testing data (Rapid Test or Standard Test).

Select Pre-Test: Part A and click on ADD to enter Part A information

Pre-Test Information

- Enter Session Date, How Provided, Program, Site and Worker.
- Risk History will be required if it has not already entered for this date.
- If *In-person* or *Self-Test with result* is checked:
  - Testing: Rapid and Testing: Standard screens will be available.
  - The **HIV Testing** encounter will be created.

  This is the most common scenario.
- If *Self-Test without result* or *No Test provided* is checked:
  - Testing Rapid or Testing Standard screens will not be available.
  - The **HIV Counseling without Testing** encounter will be created.
- Sites that are **Site Type=F50 Self-Testing** can be used only when the How Provided "Self-Test with result" or "Self-Test without result" are selected.
- Testing Strategies are: "Testing Together" and "Social Networking Strategy". Testing strategy is used in conjunction with the Tested with/Referred by field to identify the client (TC_ID) who 'Tested with' or 'Referred' the testing client.
- Testing Strategy should be used according to AIDS Institute program guidance.

Risk History

- The Risk Assessment in the CTR Part A is the same as found in Historical Information. There are two screens included in the Risk Assessment:
  - Sexual Risk

HIV C.T.R. - Part A:Pre-test Counseling and Risk Assessment

Session Date 01/03/2022 | How Provided (•) In-person ( ) Self-Test with result ( ) Self-Test without result [ ] No Test provided
Program FWAAI 8 C&T Program | Form ID 0003000555 | Locator Code: 32100886
Site FWAAD0000000 Park Avenue Center for Care | Testing Strategy
Worker FWAAC00000 PENNY, HENNY T | Tested with/Referred by

Have you had sex with?	In the last 5 years...	In the last 6 months...
Women	( ) No (•) Yes ( ) Chose not to respond/Unknown	( ) No (•) Yes ( ) Chose not to respond/Unknown; If Yes, Select all that apply: [x] Vaginal [x] Anal [ ] Oral; Sex without a condom? (•) Yes ( ) No
Men	( ) No (•) Yes ( ) Chose not to respond/Unknown	( ) No (•) Yes ( ) Chose not to respond/Unknown; If Yes, Select all that apply: [ ] Vaginal [x] Anal [x] Oral; Sex without a condom? (•) Yes ( ) No
Transgender women	(•) No ( ) Yes ( ) Chose not to respond/Unknown	(•) No ( ) Yes ( ) Chose not to respond/Unknown; If Yes, Select all that apply: [ ] Vaginal [ ] Anal [ ] Oral; Sex without a condom? ( ) Yes ( ) No
Transgender men	(•) No ( ) Yes ( ) Chose not to respond/Unknown	(•) No ( ) Yes ( ) Chose not to respond/Unknown; If Yes, Select all that apply: [ ] Vaginal [ ] Anal [ ] Oral; Sex without a condom? ( ) Yes ( ) No
Gender non-conforming, non-binary, or questioning persons	(•) No ( ) Yes ( ) Chose not to respond/Unknown	(•) No ( ) Yes ( ) Chose not to respond/Unknown; If Yes, Select all that apply: [ ] Vaginal [ ] Anal [ ] Oral; Sex without a condom? ( ) Yes ( ) No

Were any of your partners...	In the last 6 months...
A person who is living with HIV?	( ) No ( ) Yes (•) Chose not to respond/Unknown
A person who is living with HCV?	( ) No ( ) Yes (•) Chose not to respond/Unknown
A person diagnosed with an STI?	( ) No ( ) Yes (•) Chose not to respond/Unknown
A person who engages in sex in order to get something they needed such as money, drugs, food, or housing?	( ) No (•) Yes ( ) Chose not to respond/Unknown
A person who injects drugs?	( ) No ( ) Yes (•) Chose not to respond/Unknown

Have you...	In the last 6 months...
Been diagnosed with an STI?	( ) No (•) Yes ( ) Chose not to respond/Unknown
Had sex in order to get something you needed such as money, drugs, food, or housing?	(•) No ( ) Yes ( ) Chose not to respond/Unknown

Other Risk ▶

  - Other Risk

HIV C.T.R. - Part A:Pre-test Counseling and Risk Assessment

Session Date 01/03/2022 | How Provided ( ) In-person ( ) Self-Test with result ( ) Self-Test without result [ ] No Test provided
Program FWAAI 8 C&T Program | Form ID 0003000556 | Locator Code: 32100886
Site FWAAD0000000 Park Avenue Center for Care | Testing Strategy
Worker FWAAC00000 PENNY, HENNY T | Tested with/Referred by

Have you ever...	
Heard of PrEP?	(•) No ( ) Yes ( ) Chose not to respond/Unknown
If Yes, On PrEP in last 12 months?	( ) No ( ) Yes ( ) Chose not to respond/Unknown
If Yes, Currently on PrEP?	( ) No ( ) Yes ( ) Chose not to respond/Unknown
Injected Drugs?	(•) No ( ) Yes ( ) Chose not to respond/Unknown
If Yes, within last 5 years?	( ) No ( ) Yes ( ) Chose not to respond/Unknown
If Yes, within last 12 months?	( ) No ( ) Yes ( ) Chose not to respond/Unknown
Had a previous HIV Test?	(•) No ( ) Yes ( ) Chose not to respond/Unknown
If Yes, Date	/ /
Result	( ) Positive ( ) Negative ( ) Chose not to respond ( ) Result not known

Sexual Risk ▶
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- The Risk Assessment must be completed in its entirety to save CTR Part A.
- If the *Session Date* is the same date as the Intake, the HIV Risk History record will automatically carry over from the agency intake.
- The *Effective Date* in HIV Risk History is automatically entered with the *Session Date* from PART A.
- Once both "Pre-Test Information" and "HIV Risk History" is saved a Form ID will be created and displayed. Locator Code will also be automatically assigned.

Saving PART A will automatically create the encounter HIV Testing (214) with service (629) Risk Reduction Services when performed *In-person.*

Note: You will <u>not</u> be able to change the Date, Program, Service Category, Encounter or Services Provided on the encounter form. If these fields have been entered incorrectly, the encounter would need to be removed via the CTR module.

Testing: Rapid

Entering Rapid Testing Information

- *Specimen Date*, *Site* and *Worker*, will populate based on the Session Date from CTR Part A.

- Should *Test Result* be entered as *Negative* with *Result Provided*, the *Negative Test Result Assessment* must be completed to save the record.

- Once saved, based on responses entered in the Negative Test Result Assessment, the encounter created in CTR Part A will be updated with corresponding services. Additionally, a message will be received indicating that an HIV (-) Status record has been written to the client's HIV Status History.

- Should *Test Result* be entered as *Preliminary Positive*, a message will be received: For a Positive test you should complete a 'Standard' confirmatory test by selecting the option 'Testing Standard' from the menu.

- Should *Test Result* be entered as *Invalid, a message will be received:* This HIV test result is 'invalid/inconclusive'. It's advised this client be retested.

- Referral entries are not required.
- Any Referrals provided must be entered on the testing screen. Referrals *cannot* be entered from the Service Encounter automatically created by CTR Part A.

Testing: Standard

Entering Standard/Confirmatory Testing Information

- *Specimen Date*, *Site* and *Worker* will populate based on the Session Date from CTR Part A.

HIV C.T.& R. - Part B:Standard / Confirmatory Testing

Confirmatory Test | Positive Result: Post Test Questionnaire

Specimen Date 01/03/2022 (min. date 01/03/2022) Site FWAAD00000 Park Avenue Center for Care Worker FWAAC00000 PENNY, HENNY T

Technology: Conventional Test Election: Anonymous Confidential

Test Result: HIV-1 Positive; HIV-1 Positive, possibly acute; HIV-2 Positive; HIV Positive, undifferentiated; HIV-1 Negative, HIV-2 Inconclusive; HIV-1 Negative; HIV Negative; Inconclusive

Result Provided? Yes; Yes, from another agency; No If Yes, Date 01/06/2022

Referrals: Not Entered

** POSITIVE TEST RESULT **

When the "Result Provided" and "Date Provided" are entered, you must complete the "Positive Result Post Test Questionnaire".

Use the tab at the top of this form to access and complete all the required questions.

- Should *Test Result* be entered as HIV Positive with *Results Provided (Yes or Yes, from another agency),* the *Positive Result Post Test Questionnaire* must be completed to save the record.

- Should *Test Result* be entered as *Negative* with *Results Provided (Yes or Yes, from another agency),* the *Negative Test Result Assessment* must be completed to save the record.

- If the answer to *Attend an HIV medical care appointment after this positive test?* is "Yes" (Confirmed or client/patient self-reported), *Date Attended* will be available for entry and must be completed. The *Date Attended* field will not be available when the answer is "No" or "Don't know".

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HIV C.T.& R. - Part B:Standard / Confirmatory Testing

Confirmatory Test — Positive Result: Post Test Questionnaire

Attend an HIV medical care appointment after this positive test? (•) Yes, Confirmed ( ) Yes, client/patient self-reported ( ) No ( ) Don't know — Date Attended 01/10/2022

Ever have a positive HIV test? (•) No ( ) Yes ( ) Don't know — If Yes... If the day is unknown, use the 15th of the month. If the month and day are unknown use 1/15. If the complete date is unknown use 01/01/1800. Date of first positive test result (prior to today's test) / / — Seen a provider for ART in the past 6 mo? ( ) No ( ) Yes

Provided with individualized behavioral risk-reduction counseling? ( ) No (•) Yes
Contact information provided to DOH Partner Services? ( ) No (•) Yes
Provider Report Form (PRF-4189) submitted to DOH? ( ) No (•) Yes
Most unstable housing status in the last 12 months? ( ) Literally homeless (•) Stably housed ( ) Declined to answer ( ) Unstably housed at risk ( ) Not asked ( ) Don't know

If Client is Female... Is the client pregnant? ( ) No ( ) Yes ( ) Declined to answer ( ) Don't know
is the client in prenatal care? ( ) No ( ) Yes ( ) Not asked ( ) Declined to answer ( ) Don't know

	Screened for need	Need determined	Service Provided	Service Referred
Perinatal HIV service coordination	( ) No ( ) Yes	( ) No ( ) Yes		( ) No ( ) Yes
All Clients...				
Navigation services for linkage to HIV medical care	( ) No (•) Yes	( ) No (•) Yes	( ) No (•) Yes	(•) No ( ) Yes
Linkage services to HIV medical care	( ) No (•) Yes	( ) No (•) Yes	( ) No ( ) Yes	( ) No (•) Yes
Medication adherence support	( ) No (•) Yes	( ) No (•) Yes	( ) No ( ) Yes	( ) No (•) Yes
Health benefits navigation and enrollment	( ) No (•) Yes	( ) No (•) Yes	( ) No (•) Yes	(•) No ( ) Yes
Evidence-based risk reduction intervention	( ) No (•) Yes	( ) No (•) Yes	( ) No ( ) Yes	( ) No (•) Yes
Behavioral health services	( ) No (•) Yes	(•) No ( ) Yes	( ) No ( ) Yes	( ) No ( ) Yes
Social services	(•) No ( ) Yes	( ) No ( ) Yes	( ) No ( ) Yes	( ) No ( ) Yes

- If the answer to *Ever have a positive HIV test?* is "Yes", Date of first positive test result (prior to today's test) and *Seen a provider for ART in the past 6 months?* will be enabled. These are required questions.

- Upon saving the record, the user will be notified that the client's HIV Status information was updated with the information from this test.

- Based on the responses entered in the Positive Result Post Test Questionnaire, services will be included in the encounter (211) HIV Counseling (Positive) that will be automatically created.

Note: You will not be able to change the Date, Program, Service Category, Encounter or Services Provided on the encounter form. If these fields have been entered incorrectly, the encounter would need to be removed via the CTR module.

Notes on Editing CTR Data

- Generally, any editing of CTR records needs to be done by deleting Tests and/or CTR Part A and re-entering with the correct test information.

- The entire testing series (CTR Part A, Rapid Test, Standard Test) can be deleted by clicking 'Remove" in the CTR Part A record. The CTR encounter record and all encounters and services associated with the testing series will also be deleted.

- Rapid Tests and Standard Tests can be deleted individually and the associated services added from these tests will also be deleted.