



Entering Social Networking Strategy (“SNS”)

Social Networking Strategy is a peer-driven approach to recruitment that involves identifying persons living with HIV or persons who engage in behaviors that put them at risk of HIV infection from the community to serve as “Recruiters.” Recruiters deliver key messages and encourage HIV testing among individuals within their social, sexual, or drug-using networks who are persons who engage in behaviors that put them at risk of HIV infection. These individuals are known as the Recruiter’s Network Associates (NA) and are people with whom the Recruiter has an existing relationship.

*Please note that the data entry workflow differs for **Recruiters** and **Network Associates** as indicated below*

Entering Social Networking Strategy for Recruiters

Contracts funded to provide Social Networking Strategy are required to document and enter the following services for **all Recruiters**:

1. program enrollment;
2. service encounter information within the corresponding AIRS Service Encounter module;
3. HIV testing encounters within the AIRS CTR module;
4. STI screening (if applicable) as a service encounter within the Primary Care / Initial Visit service category;
5. rapid HCV testing (if applicable) within the HCV module; and
6. program disenrollment

Program Enrollment

All recruiters are required to be **enrolled** in the AIRS program performing SNS. The process for enrolling clients depends on whether the individual is brand new to your agency or is an existing client.

- Clients who are brand new to your agency may be enrolled through the Agency Intake screen

The screenshot shows the 'Agency Intake' form. At the top, there are fields for 'Person Completing Intake' (FWABL Alday, Pollyplay W), 'Client Assigned to Site' (FWAAB SITE One), and 'Program Performing Intake' (FWADU DOP HIPS). Below these is an 'Optional...' section with a message: 'No Program enrollments will be created; click to add/modify.' A blue arrow points to this message. A pop-up window titled 'Program Enrollments at Intake - Start Date: 01/01/2019' is open, showing a table with columns for 'Program', 'Worker Assigned', and 'Keep?'. The table contains one row: 'DOP HIPS', 'Alday, Pollyplay W', and a checked 'Keep?' box. Below the table is an 'Add to Program Enrollments' button, which is highlighted with a blue arrow.

- Clients who have previously received services at your agency can be enrolled from the Program Enrollments screen (under the Enrollments/Assignments module) as of the date they were screened as a recruiter

The screenshot shows the 'Program Enrollments' screen. On the left is a navigation menu with categories like 'Intake Information', 'Enrollments / Assignments', 'Historical Information', 'Hepatitis', 'Assessments', and 'Services'. The main area shows a table with columns for 'Enrollment', 'End Date', and 'Program Name'. The table has one row: '01/01/2019', '/', and 'DOP HIPS'. Below the table are fields for 'Program' (FWADU DOP HIPS), 'Start Date' (01/01/2019), and 'Referred By'. A blue arrow points to the 'Program' field.

- Select 'Save'

Social Networking Strategy

- Enter a service encounter under the 00059 Social Networking Strategy (SNS) service category using the 330 Social Networking Strategy (SNS) encounter number

The screenshot shows the 'Service Encounters' form with the following details:

- Actual Date:** 01/01/2019
- Program:** FWADU (DOP HIPS 01/01/2019 - current)
- Contract:** SEP123 (07/01/2015 to 06/30/2019 [361211])
- Service Category:** 00059 Social Networking Strategy
- Model:** 36341 Social Networking Strategy (SNS)
- Intervention:** 3681 Social Networking Strategy (SNS)
- Encounter:** 330 Social Networking Strategy
- Start Time:** (dropdown menu)
- End Time:** (dropdown menu)
- Time Spent:** n/a

- Indicate one or more of the following services from the table below utilizing the SNS service definitions document (under separate cover)

AIRS Service Code	Service
1432	SNS Recruiter Eligibility Screening
1424	Completion of SNS Recruiter Orientation
995	Rapid HIV Testing
590	Other Testing – STD
592	Other Testing – Viral Hepatitis
1425	Discussion of Identification of Network Associates
1426	Discussion of Network Associate Recruitment Strategy
1430	Incentive Provided – Completion of SNS Recruiter Orientation - Incentive
1431	Incentive Provided – Eligible Network Associate Tested - Incentive

The screenshot shows the 'Service Encounters' form with a 'Multiple Services Selection' dialog box open. The dialog box contains the following list of services:

Select	Code	Service Description
<input type="checkbox"/>	72	Case Closure/Discharge
<input checked="" type="checkbox"/>	1424	Completion of SNS Recruiter Orientation
<input type="checkbox"/>	1425	Discussion of Identification of Network Associates
<input type="checkbox"/>	1426	Discussion of Network Associate Recruitment Strategy
<input type="checkbox"/>	1427	Distribution of HIV Self-Test Kit - Coupon Code
<input type="checkbox"/>	1428	Distribution of HIV Self-Test Kit - Pharmacy Card
<input type="checkbox"/>	1429	Distribution of HIV Self-Test Kit - Physical Test Kit
<input type="checkbox"/>	995	HIV Testing Rapid
<input type="checkbox"/>	1430	Incentive for Completion of Orientation
<input type="checkbox"/>	1431	Incentive for Eligible Network Associate(s) Tested
<input type="checkbox"/>	590	Other Testing - STD
<input type="checkbox"/>	592	Other Testing - Viral Hepatitis
<input checked="" type="checkbox"/>	1432	SNS Recruiter Eligibility Screening

The background form shows the following details:

- Actual Date:** 01/01/2019
- Program:** FWADU (DOP HIPS)
- Contract:** SEP123 (07/01/2015 - 06/30/2019)
- Service Category:** 00059 Social Networking Strategy
- Model:** 36341 Social Networking
- Intervention:** 3681 Social Networking
- Encounter:** 330 Social Networking St
- Staff:** FWABL (Alday, Pollyplay W)
- Team:** TMS (Team 1)
- Location:** (dropdown menu)
- Encounter With:** (dropdown menu)
- Prevention Related Information:**
 - Session Number: 0
 - Incentive Provid
 - # Male Condoms: (input field)
 - # Female Condom: (input field)
- Services Provided:** Not Entered
- Referrals Provided:** Not Entered
- View All Referrals...** (button)

- Select 'Save'

HIV Testing Encounters

- Enter HIV testing **under the program performing SNS** as indicated on the AIRS [How To: AIRS Counseling, Testing, and Referrals \(AIRS CTR\) video](#) on [AIRSNY.org](#)
- Enter a Social Networking Strategy encounter (as described [above](#)) that includes the service **HIV Rapid Testing (995)**
 - Note: this does not need to be a stand-alone encounter. If multiple services are provided on one day they should all be entered on one encounter

STI Service Encounters

- Enter STI Services **under the program performing SNS** as indicated on the AIRS [How To: Entering “Sexually Transmitted Infections” \(STI\) Lab Tests guidance document](#) on [AIRSNY.org](#)
- Enter a Social Networking Strategy encounter (as described [above](#)) that includes the service **Other Testing – STD (590)**
 - Note: this does not need to be a stand-alone encounter. If multiple services are provided on one day they should all be entered on one encounter

HCV Testing Encounters

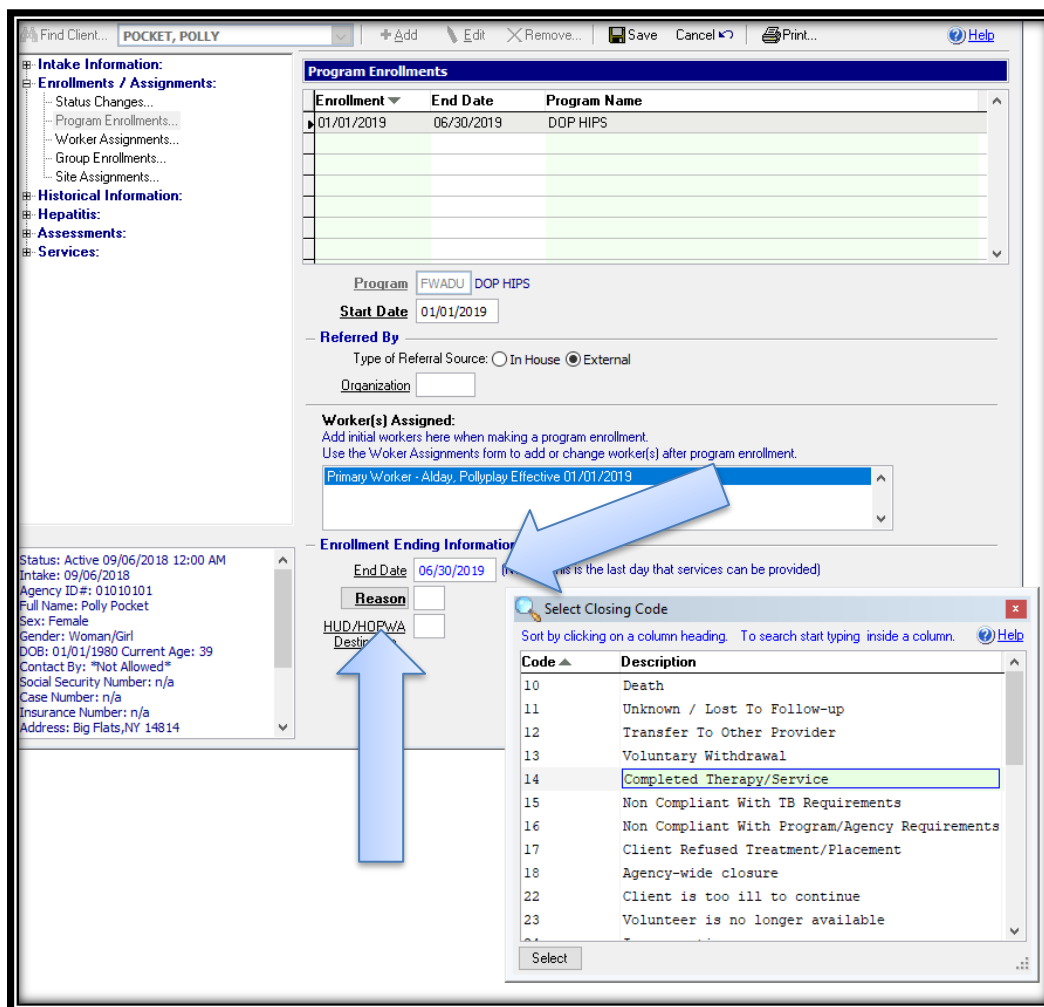
- Enter HCV testing as indicated on the AIRS [How To: How to use the Hepatitis Screens in AIRS video](#) on [AIRSNY.org](#)
- Enter a Social Networking Strategy encounter (as described [above](#)) that includes the service **Other Testing – Viral Hepatitis (592)**
 - Note: this does not need to be a stand-alone encounter. If multiple services are provided on one day they should all be entered on one encounter

Program Disenrollment

Once the formal relationship with the Recruiter has ended, enter a program disenrollment using one of the approved Reason Codes

- In the Program Enrollments screen (under the Enrollments/Assignments module) end the recruiters enrollment in the program performing SNS as of the date their participation in the program ended using one of the approved reason codes

AIRS Service Code	Disenrollment Reason
10	Death
11	Lost to Follow-Up
13	Voluntary Withdrawal
14	Completed Services [SNS Network Exhausted]
16	Non-compliant with Program/Agency Requirements
24	Incarceration
41	Client relocated/moved out of area
89	Program Terminated
99	Other



- Select 'Save'

Entering Social Networking Strategy for Network Associates (NA)

Contracts funded to provide Social Networking Strategy are required to document and enter the following services for **all Network Associates**:

1. program enrollment;
2. HIV testing encounters within the AIRS CTR module;
3. STI screening (if applicable) as a service encounter within the Primary Care / Initial Visit service category;
4. rapid HCV testing (if applicable) within the HCV module; and
5. program disenrollment

Program Enrollment

All Network Associates are required to be **enrolled** in the AIRS program performing SNS

- In the Program Enrollments screen (under the Enrollments/Assignments module) enroll the client in the program performing SNS *as of the date of their CTR encounter*

The screenshot shows the 'Program Enrollments' screen for client 'POCKET, POLLY'. The interface includes a navigation pane on the left with categories like 'Intake Information', 'Enrollments / Assignments', 'Historical Information', 'Hepatitis', 'Assessments', and 'Services'. The main area contains a table with the following data:

Enrollment	End Date	Program Name
01/01/2019	/ /	

Below the table, the 'Program' field is set to 'FWADU' and 'DOP HIPS'. The 'Start Date' field is set to '01/01/2019', which is highlighted by a blue arrow. The 'Referred By' section has radio buttons for 'In House' and 'External'. The 'Worker(s) Assigned' section shows 'Not Entered'.

- Select 'Save'

HIV Testing Encounters

- Enter HIV testing **under the program performing SNS** as indicated on the AIRS [How To: AIRS Counseling, Testing, and Referrals \(AIRS CTR\) video](#) on [AIRSNY.org](#)
- Until the Spring 2019 AIRS Upgrade programs are **required** to indicate the name of the Recruiter who referred the Network Associate on the **paper AIRS form**

STI Service Encounters

- Enter STI Services **under the program performing SNS** as indicated on the AIRS [How To: Entering “Sexually Transmitted Infections” \(STI\) Lab Tests guidance document](#) on [AIRSNY.org](#).

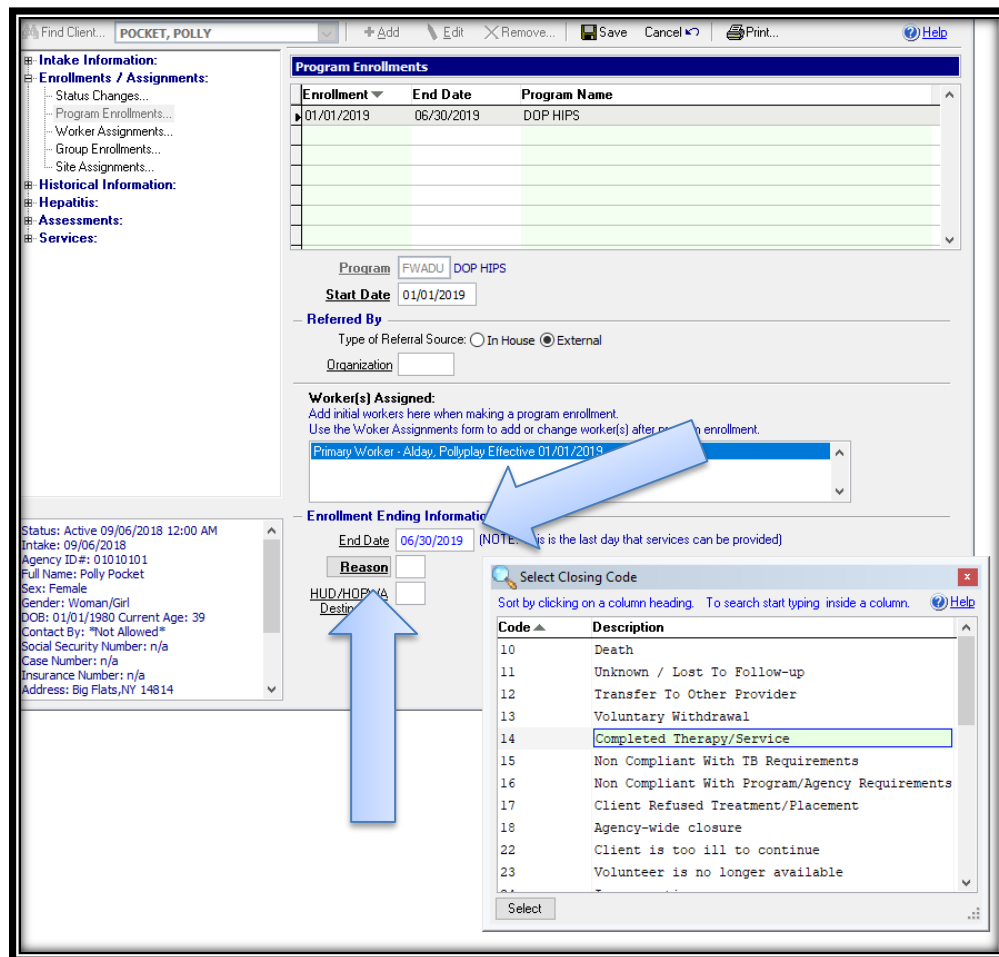
HCV Testing Encounters

- Enter HCV testing **under the program performing SNS** as indicated on the AIRS [How To: How to use the Hepatitis Screens in AIRS video](#) on [AIRSNY.org](#)

Program Disenrollment

Once data entry for CTR (and, if applicable, STI/HCV) has been entered, enter a program disenrollment using one of the approved Reason Codes

- In the Program Enrollments screen (under the Enrollments/Assignments module) end the Network Associates enrollment in the program
- The reason code for Network Associate program disenrollments *will always be **Completed Therapy/Service (14)***



- Select 'Save'

Data Monitoring and Reporting

Below are External Reporting Application (ERA) reports that help monitor and manage SNS program data.

Coming Soon!