



Entering Sexually Transmitted Infection (“STI”) Screening, Results and Referrals for Treatment–

Chlamydia, gonorrhea and Syphilis

Programs Funded by the Division of HIV/STD/HCV Prevention

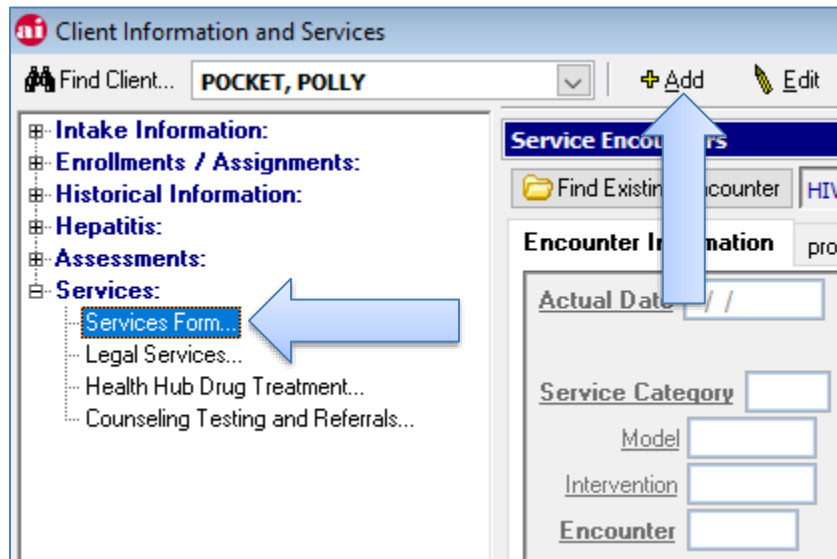
Entering Sexually Transmitted Infection Screening and Results in AIRS

Prevention-funded contracts providing STI screening are required to document and enter the following services for all individuals receiving chlamydia, gonorrhea or syphilis tests:

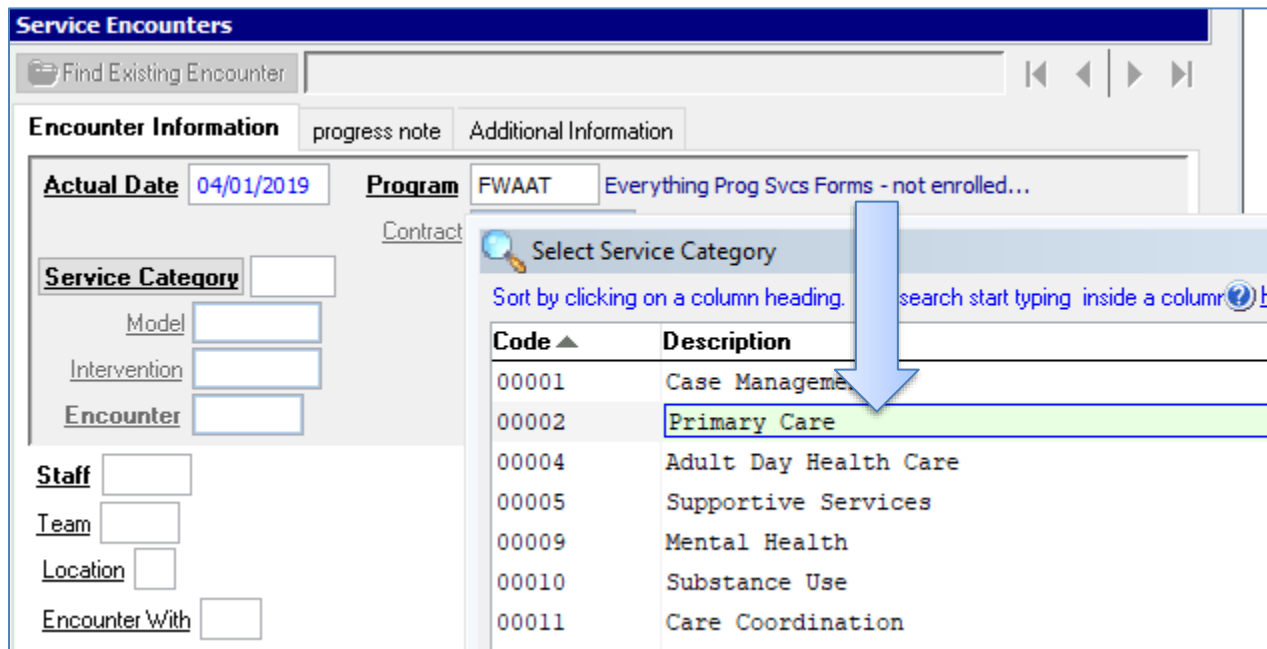
1. service encounter information within the Primary Care / Initial Visit service category;
2. lab test information within the Laboratory & Psychological Tests screen;
3. **if applicable:** service encounter information within the Primary Care / STI Counseling (Positive) service category;
4. **if applicable:** referral for treatment and medical evaluation follow up services.

STI Service Encounter (Primary Care Encounter / Initial Visit)

- After selecting the client, navigate to the **Services Form...** and select **<Add>**



- Add the **date the test was conducted** and select the **Program** performing the test(s)
- Under **Service Category** select *Primary Care*



- Under **Encounter** select *Initial Visit (General)*

The screenshot shows the 'Service Encounters' form. The 'Encounter' dropdown menu is open, displaying a list of encounter types. The 'Initial Visit (General)' option is highlighted with a blue arrow pointing to it. The form fields include:

- Actual Date:** 04/01/2019
- Program:** FWAAT
- Service Category:** 00002 Primary Care
- Encounter:** (Dropdown menu open)
- Staff:** (Empty field)
- Team:** (Empty field)
- Location:** (Empty field)
- Encounter With:** (Empty field)
- Prevention Related Info:** Session Number: 0, # Male Condoms: (Empty field)
- Services Provided:** Not Entered

Code	Description
34	Clinical Trial Follow
35	Clinical Visit (General Clinic R
89	Hepatitis Screening, Testing, Tr
164	Routine GYN Visit
188	TB Services
243	Initial Visit (General)
244	Interim Visit (General)
287	Initial Hepatitis C Medical Eval

- Add the **Staff** and select the service **Site** where the test(s) took place
- Right Click “Not Entered” within the **Services Provided** field and select either Add Multiple Services Provided or Add Service Provided

The screenshot shows the 'Service Encounters' form with the 'Services Provided' field highlighted. A context menu is open over the 'Not Entered' text, with the 'Add Multiple Services Provided' option selected. The form fields include:

- Staff:** FWABL Alday, Pollyplay W
- Site:** FWAAB SITE One
- Team:** TM5 Team 1
- Location:** (Empty field)
- Encounter With:** (Empty field)
- Date Completed:** //
- Prevention Related Information:** Session Number: 0, Incentive Provided: (checkbox), # Male Condoms: (Empty field), # Female Condoms: (Empty field)
- Next Scheduled Appointment:** Date: //, Location: (Empty field)
- Services Provided:** Not Entered (Context menu open)
- Referrals Provided:** Not Entered

- For each test/screening performed select the appropriate corresponding service
 - **Please note** that these services should be selected regardless of the specific screening/testing technology (i.e. NAAT, rapid, etc.) used:
 - Chlamydia – **Chlamydia Screen (92)**
 - Gonorrhea – **Gonococcal Culture (309)**
 - Syphilis – **Screening/Testing for Syphilis Blood Test (761)**

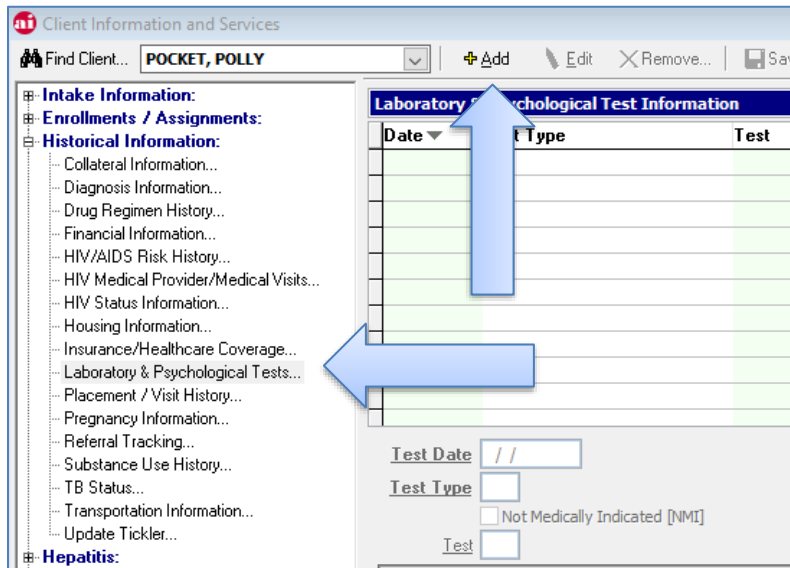
Staff: FWABL Alday, Pollyplay W Site: FWAAB SITE One
 Team: TM5 Team 1
 Location:
 Encounter With: Date Completed: //
Prevention Related Information
 Session Number: 0 Incentive Provided
 # Male Condoms: # Female Condoms:
Next Scheduled Appointment
 Date: // Location:
Services Provided
 *Chlamydia Screen
 *Gonococcal Culture
 *Screening/Testing for Syphilis Blood Test

- Select <Save>

Service Encounters
 + Add Edit X Remove... Save Cancel Print... Help
 Find Existing Encounter: << < > >>
Encounter Information progress note Additional Information
Actual Date: 04/01/2019 **Program:** FWAAT Everything Prog Svcs Forms
 Contract:
Service Category: 00002 Primary Care Start Time: : >
 Model: End Time: : >
 Intervention: Time Spent: n/a
Encounter: 243 Initial Visit (General)
 Staff: FWABL Alday, Pollyplay W Site: FWAAB SITE One
 Team: TM5 Team 1
 Location:
 Encounter With: Date Completed: //
Prevention Related Information
 Session Number: 0 Incentive Provided
 # Male Condoms: # Female Condoms:
Next Scheduled Appointment
 Date: // Location:
Services Provided
 *Chlamydia Screen
 *Gonococcal Culture
 *Screening/Testing for Syphilis Blood Test

Laboratory Tests and Results

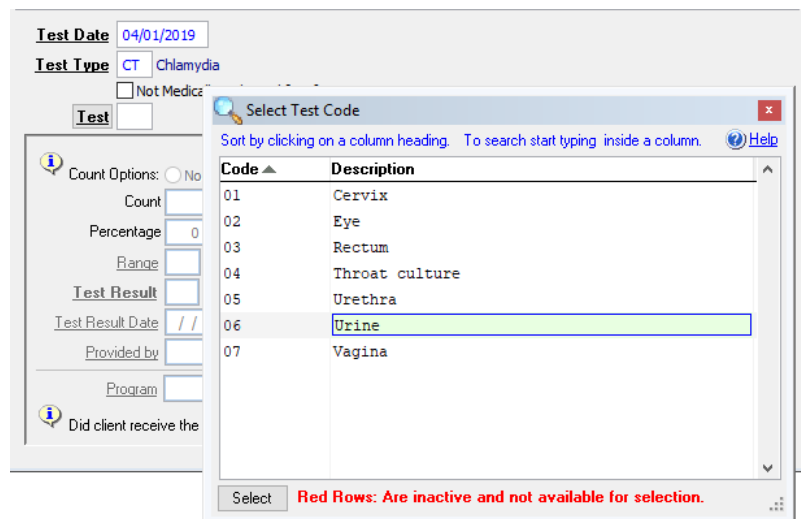
- After selecting the client, navigate to the **Historical Information...** menu, click on **Laboratory & Psychological Tests...** and select **<Add>**



Chlamydia (CT) and Gonorrhea (GC) Screening

For CT/GC testing a lab test should be entered for each screening technology used (i.e. if a client has both a urine screen and an oropharyngeal swab performed for CT/GC they will have FOUR separate lab tests entered on this screen). See below for guidance.

- Enter the **Test Date**
- For the **Test Type** select either **Chlamydia (CT)** or **Gonorrhea (GC)**
- For the **Test** select the appropriate test site location (i.e. cervix, rectum, throat culture, urine, etc.) where the specimen was collected



- Enter No Count/Count Not Applicable for the **Count Options**
- Enter the **Test Result** and the **Program** performing the test

Test Date 04/01/2019
Test Type CT Chlamydia
 Not Medically Indicated [NMI]
Test 06 Urine
Count Options: No Count / Not Applicable Count = '0' Count > 0
 Count
 Percentage 0
 Range
Test Result 002 Negative (Normal)
 Test Result Date //
 Provided by
Program FWAAT Everything Prog Svcs Forms
 Did client receive the results? If Yes, Date the client received the results //

- **Please note:** while you will be able to save the record without entering the Program, it is the expectation that programs providing STI testing under Prevention-funded contracts will utilize this field so that tests/results may be tied back to the program performing the screening.

- **<Save>**
- Repeat steps until all CT/GC tests have been entered

Laboratory & Psychological Test Information							
Date ▲	Test Type	Test	Result	Count	Count	Count	% ^
04/01/2019	CT Chlamydia	Urine	Negative (Normal)	0.00	0	0	
04/01/2019	CT Chlamydia	Cervix	Positive (Abnormal)	0.00	0	0	
04/01/2019	GC Gonorrhea	Urine	Negative (Normal)	0.00	0	0	
04/01/2019	GC Gonorrhea	Cervix	Negative (Normal)	0.00	0	0	

Syphilis (SY) Screening

- Enter the **Test Date**
- For the **Test Type** select **Syphilis (SY)**
- For the **Test** select the appropriate test code

The screenshot shows a web form for Syphilis (SY) Screening. The 'Test Date' is set to 04/01/2019 and 'Test Type' is SY (Syphilis Test). A 'Test' dropdown menu is open, displaying a list of test codes and descriptions. The list includes:

Code	Description
01	Automated Reagin Test (ART) / non-trep.
02	RPR / non-treponemal test
03	VDRL / non-treponemal test
04	Darkfield Microscopy / Treponemal test
05	EIA / Treponemal test
06	FTA-ABS / Treponemal test
07	MHA-TP / Treponemal test
08	TPPA / Treponemal test
09	PCR / Treponemal test

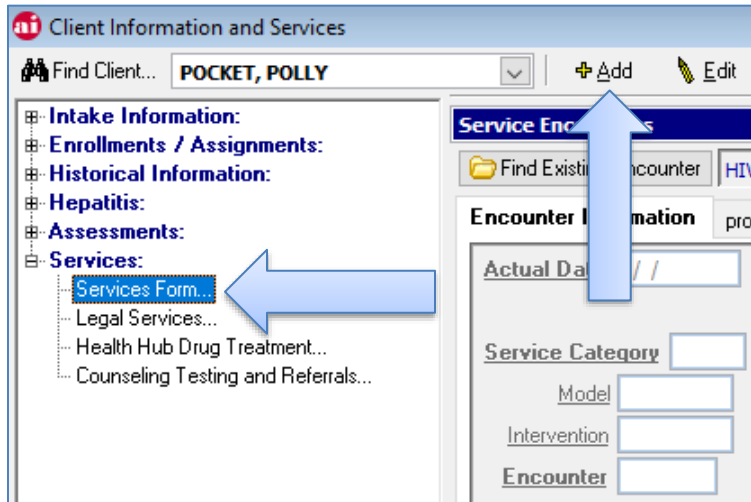
At the bottom of the dropdown menu, there is a 'Select' button and a red warning message: "Red Rows: Are inactive and not available for selection." The main form also includes fields for 'Count Options' (No Count / Count), 'Percentage' (0), 'Range', 'Test Result', 'Test Result Date' (//), 'Provided by', and 'Program'. A checkbox for 'Not Medically Indicated' is also present.

- **Please note:** If providing a rapid syphilis test, select *Rapid Test (EIA) (10)*. For laboratory-based testing you must refer to the lab paperwork to determine which **Test** is appropriate to select. If you have additional questions, please reach out via email to DOPAI@health.ny.gov.
- Select **No Count/Count Not Applicable** for the **Count Options**
- Enter the **Test Result** and the **Program** performing the test
 - **Please note:** while you will be able to save the record without entering the **Program**, it is the expectation that programs providing STI testing under Prevention-funded contracts will utilize this field so that tests/results may be tied back to the program performing the screening.
- **<Save>**

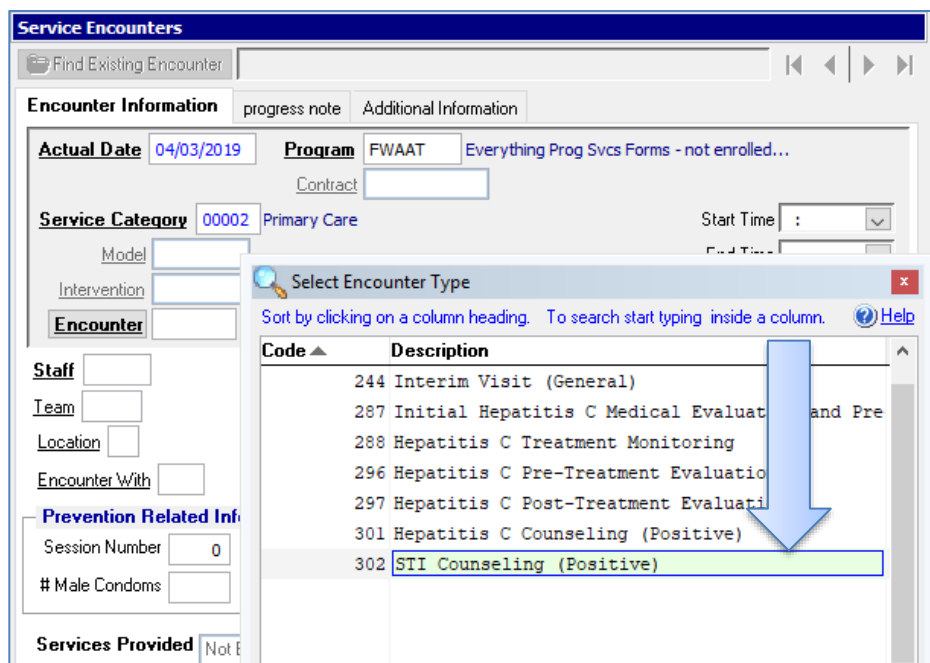
STI Positive Counseling Encounter and Treatment Referral

In addition to the AIRS data entry requirements outlined below, agencies are required to fill out and submit either the DOH 389 form (Rest of State/non-NYC) or the Universal Reporting Form (NYC) within 24 hours for positive/reactive results. Further information on completing and submitting these forms is included in your program’s workplan.

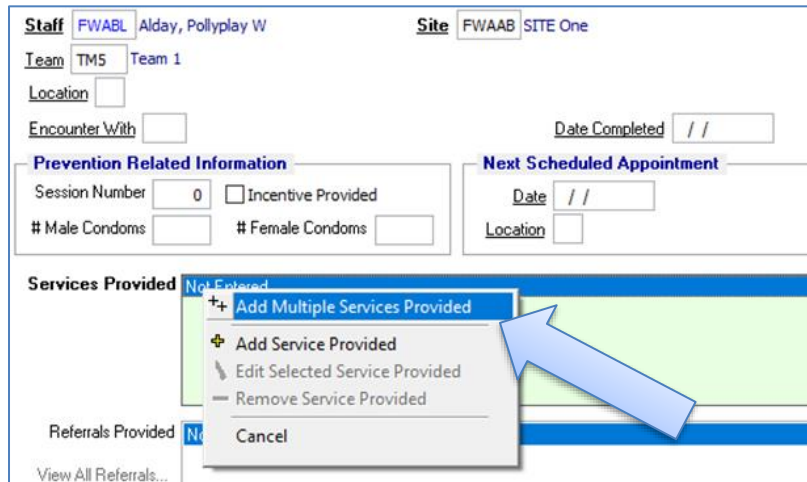
- After selecting the client, navigate to the **Services Form...** and select <Add>



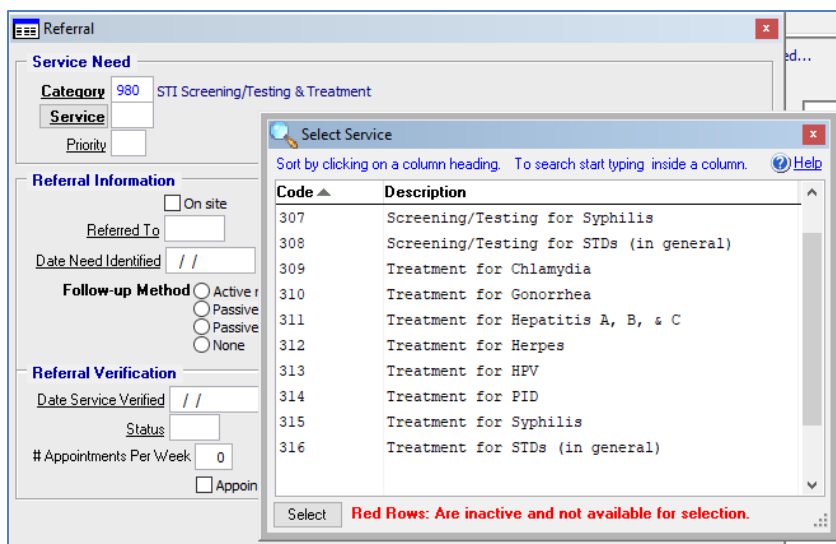
- Add the **date you notified the client of their positive/reactive STI result** and select the **Program** that performed the test
- Under **Service Category** select *Primary Care*
- Under **Encounter** select *STI Counseling (Positive)*



- Add the **Staff** and select the **Site** location where the test(s) took place
- Right Click “Not Entered” within the **Services Provided** field and select either Add Multiple Services Provided or Add Service Provided



- Select **Basic Patient Education/Counseling (909)**
- Right Click “Not Entered” next to **Referrals Provided** select either Add Referrals Provided
- Choose Category 980 (STI Screening/Testing & Treatment)
- Under Service select the appropriate corresponding referral code for treatment:
 - Chlamydia – **Treatment for Chlamydia (309)**
 - Gonorrhea – **Treatment for Gonorrhea (310)**
 - Syphilis – **Treatment for Syphilis (315)**



- Select the organization that the client was the **Referred To**
- Select the **Follow-up Method** that will be used to verify the referral outcome
- **<Save>** the referral screen
 - **Please note:** if the client was positive/reactive for multiple STIs you must enter a separate referral for Treatment for each positive test.
- Select **<Save>**

The screenshot shows the 'Service Encounters' software interface. At the top, there is a toolbar with buttons for '+ Add', 'Edit', 'Remove...', 'Save', 'Cancel', and 'Print...'. A blue arrow points to the 'Save' button. Below the toolbar is a search bar labeled 'Find Existing Encounter' and navigation arrows. The main form is divided into several sections:

- Encounter Information:** Includes fields for 'Actual Date' (04/03/2019), 'Program' (FWAAT), 'Service Category' (00002 Primary Care), 'Encounter' (302 STI Counseling (Positive)), 'Start Time', and 'End Time'. A 'Time Spent' field shows 'n/a'.
- Staff:** 'FWABL Alday, Pollyplay W'.
- Site:** 'FWAAB SITE One'.
- Team:** 'TM5 Team 1'.
- Location:** (empty field).
- Encounter With:** (empty field).
- Date Completed:** (//).
- Prevention Related Information:** Includes 'Session Number' (0), '# Male Condoms', '# Female Condoms', and an 'Incentive Provided' checkbox.
- Next Scheduled Appointment:** Includes 'Date' (//) and 'Location' (empty field).
- Services Provided:** A list box containing '*Basic Patient Education/Counseling'.
- Referrals Provided:** A list box containing '* - Treatment for Chlamydia to Neighborhood Health Center'.
- View All Referrals...** (link)

- **Please note:** outcomes are required for referrals to treatment for all STIs. Once you have verified whether the client has attended the appointment you should follow the steps below

- Under **Historical Information** select **Referral Tracking...**
- Select **<Edit>**
- Add the Date Service Verified
- Select the Status of the referral outcome from the list below
 - **Client Received Service (+01)**
 - **Client Refused Service (-01)**
 - **Lost to Follow-up (-07)**

The screenshot displays the 'Client Information and Services' application window. The left sidebar contains a tree view with categories like 'Intake Information', 'Enrollments / Assignments', 'Historical Information', 'Hepatitis', 'Assessments', and 'Services'. The 'Referral Tracking' option is highlighted in the 'Historical Information' section, with a blue arrow pointing to it. The main window shows a 'Referral Tracking' table with columns for Date, Referred For, Referred To, and Status. Below the table are sections for 'Service Need', 'Referral Information', and 'Referral Verification'. The 'Service Need' section shows Category 980 (STI Screening/Testing & Treatment) and Service 309 (Treatment for Chlamydia). The 'Referral Information' section shows Date Referral Made as 04/03/2019 and Referred To as FWAA9 Neighborhood Health Center. The 'Referral Verification' section has a 'Date Service Verified' field set to // and a 'Status' dropdown. A 'Select Referral Status' dialog box is open in the foreground, showing a list of codes and descriptions. The dialog box has a search bar and a 'Select' button. The list includes: +01 Client Received Service, +02 Client Attended Third Behavioral Health Appt., -01 Client Refused Service, -02 Client On Waiting List, -03 Service Not Available, -04 Appointment Pending, -06 Client No Show For Appointment, -07 Lost to Follow-up, -08 Pending-Client In Hospital, and -09 Pending-Client too ill. A note at the bottom of the dialog states 'Acceptable Statuses are in Blue'. A blue arrow points from the 'Date Service Verified' field in the main window to the 'Date Service Verified' field in the dialog box.

- **<Save>**

Data Monitoring and Reporting

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

→ **Lab Test History by Program** (ERA)

This report shows a count of clients who received laboratory testing, the total number of tests performed and the number of positive results by programs (as indicated in the Lab Test History module – tests that were not attributed to a specific program will be listed under No Program Indicated).

This report also enables a drill down to view a listing of clients by program, which specific tests were performed by date, test results/counts and the date the client was given their results. A filter by test type and program is available.

Funded providers should run this report regularly to ensure that all laboratory tests performed are appropriately attributed to the program that performed them and that results are entered.

→ **Lab Test Summary** (ERA)

This report shows the number of clients who received specific laboratory tests, how many tests were performed and the number of positive results by program (as indicated in the Lab Test History module – tests that were not attributed to a specific program will be listed under No Program Indicated). A filter by test type and program is available.

Funded providers should run this report regularly to ensure laboratory tests are being appropriately attributed to the program that performed them as well as evaluate the specific tests being performed by program and the positivity rate by test.

→ **STI Referrals Summary** (ERA)

This report lists the client count of every STI referral entered during the reporting period selected, as well as a count of referrals considered complete. A drill down provides a list of clients, the date they were referred and the date the referral was verified complete. A filter by program is available.

Funded providers should run this report routinely to ensure that clients are being referred to screening and/or treatment.

→ **STI Referral Outcomes – Statuses Needing Correction** (ERA)

This report lists STI referrals without accepted outcomes by client. A filter by program is available.

Funded providers should run this report regularly to ensure that referrals are properly closed out.