Entering
Social Networking Strategy ("SNS")

<u>Social Networking Strategy</u> 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

- 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*

- 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

- 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

- 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

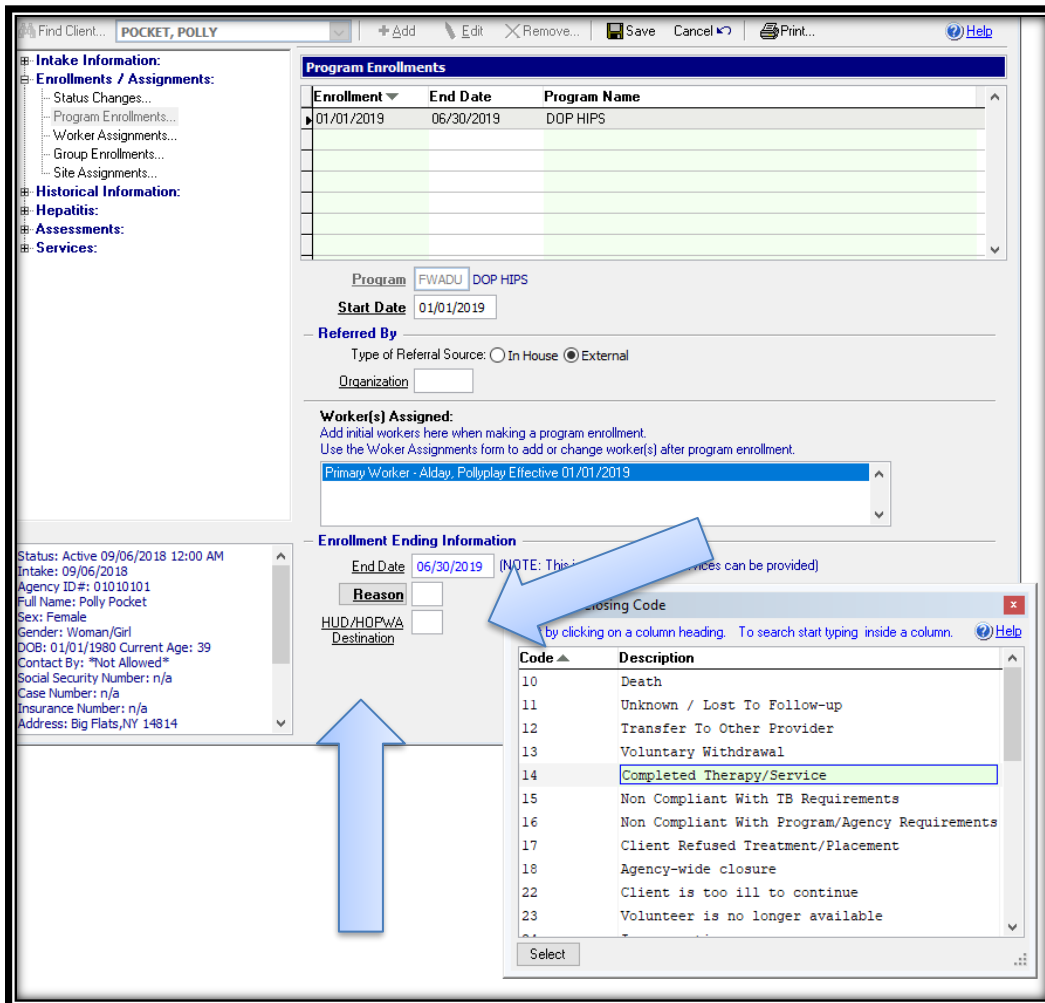- Enter HCV testing as indicated on the AIRS How To: How to use the Hepatitis Screens in AIRS video on AIRSNY.org

- 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
XX	Client determined ineligible for SNS (not yet available)
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*

- 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

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.
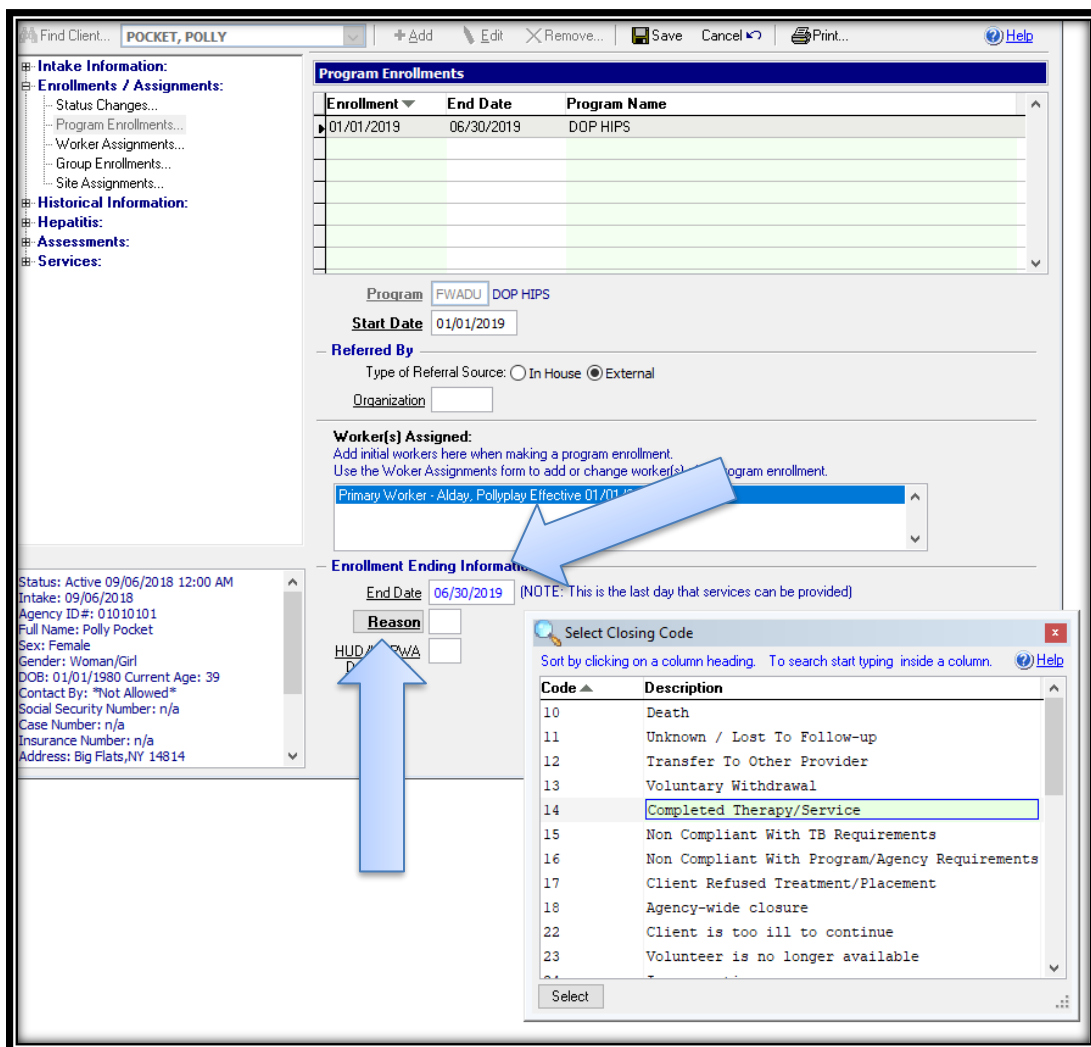
HCV Testing Encounters

- 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!