



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

Person Completing Intake: FWABL Alday, Pollyplay W

Client Assigned to Site: FWAAB SITE One

Program Performing Intake: FWADU DOP HIPS

Optional...
Program enrollments at Intake: No Program enrollments will be created; click to add/modify.

The following information is required to
 ▶ HIVSTATUS: "Not Entered" indicates that Refer to the "Historical Information" form.
 ▶ RISK: "Not Entered" indicates an "Effective" Refer to the "Historical Information" form.

HIV Status at Agency Intake...
Not Entered

HIV/AIDS Risk History at Agency Intake...
Not Entered

Program Enrollments at Intake - Start Date: 01/01/2019

Program: FWADU DOP HIPS
 Worker Assigned: FWABL Alday, Pollyplay W
 Referred By:
 Type of Referral Source: In House External
 Organization:

Add to Program Enrollments

| Program | Worker Assigned | Keep? |
|----------|--------------------|-------------------------------------|
| DOP HIPS | Alday, Pollyplay W | <input checked="" type="checkbox"/> |

- 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

Find Client... POCKET, POLLY

Intake Information:
 Enrollments / Assignments:
 Status Changes...
 Program Enrollments...
 Worker Assignments...
 Group Enrollments...
 Site Assignments...
 Historical Information:
 Hepatitis:
 Assessments:
 Services:

Program Enrollments

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

Program: FWADU DOP HIPS
 Start Date: 01/01/2019
 Referred By:
 Type of Referral Source: In House External
 Organization:

Worker(s) Assigned:
 Add initial workers here when making a program enrollment.
 Use the Worker Assignments form to add or change worker(s) after.
 Not Entered

- 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)
- Encounter With:** (dropdown menu)
- Prevention Related Information:** Session Number: 0, Incentive Provided:
- Services Provided:** Not Entered
- Referrals Provided:** 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](#)
- 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

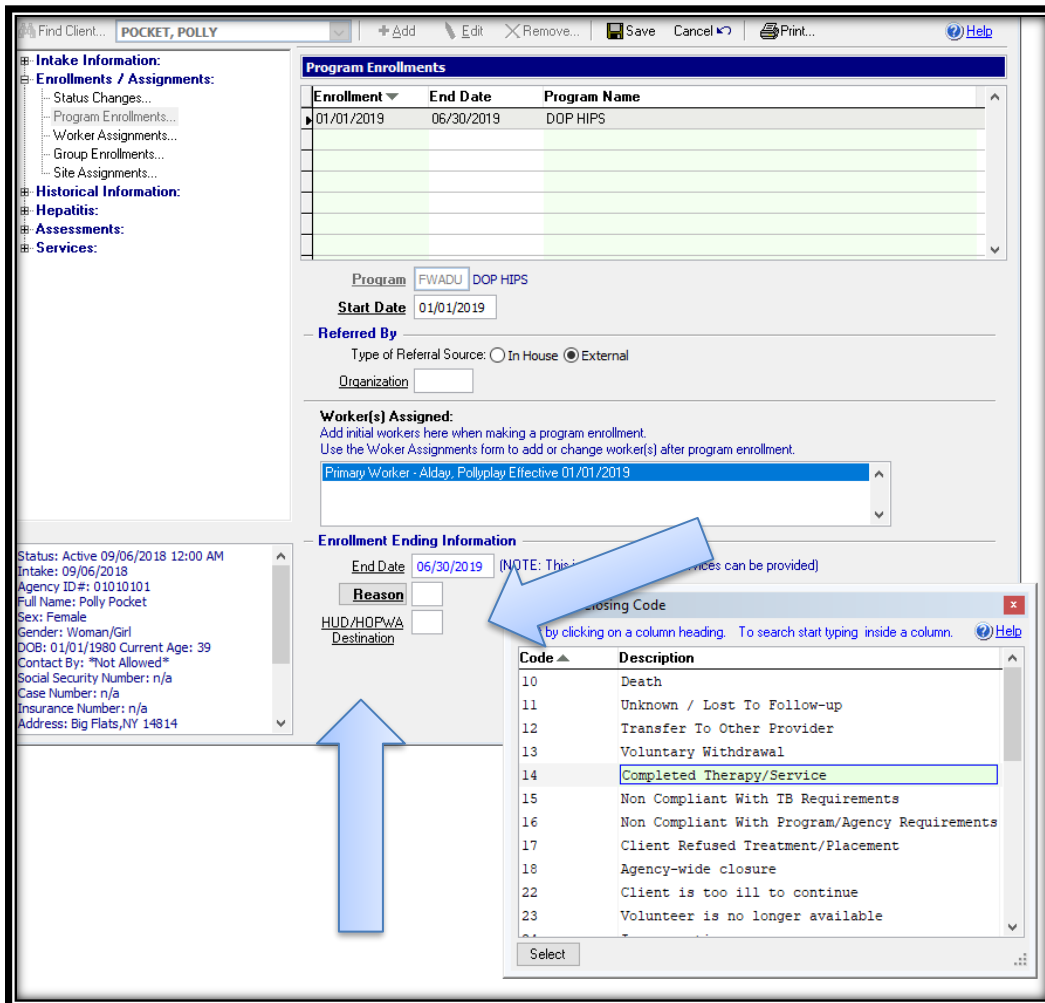
- Enter HCV testing as indicated on the AIRS [How To: How to use the Hepatitis Screens in AIRS video](#) on [AIRSNY.org](#)
- Enter a Social Networking Strategy encounter (as described [above](#)) that includes the service **Other Testing – Viral Hepatitis (592)**
 - Note: this does not need to be a 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*

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 displays a table with the following data:

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

Below the table, there are several form fields:

- Program:** FWADU, DOP HIPS
- Start Date:** 01/01/2019 (highlighted with a blue arrow)
- Referred By:** Type of Referral Source: In House External
- Organization:** [Empty text box]
- Worker(s) Assigned:** 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](#)

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](#).

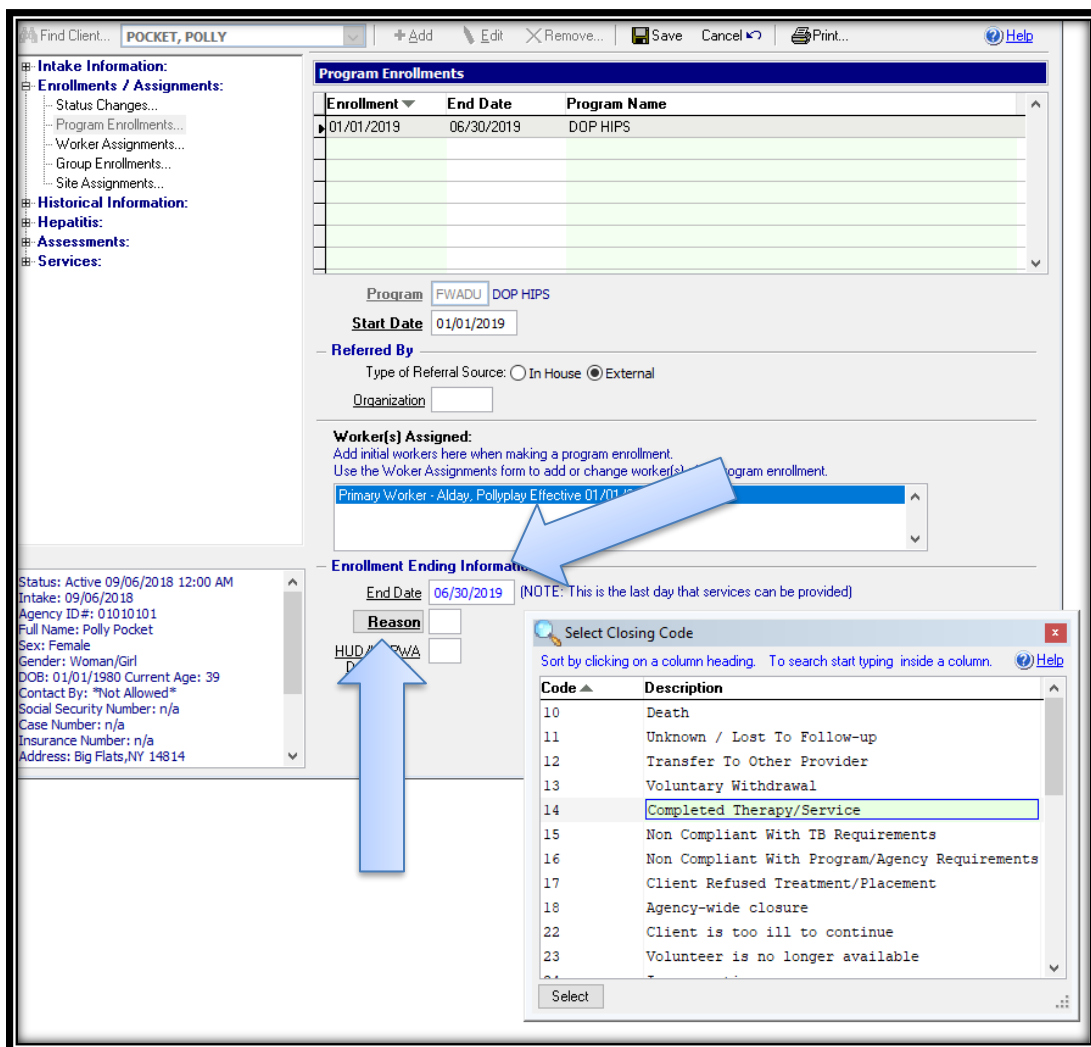
HCV Testing Encounters

- 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!