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California Department of Public Health



ARNOLD SCHWARZENEGGER
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DEC 21 2007

TO: HIV COUNSELING AND TESTING COORDINATOR

Subject: LOCAL EVALUATION ONLINE IMPLEMENTATION AND HIV
COUNSELING AND TESTING TWO-TIER MODEL DATA COLLECTION
AND SUPPORT MATERIALS

This letter is to provide you with an update regarding Office of AIDS (OA) plans for launching the Local Evaluation Online (LEO) web-based data system and LEO program trainings to support the new two-tiered HIV Counseling and Testing (C&T) model.

As you know, the two-tiered HIV C&T program will go into effect on January 1, 2008. Beginning January 1, 2008, your agencies should begin using the new forms that were designed around the restructured program, including the new Counselor Information Form (CIF), Client Assessment Questionnaire (CAQ), the revised laboratory slips (rapid testing and standard testing), and the Testing Incident Report (TIR).

The CIF, CAQ, and the laboratory slips will be mailed directly to you from the printer. The laboratory slips are scheduled for delivery on December 28; the CIF and CAQ are scheduled for delivery on December 31, 2007. The TIR, which will be used only rarely, will not be bulk-printed or mailed out. Instead, the TIR will be available on the OA Web site and will eventually be accessible from within the LEO help screens. The CIF and CAQ and the guidance documents for all forms are also available electronically for download and printing from the OA Web site if necessary:

<http://www.dhs.ca.gov/aids/Counseling/LEO/default.htm> - click on "Counseling & Testing Forms and Templates."

The Partner Information Form (PIF) is a new form being developed for Partner Counseling and Referral Services. The PIF is to be used when an HIV-positive client chooses to inform a partner of his/her exposure risk with provider assistance through Dual Disclosure or Anonymous Third Party Disclosure. The PIF collects demographic, locating, service and outcome information on a client's partner. This form is essential in ensuring that the field staff, or Disease Intervention Specialists (DIS), will be able to locate and identify potentially exposed partners. The PIF is designed such that once the locating information (which contains identifying information) is obtained, that information is only available to the field worker or DIS who is following up on the partner. A carbon copy

blacking out the identifying information is kept for data entry. Once the final disposition is obtained, the DIS worker will access the record through a unique number and close out the case.

The PIF is scheduled to be printed in early January 2008 and shipped soon thereafter. Prior to PIF rollout, all sites are to use the original PCRS form and follow-up process and continue to submit data to the State in hardcopy form. Once the new PIF are available, they will be distributed to HIV coordinators according to projected need. The PIF should be filled out and stored on-site for eventual data entry into LEO.

The rest of this letter provides an overview of the plan for incremental rollout of LEO, trainings to support LEO, and local health jurisdiction (LHJ) action items related to LEO usage and training.

LEO Rollout: Timeline & Action Items

<p><i>January 1, 2008</i></p>	<p>LHJ Action Item: Begin two-tiered HIV C&T service delivery. Change over to new forms: CIF, CAQ, Conventional and Rapid Lab Slips, TIR when needed.</p>
<p><i>Early January 2008</i></p>	<p>LEO administrative module rolls out. (Administrative module contains organizational information regarding agencies, service locations, service providers, etc.) Written support materials are provided.</p> <p>LEO technical assistance trainings (i.e., system setup and data entry) will be performed online via WebEx software and through in person regional trainings. Counties will be invited to specific trainings and people who wish to attend in person will need to RSVP.</p> <p>LHJ Action Item: Review support materials (available on OA Web site); sign up for LEO administrative module training.</p>
<p><i>Mid-January 2008</i></p>	<p>Trainings for LEO administrative module occur around the state and online. The new PIF is shipped to LHJs.</p> <p>LHJ Action Item: Attend/send appropriate personnel to LEO administrative module training (Coordinators should attend this training). Hold all completed HIV C&T client forms for data entry which should begin after data entry staff are trained on LEO data entry functionality. LHJs focus on completing LEO administrative set-up tasks in order to be ready to begin entering HIV C&T data when data entry functionality becomes available in LEO in early February.</p>

<p><i>Mid-January 2008 to early February 2008</i></p>	<p>LHJ Action Item: Once trained, LHJs and other agencies enter their administrative information into LEO [<i>Note: This step must be completed before client data entry can begin.</i>]. LEO technical support and program monitors will be available for individual technical assistance. Hold all completed PIF forms for data entry once LEO functionality for PIF becomes available.</p>
<p><i>Early February 2008</i></p>	<p>LEO HIV C&T module rolls out. (HIV C&T module contains data entry screens for C&T client data). Written support materials are provided.</p> <p>LHJ Action Item: Review support materials (available on the OA Web site); sign up for HIV C&T module training.</p>
<p><i>Early to Mid February 2008</i></p>	<p>Trainings for entry of HIV C&T data are provided.</p> <p>LHJ Action Item: Attend/send appropriate personnel to HIV C&T module training (especially data entry personnel). Begin entering C&T data.</p>
<p><i>Early March 2008</i></p>	<p>LEO invoicing module and PIF data entry module rolls out. Written information about invoice reporting functionality is provided.</p> <p>LHJ Action Item: Review information about invoice reporting functionality. Begin entering PIF data.</p>
<p><i>Late March 2008 – Early April 2008</i></p>	<p>LEO training module rolls out. Functionality will include the ability to view class schedules and request enrollment in specific trainings via LEO [<i>Note: Historic training information relevant to invoicing of services has been migrated into the LEO database by OA</i>]. Written support materials are provided.</p> <p>LHJ Action Item: Review support materials, and request enrollment for any counselors whose certification expires within six months.</p>
<p><i>Spring-Summer 2008</i></p>	<p>Remaining LEO modules roll out, including Inventory Module (functionality includes tracking forms and testing supplies inventory, auto-notification of low supplies, and integrated ordering of supplies via the LEO system); and the Education and Prevention Module, which includes data entry for Health Education/Risk Reduction interventions currently captured in ELI.</p>

Please keep this timeline handy for your reference and contact OA if you have any questions during this transition process. Both LEO technical support and HIV C&T program support are available – please see appropriate contact information below. Program guidance documents were distributed in October at the Counseling and Testing Meeting in Marina del Rey.

For C&T Program Support, contact your assigned Program Consultant:

Mary Geary (Mary.Geary@cdph.ca.gov (916) 449-5804)
Schenelle Flores (Schenelle.Flores@cdph.ca.gov (916) 449-5803)

For LEO Technical Support, contact:

Shanna Livermore (Shanna.Livermore@cdph.ca.gov (916) 449-5823)
Deanna Sykes (Deanna.Sykes@cdph.ca.gov (916) 449-5825)

The current Web site address for LEO on OA's Web site is:
<http://www.dhs.ca.gov/aids/Counseling/LEO/default.htm>

Please note that in the near future, the OA Web site will be relocated as we integrate into the new California Department of Public Health from the old Department of Health Services designation. OA will inform you when this change has occurred. Should you have any further questions, please feel free to contact me at (916) 449-5831 or by e-mail at Christopher.Krawczyk@cdph.ca.gov.

Sincerely,



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