



California HIV/AIDS Surveillance Standard Operating Procedures

External

LHJ Management of Out of State (OOS) Cases

Version 2.0

August 29, 2011

Standard Operating Procedures

REVISION HISTORY

Version #	Revision Date	Summary of Changes	Revised By
1.0	04.13.10	Initial draft	Tracy Sneed
1.5	01.18.11	Minor edits for consistency.	Gary Horpedahl
2.0	08.29.11	Edited page 3, section 3 for clarity.	Steven Starr
2.5			
3.0			

Standard Operating Procedures

Management of Out of State (OOS) Cases for LHJs

The following steps for OOS case checks abide by CDC guidance and should be followed when LHJs receive a case report previously reported in another state.

1. The LHJ assigns a CA STATENO and calls OA to share initial information so OA can contact the other state.
2. Before calling the other state, OA asks the LHJ for as much of the following information as is available¹:
 - a. State to call
 - b. Name of patient
 - c. Current address (zip code or city, county and zip)
 - d. DOB
 - e. SSN
 - f. Risk
 - g. Ethnicity/Race
 - h. Residence at diagnosis in California (HIV and/or AIDS)
 - i. California facility of diagnosis (HIV and/or AIDS)
 - j. HIV and/or AIDS diagnosis
 - k. Current labs
 - l. California STATENO
3. OA contacts the OOS jurisdiction, exchanges information as appropriate and calls the LHJ to give them the information obtained from the other state so the LHJ can complete the ACRF and send it to OA.

The following information should be captured on the Adult Case Report Form by the county:

- a. Patient name
- b. California address (current address)
- c. Date form completed; report source; soundex
- d. DOB, Sex, race/ethnicity, risk
- e. California STATENO
- f. OOS diagnosis of HIV and/or AIDS
- g. OOS facility of diagnosis (HIV and/or AIDS)
- h. Country of Birth
- i. Laboratory data from OOS (including OI's)
- j. Treatment/Services in California

Important: In the comments section of the ACRF, include the following: the OOS state number, state where diagnosis first occurred, any California labs and the facility of diagnosis in California.