

Testing Incident Report Guidance

This document contains instructions for completing the Testing Incident Report (TIR) for OA-funded HIV Counseling and Testing programs. Information from the TIR must be entered in LEO, and is used to assure quality in testing for OA-funded programs.

Overview

The TIR must be completed when specific events occur during the course of counseling and testing services, including discordant results, inconclusive results, invalid rapid test results, when rapid or confirmatory results are not disclosed to a client, and when a confirmatory sample is not submitted after a preliminary positive rapid test. Each topic is addressed in a separate section of the TIR. Only the section(s) relevant to the incident you are reporting must be completed.

If you require technical assistance in completing the TIR, or in determining next steps in resolving a testing incident, contact Vanessa Lee at Vanessa.lee@cdph.ca.gov or (916) 449-5542.

Cover Sheet

The cover sheet includes a series of check boxes to help determine which section(s) of the TIR are required, depending upon the type of testing incident that has occurred. It also contains a space in the upper right-hand corner for the OA ID associated with the first lab slip of the testing incident. Completing the cover sheet is optional for entry into the LEO system. However, it may be useful to help determine which sections require completion, and for archiving hard copies for future reference.

The remainder of this document provides detailed information for completing each section of the TIR.

Discordant Result (Section A)

Section A of the TIR must be completed when a discordant result occurs. A discordant result consists of a preliminary positive rapid HIV test result followed by any subsequent test result that is negative or inconclusive. Typically, a discordant result consists of a preliminary positive rapid test followed by a negative EIA/WB combination. The information contained in Section A will help us to 1) identify any unusual test result patterns; 2) ensure that confirmatory protocols are conducted correctly, and 3) ensure that result disclosure messages are appropriate.

To complete Section A:

For each lab slip, complete the elements below. Make sure that lab slips are entered in the correct order. Lab Slip #1 should correspond to the first lab slip used for that client. For discordant results, the first slip should document the initial preliminary positive rapid test.

The information on the top half of the "Lab Slip" box on the TIR must correspond to the information on the specified lab slip:

Unique Office of AIDS Client Number

Write in the OA ID number or apply a sticker from the relevant lab slip.

Specimen Date

Copy the specimen date from the relevant lab slip.

Specimen Type

Copy the specimen type from the relevant lab slip.

Tests Performed/Results

Indicate the test(s) performed on this lab slip, and the results obtained.

The information on the bottom half of the “Lab Slip” box on the TIR must correspond to the information provided during the disclosure session for the test result indicated above. This information should be completed either by the counselor or in consultation with the counselor who provided the service.

Disclosure Date

Indicate the date these results were disclosed to the client. If this result was not disclosed to the client, check “No disclosure occurred for these results” and stop. (If rapid test results are not disclosed to client, complete Section C.)

Disclosure Message

Check the box that most closely corresponds to the message that was disclosed to the client after the results documented above. (Note that this message may be different in a subsequent session when additional results are available.) If necessary, use the note section to describe why this message was disclosed to this client or to describe any additional information provided to the client.

Testing

Check the box that corresponds to the recommendation for further testing that was given to the client after the results documented above. If necessary, use the note section to describe why this recommendation was made or to describe any additional information provided to the client.

Client Action

Check the box that indicates whether the client followed the testing recommendation. If necessary, use the note section to provide any additional information about the client's action.

Notes

Use this section to provide any additional information that you feel may be necessary to understand this incident.

Continue with Lab Slip #2, Lab Slip #3, etc., until all of the lab slips and disclosure sessions associated with this incident have been documented.

Inconclusive Result (Section A)

Section A is also used to document inconclusive conventional testing results and follow-up testing. Follow the instructions above to complete Section A.

Invalid Rapid Test Result (Section B)

If a rapid test yields an invalid result, complete Section B. Invalid test results are generally very rare. The information contained in this section will help us to track the frequency of invalid results, and to take corrective action with the test kit manufacturer if necessary.

Please describe why the rapid test was invalid

Check one or more boxes to indicate why a test was invalid, and provide any relevant explanation in the space provided. If the reason is unknown, check that box and describe the appearance of the result window in the space provided.

Describe the quality assurance follow-up procedures that were conducted related to this incident. If you are not sure what action to take, contact Vanessa Lee at Vanessa.lee@cdph.ca.gov or (916) 449-5542 for technical assistance.

Rapid test result not disclosed (Section C)

A primary value of conducting rapid HIV testing in our settings is that most or all of the results will be disclosed. If the results of a rapid HIV test are not disclosed to a client, Section C must be completed.

Please describe why the result of the rapid test was not disclosed to the client

Use this space to describe the situation, procedures, and context that led to not disclosing a rapid test result to a client.

Confirmatory sample not submitted (Section D)

To be in compliance with California law, results from reactive screening tests, including rapid HIV tests, must be confirmed. Prior to receiving a rapid HIV test, clients must consent to submit a confirmatory sample in the event that the result is preliminary positive. If a confirmatory sample is not submitted, Section D must be completed. This section will provide us with important information to ensure that clients receive confirmed results.

Please explain why no confirmatory sample was submitted

Check one or more boxes to indicate why no sample was submitted, and provide additional detail in the space provided.

Confirmatory test result not disclosed (Section E)

California law requires reactive screening tests, including rapid HIV tests, to be confirmed. At the writing of this document, confirmatory tests require conventional laboratory processing, so result disclosure requires a return visit from the client. If a client fails to return for their confirmatory result, Section E must be completed. This section will provide important information about why some clients do NOT receive their confirmatory results.

Please describe why the final confirmatory result was not disclosed

Check one or more boxes to indicate why no confirmatory result was disclosed, and provide additional detail in the space provided. Please note that in this section, it is appropriate to put your 'best guess' about why the client did not return. In this way we will be able to gather information about the likely status of the client's knowledge of their HIV status and determine appropriate actions to improve the outcomes for these clients.

Other (Section F)

You may use this section to document any other testing incident that you would like to report on.