



# California HIV/AIDS Surveillance Standard Operating Procedures

EXTERNAL

## LHJ Reporting Lab Test Results

Version 3.0

February 19, 2013

# Standard Operating Procedures

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## REVISION HISTORY

Version #	Revision Date	Summary of Changes	Revised By
1.0	01/12/11	Initial draft	Gary Horpedahl
1.5	01/13/11	Corrections, additions	Gary Horpedahl
2.0	02/15/11	Minor changes	Gary Horpedahl
2.5	02/21/12	CD4 reporting language	Gary Horpedahl
3.0	02/19/13	Minor changes	Julia Zuo

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The Centers for Disease Control developed a document-based data management system to better track information received from HIV/AIDS surveillance and to better monitor HIV disease progression. The system is commonly referred to as “eHARS” – the Enhanced HIV/AIDS Reporting System. Unlike case-based data management, document-based management allows all documents to be stored and retained electronically in their original forms.

This SOP addresses how to accurately capture data from lab report documents so the data can be uploaded/entered efficiently and accurately into eHARS. In many instances, a lab report is the first document used to begin constructing a case. It then serves as a “trigger” for the investigative process that leads to the completion of an Adult Case Report (ACR) form. Reporting all positive/detectable lab test results and CD4 counts/percentages accurately and efficiently ensures a reliable database for monitoring and research purposes.

### **PLEASE NOTE:**

**In the case of a <200 CD4 count or <14% on lab document, if it is a known HIV case that transitions to AIDS, an ACR with the updated information must be filled out and sent to OA for data entry into eHARS.**

**This should include: Residence at AIDS dx, Facility at AIDS dx, lab results and collection date, as well as any other update information. The lab SHOULD NOT be entered into LDET.**

Laboratories are required by law to send HIV/AIDS test results to the Local Health Jurisdiction (LHJ) of the provider ordering the test. LHJs cannot be certain that all test results received belong to patients living within their jurisdiction.

### **Steps to Report Lab Test Results:**

1. The LHJ begins by checking its own registry/database to see if the lab patient matches a known case locally. If a match is found and it is a lab update only, the LHJ updates the case by entering the data into the LDET. Otherwise, fill out a yellow form to update the lab results and collection dates along with other information like a current address, SSN, etc. and send it to OA for data entry.
2. If a local match is not found, then it must be checked with the Office of AIDS (OA) Surveillance Section, either by phone or electronically.
  - a. If OA reports a match, the LHJ obtains the STATENO and enters the data into the LDET.
  - b. If OA does not find a match, and the lab result is confirmatory (positive Western Blot (WB) or detectable Viral Load (VL), the LHJ assigns a STATENO to the case and makes the appropriate data entry into the LDET. Once imported into eHARS, the lab report becomes the first document to appear on the case in eHARS.

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- c. If the provider is within the LHJ's jurisdiction, the STATENO assigned to the lab report should then also be put on an ACR, along with the patient's name and date of birth, and a follow-up investigation must take place to complete the ACR.
  - d. The ACR is completed and sent to OA. It should **NOT** contain the lab test results already entered into the LDET and the Comments section should contain a note: "Lab sent via LDET." \*
3. LHJs receiving labs from OA with STATENOs should transfer the STATENO to an ACR, along with the name and date of birth. Once investigated further, the completed ACR is forwarded to OA for entry into eHARS.

### **LHJs not using the LDET (Prior permission obtained from OA)**

If you are not using the LDET to report lab test results for your jurisdiction, you may continue to use the ACR form (green if a new case, yellow for an update), and follow step 1 and step 2 above( Steps to Report Lab Test Results). Then:

1. If OA reports a match, obtain the STATENO for the case, and use the yellow update form to report the lab test results, and send the form to OA. NOTE: You may add any additional information you may have to update the case (i.e., a current address, SSN, AKA name, AKA DOB, ethnicity, risks, status change from HIV to AIDS, etc.).
2. If there is no match with OA, it is potentially a new case. Assign a STATENO and begin filling out the ACR. When complete, send to OA.\*\*

### **At a minimum, LDET data transfer to OA should occur monthly.**

\*If the provider is out of the LHJ's jurisdiction, the LHJ assigns a STATENO to the case, enters it into the LDET, and mails the lab, with the STATENO on it, to OA. The lab is forwarded by OA to the county of the provider for further investigation.

\*\*If the provider is not within your LHJ, assign the lab report a STATENO and forward it to OA.

- a. OA enters the lab report into eHARS, so it becomes the first document on the case.
- b. OA sends the lab report to the county of the provider for investigation, and completion of the ACR.