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GAVIN NEWSOM
Governor

OFFICE OF AIDS (OA)
HIV Prevention Branch

Management Memorandum
Memorandum Number: 2019-04

Date: April 10, 2019

TO: HIV Prevention Program Coordinators

SUBJECT: PS18-1802 Funded Test Kits: Ordering, Usage & Data Reporting

Use of PS18-1802 funded test kits

- A. Although HIV test kits are available to local health jurisdictions (LHJs) at no cost, these test kits are purchased by OA with PS18-1802 funds. Therefore, the use of the test kits and any associated services (e.g., navigation and/or linkage to care, PrEP, essential support services or outreach events) are subject to PS18-1802 testing criteria and the requirement to serve priority populations, as outlined in the HIV Prevention Branch guidance document: *Strengthening Our Foundation Through Integration: 2019 Guide to HIV Prevention and Surveillance*. In addition, ordering and using these test kits for focused testing will require the LHJ or subcontracted organization to abide by OA data collection and reporting requirements for PS18-1802, managed by the Prevention Evaluation and Monitoring (PEM) Section through Local Evaluation Online (LEO.)
- B. LHJs may only distribute OA-funded test kits to community-based organizations (CBOs) that are subcontracted through PS18-1802.
- C. Additionally, staff who are directly or indirectly funded by PS18-1802 local assistance dollars are considered to be using PS18-1802 resources. As such, if these staff resources are being utilized to administer test kit usage and/or any associated services (e.g. navigation and/or linkage to care, PrEP, essential support services or outreach events) the LHJ or subcontracted organization is required to abide by OA data collection and reporting requirements for PS18-1802, managed by PEM through LEO.
- D. All data on test kits and associated services must be reported to OA through the Local Evaluation Online database (LEO). The Centers for Disease Control in their definition of “reportable” test events notes, “...test events are test events supported in any way by PS18-1802 funded resources (e.g., funding, test kits, personnel, training and technical assistance, laboratory support)”.

For questions related to data reporting, please contact:
The LEO Help Desk, LEOhelp@cdph.ca.gov.

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New Test Kit Ordering Process

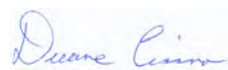
Effective April 15, 2019, the OA Prevention Branch will begin a new ordering process for Determine and OraQuick HIV test kits and controls. Changes include a revised order form for each test kit, new test kits in boxes, and a requirement to verify receipt of each order.

Instructions for ordering:

1. Use the attached revised test kit order forms (Note: "Order Number" is for OA internal use only).
2. Send test kit orders to the respective email address:
 - a) Determine tests DetermineTestKits@cdph.ca.gov
 - b) OraQuick tests OraQuickTestKits@cdph.ca.gov
3. OA Prevention will review, approve and process the order form and forward to the appropriate manufacturer.
4. When the shipment from the manufacturer has been received, the LHJ must note, "All items received" with appropriate signature on the packing slip, then scan and attach a pdf of the signed packing slip to an email and send to the corresponding test kit inbox to confirm receipt of the requested supplies. **Submitting the required documentation will allow future shipments to be processed in a timely manner.**

For questions regarding the ordering process change, please contact:
Matthew Willis, Focused Testing Specialist, at Matthew.Willis@cdph.ca.gov or (916) 449-5797.

Thank you,



Duane Cissna
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