

Assessment Tool for Health Departments to Use in Developing a Program Using HIV Surveillance Data for Linkage to and Re-Engagement in Care Activities

(X=Conduct activity)

Activity	Pre-Program Development	Program Development	Implementation	Continuous QI
1. Read background material on www.effectiveinterventions.org regarding the use of HIV surveillance data for linkage and re-engagement in care activities.	X			
2. Talk to staff in other health departments about experiences developing a program that uses HIV surveillance data for LTC activities.	X			
3. Conduct ongoing assessment and monitoring of timeliness and completeness of HIV surveillance data, including laboratory reporting, to ensure minimum data quality standards are met.	X	X	X	X
4. Meet with relevant health department stakeholders (e.g., HIV prevention/care, HIV surveillance, STD surveillance, etc.) and consider ways to strengthen program integration.	X	X	X	X
5. Review state laws/regulations related to bi-directional sharing of individual-level HIV surveillance case data.	X			X
6. Assess internal and external compliance with CDC's NCHHSTP data security and confidentiality guidelines.	X	X		
7. Identify funding needs and secure additional funding, if needed.	X	X		
8. Engage CDC HIV surveillance and prevention program project officers.	X	X	X	X

9. Engage community (patients, clinicians, non-clinical providers, advocates, public health ethicists, etc.) in all programmatic stages including discussion of proposed program concept, drafting of policies and standard operating procedures, program development and implementation, and evaluation and quality review.	X	X	X	X
10. Review other internal and external data sources (e.g., ADAP, Ryan White, Medicaid, etc.) and assess their data quality for potential use in program operation.	X	X	X	X
11. Assess internal/external staffing needs.	X	X		X
12. Select a program model(s) and develop program. Include local programmatic goals, program steps, data flow and management, data security, and necessary MOUs and other releasing contracts, if applicable.		X		
13. Write clear definitions of linkage and re-engagement for the purposes of the program and share with both internal and external stakeholders.				
14. Conduct pre-implementation program piloting.		X	X	
15. Develop a protocol for how data will be used and reported to stakeholders (dissemination plan).		X	X	
16. Assess internal and external training needs and develop/implement trainings respective to identified needs.		X	X	
17. Develop and implement program evaluation plan.	X	X	X	X
18. Develop and implement QA plan including a plan for assessment of ongoing risks and benefits (effectiveness).		X	X	X

19. Communicate with providers (clinical and non-clinical), community stakeholders, etc. about program, start date, operation, etc.		X	X	X
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