

The HIV Prevention Integration Checklist

Checklist for Level 1: HIV Prevention Education

Does the facility...	YES	NO	If "Yes", to which clients is education provided?		
1. Provide HIV Education to any of its clients? (If "No", Do Not Complete the Following)			<input type="checkbox"/> All (If "Yes," go to 1.1) <input type="checkbox"/> Those at increased risk <input type="checkbox"/> Those who request the information <input type="checkbox"/> Other		
How well do the facility protocols/policies...		(Choose one)			
1.1 Identify goals and objectives for HIV prevention education?	Meet/exceed excellent practice*	Good quality/updated yearly			
	Okay quality/updated informally	Outdated	None written		
1.2 Outline the education requirements for each client encounter?	Meet/exceed excellent practice	Good quality/updated yearly			
	Okay quality/updated informally	Outdated	None written		
1.3 Define staff roles and responsibilities for HIV education?	Meet/exceed excellent practice	Good quality/updated yearly			
	Okay quality/updated informally	Outdated	None written		
1.4 Assure client privacy and confidentiality when providing HIV education?	Meet/exceed excellent practice	Good quality/updated yearly			
	Okay quality/updated informally	Outdated	None written		
1.5 Address relevancy, cultural and age appropriateness of the HIV education materials?	Meet/exceed excellent practice	Good quality/updated yearly			
	Okay quality/updated informally	Outdated	None written		
1.6 List training requirements for staff doing education and document training received?	Meet/exceed excellent practice	Good quality/updated yearly			
	Okay quality/updated informally	Outdated	None written		
1.7 Provide for periodic retraining for staff?	Meet/exceed excellent practice	Good quality/updated yearly			
	Okay quality/updated informally	Outdated	None written		
1.8 Address client referral for services not provided in-house?	Meet/exceed excellent practice	Good quality/updated yearly			
	Okay quality/updated informally	Outdated	None written		
1.9 Require periodic observations/assessments to assure high-quality education?	Meet/exceed excellent practice	Good quality/updated yearly			
	Okay quality/updated informally	Outdated	None written		
1.10 In general for all or most of management, what is the level of motivation to provide HIV prevention education?	High	Moderate	Average	Limited	Low
In general for all or most of the staff members, what is the level of ...					
1.11 Knowledge about risk behaviors associated with HIV transmission?	High	Moderate	Average	Limited	Low

1.12 Motivation to provide HIV education?	High	Moderate	Average	Limited	Low
1.13 Comfort with providing HIV education?	High	Moderate	Average	Limited	Low
In general for all or most of the clinical staff members, what is the level of ...					
1.14 Knowledge and skills to deliver HIV education?	High	Moderate	Average	Limited	Low
1.15 Motivation to provide HIV education?	High	Moderate	Average	Limited	Low
1.16 Comfort in providing HIV education?	High	Moderate	Average	Limited	Low
Are clinical staff observed annually to ensure education includes	YES	NO			
1.17 Risk for sexual and perinatal transmission of HIV?					
1.18 Risk for transmission associated with use of alcohol and other drugs, including injection drug use?					
1.19 Risk associated with use of needles for other activities such as tattooing and piercing?					
1.20 Post-exposure prophylaxis for STI and HIV?					
1.21 Need for periodic screening for asymptomatic STIs?					

*'Excellent practice' includes adherence to national guidelines, standards, usual protocols or general consensus regarding good clinical practice.

'Clinical staff members' are those who provide clinical services such as physical exams, reproductive and/or HIV counseling and testing services. This does not include staff who do office work only.

Comments:

Checklist for Level 2: HIV Prevention Counseling

Does the facility...	YES	NO	If 'Yes', to which clients is counseling provided?		
2. Provide HIV counseling? (If "No", do not complete the following)			<input type="checkbox"/> All (If "Yes," go to 2.1) <input type="checkbox"/> Those at increased risk <input type="checkbox"/> Those who request the service <input type="checkbox"/> Other		
How well do the facility protocols/policies...	(Choose one)				
2.1 Identify goals and objectives for client-centered counseling that addresses decision-making?	Meet/exceed	excellent practice	Good quality/updated yearly	Outdated	None written
2.2 Specify the risk assessment requirements for each client encounter?	Meet/exceed	excellent practice	Good quality/updated yearly	Outdated	None written
2.3 Define staff roles and responsibilities for HIV counseling?	Meet/exceed	excellent practice	Good quality/updated yearly	Outdated	None written
2.4 Assure client confidentiality?	Meet/exceed	excellent practice	Good quality/updated yearly	Outdated	None written
2.5 Require periodic observations/assessments to assure high-quality counseling?	Meet/exceed	excellent practice	Good quality/updated yearly	Outdated	None written
2.6 List training requirements for staff doing counseling and document training received?	Meet/exceed	excellent practice	Good quality/updated yearly	Outdated	None written
2.7 Assure privacy for counseling?	Meet/exceed	excellent practice	Good quality/updated yearly	Outdated	None written
2.8 Provide for periodic retraining for staff?	Meet/exceed	excellent practice	Good quality/updated yearly	Outdated	None written
2.9 Address client referral for services not provided in-house?	Meet/exceed	excellent practice	Good quality/updated yearly	Outdated	None written
2.10 In general for all or most of management, what is the level of motivation to provide HIV prevention counseling?	High	Moderate	Average	Limited	Low
In general for all or most of the clinical staff members, what is the level of ...					
2.11 Knowledge and skills to deliver client-centered counseling that addresses decision-making?	High	Moderate	Average	Limited	Low
2.12 Motivation to provide client-centered counseling that addresses decision-making?	High	Moderate	Average	Limited	Low
2.13 Comfort in providing client-centered counseling that	High	Moderate	Average	Limited	Low

addresses decision-making?			
Are clinical staff observed annually to ensure they...	YES	NO	
2.14 Conduct an in-depth personalized risk assessment with each client?			
2.15 Use appropriate client-centered counseling techniques?			
2.16 Assure access to partner services?			
2.17 Negotiate a behavioral change plan to reduce HIV risk, when appropriate?			

Comments:

Checklist for Level 3: HIV Testing

Does the facility...	YES	NO	If 'Yes', which clients are tested?
3. Provide HIV testing? (If "No", go to 3.1)			<input type="checkbox"/> All (If "Yes," go to 3.1) <input type="checkbox"/> Those with signs or symptoms of HIV <input type="checkbox"/> Those with another STI <input type="checkbox"/> Those with self-reported HIV risks <input type="checkbox"/> Those who request an HIV test <input type="checkbox"/> All pregnant women <input type="checkbox"/> All women seeking a pregnancy test <input type="checkbox"/> Those with known sexual or needle-sharing exposure to an HIV + person
3.1 If "No," does the clinic have a protocol for referral? (If the clinic provides no testing, please stop here)			
Does the facility...	YES	NO	
3.2 Provide HIV <u>rapid</u> testing? (If "No," go to 3.4)			
How well do the facility protocols/policies...	(Choose one)		
3.3 Define counseling protocols for delivering HIV test results when conducting rapid testing? (Next go to 3.5)	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated None written	
3.4 Define counseling protocols for delivering HIV test results when conducting traditional testing?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated None written	
3.5 Define goals and objectives for HIV testing?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated None written	
3.6 Promote testing consistent with current CDC guidelines?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated None written	
3.7 Ensure testing for all clients regardless of ability to pay?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated None written	
3.8 Define staff roles and responsibilities for testing?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated None written	
3.9 Assure client confidentiality?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated None written	
3.10 Require periodic observations/assessments to assure accurate testing?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated None written	
3.11 List training requirements for staff doing testing and document	Meet/exceed excellent practice	Good quality/updated yearly	

training received?	Okay quality/updated informally	Outdated	None written		
3.12 Assure privacy for testing and giving results?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated	None written		
3.13 Provide for periodic retraining for staff?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated	None written		
3.14 Address client referral for services not provided in-house, including urgent measures?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated	None written		
3.15 Address follow-up of those who do not return for test results (when rapid testing is not used)?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated	None written		
3.16 Include procedures for the provision of emotional support to staff providing positive test results?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated	None written		
3.17 Ensure that test results are available in a timely manner?	Meet/exceed excellent practice Okay quality/updated informally	Good quality/updated yearly Outdated	None written		
3.18 In general for all or most of management, what is the level of motivation to provide HIV testing?	High	Moderate	Average	Limited	Low
In general for all or most of the clinical staff members, what is the level of ...					
3.19 Knowledge and skills to perform HIV testing?	High	Moderate	Average	Limited	Low
3.20 Motivation to perform HIV testing?	High	Moderate	Average	Limited	Low
3.21 Comfort in performing HIV testing?	High	Moderate	Average	Limited	Low
3.22 Feeling of being prepared to give HIV positive results?	High	Moderate	Average	Limited	Low

Are clinical staff observed annually to ensure they...	YES	NO	
3.23 Provide test results clearly and appropriately?			
3.24 Assess clients for risk of domestic abuse?			
3.25 Obtain informed, voluntary consent?			
3.26 Offer appropriate urgent measures, follow-up, and referrals?			

Comments:

Checklist for Level 4: HIV Reproductive Health (RH) Care to HIV + Women

Does the facility...	YES	NO		
4. Offer any kind of health care services to HIV + women? (If 'No', Do Not Complete the Following)			<input type="checkbox"/> All (If "Yes," go to 4.1) <input type="checkbox"/> Those who request the service <input type="checkbox"/> Other	
Do the facility protocols/policies...	(Choose one)			
4.1 Identify goals and objectives for HIV reproductive health care to HIV + women?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.2 Define specialized care, including contraceptive methods and their management, for HIV + women?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.3 Define services to pregnant women to prevent perinatal transmission?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.4 Define staff roles and responsibilities for this care?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.5 Assure client confidentiality?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.6 Require periodic observations/assessments to assure high-quality services?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.7 List training requirements for staff providing care and document training received?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.8 Assure privacy for this care?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.9 Provide for periodic retraining for staff?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.10 Address client referral for services not provided in-house?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.11 Organize and keep the referrals "list" up to date?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.12 Highlight preferred referrals based on <u>ongoing</u> feedback from both staff and clients?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.13 Require that the relationship with the referral agency should be a two-way street?	Meet/exceed excellent practice	Good quality/updated yearly		
	Okay quality/updated informally	Outdated	None written	
4.14 In general for all or most of management, what is the level of motivation to provide RH care for HIV+ women?	High	Moderate	Average	Limited Low
In general for all or most of the staff members, what is the level of ...				

4.15 Knowledge about clinical signs or symptoms of HIV infection?	High	Moderate	Average	Limited	Low
4.16 Motivation to provide RH care to HIV + women?	High	Moderate	Average	Limited	Low
4.17 Comfort with providing RH care to HIV + women?	High	Moderate	Average	Limited	Low
In general for all or most of the clinical staff members, what is the level of ...					
4.18 Knowledge and skills to deliver RH care to HIV + women?	High	Moderate	Average	Limited	Low
4.19 Motivation to provide RH care to HIV + women?	High	Moderate	Average	Limited	Low
4.20 Comfort in providing RH care to HIV + women?	High	Moderate	Average	Limited	Low

Are clinical staff observed annually to ensure they provide...	YES	NO	
4.21 Preconception counseling?			
4.22 Pregnancy testing and client-centered, non-directive pregnancy intention counseling?			
4.23 Education regarding reduction of perinatal transmission?			
4.24 Education about need for early and consistent prenatal care?			
4.25 Education on good nutrition?			
4.26 Education on avoidance of substances that may be detrimental to fetal development?			
4.27 Education on risk of transmission via breastfeeding?			
4.28 Education on substance abuse treatment?			
4.29 Counseling on the provision on HAART?			
4.30 Continued support to use condoms during pregnancy?			
4.31 Counseling about HIV viral RNA monitoring during pregnancy and mode of delivery?			
4.32 Counseling about C-section for those with high viral loads?			
4.33 Considerations for contraception choice in HIV + women?			
4.34 Management of gynecological infections and problems in HIV infections?			
4.35 Linkage to clinical trials?			
4.36 Linkages to specialized services related to HIV primary care and/or special support services?			