



HIV Planning and Coordination
Health Care Agency

**OUTREACH SERVICES
STANDARDS OF CARE
FOR
HIV SERVICES IN ORANGE COUNTY**

Revised 10/23/18

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SECTION 1: INTRODUCTION

People living with HIV disease (PLWHD) are able to live long and healthy lives when they have access to appropriate treatment and care. It is important that individuals living with HIV receive care necessary for them to manage their diagnosis. Outreach Services target individuals that have not linked to care or who have fallen out care. These services are designed to engage PLWHD in treatment by addressing the barriers they face.

GOALS OF THE STANDARDS

These standards of care are provided to ensure that Orange County’s Outreach Services:

- Conduct outreach to people living with HIV who have not engaged in medical care
- Promote access and linkage to HIV care for those who are out of care
- Provide referrals that address barriers to medical care
- Provide information for health education and medical care coverage options

SECTION 2: DEFINITION OF OUTREACH SERVICES

Outreach Services include the provision of the following three activities:

- Identification of people who do not know their HIV status and linkage into Outpatient/Ambulatory Health Services
- Provision of additional information and education on health care coverage options
- Reengagement of people who know their status, but are not in care into Outpatient/Ambulatory Health Services

In Orange County, Outreach Services are conducted by employees of the Health Care Agency (including Mental Health Specialist or Public Health Investigators) who act under the authority of the following Health and Safety Codes:

- 120575: Local Health Departments shall proactively investigate cases of disease and take all available measures to prevent the spread of the disease or additional cases.

- 121025: Local public health staff can use HIV surveillance data to contact an HIV-infected person or his/her HIV provider for the purpose of proactively offering and coordinating care and treatment services to him or her.

SECTION 3: STAFFING REQUIREMENTS AND QUALIFICATIONS

Outreach Services start with well-prepared and qualified staff. To ensure quality services are provided, staff must meet all of the following requirements and qualifications:

- **HIV Knowledge.** Providers shall have training and experience with HIV related issues and concerns. At a minimum, providers providing services to people with HIV should possess knowledge about the following:
 - HIV disease process and current medical treatments
 - Psychosocial issues related to HIV
 - Cultural issues related to communities affected by HIV
 - Adherence to medication regimens
 - Diagnosis and assessment of HIV-related health issues
 - Prevention issues and strategies specific to HIV-positive individuals (“prevention with positives”)
 - Harm reduction strategies
 - Health education
- **Licensure.** All staff must hold the appropriate degrees, certifications, licenses, permits, or other appropriate qualifying documentation as required by Federal, State, County or municipal authorities. Staff performing outreach based on surveillance data (Data to Care) must comply with State of California rules and regulations governing HIV testing and Disease Intervention Specialists (DIS) Certification, which include:
 - Obtaining informed consent
 - Certification in test kit training and proficiency testing
 - Case reporting
 - Documentation
 - Confidentiality
- **Legal and Ethical Obligations.** Service providers must be aware of and able to practice under the legal and ethical obligations set forth by California state law. Obligations include the following:
 - **Duty to treat:** Service Providers have an ethical obligation not to refuse treatment because of fear or lack of knowledge about HIV.
 - **Confidentiality:** Maintenance of confidentiality is a primary legal and ethical responsibility of the service provider. Limits of confidentiality include danger to self or others, grave disability, child/elder/dependent adult abuse. Domestic Violence must be reported based on the requirements of the service provider’s professional standards.
 - **Duty to warn:** Serious threats of violence (including physical violence, serious bodily harm, death, and terrorist threats) against a reasonably identifiable victim must be

reported to authorities. However, at present, in California, a person living with HIV engaging in behaviors that may put others at risk for HIV infection is not a circumstance that warrants breaking of confidentiality.

- Staff are advised to seek legal advice when they are unsure about particular issues and the legal/ethical ramifications of their actions.

Standard	Measure
Staff agree to maintain standards set forth in Code of Conduct	Documentation of staff signature on file
Staff will have a clear understanding of job responsibilities	Written job description on file
Staff receive initial trainings (including administrative staff) within 60 days of hire and annual education regarding HIV related issues/concerns	Training/education documentation on file shall include: <ul style="list-style-type: none"> • Date, time, and location of education • Education type • Name of staff receiving education • Certificate of training completion or education outline, meeting agenda, and/or minutes

SECTION 4: CULTURAL AND LINGUISTIC AWARENESS

Providers must participate in a process of training and education that increases cultural and linguistic competence and improves their ability to provide culturally and linguistically appropriate services to all persons living with HIV. Although an individual’s ethnicity is generally central to their identity, it is not the only factor that makes up a person’s culture. Other relevant factors include gender, gender identity, language, religious beliefs, disability, sexual orientation, beliefs, and institutions. When providing culturally and linguistically competent services, it is important to acknowledge one’s personal limits and treat one’s client as the expert on their culture. If a service provider determines that they are not able to provide culturally or linguistically appropriate services, they must refer the client to another service provider that can meet the client’s needs.

Culturally and linguistically appropriate services and skills include:

- The ability to respect, relate, and respond to a client’s culture in a non-judgmental, respectful manner.
- Meeting the needs and providing services unique to our clients in line with the culture and language of the clients being served, including providing written materials in a language accessible to clients.
- Recognizing the significant power differential between provider and client and work toward developing a more collaborative interaction.
- Considering each client as an individual, not making assumptions based on perceived memberships in any groups or classes.

- Translation and/or interpretation services as appropriate.
- Being non-judgmental in regards to people’s sexual practices.

Standard	Measure
Service providers will recruit a diverse staff that reflects the culture (including gender, sexual identity, and disability) of the community served	Service provider shall have a written strategy on file
All staff (including administrative staff) will receive initial trainings within 60 days of hire and annual trainings to build cultural and linguistic awareness	Training/education documentation on file shall include: <ul style="list-style-type: none"> • Date, time, location, and provider of education • Education type • Name of staff receiving education • Certificate of training completion or education outline, meeting agenda, and/or minutes
Service provider shall have posted and written materials in appropriate languages for the clients served	Site visit will ensure
Service provider will maintain a physical environment that is welcoming to the populations served	Site visit will ensure
Service provider complies with American Disabilities Act (ADA) criteria	Completed form/certification on file
Services are accessible to community served	Site visit to review hours of operation, location, accessibility with public transportation

SECTION 5: CLIENT REGISTRATION

Client registration is not required for clients contacted through Outreach Services. Clients without a valid ARIES certificate shall be entered into the ACE portion of ARIES.

- **Eligibility and Qualification Determination.** The Service Provider shall obtain the necessary information to establish that the client is living with HIV and not engaged in medical care.
- **Provision of Information.** Staff shall provide the following to clients: 1) information regarding the importance of being in HIV Care; 2) information regarding resources available to assist clients in staying in care; 3) information regarding how to re-engage in care; and 4) information regarding partner notification assistance. Staff shall also provide the client with information about resources, care, and treatment (this may include the county-wide HIV Client Handbook) available in Orange County.

- **Confidentiality and Release of Information/Authorization to Disclose:** A Release of Information (ROI)/Authorization to Disclose (ATD) form describes the situations under which a client’s information can be released and includes the name of the agency and/or person with whom information will be shared, the specific information to be shared, duration of the release consent, and the client’s signature. ROI/ATDs may be cancelled or modified by the client at any time. For agencies and information covered by the [Health Insurance Portability and Accountability Act \(HIPAA\)](#), the ROI/ATD must be a HIPAA-compliant disclosure.

Standard	Measure
Outreach referral documents eligibility for outreach initiation	Documentation in client file
Provision of information is documented	Documentation in client file
Clients who have a valid ARIES consent on file may be entered in ARIES. Clients without a valid consent may be entered in ARIES as an ACE entry to maintain anonymity.	Signed and dated by client and in client record
ROI/ATD is discussed and completed as needed	Signed and dated by client and in client record as needed

SECTION 6: IMPLEMENTATION AND EVALUATION

The following shall be provided by the Outreach Services program:

- **Service Coordination:** Services must be planned and delivered in coordination with local HIV providers to avoid duplication of effort.
- **Targeted Services:** Services must be targeted to populations and communities known to be out of HIV care or at risk of falling out of care. Broad-scope awareness activities targeting the general public, such as transit ads, are NOT considered targeted services.
- **Key Locations:** Services should be conducted based on referrals received and data gathered in order to outreach to potential locations where client may be found.
- **HIV education:** Clients should always be provided with HIV risk reduction and prevention education, information about Partner Services, and referrals within the HIV service delivery system, including clear information on how to access those services.
- **Quantifiable:** Services should be designed so that activities and results can be quantified for program reporting and evaluation of effectiveness. Providers should obtain client information and keep a record of each contact, including information/education provided and any referrals or linkages.

- **Service Timeframe:** Outreach Services shall be initiated within five (5) days of referral receipt or Data to Care list generation. Services are initiated after the following situations and timeframes:
 - Lost to Care: The client has 1) two (2) consecutive missed medical appointments and two (2) unsuccessful phone attempts or 2) has rescheduled three (3) medical appointments but has not come in for care.
 - Newly Diagnosed: The client is newly diagnosed, and has 1) missed their initial lab appointment or 2) missed their initial medical appointment and does not respond to attempts to be contacted or contact information is missing or inaccurate.
 - Jail Follow Up: The client was released from jail and 1) has missed their medical appointment or 2) has not made contact with Jail Case Manager within two (2) weeks of their known release.
 - Data to Care-Newly Diagnosed: A newly diagnosed individual who 1) never received their confirmatory HIV result; 2) does not have a verified medical visit within 30 days of HIV diagnosis or Linkage to Care referral; or 3) has not been successfully linked to a Linkage to Care Coordinator.
 - Data to Care-Lost to Care: Based on HIV surveillance data, an individual does not have any HIV labs (viral load or CD4 lab) reported within 18 months or an individual who has never linked to care.

- **Medical Findings:** Medical finding referrals must be initiated within 72 hours of receipt in response to a medical condition (such as an abnormal lab result) that requires immediate medical attention.

Standard	Measure
Attempts to find the client are documented	Documentation in client file
Referrals to services and outcomes are documented, as appropriate	Documentation in client file
Client information with record of contact, information provided, and linkages are documented	Documentation in client file

SECTION 7: CONFIRMATION OF CARE

It is recommended that the Outreach Service provider follow up to confirm linkage to HIV care.

Follow-up includes:

- Contact with the Linkage to Care Coordinator and/or case manager to verify a medical visit appointment has been made or attended.

- Review of HIV surveillance data to confirm medical visits.

Standard	Measure
Documentation of verified medical visit or reason why confirmation of care is not documented, if appropriate	Documentation in client file

SECTION 8: OUTREACH SERVICES CLOSURE

Receiving Outreach Services can be critical to a client’s health and decreasing the spread of HIV.

A client may be discharged from Outreach Services due to the following conditions:

- The client has successfully attained goals
- The client chooses to terminate or declines services
- The client demonstrates pervasively unacceptable behavior
- The client cannot be located after documented multiple and extensive attempts
- The client has died

The following describe components of discharge planning:

- **Closure Due to Unacceptable Behavior.** If closure is due to pervasive unacceptable behavior, the provider shall notify the client that his/her services are being terminated and the reason for termination.
- **Outreach Services Closure Summary.** Service documentation occurs after any and all services provided. A service closure summary shall be documented in the client’s record identifying the date the client was closed and the reason for the closure.
- **Data Collection Closeout.** The provider shall close out the client in the data collection system (ARIES) as soon as possible, but no later than thirty (30) days after service closure, unless the client is receiving other services at the agency.

Standard	Measure
Notify client regarding closure if due to pervasive unacceptable behavior	Copy of notification in client file. If client has no known address or is unable to receive mail, documentation of other types of notification or attempt at notification in client file.

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Standard	Measure
<p>A service closure summary shall be completed for each client shall include:</p> <ul style="list-style-type: none"> • Circumstances and reasons for closure • Summary of service provided • Referrals and linkages provided at closure 	<p>Client file will include signed and dated service closure summary to include</p>
<p>Closeout of data collection shall be completed for each client who has been closed from all Ryan White services at that provider agency</p>	<p>Data collection system (ARIES) will indicate client's closure no later than thirty (30) days of service closure</p>

SECTION 9: QUALITY MANAGEMENT

Providers shall have at least one (1) member on the Health Care Agency's Quality Management (QM) Committee. The QM Committee will oversee quality management activities for all providers under Ryan White Part A. Providers may continue to have their own QM committee if they desire and/or are required to do so under other funding streams. The intent of a centralized QM committee with representation from all providers is to ensure information between agencies is consistent, quality initiatives are undertaken by the entire Ryan White system, and service delivery issues can be addressed system wide.

As providers participate in the centralized QM committee, the intent is for all providers to actively participate in and provide feedback on the following items:

- Providers shall participate in community-wide Quality Improvement initiatives as developed by the QM committee.
- Providers will implement strategies that may lead to improvements in health outcomes as outlined in annual Performance Outcome Goals.
- Providers will implement quality assurance strategies that improve the delivery of services.

Standard	Measure
<p>Providers shall participate in annual quality initiatives</p>	<p>Documentation of efforts to participate in quality initiatives</p>

Appendix A: Glossary of Terms

ACE: A function in the ARIES database that allows for the collection of service data and basic demographic details for individuals who either have an expired ARIES consent form or have not been previously entered into ARIES.

ACE Client: A client who has never been entered in ARIES or has previously been entered in ARIES, but does not have the full set of six (6) client identifiers (first name, last name, middle initial, mother's maiden name, date of birth, and gender) in ARIES, the ARIES consent form is expired, and/or the client is no longer an "active" ARIES client. These clients are considered anonymous.

AIDS Regional Information and Evaluation System (ARIES): A centralized client management system that allows coordination of services, provides comprehensive data for program reporting and monitoring. ARIES is used by Ryan White funded service providers to plan, manage, and report client data.

ARIES Client: A client who is currently in ARIES with all six (6) client identifiers, a valid ARIES Consent Form, and is active in ARIES.

Client: A client is an individual who is diagnosed with HIV that has fallen out of HIV care, is at risk of falling out of care, or is identified via HIV surveillance data as being out of HIV care.

Data to Care: The use of HIV surveillance data to initiate Outreach Services. Surveillance data, viral load or CD 4 lab information reported for Orange County, is utilized to 1) identify individuals who have never linked to care and 2) identify individuals who have not received HIV care in 18 months.

Health Insurance Portability and Accountability Act of 1996 (HIPAA): The US federal legislation that provides data privacy and security provisions for safeguarding medical information. Additional information can be found: <https://www.hhs.gov/hipaa/index.html>

Linkage to Care: Program funded to assist newly diagnosed individuals or individuals who have fallen out of care and are being re-engaged in care to help ensure linkage to HIV care. The program utilizes the Anti-Retroviral Treatment and Access Services (ARTAS) strength based model to support linkage and retention in care.

Outreach Worker: An employee of the Orange County Health Care Agency who is trained to conduct Outreach Services (e.g., search for clients, refers to HIV care, and addresses barriers to care).

Verified Medical Visit: Verification that an individual has engaged or re-engaged in medical care. Verification may be based on the individual's self-report, confirmation from the Linkage to Care Coordinator, or confirmation via HIV surveillance data.