



A,B,C's of HIV EIS

HIV Early Intervention Services

HIV Early Intervention Services (EIS) are provided by workers based in substance abuse treatment sites throughout the state of Georgia. HIV EIS counselors are trained to conduct HIV pre-test counseling, HIV testing, and post-test counseling. Many also lead HIV/STD educational groups with consumers and train co-workers in universal precautions.

Imagine Hope, Inc. coordinates the HIV EIS program on behalf of DHR/MHDDAD/Office of Addictive Diseases and provides support to Georgia opioid treatment facilities that participate, including:

- OraSure oral HIV testing devices free of charge
- Orientation for HIV workers
- Training and annual workshops for HIV workers
- Technical assistance by phone and email
- A subscription to the newsletter *HIV Risk Reduction*
- A copy of the *Quarterly Report* on HIV EIS activities statewide

First step

Please call Winona Holloway at 678-752-9571 to schedule an orientation session by phone. If your site has never done HIV testing, she will arrange for a site ID number to be assigned. If possible, during orientation you will “go online” and explore our website, www.hiveis.com. Winona will answer your questions and offer to link you to a qualified nurse with experience in substance abuse treatment and HIV counseling, testing, and outreach who can provide coaching by telephone during your first month on the job.

Get ready to test

If you have not already done so, we strongly suggest that you call your local and/or District Public Health Office and then go visit in person to introduce yourself. Feel free to ask for their advice and help. For example, they can tell you the procedure for referring a consumer who tests positive for medical care and follow-up.

Prior to conducting HIV counseling or testing, each new counselor is required to attend a CDC-approved course on HIV prevention counseling and testing. Each year, Imagine Hope, Inc. provides two deliveries of this workshop specifically for HIV EIS counselors. To insure that you are notified as soon as these workshops are scheduled, please provide us with your contact information, including email address. In the meantime, to find the next available training:

- First: contact your district Public Health office to see if the course is being offered locally.
- As a back-up, call Joe Norman, Public Health HIV Section Training Coordinator at (404) 657-3100 or e-mail him at jnorman@dhr.state.ga.us. Joe schedules the training statewide and can tell you when he is offering the course in your area – and whether there are any seats available.

Order testing supplies

A limited number of OraSure test kits are available to HIV EIS counselors at no charge. An OraSure Request form is available on the HIV EIS website, www.hiveis.com, in the FORMS section and may be submitted by fax.

If your site has done OraSure testing in the past, look to see if you have any OraSure test kits on hand. If you do, check the expiration date. If the kits are expired or about to expire, call Marie Sutton at (404) 874-4040

immediately. Although kits are provided at no charge to you, they are very costly. Marie may be able to identify another site that can use the kits before their expiration date. Expired kits will be used for training.

For technical questions on OraSure, you may contact OraSure representative Pam Pitts at 484-894-3679.

Organize the necessary paperwork

For every HIV test that you give, a report form must be submitted no more than 60 days after you receive the lab results. Note: we recommend that you keep your copy of all HIV test report forms for 18 months before shredding. Most counselors keep report forms on positive tests indefinitely.

All HIV tests are reported on a 2-part HIV Test Report form – also called a Program Evaluation and Monitoring Systems or PEMS form. Contact your Public Health District Office for a supply of Part 1, the portion used to report all tests and Part 2, which is used only in the event of a confirmed HIV-positive test. If you have difficulty acquiring a supply PEMS forms, please contact Winona. For instructions on how to fill out the form, visit the FORMS section of our website, www.hiveis.com and print the New HIV Test Form Manual. A sample to use with the manual may also be printed from the website.

All HIV test report forms are mailed to Judi Duffy, who collects HIV testing data for the state:

Judi Duffy, HIV CTS/PCRS Program Manager
Prevention Services Branch
2 Peachtree Street NW, Room 12-224
Atlanta, GA 30303-3186

Review the Field Report form

Every site providing HIV EIS submits a report once a quarter. For a copy of the 2-page Field Report form, look in the FORMS section of the HIV EIS website, www.hiveis.com, or call Winona Holloway at 678-752-9571. A quick review of the form will help you identify what information to collect so that when the next report is due, you will be ready.

We welcome you and look forward to speaking with you soon!
If you have any questions or concerns, please contact us.

Yours truly,

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