



# A,B,C's of your new job

## A. First step

Please call Winona Holloway at 678-752-9571 to schedule an orientation session by phone. If possible, during orientation you will “go online” together to explore our website, [www.hiveis.com](http://www.hiveis.com). Winona will answer your questions and link you to a qualified nurse with experience in substance abuse treatment and HIV counseling, testing, and outreach who can provide additional support during your first month on the job.

## B. What do HIV EIS counselors do?

As HIV Early Intervention Services (EIS) counselor, you may be the only HIV expert in your facility or you may work as part of a team. Based in substance abuse and opioid treatment facilities throughout the state of Georgia, HIV EIS counselors lead HIV educational groups for consumers, provide HIV training for other staff members, and offer the following free services to consumers:

- HIV prevention counseling
- HIV pre-test counseling, HIV testing, and HIV post-test counseling
- Referral of all HIV-positive consumers for medical/social services, whether newly or previously diagnosed.

In order to work more effectively, many counselors build support for their program within their own facility, form a collaborative relationship with Public Health, and establish ties with the community at large. Recognizing the need to mobilize *everyone* in order to end the discrimination and secrecy that feeds this epidemic, counselors also routinely participate in health fairs; speak at schools, churches, and community gatherings; and collaborate with other agencies around national events like HIV Testing Day. For a list of such events, along with links to related resources, visit the Events section of our website, [www.hiveis.com](http://www.hiveis.com).

## C. Before you test

Contact Public Health - - 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 HIV to medical care and follow-up.

Required Training - - As you may know, 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 a limited number of 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 [jjnorman@dhr.state.ga.us](mailto:jjnorman@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.

## D. Testing supplies

OraSure - - A limited number of OraSure oral HIV test kits are available to HIV EIS counselors at no charge. Before you place a request, look to see if you have any OraSure test kits on hand. If you do, check the expiration date. If the kits are 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. If you have expired kits, let us know so that we can use them for training purposes.

An OraSure Request form is available on our website in the FORMS section and may be submitted by fax.

OraSure training may be available:

- Through your local Public Health Department
- As part of the required HIV prevention counseling and testing course (above)
- As part of annual intensive.

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

Clearview - - A limited number of Clearview Complete rapid HIV testing devices are available to qualified HIV EIS counselors at no charge. Once a year, Imagine Hope, Inc. provides the required training. Please be sure we have your current email address so that we may notify you of such opportunities. To view a demonstration of Clearview Complete, visit our website, [www.hiveis.com](http://www.hiveis.com) and go to the Rapid HIV Testing section.

## E. HIV Testing Reports

For every HIV test that you give, a report form must be submitted no more than 30 days after you receive the results. We recommend that you keep your copy of all HIV Testing 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 Testing Report form (aka the 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 of the forms, please contact Winona Holloway at [winonaholloway@hughes.net](mailto:winonaholloway@hughes.net). For instructions on how to fill out the form, visit the FORMS section of our website, [www.hiveis.com](http://www.hiveis.com) and print the Manual. A sample form to use with the manual as well as a Tip Sheet by Judi Duffy may also be printed from the website.

Mail your HIV Testing Reports 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

## F. Field Reports

Every site providing HIV EIS submits a report each quarter. For a copy of the 2-page Field Report form, look in the FORMS section of our website, [www.hiveis.com](http://www.hiveis.com) or call Winona Holloway at 678-752-9571.

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

Yours truly,

Marie Sutton, Program Manager  
(404) 874-4040  
[msutton@mindspring.com](mailto:msutton@mindspring.com)

& Winona Holloway, Senior Program Specialist  
(678) 752-9571  
[winonaholloway@hughes.net](mailto:winonaholloway@hughes.net)