



Procedural Scenarios For Entering CTR Data Into AIRS

Version 7.x

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Other possible scenarios may include:

- Client with Rapid INDETERMINATE/INVALID Test Results
- Client with Rapid HIV-POSITIVE Test Results Who Refuses a Confirmatory Test
- Client with Rapid HIV-POSITIVE Test Results who Did NOT Return for Rapid Test Results
- Client with Rapid HIV-POSITIVE Test Results and INDETERMINATE or INVALID Confirmatory Test
- Client with Rapid HIV-POSITIVE Test Results who Did NOT Return for Confirmatory Test Results
- Client with Standard HIV-NEGATIVE, INDETERMINATE, or INVALID Test Result

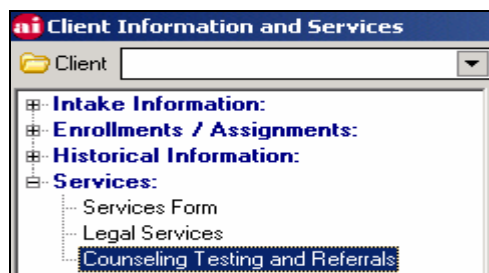
Notes

The following scenarios are to be used as a guideline. The use of Action buttons listed throughout this document may vary during the day-to-day entry of data. This document is not intended to cover every single scenario as a step-by-step guide but rather to provide users with the necessary information to better understand the Counseling, Testing and Referral process.

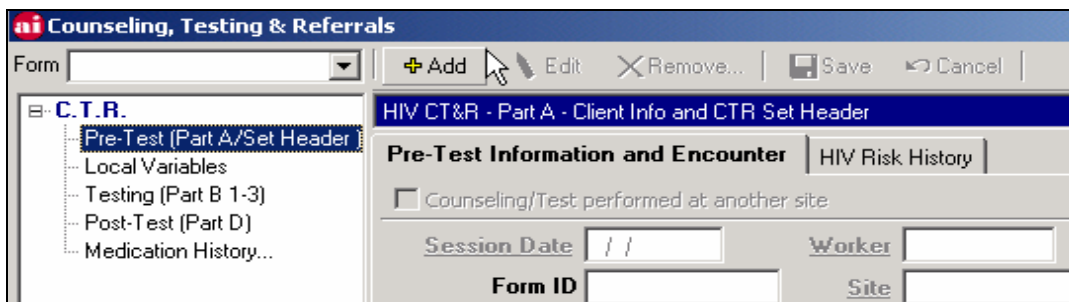
- Part A creates a corresponding “HIV Testing” encounter and associated service(s). The information is added to the Services Form. *Exception: an encounter will not be created when “Counseling/Test Performed at another site” is checked (use of the Override ID).*
- There are no encounters created for Part B Rapid Positive or Part B Negative/Indeterminate results.
- All Conventional-Positive Tests entered in Part B where the Results have been provided to the client creates a corresponding “HIV Counseling (Positive)” encounter and associated service(s). The information is added to the Services Form.
- Referrals are required for Rapid-Positive, Confirmatory-Positive, and Conventional (Standard)-Positive Results.
- Part D is required for Conventional Positive Results (when the Results have been provided to the client) and includes the ARV/HIV Medication section.

Accessing CTR from the Client & Services Module

Expand *Services* and select *Counseling Testing and Referrals*.



- A new window will appear. Expand CTR to view the available forms.



SCENARIO 1

Client with a Rapid HIV-POSITIVE Test Result and POSITIVE Confirmatory Test

- 1) Select Pre-Test (Part A/Set Header).
- 2) Click on [ADD]:
 - a. Select the appropriate **Source**. If *Agency Referral* has been selected as the source, you will need to select the **Type of Service**.
 - b. Select **Program**. Note that Encounter will be auto-loaded with encounter code 214, HIV Testing.
 - c. Enter appropriate **Service** information.
 - d. Click on HIV Risk History tab. Enter information. The “Effective Date” of the *HIV/AIDS Risk* record will auto-load with the same date as the *PART A* “Session Date”. **Note that if the CTR is performed on the same day as the client’s INTAKE, you will not need to enter the HIV Risk History record since it would have already been entered as part of the Intake process.
- 3) Click on [SAVE].
- 4) Click on Testing (Part B) to enter HIV Test Information.
- 5) Click on [ADD] to enter the Rapid Test Information.

a. Sample Date	Enter Date
b. Test ID	Enter Test ID
c. Sample #	Enter Sample #
d. Worker	Select worker
e. Test Election	Select one
f. Technology	<i>Rapid</i>
g. Confirmatory Test?	This will be unavailable for Rapid Tests
h. Specimen Type	Choose appropriate answer
i. Result	<i>Positive/Reactive</i>
j. Confirmatory sample provided?	Yes
k. Results Provided?	Yes
l. If Yes, Date	Enter Date that results were provided to client
m. Corresponding Encounter	This field is <i>optional</i> and is used to capture Anonymous to Confidential status

6) Enter a Referral for the Rapid Positive result. Right-click under Referrals section to add appropriate information.

- Note: An encounter will NOT be created for a Rapid Positive Result.

7) Click on [ADD] to enter Confirmatory Test Information in the Part B screen.

- | | |
|------------------------------|---------------------------|
| a. Sample Date | Enter Date |
| b. Test ID | Enter Test ID |
| c. Sample # | Enter Sample # |
| d. Worker | Select worker |
| e. Test Election | Select one |
| f. Technology | <i>Conventional</i> |
| g. Confirmatory Test? | Yes |
| h. Specimen Type | Choose appropriate answer |

DECISION TIME:

If you are entering this test data and do not yet have the results, do the following and await the results.

- Click on [SAVE]
- Click on [CLOSE]
- When you receive the results, you will need to navigate back to Part B in Edit mode and enter the appropriate result information.

- | | |
|---|---|
| i) Result | <i>NAAT/Positive</i> |
| j) Confirmatory sample provided? | This will be unavailable for Conventional Tests |
| k) Results Provided? | Yes |
| l) If Yes, Date | Enter Date that results were provided to client |
| m) Corresponding Encounter | <i>This field is optional and is used to capture Anonymous to Confidential Status</i> |

8) An **HIV Counseling (Positive)** encounter will be created. Right-click under Services/Activities section to add appropriate services.

9) Enter a Referral for the Conventional Positive result. Right-click under Referrals section to add appropriate information.

10) Click [SAVE].

- Please note the following information for Conventional Positive Results:
 - An **HIV Positive, AIDS Status Unknown** record will be added to the client's HIV Status History.
 - It is required to enter Part D (Post Test survey). You will not be able to exit Part B until you select PART D and complete the required information.

11) Click on Post-Test (Part D) to enter HIV Test Survey.

12) Click on [EDIT].

- | | |
|--------------------------------|---------------------------------------|
| a. Survey Date | Enter appropriate date |
| b. Worker | Select worker |
| c. Site | Select Site |
| d. Information Obtained | <i>This is defaulted to Post-Test</i> |

First Positive HIV Test

- | | |
|---------------------------|--|
| e. Anonymous Test? | Select appropriate answer |
| f. Test Site Name | Enter information |
| g. Test Site State | Select state |
| h. Test Site Type | Select answer from picklist |
| i. Test Date | Enter month and year in “mm/yyyy” format or select appropriate option. |

Last Negative HIV Test

- | | |
|-------------------------------|---|
| j. Ever Test Negative? | Select appropriate answer * |
| k. Test Site Name | Enter information |
| l. Test Site State | Select state |
| m. Test Site Type | Select answer from picklist |
| n. Test Date | Enter month and year in “mm/yyyy” format or select appropriate option |

* = If you select NO, DON'T KNOW, or REFUSED for “Ever Test Negative”, the fields k - n (above) will not be available for data entry.

Test History

- | | |
|---------------------------------|--|
| o. First test date | Enter information in “mm/yyyy format or select appropriate option. |
| p. # HIV Times tested... | Enter information (1-99) |

Reason Tested

- | | |
|----------------------------------|---|
| q. First Pos. and Current | Select appropriate answer. Check all that apply for both columns. |
|----------------------------------|---|

- Note the following when adding a CTR Part D:
 - If the answer to *Last Negative HIV Test* is “No”, “Don't know”, or “Refused”, the associated *Test Site Name*, *Test Site State*, *Test Site Type*, and *Test Date* fields will not be available for entry. These fields will only be available when the answer is “Yes”.
 - The response for the *Number of times tested for HIV in the past 2 years...* field must be at least “1”.
 - The user is required to complete the *ARV/HIV Medication Survey* by selecting the ARV/HIV Medications tab.

13) Select ARV/HIV Medications Tab

- a. **First Day of ARV or HIV Medication:** Is required when either “Currently taking...” or “Taken in past 6 Months” is “Yes”.
- b. **Last Day of ARV or HIV Medication:** Is required when “Currently taking...” is “No” and “Taken in past 6 Months” is “Yes”.
- c. **Medication (#1-3):** At least 1 medication is required if client is taking or has taken ARV or HIV Medication in the last 6 months. When entered, the user is notified that a Medication History record is created in AIRS after saving Part D.

14) Click on [SAVE].

15) Close.

SCENARIO 2

Client with Rapid HIV-POSITIVE Rapid Test Result and NEGATIVE Confirmatory Test

- 1) Select Pre-Test (Part A/Set Header).
- 2) Click on [ADD]:
 - a. Select the appropriate **Source**. If *Agency Referral* has been selected as the source, you will need to select the **Type of Service**.
 - b. Select **Program**. Note that Encounter will be auto-loaded with encounter code 214, HIV Testing.
 - c. Enter appropriate **Service** information.
 - d. Click on HIV Risk History tab. Enter information. The “Effective Date” of the *HIV/AIDS Risk* record will auto-load with the same date as the *PART A* “Session Date”. **Note that if the CTR is performed on the same day as the client’s INTAKE, you will not need to enter the HIV Risk History record since it would have already been entered as part of the Intake process.
- 3) Click on [SAVE].
- 4) Click on Testing (Part B) to enter HIV Test Information.
- 5) Click on [ADD] to enter the Rapid HIV Test Information.

a. Sample Date	Enter Date
b. Test ID	Enter Test ID
c. Sample #	Enter Sample #
d. Worker	Select worker
e. Test Election	Select one
f. Technology	<i>Rapid</i>
g. Confirmatory Test?	This will be unavailable for Rapid Tests
h. Specimen Type	Choose appropriate answer
i. Result	<i>Positive/Reactive</i>
j. Confirmatory sample provided?	Yes
k. Results Provided?	Yes
l. If Yes, Date	Enter Date that results were provided to client
m. Corresponding Encounter	<i>This field is optional and is used to capture Anonymous to Confidential status</i>

- 6) Enter a Referral for the Rapid Positive result. Right-click under Referrals section to add appropriate information.

Note: An encounter will NOT be created for a Rapid Positive Result.

- 7) Click on [ADD] to enter Confirmatory HIV Test Information in the Part B screen.

a. Sample Date	Enter Date
b. Test ID	Enter Test ID
c. Sample #	Enter Sample #
d. Worker	Select worker
e. Test Election	Select one
f. Technology	<i>Conventional</i>
g. Confirmatory Test?	Yes
h. Specimen Type	Choose appropriate answer

DECISION TIME:

If you are entering this test data and do not yet have the results, do the following and await the results.

- Click on [SAVE]
- Click on [CLOSE]
- When you receive the results, you will need to navigate back to Part B in Edit mode and enter the appropriate result information.

i. Result	<i>Negative</i>
j. Confirmatory sample provided?	This will be unavailable for Conventional Tests
k. Results Provided?	Yes
l. If Yes, Date	Enter Date that results were provided to client
m. Corresponding Encounter	<i>This field is optional and is used to capture Anonymous to Confidential Status</i>

- Note:
 - An encounter will NOT be created for a Conventional Negative Result.
 - Referral Information is not required for a Conventional Negative Result.
 - Part D information is not entered for a Conventional Negative Result.

SCENARIO 3

Client with Rapid HIV-NEGATIVE Test Result

- 1) Select Pre-Test (Part A/Set Header).
- 2) Click on [ADD]:
 - a. Select the appropriate **Source**. If *Agency Referral* has been selected as the source, you will need to select the **Type of Service**.
 - b. Select **Program**. Note that Encounter will be auto-loaded with encounter code 214, HIV Testing.
 - c. Enter appropriate **Service** information.
 - d. Click on HIV Risk History tab. Enter information. The “Effective Date” of the *HIV/AIDS Risk* record will auto-load with the same date as the *PART A* “Session Date”. **Note that if the CTR is performed on the same day as the client’s INTAKE, you will not need to enter the HIV Risk History record since it would have already been entered as part of the Intake process.
- 3) Click on [SAVE].
- 4) Click on Testing (Part B) to enter HIV Test Information.
- 5) Click on [ADD] to enter the Rapid HIV Test Information.

a. Sample Date	Enter Date
b. Test ID	Enter Test ID
c. Sample #	Enter Sample #
d. Worker	Select worker
e. Test Election	Select one
f. Technology	<i>Rapid</i>
g. Confirmatory Test?	This will be unavailable for Rapid Tests
h. Specimen Type	Choose appropriate answer
i. Result	<i>Negative</i>
j. Confirmatory sample provided?	This will be unavailable for Negative results
k. Results Provided?	Yes
l. If Yes, Date	Enter Date that results were provided to client
m. Corresponding Encounter	<i>This field is optional and is used to capture Anonymous to Confidential status</i>
- 6) Click on [SAVE].
- 7) Close.

SCENARIO 4

Client with Standard HIV-POSITIVE Test Result

- 1) Select Pre-Test (Part A/Set Header).
- 2) Click on [ADD]:
 - a. Select the appropriate **Source**. If *Agency Referral* has been selected as the source, you will need to select the **Type of Service**.
 - b. Select **Program**. Note that Encounter will be auto-loaded with encounter code 214, HIV Testing.
 - c. Enter appropriate **Service** information.
 - d. Click on HIV Risk History tab. Enter information. The “Effective Date” of the *HIV/AIDS Risk* record will auto-load with the same date as the *PART A* “Session Date”. **Note that if the CTR is performed on the same day as the client’s INTAKE, you will not need to enter the HIV Risk History record since it would have already been entered as part of the Intake process.
- 3) Click on [SAVE].
- 4) Click on Testing (Part B) to enter HIV Test Information.
- 5) Click on [ADD] to enter the Conventional (Standard) HIV Test Information.

a. Sample Date	Enter Date
b. Test ID	Enter Test ID
c. Sample #	Enter Sample #
d. Worker	Select worker
e. Test Election	Select one
f. Technology	<i>Conventional</i>
g. Confirmatory Test?	<i>No</i>
h. Specimen Type	Choose appropriate answer

DECISION TIME:

If you are entering this test data and do not yet have the results, do the following and await the results.

- Click on [SAVE]
 - Click on [CLOSE]
 - When you receive the results, you will need to navigate back to Part B in Edit mode and enter the appropriate result information.
-

- | | |
|---|---|
| i. Result | <i>Positive</i> |
| j. Confirmatory sample provided? | This will be unavailable for Conventional Test |
| k. Results Provided? | Yes |
| l. If Yes, Date | Enter Date that results were provided to client |
| m. Corresponding Encounter | <i>This field is optional and is used to capture Anonymous to Confidential status</i> |

- 6) An **HIV Counseling (Positive)** encounter will be created. Right-click under Services/Activities section to add appropriate services.
- 7) Enter a Referral for the Conventional Positive result. Right-click under Referrals section to add appropriate information.
- 8) Click [SAVE].

- Please note the following information for Conventional Positive Results:
 - An **HIV Positive, AIDS Status Unknown** record will be added to the client's HIV Status History.
 - It is required to enter Part D (Post Test survey). You will not be able to exit Part B until you select PART D and complete the required information.

- 9) Click on Post-Test (Part D) to enter HIV Test Survey.

- 10) Click on [EDIT].

- | | |
|--------------------------------|---------------------------------------|
| a. Survey Date | Enter appropriate date |
| b. Worker | Select worker |
| c. Site | Select Site |
| d. Information Obtained | <i>This is defaulted to Post-Test</i> |

First Positive HIV Test

- | | |
|---------------------------|--|
| e. Anonymous Test? | Select appropriate answer |
| f. Test Site Name | Enter information |
| g. Test Site State | Select state |
| h. Test Site Type | Select answer from picklist |
| i. Test Date | Enter month and year in "mm/yyyy" format or select appropriate option. |

Last Negative HIV Test

- | | |
|-------------------------------|---|
| j. Ever Test Negative? | Select appropriate answer * |
| k. Test Site Name | Enter information |
| l. Test Site State | Select state |
| m. Test Site Type | Select answer from picklist |
| n. Test Date | Enter month and year in "mm/yyyy" format or select appropriate option |

* = If you select NO, DON'T KNOW, or REFUSED for "Ever Test Negative", the fields k - n (above) will not be available for data entry.

Test History

- o. **First test date** Enter information in "mm/yyyy format or select appropriate option.
- p. **# HIV Times tested...** Enter information (1-99)

Reason Tested

- q. **First Pos. and Current** Check all that apply (but at least 1).
 - r. **Current** Check all that apply (but at least 1).
- Note the following when adding a CTR Part D:
 - If the answer to *Last Negative HIV Test* is "No", "Don't know", or "Refused", the associated *Test Site Name*, *Test Site State*, *Test Site Type*, and *Test Date* fields will not be available for entry. These fields will only be available when the answer is "Yes".
 - The response for the *Number of times tested for HIV in the past 2 years...* field must be at least "1".
 - The user is required to complete the *ARV/HIV Medication Survey* by selecting the ARV/HIV Medications tab.

11) Select "ARV/HIV Medications" Tab

- a. **First Day of ARV or HIV Medication:** Is required when either "Currently taking..." or "Taken in past 6 Months" is "Yes".
- b. **Last Day of ARV or HIV Medication:** Is required when "Currently taking..." is "No" and "Taken in past 6 Months" is "Yes".
- c. **Medication (#1-3):** At least 1 medication is required if client is taking or has taken ARV or HIV Medication in the last 6 months. When entered, the user is notified that a Medication History record is created in AIRS after saving Part D.

12) Click on [SAVE].

13) Close.

Use of the "OVERRIDE" Form ID for CTR

A situation may arise where a client has:

1. Counseling at one agency and HIV Testing at another agency
OR
2. A Rapid Test at one agency and is referred to another for a Confirmatory Test.

In these situations, it is necessary to have the same Form ID entered in the CTR module for both agencies/locations. To keep the Form IDs the same (synchronized), the situation is handled with the use of the *Override Form ID* field.

- Check the box next to the Counseling/Test performed at another site field in Part A.
 - Checking this box will disable all fields and change the Form ID field to the *Override Form ID* field.

HIV CT&R - Part A - Client Info and CTR Set Header

Pre-Test Information and Encounter | HIV Risk History

Counseling/Test performed at another site

Session Date: // Worker: []

Form ID: [] Site: []

HIV CT&R - Part A - Client Info and CTR Set Header

Pre-Test Information and Encounter | HIV Risk History

Counseling/Test performed at another site

Override Form ID: 4564564564

- The user must know/find out the Form ID used on CTR Part A from the original location and enter it into the field labeled *Override Form ID*. The number entered into the *Override Form ID* field will ultimately be identified as the *Form ID* and will carry over to Part B (as well as the Local Use and Part D screens, if necessary)
 - The *Override Form ID* # field is only available from PART A.
 - The rule is that whatever number is entered as the *Override Form ID* # is an external ID to the C&T Setup of the AIRS being utilized. Therefore, the *Override Form ID* # that is entered can not be a number contained in the range of Form IDs that have been set up in the AIRS being used. If it is, the user will not be able to save the record since this violates the rule of it being an external ID.

- Note: When data is sent to the AIDS Institute and added to their data repository (all agency data), the Form IDs from both locations will be matched up allowing correct identification of the complete view of the clients' testing cycle.
- Example: This is how we envision the flow of information between agencies in relation to the Override Form ID.
 1. Agency1 performs Rapid Test and refers client to Agency2 for the Confirmatory Test.
 2. Agency1 enters a) PART A information and b) the Rapid Test-Positive in PART B.
 3. The FORM ID = 1234567890 is created.
 4. Agency1 refers client to Agency2 for the Confirmatory Test.
 5. Agency2 calls Agency1 (or vice-versa) for the associated FORM ID
 6. Agency2 enters Part A, checks the box next to *Counseling/Test performed at another site* and enters "Override Form ID" = 1234567890.
 7. Agency2 goes to PART B and enters the Confirmatory Test information.