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GOVERNOR

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS



Dr. Roxanne A. Townsend
SECRETARY

MEMORANDUM

DATE: December 21, 2007
TO: All HIV Testing Sites
FROM: Samuel Burgess, MA, MSHCM
HIV Counseling and Testing Supervisor
RE: **Trainings on New HIV Test Forms**

HAP has completed development of new HIV Test Forms to replace the current LAB 100 forms – these forms are based on revised data collection guidelines for HIV testing being released by the Centers for Disease Control and Prevention in 2008 and will effectively reduce the amount of data collected during HIV testing activities. **All HIV testing sites will be required to begin using the new test forms February 11, 2008. LAB 100 forms should not be used for any reason after February 10, 2008 and will not be accepted by HAP or the state laboratory for specimen processing or reimbursement after this date.** In order to implement this change in forms as smoothly as possible, HAP is offering multiple teleconference trainings on the new HIV Test forms during the month of January 2008.

Participation in one of these calls is mandatory for all persons who conduct HIV testing or who are involved with HIV testing. All HIV testing staff and HIV Prevention Counselors will be responsible for knowing how to accurately complete and submit the new HIV Test Forms whether they participate in these trainings or not.

All 12 calls will cover the same information. It is only necessary for you to participate in one of the following calls. Participation in each call is limited to the first 100 callers. If possible, HAP recommends that testing sites gather staff into meeting spaces and use a speakerphone to call in so that multiple people can share one call-in line.

<u>Date</u>	<u>Morning Training</u>	<u>Afternoon Training</u>
01/09/08	10:00 – 12:00	2:00 – 4:00
01/18/08	10:00 – 12:00	2:00 – 4:00
01/22/08	10:00 – 12:00	2:00 – 4:00
01/24/08	10:00 – 12:00	2:00 – 4:00
01/28/08	10:00 – 12:00	2:00 – 4:00
01/29/08	10:00 – 12:00	2:00 – 4:00

Teleconference call-in number: 1-866-339-1399

Teleconference Passcode: *1990894*

(You must enter an asterisk before and after the passcode to enter a call)

Attached, you will find samples of the new HIV Test Form – Part 1, HIV Test Form – Part 2, Laboratory Requisition Form and Referral Follow-Up Form. Additionally, HIV Test Form - Form Fill Instructions, Flowcharts for the new HIV test forms for use with conventional and rapid HIV testing, a list of Agency ID Numbers and the HIV Test Form – Codes documents are attached. Please make copies of these materials and distribute them to all staff conducting HIV testing in preparation for the January calls. Everyone should have copies of these documents with them during their participation in one of the training calls.

Thank you for your help in making this transition to new HIV forms as smooth as possible. Please contact me (Sam Burgess) at sburgess@dhh.la.gov or 504-568-7474 with any questions you have regarding the upcoming teleconference trainings or the attached materials.