GOVERNMENT OF THE DISTRICT OF COLUMBIA

HIV/AIDS, Hepatitis, STD, Tuberculosis Administration (HAHSTA)

Eligibility Requirements for Rapid HIV Testing Partnership

The following is a checklist of the areas of Rapid HIV testing activities that you will need to discuss with HAHSTA's Expanded HIV Testing and Training Coordinators in order to become an official partner:

1. **Achieve Clinical Laboratory Improvement Amendments (CLIA) waived status:** ALL HAHSTA rapid HIV Testing partners MUST obtain and possess a current CLIA waiver in order to conduct rapid HIV testing. Organizations must apply for the waiver through the Centers for Medicare & Medicaid Services (CMS) and the fee is $150. The certificate of Waiver is valid for two years, and a renewal must be sent to DOH no less than nine months before the certificate's expiration date. For additional information or assistance in completing a CLIA application, please contact Ms. Semret Tesfaye at (202)727-1740 or semret.tesfaye@dc.gov.
2. **Develop a thorough Policies and Procedures Manual:** Each partner agency should incorporate a comprehensive policies and procedures manual that should provide clear, step-by-step guidance on how quality assurance (QA) activities will be documented and how this documentation shall be maintained. This plan should also outline supervisory responsibilities and identify processes for addressing QA problems if they arise. Particular emphasis should be placed on addressing a detailed linkage to care policy as well as procedures to implement in the event of invalid and discordant test results. Agencies should also include basic guidelines on educating the client about available testing options, protecting the client's confidentiality, documentation of testing and tracking forms to be used, and appropriate staff trainings.
3. **Complete HIV Rapid Test Kit Device Training:** Upon determining which specific device (Alere Determine, Insti, or Oraquick) the partner agency wishes to use, the designated official(s) from each agency must work collaboratively with HAHSTA's Training Coordinator (Cynthia.green@dc.gov) in order to schedule the appropriate test kit device training. HAHSTA will provide device training on an as-needed basis at Provider sites and in addition to periodic workshops hosted at HAHSTA's main office. Providers are encouraged to routinely check the website (https://doh.dc.gov) for updates concerning registration and upcoming device trainings hosted by HAHSTA.
4. **Provide successful linkage to care (LTC) for HIV positive clients:** A critical component to HAHSTA's HIV testing program is the thoughtful, prompt and successful linkage to care of preliminary or confirmed positive clients. It is the responsibility of the testing provider to establish a seamless and collaborative agreement/relationship with a clinical provider to ensure immediate linkage to HIV- medical services for continuation of care and treatment (including confirmatory testing) following any reactive rapid test result.
5. **Submit client level data to HAHSTA:** HAHSTA requires participating partners to submit HIV testing data to the agency. Specifically, submission of client level data is required for all testing activities and additional name-based data is required for all HIV positive individuals identified. Direct data entry into EvaluationWeb is the preferred method of data submission. However, large volume providers have the option of submitting client-level data using Microsoft Excel. Please contact HAHSTA's Monitoring and Evaluation Coordinator for further guidance and technical assistance (Benjamin.Takai@dc.gov). In addition, providers should also submit Case Report Forms to the M&E Coordinator within 48 hours after the acknowledgement of a positive HIV diagnosis.

For additional information, please contact: Jonjelyn Gamble at (202)671-5060.