

Site Assessment Tool Cover Sheet

The HIV/STD Prevention and Care Branch is pleased to provide local health departments a set of tools which are used for assessment of public health systems for delivery of HIV/STD services. There have been a number of requests for these tools since implementation of the HIV/STD services assessment process in 1996. These tools are used by the state HIV/STD Assessment teams as worksheets in the onsite assessment process and can be adopted or adapted by local agencies as desired to support local quality improvement activities. The tools have been developed based on CDC Practice Guidelines, the contract addendum, NCAC, and CLIA regulations and reflect standards and values for policy development and practice. PART III and PART IV are designed to support state HIV and STD trainings.

The set of tools includes:

PART I (Form #4043) – used to assess policies and practices with regard to reporting, confidentiality and the accessibility, availability, acceptability of services provided to clients requiring evaluation of STD/HIV concerns. The parameters marked by the * symbol are verbatim quotes from CDC Practice Guidelines which have been adopted as Branch values and expectations. The contract addendum section (A) reflects language of the current contract addendum. (This section will be revised as the contract language changes). The laboratory section is based on CLIA regulations.

PART II (Form #4044) – used to review records for documentation of an STD evaluation provided to clients requiring evaluation of STD symptoms or concerns. The review process is designed to determine if an appropriate process has been documented to evaluate clients presenting with STD complaints/concerns and if appropriate management of complaints and findings is documented. Section II. #5 is formatted to capture criteria needed for CPT coding. (Definitions of these criteria can be found in the CPT coding manual provided by the OPHNPD). The STD form 2808, an in-kind contribution, provided by the state for documenting the evaluation and management of clients presenting with STD symptoms and concerns is pending review for appropriate revisions in 2002. Locally developed forms for evaluating clients with STD concerns should reflect values and standards promoted in CDC guidelines and state protocol.

PART III (Form #4045) - provided to assist with local evaluation of HIV prevention counseling practice. This tool was distributed with the HIV Counseling, Testing and Referral training curriculum in 2000. It reflects skills considered most effective for counseling clients with HIV risks and concerns. Specific definitions for the skills are defined in the curriculum. An updated curriculum will be distributed late 2001 or early 2002.

PART IV (Form #4046) – this tool is provided for use in evaluating provider practice in assessment and management of clients presenting with STD symptoms or concerns. It is especially required to evaluate RN's who are in training for the STD Enhanced Role and should be used in conjunction with the STD protocol for ongoing coaching and identification of training needs.

When used by the assessment team in the site assessment process, these tools are used to identify strengths and needs. Recommendations are made by the team to address needs and best practices are acknowledged which may be shared with other health departments. Additionally, the team identifies with the agency what barriers exist to addressing recommendations. Needs and identified barriers are considered for identification of resources from the state.

The HIV/STD Prevention and Care Branch promotes and models Continuous Quality Improvement principles for assuring high quality in public health systems for delivery of HIV/STD services. Thus, it is hoped that these tools will be useful to local health departments for self-assessment to identify opportunities for improvement in a continuous manner.

Questions may be addressed by contacting consultants from your region:

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