



DATE: June 15, 2020

SUBJECT: Guidance on the Implementation and Invoicing of Evidence Based Interventions Beginning July 1, 2020

TO: Ryan White Part B Grantees

FROM: Marijane Salem-Noll, Director
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Background Information:

The priority actions of the National HIV/AIDS Strategy (NHAS) include: widespread testing and linkage to care, broad support for people living with HIV (PLWH) to remain engaged in comprehensive care, universal viral suppression, and full access to comprehensive pre-exposure prophylaxis (PrEP) services. To effectively implement the strategy, the Department will support the following Evidence Based Interventions (EBI) beginning July 1, 2020: HIV Navigation Services (HNS) and Anti-Retroviral Treatment and Access to Services (ARTAS).

The Centers for Disease Control and Prevention (CDC) define HNS as: a process of service delivery to help a person obtain timely, essential and appropriate HIV-related medical and social services to optimize his or her health and prevent HIV transmission and acquisition. Navigation includes linking persons to health care systems, assisting with health insurance and transportation, identifying and reducing barriers to care, and tailoring health education to the client to influence his or her health-related attitudes and behaviors.

The CDC define ARTAS as: an individual-level, multi-session, time-limited intervention with the goal of linking recently diagnosed persons with HIV to medical care soon after receiving their positive test result. ARTAS is based on the strengths-based case management model, which encourages the client to identify and use personal strengths; create goals for himself/herself; and establish an effective, working relationship with the Linkage Coordinator.

The Department of Health (Department) is targeting resources for the intervention in areas where we can have the greatest impact. The groups disproportionately impacted by HIV include:

- Gay, bisexual, and other men who have sex with men of all races and ethnicities
- Black women and men
- Latino men and women
- People who inject drugs
- Youth aged 13-24 years
- Transgender Women

Department Supported Evidence Based Intervention Activities

Effective July 1, 2020 the Department will support implementation of HNS and ARTAS in targeted areas for:

12/1/2018

- Referral and linkage to HIV Testing
- Referral and linkage to TasP (treatment as prevention) for persons living with HIV.
- HIV care, prevention services, and other medical and social services as needed, for persons testing HIV-positive or currently living with HIV.
- Referral and linkage for HIV-negative individuals at high risk to PrEP (pre-exposure prophylaxis) and PEP (post-exposure prophylaxis), harm reduction services, and other medical and social services as needed.

Key Points for the implementation of Evidence Based Interventions:

The Department is committed to providing the necessary tools to facilitate the successful implementation of EBIs. Please direct all requests for training/technical/capacity building assistance to the Division’s Capacity Building Coordinator, Kendra Parry at: c-kparry@pa.gov or 717.547.3546.

In addition to the trainings specific to HNS and ARTAS, please consider that some basic courses such as HIV 101, Motivational Interviewing, and Cultural Humility are also a critical foundation for the successful implementation of any high impact prevention activity.

Ensure that your agency has the appropriate capacity to deliver the HNS and ARTAS with fidelity (in a way that adheres to the procedures and content that determined its effectiveness). For example:

- Agency budgets should take into consideration all necessary costs associated with implementing an intervention. Items that are allowable for invoicing include:
 - Salary (Considering percentage of time dedicated to interventions if they have split roles)
 - Fringe Benefits
 - Travel related to the intervention and its required trainings
 - Supplies directly related to what is required to implement the intervention
 - Incentives for participation in the intervention
- Items that are not allowable for invoicing include:
 - Utilities
 - Audit Fees
 - Occupancy Costs
 - Supplies not directly related to the implementation of the intervention
- All facilitators are required to participate in HNS and/or ARTAS training before implementing the intervention. It is recommended to participate in Motivational Interviewing, Cultural Humility, and an HIV 101 course.
- Agencies are required to submit the provided data collection tools on a monthly basis before invoices are paid, and are subject to yearly on-site monitoring of each intervention by the Department or Ryan White Regional Grantee

Expectations for yearly monitoring of EBIs include:

- Up-to-date referral guide
- Client specific required implementation forms
 - HNS
 - Eligibility Assessment and Case Closing documentation
 - Documented HIV test result (within last 90-days)
 - Detailed Action Plan
 - Detailed Problem-Solving Tool

- Documented referrals and linkages with follow
 - ARTAS
 - Strengths Assessment Form
 - Session Plans
 - Session Notes
 - Case Staffing Form
 - Life Domains List
- Completed data collection tool

When using incentives to enhance recruitment/retention into EBI activities, you must adhere to the following requirements;

- Obtain prior written approval from the Department (detailed documentation of incentives in a Department approved budget constitutes prior written approval)
- Develop/maintain a written procedure for use of incentives to include:
 - Clear guidelines for when and to whom incentives are to be provided, and under what circumstances
 - A tracking mechanism for the purchase/distribution of incentives
 - Responsible parties for the purchase, handling and distribution of incentives, including security protocols.
- The use of incentives that violate state or federal law is prohibited, including the purchase of alcohol.
- Direct cash payments to recipients of services are prohibited (pre-paid credit cards are the same as cash).
- Some examples of acceptable incentives include but are not limited to:
 - Gift cards, bus tokens, certificates of appreciation, food and refreshments (non-alcoholic), clothing items, toiletries, etc.
- Incentives may be provided to individuals on a one-time or periodic basis to encourage participation; however, the value of each incentive must be reasonable and must not exceed a maximum of \$50.00.
- No Grantee or employee of the Grantee is eligible to receive an incentive.

Implementing Evidence Based Interventions:

For more information about HNS and ARTAS, please visit <https://effectiveinterventions.cdc.gov>.

This updated Guidance reflects some of the changes being made within the Division HIV Disease (Division) program to ensure the greatest impact for the clients we serve throughout the continuum of HIV Prevention and Care. If you have questions regarding the implementation of EBIs or this guidance, please contact the Division's Program Administrator Michelle Rossi at: microssi@pa.gov or 717-547-3435. Thank you for your support.