Please use the checklist below to ensure you have provided all the information needed for a timely referral to Disease Intervention Specialists (DIS) for Partner Services:

| For clients who are newly diagnosed or new to your agency/practice: |

- Inform the client that the State Health Department will be contacting them to provide information on supportive resources and assist with confidential notification of partners.

- Complete the Client Referral Form.
  - The DIS assigned to interview the client will be contacting the treating clinician’s office to obtain additional information as needed. Please provide a direct extension and name of the best contact in the clinician’s office.

- Did the client discuss partners with you? If so, complete the Partner Referral Form for each partner.

- Call the Regional DIS Supervisor/Point Person to alert DPH that a referral is incoming. Region is determined by the town in which the client lives.
  - Region 2 (959) 333-7300—Fairfield, New Haven, and shoreline of Middlesex

- Fax referral forms and lab results, ATTN: DIS Supervisor/Point Person, to (860) 730-8380
  - Labs must include the confirmatory HIV test information
  - Additional tests for which results are requested: syphilis, chlamydia, and gonorrhea*
  - If you have results of Hep C and tuberculosis (QTF) tests, please send them as well *
  - If the asterisked (*) information is not available, do not delay calling the DIS Supervisor/Point Person to report and submit the Client Referral Form and HIV labs. It is typical that the post-diagnosis screening test results will roll in later.

Updated: May 5, 2022