



CONNECTICUT DEPARTMENT OF PUBLIC HEALTH HIV SURVEILLANCE PROGRAM

Information for Counselors:

Newly diagnosed cases of HIV infection are required to be reported to the Department of Public Health, HIV Surveillance Program.

HIV cases are reported using the *Adult HIV Confidential Case Report Form (CRF)* - designed specifically for use by HIV Counselors & OTL staff. HIV Surveillance Program staff will mail a CRF to the counselor based on results received by the DPH laboratory but you can report a case at any time!

During 2002-2004, HIV could be reported by code at the client's request. As of January 1, 2005, **the code reporting option is no longer available.**

Important! The HIV Testing History (Section 10 of the CRF) needs to be completed for all clients who test positive for HIV.

Reporting Instructions:

1. Place a client-specific ID number sticker or record the client-specific ID number on the top of the case report form in the space provided!
2. Complete Sections 1-9. Section 10 is the Test History and needs to be done by client interview at the post-test counseling session.
3. Mail the completed **Case Report Form** to the following address:

**Connecticut Department of Public Health
410 Capitol Ave, MS #11ASV
PO Box 340308
Hartford CT 06134-0308**

4. Mark the envelope '**CONFIDENTIAL**'.

CONSENT: Client consent is not required for testing or reporting to DPH.

HIPAA: Reporting and surveillance activities are not subject to HIPAA restrictions.

PRE-TEST COUNSELING: The requirement for HIV reporting should be explained to all clients as part of the discussion about what happens if a test result is positive.

POST-TEST COUNSELING: Complete the Testing and Treatment History on the back of the CRF for all HIV positive clients.

ANONYMOUS TESTING: Clients may still choose to test anonymously. Positive anonymous HIV tests do not need to be reported to DPH.

CONTACT US: @ (860) 509-7900 if you need forms or have questions about HIV reporting!