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!