Name of Agency and Region:
Scope of Work:
Contract Number:
Date of Monitoring Review:
Months Covered:
Name and Title of $Person(s)$ Conducting and $Preparing$ the $Review$:
Contractor Staff Present During Entrance And Exit Interview:

For each review item, place a I – Implemented, P – Partially Implemented, N – Not Implemented, N – Not Applicable, or N – Not Reviewed in the appropriate column. The Comments column should be used to clarify any Partially Implemented or Not Implemented responses or to provide additional information. Comments can be continued on the back if additional space is needed.

Review Criteria	Instru	Instructions – Document I, P, N, NA, or NR in the "X" column.	
I. Laws, Regulations and Policies	X	Comments:	
Routine HIV screening is carried out according to the CDC's Revised Recommendations for HIV Screening for Adults, Adolescents and Pregnant Women in Health Care Settings. http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5514a1.htm <a docs="" href="http://www.cdc.gov/mmwr/pre</td><td></td><td></td></tr><tr><td>2) Consent for HIV screening is obtained in accordance with Texas law: Health and Safety Code 81.105—Informed Consent and 81.106—General Consent. Oral consent with documentation is allowed; a separate consent form is not required for HIV screening. http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.81.htm			

Review Criteria	X	Comments:		
3) At least 85% of persons who test positive receive their results, preliminary and confirmatory, in accordance with Texas law: Health and Safety Code 81.109. http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.81.htm				
4) Reporting HIV test results to appropriate local/regional health authority is in accordance with Texas law: Health and Safety Code 81.043-44 and TAC 97.132-134: http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.81.htm http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=F&rl=Y">http://info.sos.state.tx.us/pls/pub/readtac\$ext.ViewTAC?tacview=5&ti=25&pt=1&ch=97&sch=97≻				
II. Personnel				
5) Contractor reports to DHSH any changes or reassignment of staff funded through the HIV/ROUTN grant within 10 business days, and vacancies are filled within 90 days.				
6) Contractor maintains current Contact List with appropriate designated back-up staff to ensure timely communication between Contractor and DSHS.				
III. Training				
7) Routine HIV screening services are carried out by qualified staff, which is ensured through appropriate and on-going trainings.				
8) Contractor provides or has made available appropriate training for staff to perform routine HIV screening and related services.				
9) Contractor has a written orientation plan for new staff.				
Pouting HIV Screening HIV/POUTN On Site Quality Management Core Tool		Davisad Juna 2015		

Review Criteria		Comments:
10) Contractor provides staff development based on employee needs.		
IV. Screening and Linkage to Care		
11) At least 90% of all eligible patients, as defined by the Contractor, receive an HIV test, unless they decline.		
12) At least 80% of persons who test positive are confirmed to medical care and referred to other services, including housing, legal assistance and violence prevention.		
13) Resources are available and procedures are documented to ensure that services are provided in a culturally and linguistically appropriate manner.		
V. Quality Assurance and Monitoring Plan		
14) Contractor has a written and implemented internal Quality Management (QM) Plan to evaluate all services, processes and operations including routine HIV screening within the agency on an annual basis that includes:		
a) QM Committee		
b) Testing/laboratory procedures		
15) Contractor submits semi-annual and annual reports to DSHS by required submission date.	NR	This activity is part of the DSHS desk audit performed monthly and will be reviewed with the Contractor as needed.

Review Criteria		Comments:
VI. Data Collection and Submission		
16) Contractor submits required data set to the Texas Department of State Services. The following criteria will be monitored:		
a) Data is submitted by the 20 th of each month.	NR	This activity is part of the DSHS desk audit performed monthly and is reported to the Contractor on a monthly basis.
b) Data submission is accurate and complete.	NR	This activity is part of the DSHS desk audit performed monthly and is reported to the Contractor on a monthly basis.
VI. Financial		
16) Contractor submits financial reports to DSHS by required submission dates.		
a) Vouchers are submitted no more than 30 days after services were delivered.	NR	This activity is part of the DSHS desk audit performed monthly and is reported to the Contractor on a quarterly basis.
b) FSRs are submitted by the due dates documented in current contract.	NR	This activity is part of the DSHS desk audit; DSHS will follow up with Contractor as needed.
c) Expenditures are in accordance with the line item budget.	NR	This activity is part of the DSHS desk audit; DSHS will follow up with Contractor as needed.
VII. Sustainability		
17) Contractor has implemented systems changes to work towards sustainability of routine HIV screening as a standard of care.		

Observations/Recommendations: