

## Social Networks Strategy Conference Call Notes

March 11, 2010  
10 AM- 11:30 AM

- I. **Purpose of the call is to create a supportive environment in which to provide:**
  - a. Peer to peer TA
  - b. Communicating information specific to Social Networks Strategy
  
- II. **Introductions**
  - a. Contractors & SNS implementation level
    - Tarrant County- Sharon Louise, Reshan Joseph. Tarrant County has hired a coordinator, is training the coordinator, and conducting focus groups with target populations. Will start orienting recruiters in April.
    - ATCHHS- Claudella Wright, Cynthia Washington. ATC Has hired a coordinator, working to get materials reviewed, orienting internal staff.
    - Resource Center - Ruben Ramirez, Michael Andrews. Has oriented recruiters and starting to see NAs.
    - City of Laredo- Erica Martinez, Arturo Diaz – Has enlisted recruiters, tested NA's and received 2 positive HIV test results at the time of this call.
  - b. DSHS Staff- LaQueisa Wilson, Liza Hinojosa, Latrice Miller, Jeff Wagers, Karalee Poschman, Amanda Reese
  
- III. **RECN SNS Site Name/Type – LaQueisa Wilson/Latrice Miller**

The following site types have been added in RECN:  
SNS – Field Visit - will be used when testing of Network Associates were coordinated off-site (home, mobile van, apartment complex etc...) when escorted or referred by their recruiter  
SNS – HIV CTS - will be used when testing of Network Associates occurred at a HIV CTR testing site when escorted or referred by their recruiter  
SNS – Other – will be used when testing of Network Associates took place at another type of SNS site not included in our list (field visit, HIV CTR, STD Clinic)  
SNS – STD Clinic – will be used when testing of Network Associates took place at a STD Clinic when escorted or referred by their recruiter

  - Laredo Health Department said the new site types have worked well.
  - Tarrant County stated that it will take time to educate staff about the new sites listed in RECN.
  - ATC is working to get RECN certificates issued by Manuel Reyes. Have not tested the new site types.
  
- IV. **Testing w/o Counseling Database – Karalee Poschman**
  - For Testing Without Counseling Database, you have received an updated database from DSHS that will include the sites listed above.
  - When initially entering data for Testing Without Counseling Database you will need to select “add new site”, select your organization from the drop down menu, identify site location, then select “type of testing site”.
  - Since this database does not have the pre-determined SNS fields like RECN, you will have to manually add them.

For assistance with the Testing Without Counseling Database please contact Karalee Poschman at [Karalee.poschman@dshs.state.tx.us](mailto:Karalee.poschman@dshs.state.tx.us)

**V. SNS Performance Measure Grid/Spreadsheet – Liza Hinojosa**

All SNS contractors should have a copy of the SNS Performance Measure Grid.

- SNS contractors will submit the grid **quarterly** during the first year of the pilot program, in addition to the contractor's required semi-annual report.
- SNS data reporting must be submitted in the format provided by DSHS.
- Contractor is responsible for examining the quality of the information prior to submission to assure it is complete and accurate.
- Agencies can add rows to the grid to include specific target populations if needed.
- Agencies will be required to track social network activity i.e....# of recruiters enlisted, # of NA tested, NA's test results etc... tracking systems.
- Submit your SNS activities by the 20<sup>th</sup> day following the end of each quarter.

**Below are the reporting due dates:**

April 20<sup>th</sup> (submit to your consultant only)

July 20<sup>th</sup> (include SNS report in semi-annual report)

October 20<sup>th</sup> (submit to your consultant only)

January 20<sup>th</sup> (include SNS report in semi-annual report)

**VI. SNS Quality Assurance – Liza Hinojosa**

Please review the document "Social Networking Strategies Quality Assurance Activities" for specific information regarding implementation of quality assurance. QA is important to assure that staff are implementing all stages of SNS correctly.

- DSHS encourages that many SNS recruiters are HIV positive. However, during the first contract year there is no requirement regarding how many recruiters are HIV positive.
- Sample QA documents from the CDC have been provided to agencies. QA documents were also given out during the SNS training. Agencies should review these tools and decide which tools would work best for their agency. Also these tools should be adapted as needed. Tools that have been developed by the pilot sites will be shared. This might be helpful in generating ideas for your agencies' tools. Agencies are not required to submit their QA tools prior to implementation but are welcome to submit them for feedback or if they would like to share them with other pilot sites.
- Frequency of the QA is the same as PBC or other Prevention Interventions. DSHS recommends that when doing QA agencies try to assess more than one phase of implementation. For example, during a coordinator's first month try to observe two activities (recruiter enlistment & Orientation). Not the same activity like *Orientation* twice.
- Chart reviews follow the CRCS chart review schedule. When reviewing charts look for essential items. CDC has sample forms for this. DSHS does not require that proof of positivity be included in the charts.
- Most of you have itemized incentives listed in your budget. Should you decide to offer another type of incentive (other than what was

previously approved) a simple email correspondence to your consultant with their approval will suffice as prior approval. No budget amendment is required.

Question: What if a recruiter names an NA that is a known previous positive.  
Answer: For the sake of confidentiality the agency should still see the NA and award an incentive. The NA may be utilized as a recruiter.

Recruiters don't necessarily have to be from target populations as long as they have access to target populations.

**VII. Planning and Initiating your SNS Program - Peer to Peer TA**

- a. How is your agency involving your target population in planning your SNS program? What has worked well and what hasn't?
  - Laredo- Hosted a focus group using folks from their EI group. Used feedback to create materials.
  - Tarrant- Conducting a focus group with MSM. Will be taping the group and will be using a survey instrument.
  - ATC- Doing a focus group with and HIV positive women's group. Mentioned they are having problems with materials review.
  - Resource Center- Conducted a community assessment with staff and target populations. Advertised with in their volunteer program. After first round will bring folks back together for ideas on promotional materials and approaches.
- b. How are you promoting your SNS program? What has worked well and what hasn't?

This question was skipped in the interest of time.
- c. How are you identifying, approaching and screening potential recruiters? What has worked well and what hasn't?
  - Laredo- Has not experienced barriers in approaching recruiters. They are receiving referrals through their prevention programs. Most people say "yes" but some are hesitant and require coaching.

**VIII. Logistics/Next Steps**

- a. Future Calls: 2<sup>nd</sup> Thursday of every month @ 10:00 AM. Next call April 8<sup>th</sup>
- b. Items for future discussion e-mail [laqueisa.wilson@dshs.state.tx.us](mailto:laqueisa.wilson@dshs.state.tx.us) and CC your consultant.
- c. DSHS is planning a SNS special interest group affinity session on **Wednesday, May 26<sup>th</sup> from 5:00 to 7:00 PM** at the conference. All agencies on the call expressed an interest in attending. As requested, DSHS will send a letter of invitation requiring attendance.
- d. Website: LaQueisa will request that SNS information and materials be put on DSHS website until we get an SNS contractor social networking website.