

## FORM L: WORK PLAN / CONTRACTOR'S APPROVED PROTOCOL FOR EXPANDED TESTING

Contractors must describe their work plan for service delivery to the population in the proposed service area(s) and include timelines for accomplishments. Address the required elements (see below) associated with the services proposed in this renewal application.

Contractors may submit their most recently reviewed and approved annual protocol in place of a work plan; however, contractor must ensure that the protocol addresses all the criteria listed below. Any information below not part of the protocol should be submitted along with their approved agency's protocol.

Please attach the reviewed and approved protocol to the renewal application in a separate document (PDF or Word 2003-compatible format) is acceptable.

Please select the box below that most accurately fits for the requested information below:

<input type="checkbox"/>	Contractor's most recently reviewed and approved protocol is attached with this renewal application and includes all of the information listed below.
<input type="checkbox"/>	Contractor's most recently reviewed and approved protocol is attached with this renewal application. A separate work plan is also attached that includes any and all information requested below that is not part of the agency's protocol.

The following information should be part of the agency's protocol or provided with this renewal application:

- Summarize the proposed services including population to be served (demographic, socioeconomic, primary medical/health issues, etc.), proposed number of tests, location (counties to be served), type of healthcare setting, etc.
- Describe resources you have to achieve service delivery and policy-making activities associated with routine HIV testing including service delivery systems, workforce (attach organizational chart), current policies and procedures, laboratory services, support systems (i.e., training, research, technical assistance, information, financial and administrative systems) and other infrastructure available (attach relevant policies and procedures) .
- Describe the project's proposed staffing plan; number of FTEs, number of volunteers, if any, including staff qualifications, skills (attach pertinent resumes and job descriptions for proposed staff, as well as the contractor's organizational chart).
- Describe the process that will be used to obtain patient's consent for HIV testing (attach consent form and policy).
- Describe staff and process that will secure the specimen for HIV testing.
- Describe the test technology that will be used to perform HIV testing and how/where HIV testing will be processed.
- Describe how HIV test results will be provided to both HIV positive and HIV negative clients.
- Describe the process for linking HIV positive clients to medical care or case management.
- Describe how referrals for public health follow-up activities for HIV positive clients will be made.

- Describe how HIV positive cases will be reported to the local health department.
- Describe how data are collected and tabulated, who will be responsible for data collection and reporting required data set to DSHS HIV/STD routine testing program.
- Describe in detail managerial, supervisory and quality assurance activities that will be used to ensure that the proposed activities are implemented as intended.
- Describe in detail how you will continue operations when DSHS funding is no longer available.
- Include a timeline in a month-by-month format that includes significant activities including hiring and training of staff, training dates, date testing will begin, etc.

