

Aphirm Guide to Partner Services

General Guidelines

Data entry into Partner Services Web will be used to facilitate two-way communication between HIV surveillance and local Partner Services delivery. Surveillance staff will initiate new index cases (those with a positive test result) using the case report form and will assign cases to local health department STI/HIV supervisors on Aphirm. New cases are due back to surveillance 45 days after assignment with completed information based on Partner Services investigation.

In general, Partner Services staff should fill in **all** available information in the appropriate fields, going through each data entry section. To save data, always click the “Save” button as you work through the data entry screens. Please check for completeness before submitting a case to a supervisor or the state.

When completing client information, use “not asked” to indicate questions that were not asked, “refused” to indicate that the client refused and “don’t know” to indicate that the client has responded “don’t know”. Blank data will be considered “not asked.”

Accessing Aphirm

Receiving log-in credentials to Aphirm requires certification training in Michigan. After completing the required modules, submit a “System Authorization/Removal Request Form” in the [STI/HIV Operations and Resource System \(SHOARS\)](#) to begin the process. SHOARS is accessed through Michigan Relations, Collaboration & Resources (MI RCR) in MiLogin.

To access Aphirm after approval the following is needed:

- High speed internet connection.
- A recent version of a browser (Internet Explorer, Microsoft Edge or Chrome).
- Google authenticator for use on a smartphone or a physical authenticator. If you do not have a smart phone for work, a physical authenticator is available upon request.

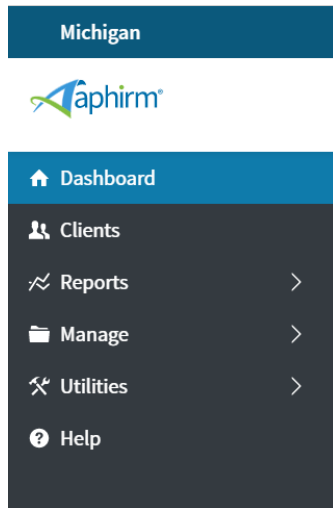
Important Information

Throughout this process remember to click “**Save**” If you do not see a fly in message that says your information has been saved to the database then the information will not be there when you return.

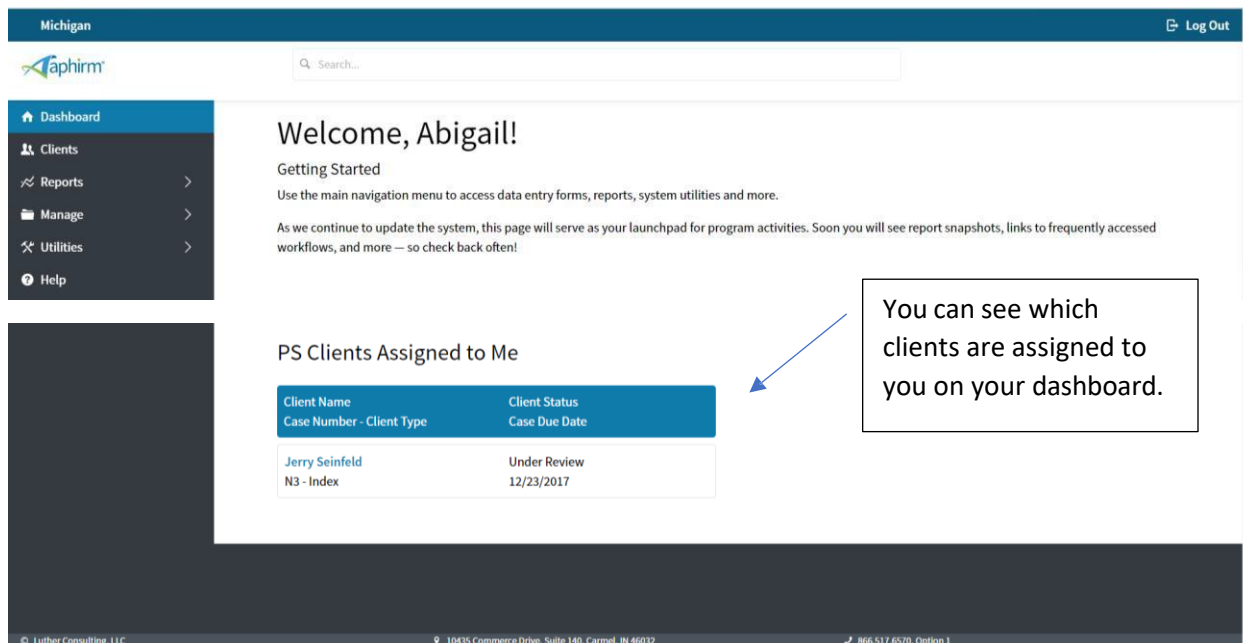


Sessions time out after 50 minutes so be sure to save your work along the way.

Menu

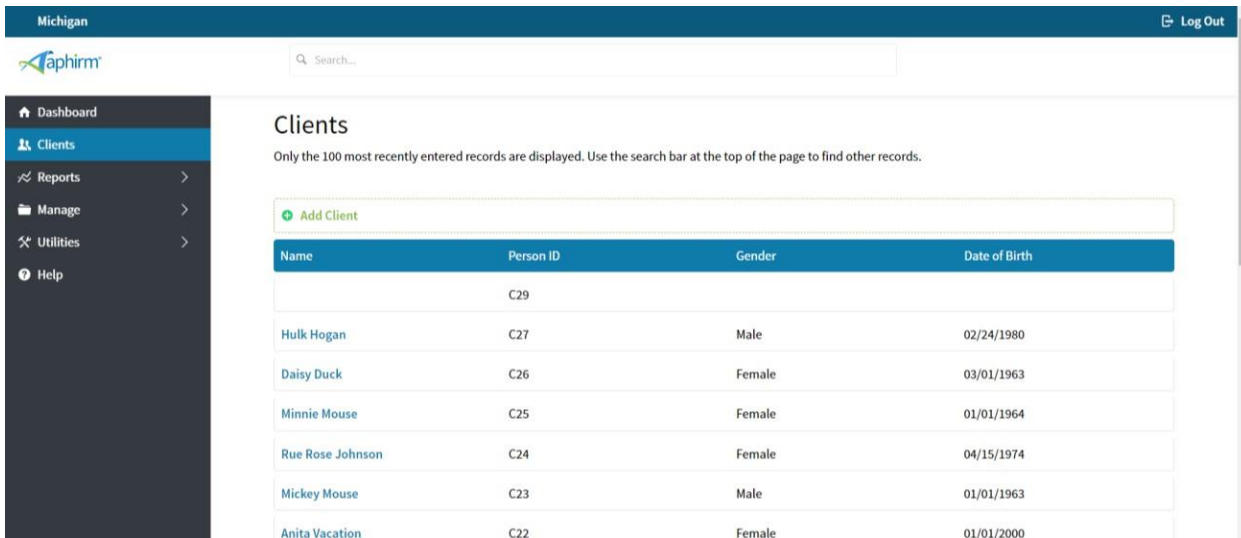


Dashboard

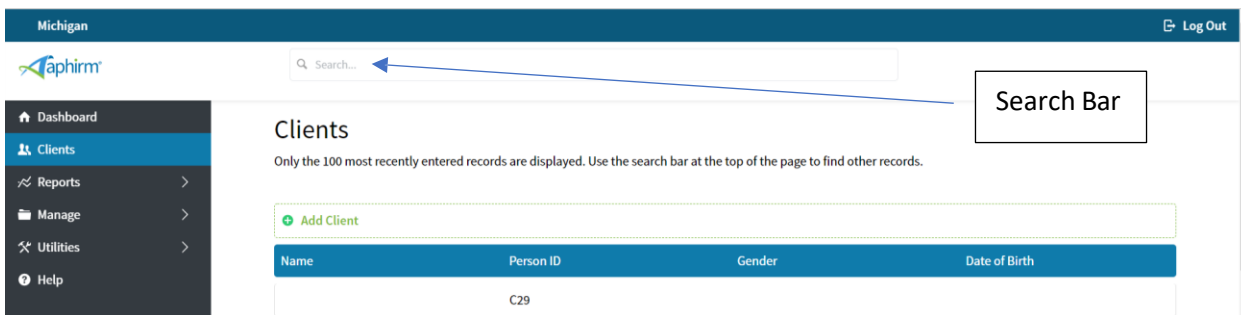


Note: If you click on a client from the Dashboard, it will bring you directly to the Case Overview Page.

You can click on a client using the dashboard which will bring you to the Case Overview or you can search for the client which will allow you to see more than just the case information. Once you have clicked on “Clients” this is what the screen will look like:



Using the search bar overhead, search for your client using multiple variations of their name (first name only, last name only, etc.).



You may search using first and last name or person ID.



After selecting a client, you will be brought to a page where you will find demographic information.

The screenshot shows the Aphirm web application interface. On the left is a dark sidebar with navigation items: Dashboard, Clients, Reports, Manage, Utilities, and Help. The main content area has a search bar at the top with the text "Search...". Below the search bar is a breadcrumb trail: "Main Search Form / Client Tabs". The main heading is "Clients", with sub-tabs for "Client Overview", "Activities", "Demographics", "Contact Information", and "Locations". The "Demographics" tab is active, showing the heading "Edit Client Demographics". A callout box on the right points to the breadcrumb trail with the text: "Notice the 'breadcrumb trail' for higher level navigation." Another callout box points to the "Activities", "Contact Information", and "Locations" tabs with the text: "Notice the tabbed interface for navigation within a Client."

Demographic information will be filled out by surveillance but is to be updated by Partner Services staff — specifically “Current Gender Identity” and “Ethnicity”.

The screenshot shows the "Demographics" form. It includes the following fields and sections:

- Demographics**
 - Date Demographics Collected: 11/19/2020
 - First Name: [Text Input]
 - Last Name: [Text Input]
 - Date of Birth: MM/DD/YYYY
 - Assigned Sex at Birth: Male, Female, Declined to Answer
- Current Gender Identity**: Male, Female, Transgender - MTF, Transgender - FTM, Transgender - Genderfluid
- Race (check all that apply)**: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, White
- Ethnicity**: Hispanic or Latino, Not Hispanic or Latino, Don't know, Declined to answer

Notes

ID Numbers

Local Client ID

eHARS State Number

eHARS City/County Number

Diagnosis Date

The "ID Numbers" section is not required and is generally filled out by surveillance.

As you move through the tabs you will find address and phone number information.

Clients

Client Overview **Activities**

Demographics **Contact Information** Locations

Contact Information is where you will find phone numbers:

Demographics **Contact Information** Locations

Contact Information

Contact
313-555-9999

Locations is where you will find address information:

Demographics Contact Information **Locations**

Locations

Address	City, State, Zip Code	County
222 Maple Ave	Pleasantville, MI, 00000	Alcona

To locate the case information, you will need to navigate to “Activities”.

Clients



And then “Partner Services” where you will find a list of cases that the client is associated with. “Cases” are created by surveillance when the client is entered into Partner Services.



Click on the case number to go to case view.

Partner Services Data Entry Overview

Once you click on the case that you would like to work on, you will be brought to the case overview page.

Here you can find the client type, case open date and an auto-generated case due date and case close date. Click on the name of the client to add more information.

You may add partners by clicking "Link Clients".

Case open date is defined as the date of the first positive HIV test(s) reported in Michigan.

To enter data for a client or partner you must click on their name listed under "Clients Involved".

Client Overview Activities

Testing Partner Services

Case #N15

Details

Client Type

Index

Suspected Index

Partner to OOJ Index

Form ID

Case Open Date

11/19/2020

Case Close Date

MM/DD/YYYY

Case Due Date

01/03/2021

Cancel Save

Clients Involved

Link Clients

Name	Person ID	Type	Gender	Date of Birth	Client Status
Janet Jackson	C30	Index	Female	01/12/1980	Open
Timm Scott	C31	Contact	Male	01/01/1900	Under Review

Case Write-Up

Case Write-Up

No results found.

Case Workflow

Case Status: Open

Submit Case For Review

Case Write-Up: This can be used to document any additional pertinent information to the case that is not documented elsewhere. This field is optional.

Index Information is filled out by surveillance.

Edit Index Record

Janet Jackson

Index Information

HIV Stage

HIV Stage 1
 HIV Stage 0
 HIV Stage 2
 HIV Stage 3
 HIV Unknown

New or Previous HIV Diagnosis

New diagnosis, verified
 New diagnosis, not verified
 Previous diagnosis
 Unable to determine

Assignment

Assigned Agency

Luther Consulting

Assigned User

Start Typing...
 Abigail Guerra
 Bryana Fryczynski
 Chris Arnold
 Christine Convery
 Dan Johnson

Disposition **must be** filled out prior to closing a case for review.

Disposition

Attempt To Locate Outcome

Unable to locate
 Located

Enrollment Status

Accepted
 Declined
 Client not located

Index Care Status At Case Close Date

In Care
 Not In Care
 Pending
 Declined to Answer
 Don't Know

Notes

Notes related to disposition can be entered here. →

At least three contact attempts should be documented if a client is “Unable to Locate”.

If the **enrollment status** is “Accepted” then you will be able to enter a session/ interview, as well as a client test. **(See below, for examples of each screen: contact attempts, sessions, client tests)**

Cancel Save

Contact Attempts

Add Contact Attempt

No results found.

Sessions

Sessions can only be added if Enrollment Status is 'Accepted.'

Client Tests

Tests can only be added if Enrollment Status is 'Accepted.'

Do not enter a session if the disposition is “Unable to Locate”.

Antiretroviral (ARV) information needs to be added in this section.

ARV and PrEP History

Is the client currently taking, or have they ever taken ARVs?

No

Yes

Don't know

Name of ARV

Start Typing...

Abacavir (ZIAGEN)

Abacavir/lamivudine (EPZICOM)

Abacavir/lamivudine/zidovudine (TRIZIVIR)

Didanosine (VIDEX EC)

Zalcitabine (DDETCO)

Start Date (if unknown, leave blank)

MM/DD/YYYY

End Date (if unknown, leave blank)

MM/DD/YYYY

Has the client ever taken PrEP?

No

Yes

Don't know

Surveillance may enter any risk information they have; however, it is the responsibility of PS staff to complete this section entirely.

Risks

Date Risk Data Collected

Injection Drug Use (Last 12 Months)

No
Yes
Not Asked
Declined to Answer

Vaginal or Anal Sex With Male (Last 12 Months)

No
Yes
Not Asked
Declined to Answer

Vaginal or Anal Sex With Female (Last 12 Months)

No
Yes
Not Asked
Declined to Answer

Vaginal or Anal Sex With A Transgender Person (Last 12 Months)

No
Yes
Not Asked
Declined to Answer

Vaginal or Anal Sex Without A Condom (Last 12 Months)

No
Yes
Not Asked
Declined to Answer

Pregnancy Status

No
Yes
Declined to Answer
Don't know

Housing Status

Literally Homeless
Unstably housed and at-risk of losing housing
Stably housed
Not Asked
Declined to Answer

Partner Elicitation is required before closing a case. Please fill out both the number of partners claimed and number of partners named, even if the answer is zero.

Partner Elicitation

Total Number of Partners Claimed

Total Number of Named Partners

Number of partners named must match the number of partners that are linked to the case.

A named partner refers to a partner with identifiable information (i.e., first and last name, first name and contact information.)

Contact Attempt Screen

Janet Jackson

Contact Method

- Phone
- Letter
- Field Visit
- Email
- Social media/chat room

Date of Contact Attempt

MM/DD/YYYY

Time of Contact Attempt

- Morning
- Afternoon
- Evening

Notes

Sessions Screen

Add Session

Janet Jackson

Session Date

MM/DD/YYYY

Session Type

- Original Interview
- Re-Interview
- Follow-Up Interview
- Cluster Interview

Care Status At Time of Interview

- In Care
- Not In Care
- Pending
- Declined to Answer
- Don't Know

PS Site

Luther Consulting

Notes

Add Client Test

dashboard > manageCases > editCase > editIndexRecord > editClientTestIndex

Add Test Record

HIV Testing Data

Form ID

Previous HIV Test

No
Yes
Don't know

This refers to if the client has had an HIV test prior to the one that got them referred to Partner Services.

HIV Test Performed

No
Yes
No, Client is known to be HIV-positive

This should be the original test that caused the referral to Partner Services.

Specimen Collection Date

Specimen Collection Date is the date of the original test (the test that caused surveillance to put client in Aphirm).

Syphilis Coinfection Screen

No	Yes
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Medical Care Data

HIV Medical Care Linkage

<input type="radio"/> Appointment Pending
<input type="radio"/> Confirmed—Index Accessed Service Within 14 Days of Positive Test
<input type="radio"/> Confirmed—Index Accessed Service Within 30 Days of Positive Test
<input type="radio"/> Confirmed—Index Accessed Service After 30 Days of Positive Test

Notes

Please use this notes section to specify if the client had any barriers to obtain care such as transportation, housing, substance use, mental health, etc.

Submitting Clients for Review

At the bottom of the client's record, there is now an option to submit an individual client for review. Please note that a case cannot be closed until all clients have been reviewed. The index case will remain in the assigned user's dashboard list until all partners are approved and the case is ready for closure. Once the index and all partners have been reviewed and approved the case will be automatically closed and removed from your queue.

Total Number of Named Partners

Client Workflow
Client Status: Under Review

Adding a Partner

On the case overview page, you can link existing clients or add a new partner by clicking on the “Link Clients” button.

Case Open Date
11/19/2020

Case Close Date
MM/DD/YYYY

Case Due Date
01/03/2021

Clients Involved

Name	Person ID	Type	Gender	Date of Birth	Client Status
Janet Jackson	C30	Index	Female	01/12/1980	Approved
Timm Scott	C31	Contact	Male	01/01/1900	Under Review

Once you click on “Link Clients”, you will be prompted to search the database for the partner to avoid duplication. If the partner is not in the system, you may add a new client by clicking the “Add New Client” button in the bottom right corner.

Link Clients to Case

Clients Currently Linked

Janet Jackson	C30	Index	Female	01/12/1980	
Timm Scott	C31	Contact	Male	01/01/1900	Unlink

Search for Existing Client

[Return to Case Overview](#)

[Check](#)

Don't see who you're looking for?

[Add New Client](#)

Add Client

Demographics

Date Demographics Collected

03/04/2020

First Name

Last Name

Date of Birth

MM/DD/YYYY

Assigned Sex at Birth

Male

Female

Declined to Answer

Current Gender Identity

<input type="radio"/> Male
<input type="radio"/> Female
<input type="radio"/> Transgender - MTF
<input type="radio"/> Transgender - FTM
<input type="radio"/> Transgender - Unspecified

Ethnicity

<input type="radio"/> Hispanic or Latino
<input type="radio"/> Not Hispanic or Latino
<input type="radio"/> Don't know
<input type="radio"/> Declined to answer

Race (check all that apply)

<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> White

Notes

This note section can be used to add any additional identifying information that may help to locate the partner.

ID Numbers

Local Client ID

eHARS State Number

eHARS City/County Number

Diagnosis Date

Please note that, once linked, you will have to search the partner by person ID or name in order to add address and contact information.

Once address and phone number are added, click on the case number to go to the partner contact record. The contact record is nearly identical to the Index record and should be filled out in the exact same way.

Contact Record

Testing Partner Services

Edit Contact Record

Timm Scott

Partner Information

Partner Type

<input type="radio"/> Sex partner
<input type="radio"/> Needle-sharing partner
<input type="radio"/> Both sex and needle sharing partner

Notes

Assignment

Assigned Agency

Luther Consulting

Assigned User

Start Typing...
<input checked="" type="radio"/> Abigail Guerra
<input type="radio"/> Bryana Fryczynski
<input type="radio"/> Chris Arnold
<input type="radio"/> Christine Convery
<input type="radio"/> Dan...

Disposition

Attempt To Locate Outcome

- Unable to locate
- Located

Was this client located using Internet partner services (i.e. dating applications)?

- No
- Yes

Partner Notifiability

- Yes - Partner is notifiable
- No - Partner is deceased
- No - Partner is out of jurisdiction
- No - Partner has a risk of domestic violence
- No - Partner is known to be previously notified

Actual Notification Method

- Client notification
- Provider notification
- Dual notification
- Third-party notification
- Referral notification

Enrollment Status

- Accepted
- Declined
- Client not located

CDC Definitions for Partner Notifiability


Provider Referral Notification involves a partner being notified of their possible exposure by the health department.

Third Party Referral Notification involves a partner being notified of their possible exposure by other professionals such as clinicians or HIV counselors who are not a part of the health department.

Self (Client) Referral Notification involves the index client notifying partners of their possible exposure

Contract Referral Notification involves the index client to select specific partners they prefer to notify themselves and agree to a specific timeframe in which they will do so.

Dual Referral Notification involves an index client and a provider, Disease Intervention Specialists (DIS) or third-party, jointly notifying a partner of their possible exposure.

 Cancel

 Save

Contact Attempts

[+ Add Contact Attempt](#)

No results found.

Sessions

Please add a session for each encounter with the client.

[+ Add Session](#)

No results found.

Client Tests

[+ Add Test](#)

Test Date	Date Entered
11/19/2020	11/19/2020

Risks

Date Risk Data Collected

Injection Drug Use *(Last 12 Months)*

Vaginal or Anal Sex With Male *(Last 12 Months)*

Vaginal or Anal Sex With Female *(Last 12 Months)*

Vaginal or Anal Sex With A Transgender Person *(Last 12 Months)*

Vaginal or Anal Sex Without A Condom *(Last 12 Months)*

Pregnancy Status

Housing Status