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:

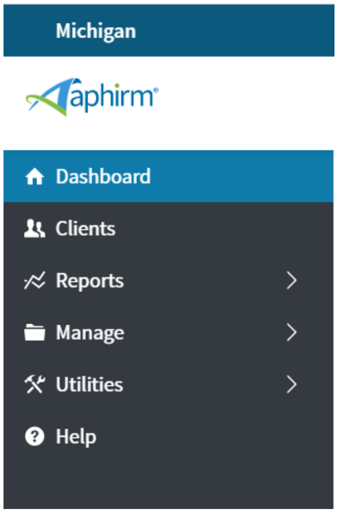
- High speed internet connection.
- A recent version of a browser (Internet Explorer, Microsoft Edge or Chrome).
- Google authenticator for use on a smartphone or a physical authenticator. If you do not have a smart phone for work, a physical authenticator is available upon request.

Important Information

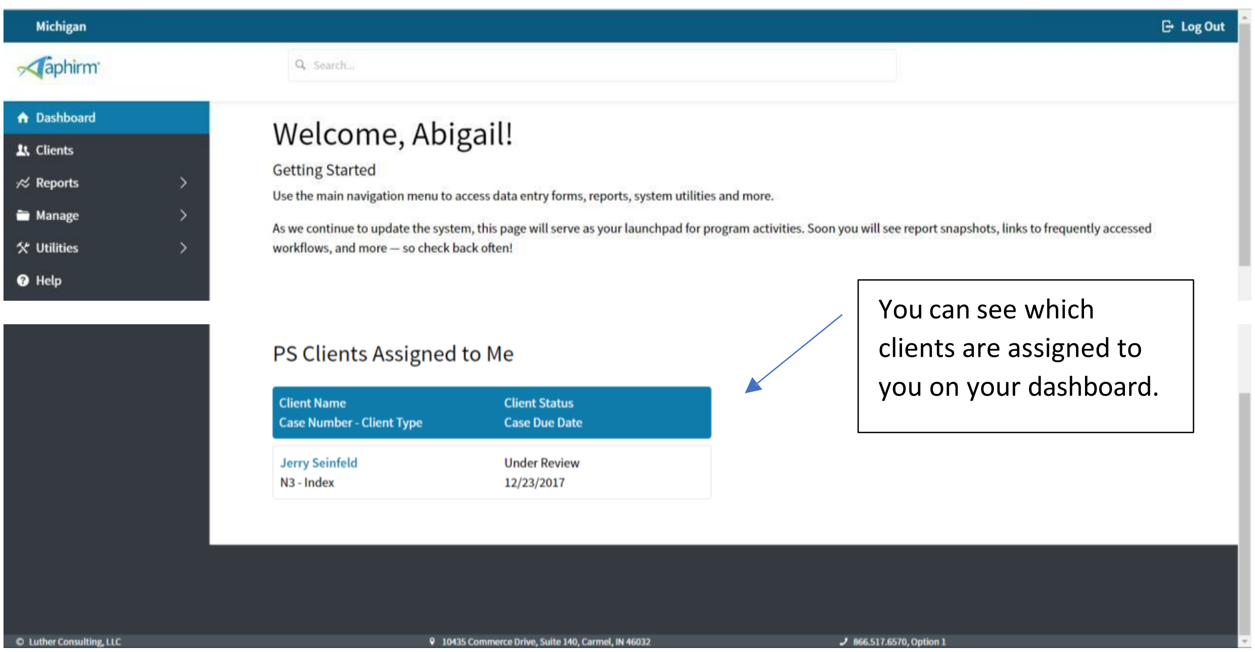
Throughout this process remember to click "**Save**" If you do not see a fly in message that says your information has been saved to the database then the information will not be there when you return.

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

Menu

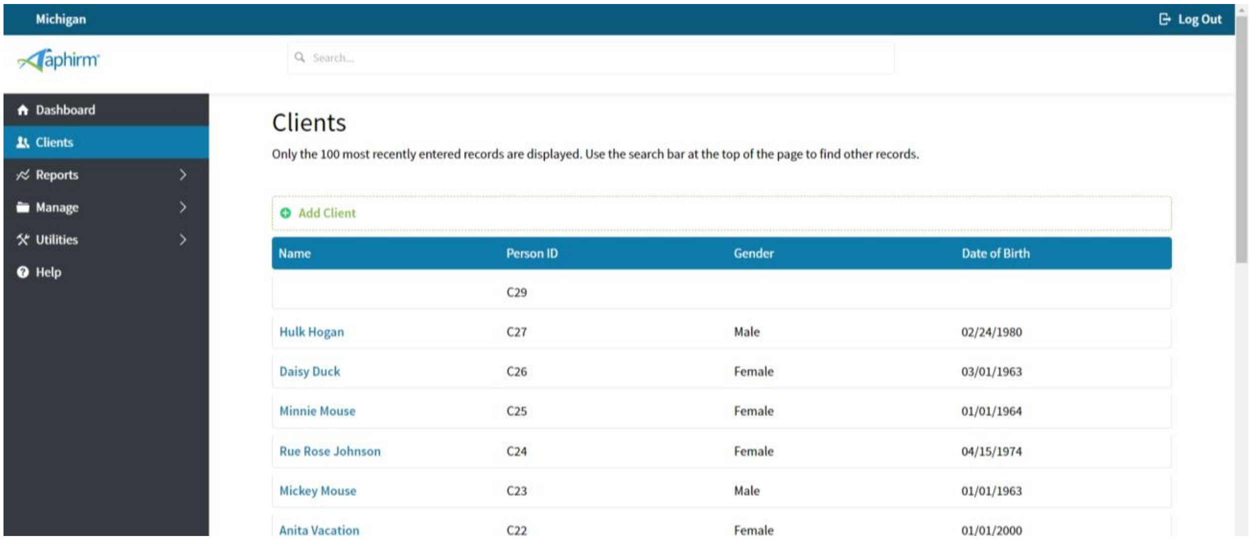


Dashboard

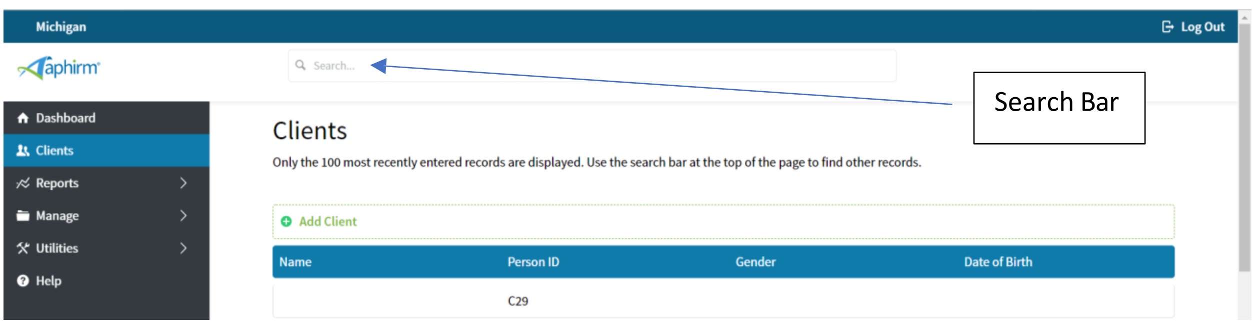


Note: If you click on a client from the Dashboard, it will bring you directly to the Case Overview Page.

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:

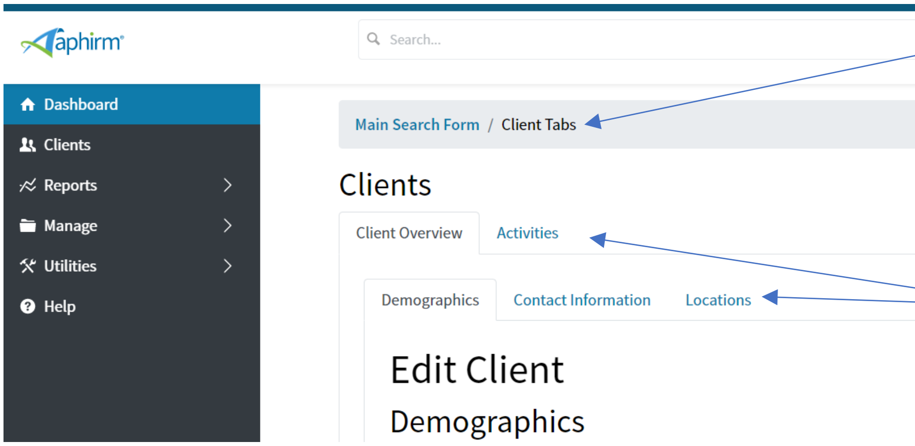


Using the search bar overhead, search for your client using multiple variations of their name (first name only, last name only, etc.).



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

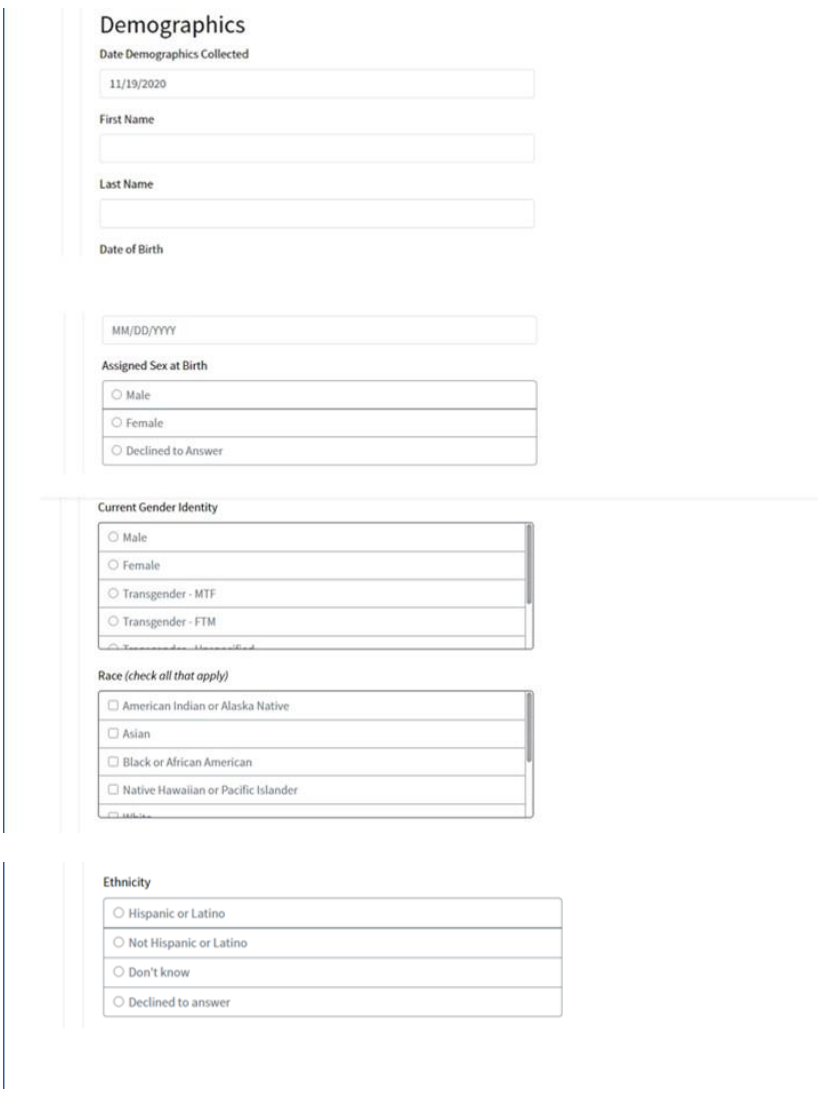
After selecting a client, you will be brought to a page where you will find demographic information.



Notice the "breadcrumb trail" for higher level navigation.

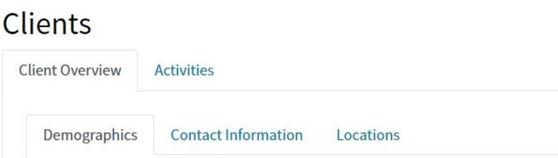
Notice the tabbed interface for navigation within a Client.

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



<u>The "ID Numbers" section is not required and is generally filled out by surveillance.</u>

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



Contact Information is where you will find phone numbers:

Locations is where you will find address information:

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

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

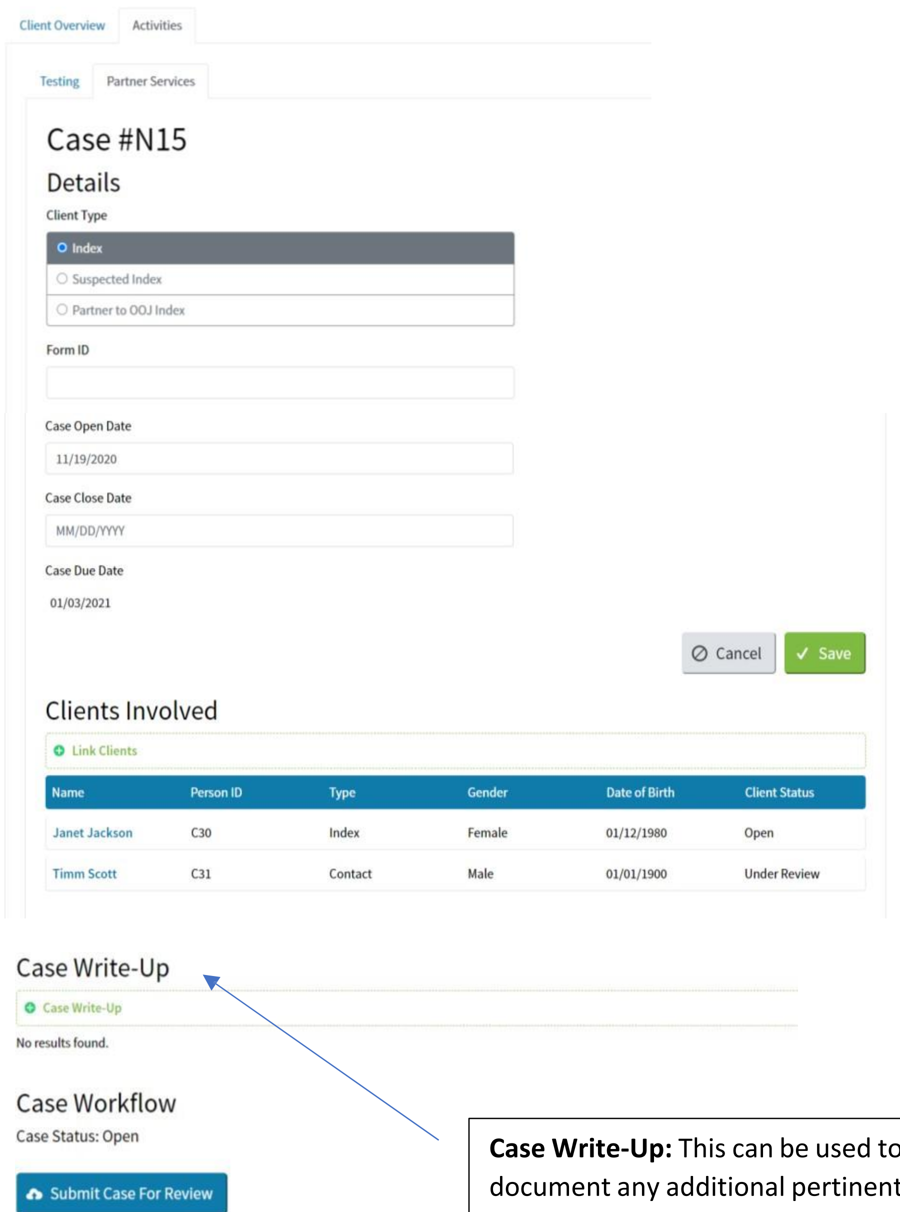
Once you click on the case that you would like to work on, you will be brought to the case overview page.

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.

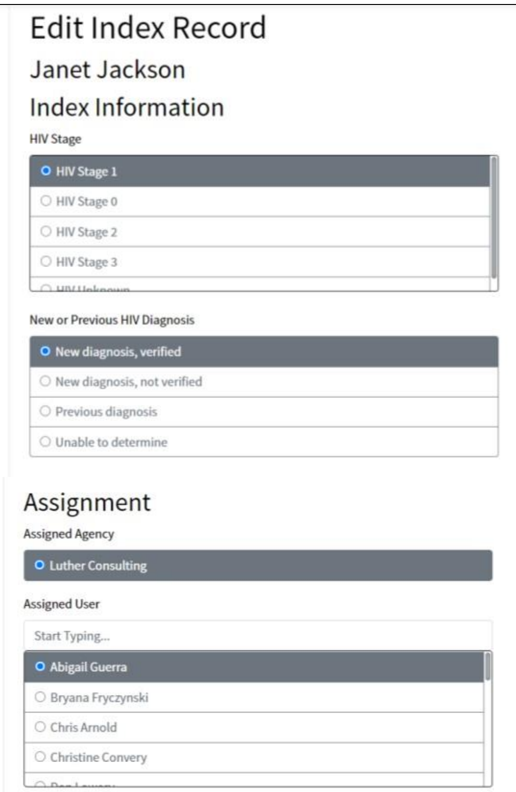
You may add partners by clicking “Link Clients”.

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

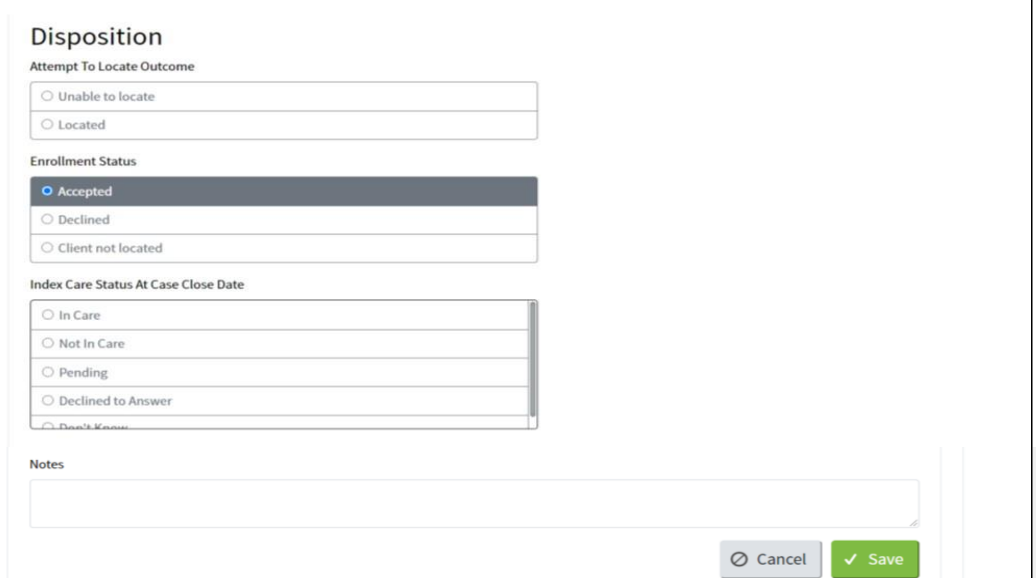
To enter data for a client or partner you must click on their name listed under “Clients Involved”.



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.

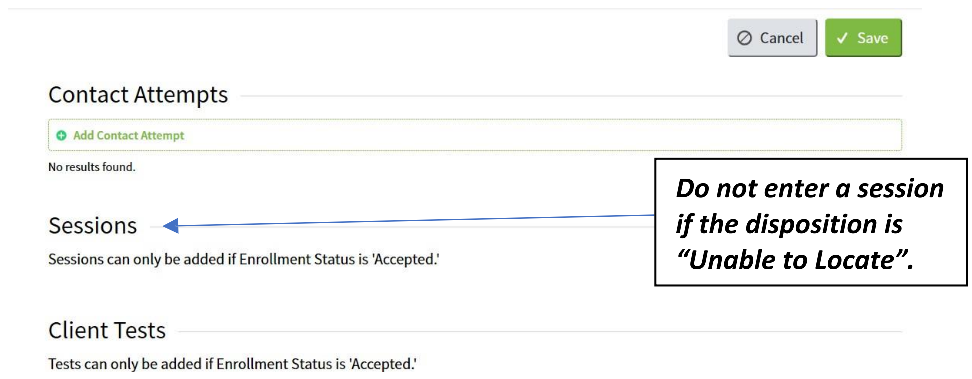
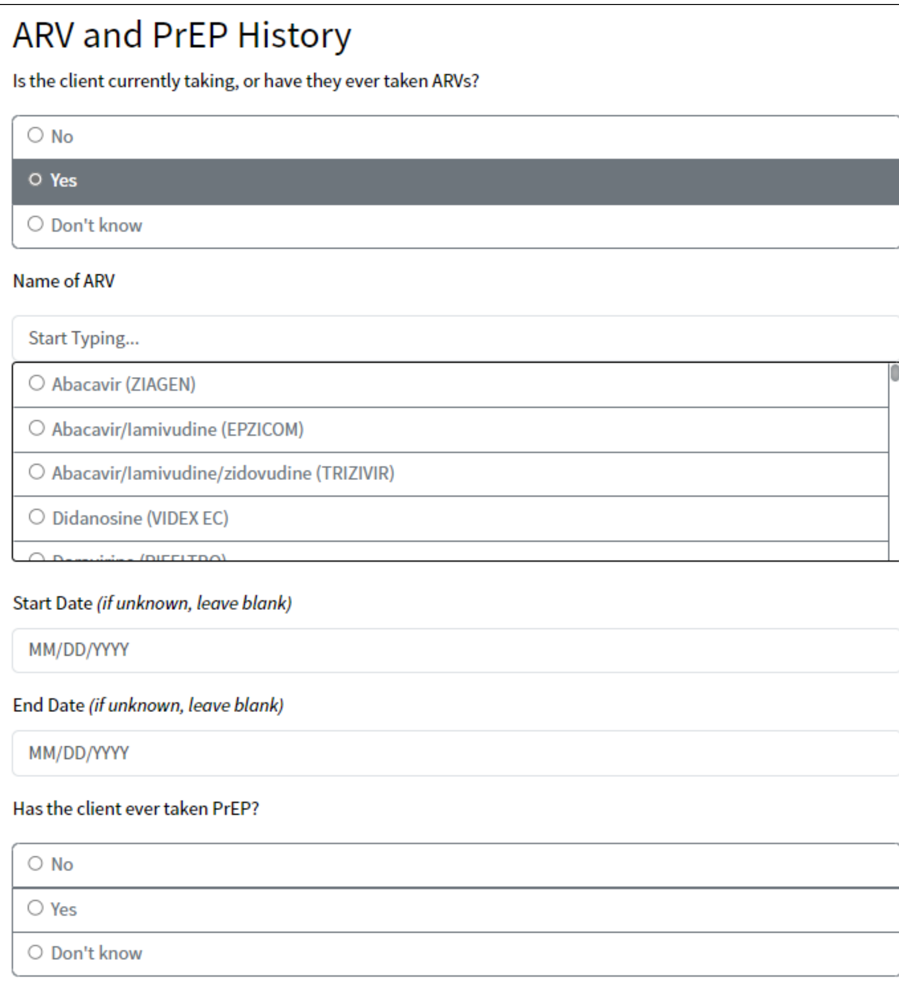
<table>
<tr>
<td>Index Information is filled out by surveillance.</td>
<td>


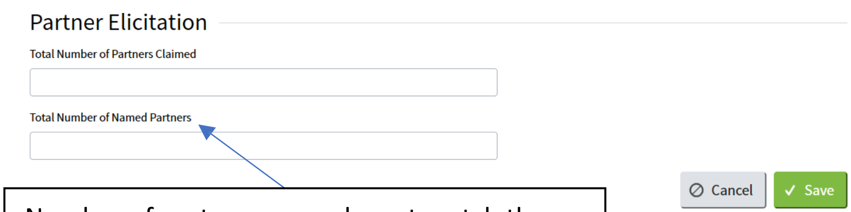
</td>
</tr>
<tr>
<td>Disposition <u>must be</u> filled out prior to closing a case for review.

Notes related to disposition can be entered here.</td>
<td>


</td>
</tr>
</table>

<table>
<tr>
<td>At least three contact attempts should be documented if a client is “Unable to Locate”.

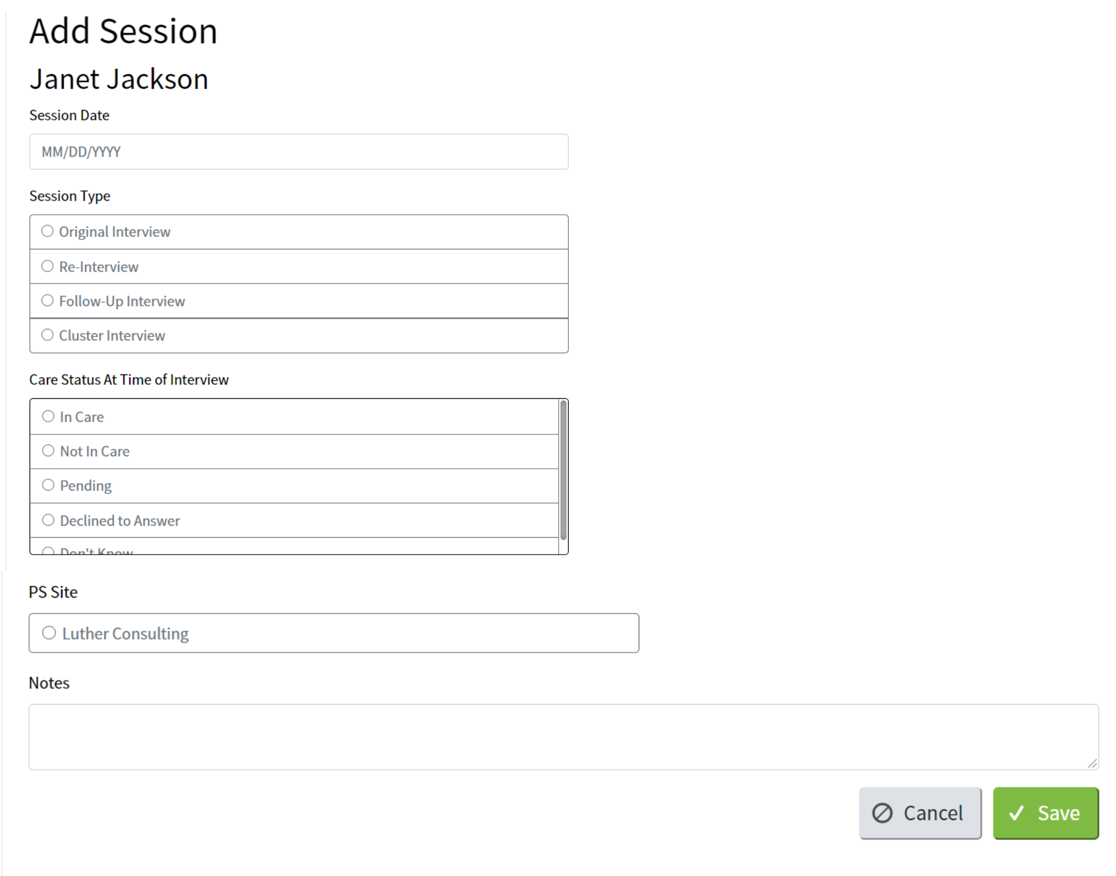
If the enrollment status is “Accepted” then you will be able to enter a session/ interview, as well as a client test. (See below, for examples of each screen: contact attempts, sessions, client tests)</td>
<td>
</td>
</tr>
<tr>
<td>Antiretroviral (ARV) information needs to be added in this section.</td>
<td>
</td>
</tr>
</table>

<table>
<tr>
<td>Surveillance may enter any risk information they have; however, <u>it is the responsibility of PS staff to complete this section entirely.</u></td>
<td>
</td>
</tr>
<tr>
<td>Partner Elicitation is required before closing a case. Please fill out both the number of partners claimed and number of partners named, <u>even if the answer is zero.</u></td>
<td>

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.)</td>
</tr>
</table>

Contact Attempt Screen

Sessions Screen



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

MM/DD/YYYY

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

Medical Care Data

HIV Medical Care Linkage

- Appointment Pending
- Confirmed—Index Accessed Service Within 14 Days of Positive Test
- Confirmed—Index Accessed Service Within 30 Days of Positive Test
- Confirmed—Index Accessed Service After 30 Days of Positive Test

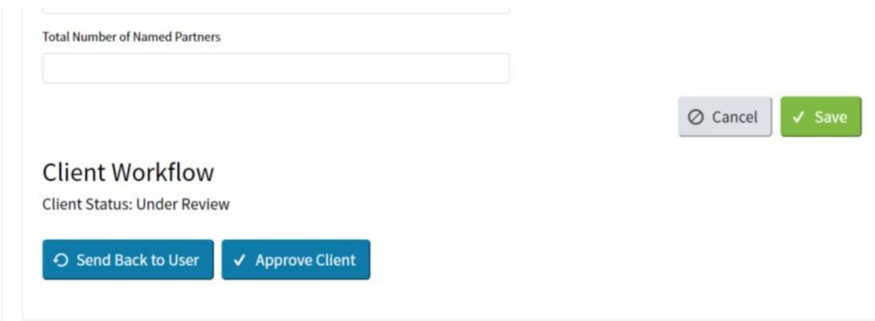
Notes

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.

Cancel | Save

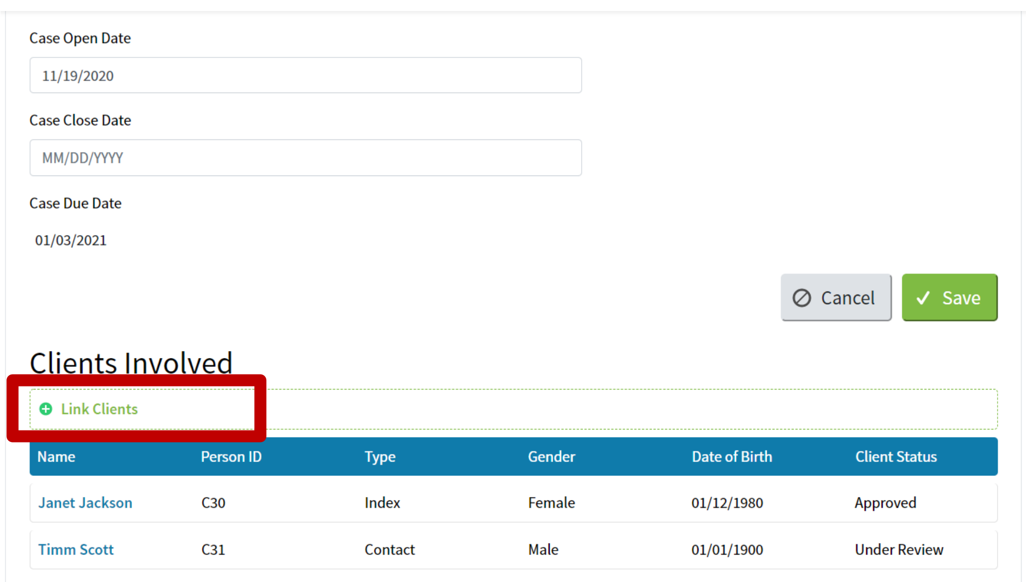
Submitting Clients for Review

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.

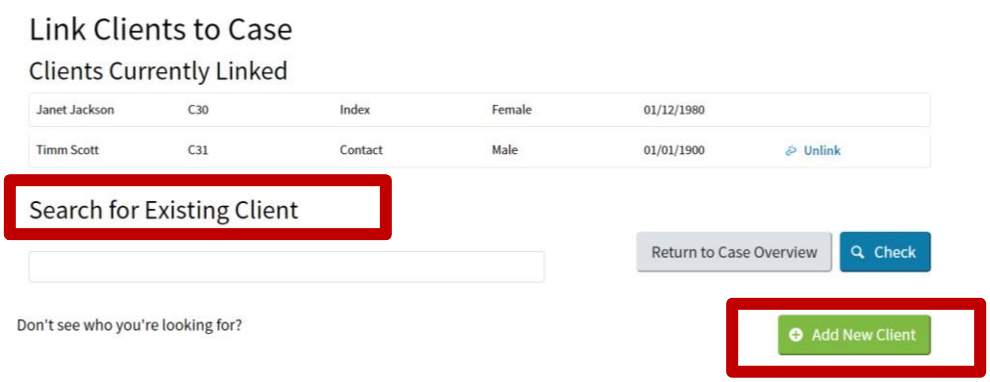


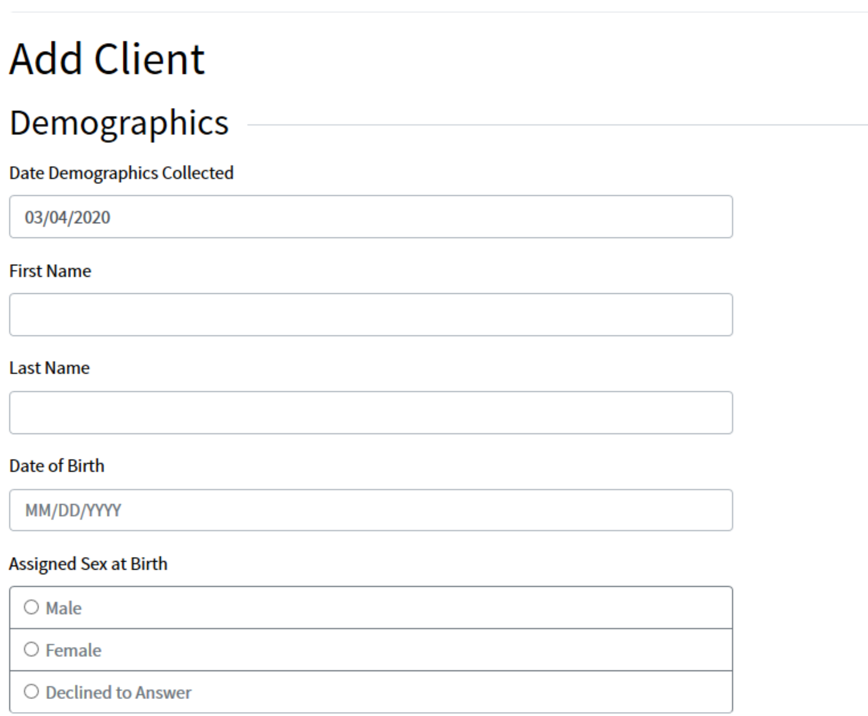
Adding a Partner

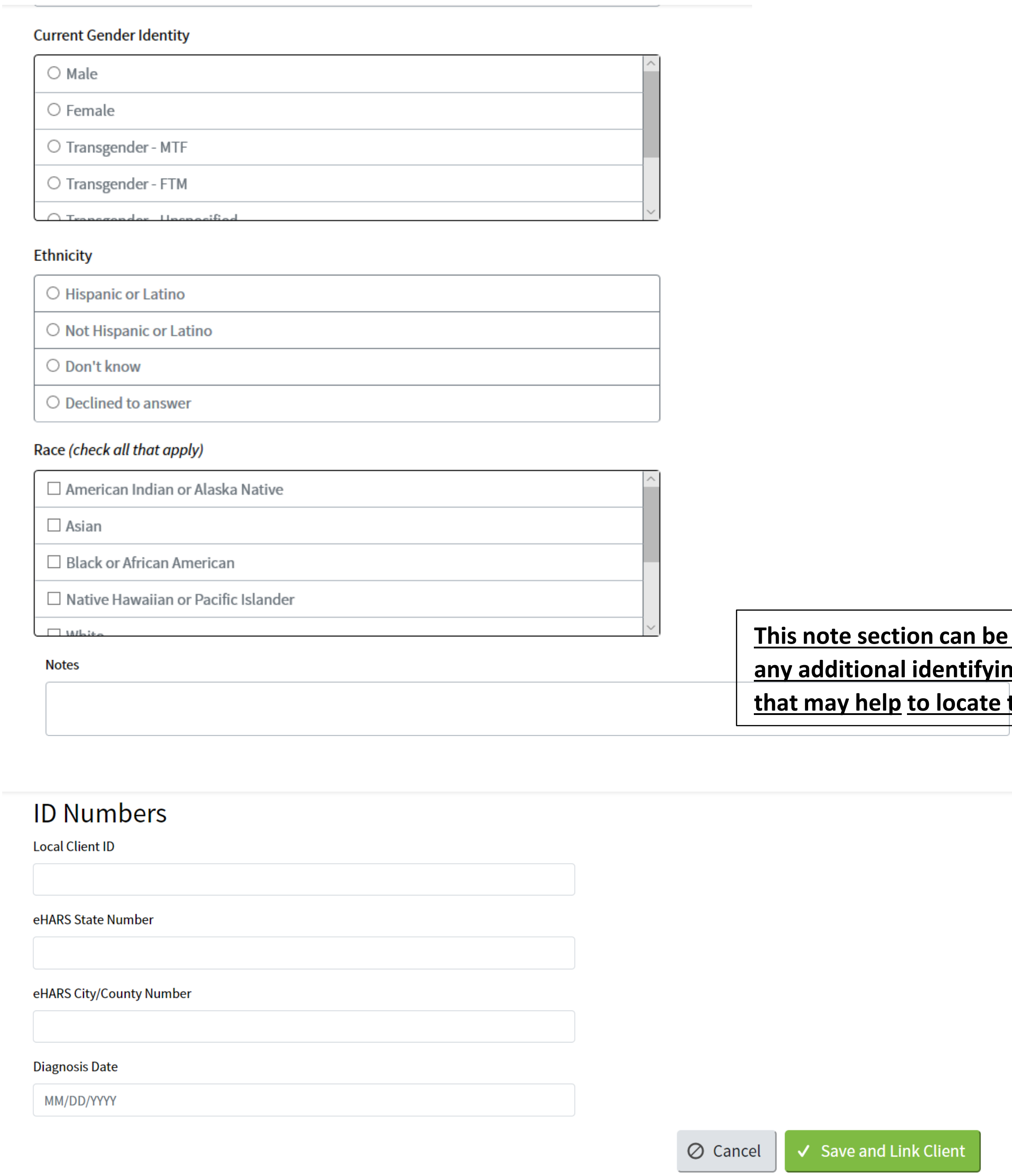
On the case overview page, you can link existing clients or add a new partner by clicking on the "Link Clients" button.



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.





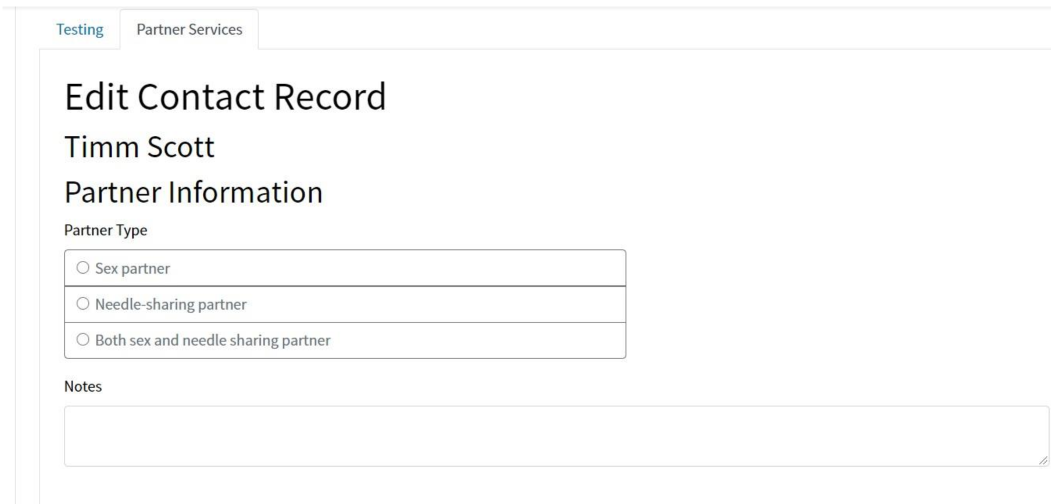


<u>This note section can be used to add any additional identifying information that may help to locate the partner.</u>

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

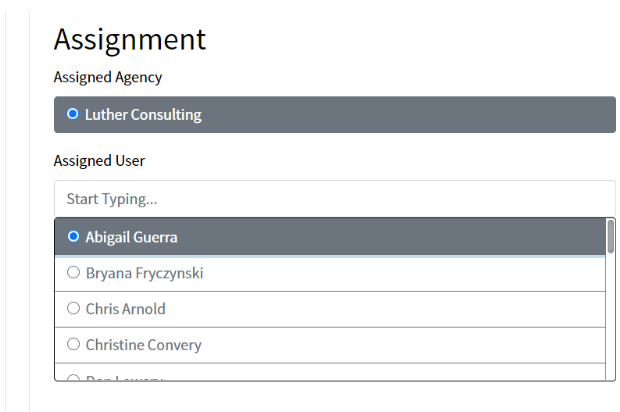
Timm Scott

Partner Information

Partner Type

- Sex partner
- Needle-sharing partner
- Both sex and needle sharing partner

Notes



Assignment

Assigned Agency

- Luther Consulting

Assigned User

Start Typing...

- Abigail Guerra
- Bryana Fryczynski
- Chris Arnold
- Christine Convery

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 positive

Actual Notification Method

- ● Client notification
- ○ Provider notification
- ○ Dual notification
- ○ Third-party notification
- ○ Refused notification

Enrollment Status

- ● Accepted
- ○ Declined
- ○ Client not located

Cancel | Save

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.

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

MM/DD/YYYY

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

⊘ Cancel ✓ Save