

**Georgia Department of Public Health  
Office of HIV/AIDS: HIV Prevention Program  
Linkage Data Monthly Report (HIV-568) Guidance**

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***Key Definitions***

**Linkage to medical care:** process of assisting HIV-diagnosed clients into medical with an HIV primary care provider (authorized to prescribe HAART medications) following the receipt of a HIV diagnosis. Linkage to medical care requires follow-up and documentation.

Note: Clients may not see the doctor on the first medical visit, but may have services rendered such as labs drawn. Clients are not linked until they have kept a medical appointment with an HIV primary care provider (authorized to prescribe HAART medications).

**Linkage to supportive services:** process of assisting HIV-diagnosed clients in accessing critical needs for supportive and ancillary medical services that may impede HIV primary medical care. Linkage to supportive services requires follow-up and documentation.

**Referral:** process of providing information, but not assistance to accessing a service.

**Active referrals** require follow-up to determine outcome of the referral.

**Passive referrals** do not require follow up to determine outcome of the referral.

**Newly Diagnosed:** the client has received an HIV diagnosis within the previous 12 months.

**Previously Diagnosed:** the client has received a previous HIV diagnosis, NOT within the past 12 months.

**Newly engaged:** previously diagnosed, but never having entered into medical care.

**Lost to care:** previously diagnosed, without a visit for routine HIV medical care in the preceding 12 months.


**Lost to follow-up (designates linkage attempts):** three (3) unsuccessful attempts made to contact the client within a 90 day period.

**Anti-Retroviral Treatment and Access to Services (ARTAS):** individual, multi-session, time limited intervention with the primary goal of linking HIV-diagnosed clients into medical care. Requires follow up and documentation.

**Non-ARTAS/General Linkage:** process of assisting HIV-diagnosed clients into medical care or support services without enrolling them into the ARTAS intervention. Requires follow up and documentation.

## Completing the Linkage Data Monthly Report (HIV-568)

The Linkage Data Monthly Report (HIV-568) is due on the 15<sup>th</sup> of each month and reflects linkage data from the previous month.

 Georgia Department of Public Health	<b>Georgia Department of Public Health</b> (Office of HIV/AIDS) <b>Linkage Data Monthly Report</b> <b>044 HIV Prevention</b>	
	Month: _____	Year: _____
Name of Agency: _____		
Name of Person Completing Form: _____		Phone Number: _____

- Enter the month (month that corresponds with linkage activities reported)
- Enter the current year
- Enter the name of your agency
- Enter your name
- Enter your phone number

The number of clients enrolled into ARTAS: 5		Month	Cumulative
Total # of clients "Newly Diagnosed"		3	7
Total # of Previously Diagnosed	clients "Lost to Care"	1	6
	clients "Newly Engaged"	1	3

- Enter the total # of clients enrolled into ARTAS for the reporting month in the first section of the table
- Enter the # of clients enrolled for the reporting month that were "Newly Diagnosed"
- Enter the cumulative # of "Newly Diagnosed" clients from the beginning of the reporting year to the reporting month
- Enter the # of Previously Diagnosed "Lost to Care" clients enrolled for the month
- Enter the cumulative # of Previously Diagnosed "Lost to Care" clients from the beginning of the reporting year to the reporting month
- Enter the # of Previously Diagnosed "Newly Engaged" clients enrolled for the month
- Enter the cumulative # of Previously Diagnosed "Newly Engaged" clients from the beginning of the reporting year to the reporting month

Things to Remember:

- After you have completed this portion of the table, the # of clients enrolled into ARTAS (first section of the table) should be the sum total of "Newly Diagnosed", Previously Diagnosed "Lost to Care", and Previously Diagnosed "Newly Engaged" for the reporting month
- The cumulative number will increase each month because you will be adding the reporting month's total to the cumulative amount from the previous reporting month

The number of clients served through Non-ARTAS (General Linkage): 6		Month	Cumulative
Total # of clients "Newly Diagnosed"		4	10
Total # of Previously Diagnosed	clients "Lost to Care"	0	3
	clients "Newly Engaged"	2	2

- Enter the # of clients served through non-ARTAS (General Linkage) for the reporting month in the first section of the table
- Enter the # of clients served for the month that were "Newly Diagnosed"
- Enter the cumulative # of "Newly Diagnosed" clients from the beginning of the reporting year to the reporting month
- Enter the # of *Previously Diagnosed "Lost to Care"* clients served for the month
- Enter the cumulative # of *Previously Diagnosed "Lost to Care"* clients from the beginning of the reporting year to the reporting month
- Enter the # of *Previously Diagnosed "Newly Engaged"* clients served for the month
- Enter the cumulative # of *Previously Diagnosed "Newly Engaged"* clients for the beginning of the reporting year to the reporting month

Things to Remember:

- After you have completed this portion of the table, the # of clients served through non-ARTAS (General Linkage) [first section of the table] should be the sum total of "Newly Diagnosed", Previously Diagnosed "Lost to Care", and Previously Diagnosed "Newly Engaged" for the reporting month
- The cumulative number will increase each month because you will be adding the reporting month's total to the cumulative amount from the previous reporting month

Referral Types given:	Total Ref	# of Clients Linked: ARTAS (this month)		# of Clients Linked: Non-ARTAS (this month)	
		Newly Diagnosed	Previously Diagnosed	Newly Diagnosed	Previously Diagnosed
Medical Care					
STD Clinic					
Substance Abuse Treatment/Prevention					
Mental Health					
Housing Assistance					
Employment					
Medicaid					
ADAP					
Long-term Case Management					

- For referral types given, enter the # of referrals provided to clients both linked through the ARTAS intervention and those clients linked through non-ARTAS (General Linkage) for the reporting month

- For the *Total Ref* column, enter the # of clients linked through the ARTAS intervention and the # of clients linked through non-ARTAS (General Linkage); this number should be the total of newly and previously diagnosed for both ARTAS and non-ARTAS

For example:

Referral Types given:	Total Ref	# of Clients Linked: ARTAS (this month)		# of Clients Linked: Non-ARTAS (this month)	
		Newly Diagnosed	Previously Diagnosed	Newly Diagnosed	Previously Diagnosed
Medical Care	6	2	1	2	1

Add across the row to obtain the total # of referrals provided for the reporting month (2+1+2+1=6)

- A client may receive multiple referrals; be sure to count every referral

For example:

You linked 1 newly diagnosed client for the month. This client was linked to care using the ARTAS intervention. This client received referrals for the following: medical care, substance abuse, ADAP, and long-term case management.

Referral Types given:	Total Ref	# of Clients ARTAS (this r
		Newly Diagnosed
Medical Care	1	1
STD Clinic	0	0
Substance Abuse Treatment/Prevention	1	1
Mental Health	0	0
Housing Assistance	0	0
Employment	0	0
Medicaid	0	0
ADAP	1	1
Long-term Case Management	1	1

Things to Remember:

- The total # of referrals provided will not necessarily match the total # of clients linked as one client may be entered into multiple categories

<b>Total # of Clients Linked (Only clients newly linked this month)</b>	<b>ARTAS</b>	<b>Non-ARTAS</b>
White (Non-Hispanic)		
Black/African American (Non-Hispanic)		
Asian		
Native American/Alaskan Native		
Native Hawaiian/Pacific Islander		
Other		
More than One Race		
Hispanic		
<b>Total:</b>		

<b>Total # of Clients Linked (Only clients newly linked this month)</b>	<b>ARTAS</b>	<b>Non-ARTAS</b>
<b># of Females &gt; 24</b>		
<b># of Males &gt; 24</b>		
<b># of Transgender Male to Female</b>		
<b># of Transgender Female to Male</b>		
<b># of Transgender Unknown</b>		
<b># of Females 18-24</b>		
<b># of Males 18-24</b>		
<b>Total:</b>		

The following apply to both tables:

- Enter the total # of clients linked during the reporting month for each category for both ARTAS and non-ARTAS

Things to Remember:

- The combined totals for ARTAS (newly and previously diagnosed) and non-ARTAS (newly and previously diagnosed) linked to medical care on the previous table should match the combined ARTAS and non-ARTAS totals for this table
- A client can only be placed in one category in each table

<b>Number of Target Populations Served This Month (one client may be entered in multiple target population categories)</b>	<b>ARTAS Linkage</b>	<b>Non-ARTAS Linkage</b>
Heterosexual Women		
Heterosexual Men		
Men that have sex with Men (MSM)		
Lesbian/Bisexual Women		
Transgender		
Injection Drug Users (IDU)		
MSM/IDU		
Parolees		
Homeless		

- Enter the total # of clients linked during the reporting month for each category for both ARTAS and non-ARTAS
- The total # for target populations will not necessarily match the total # of clients linked as one client may be entered into multiple categories

<b>The number of clients served (this month):</b>	<b>ARTAS Linkage</b>		<b>Non-ARTAS Linkage</b>	
	<b>Month</b>	<b>Cumulative</b>	<b>Month</b>	<b>Cumulative</b>
Total # of clients <b>“Successfully”</b> discharged this month				
Total # of clients <b>“Lost to Follow-Up” or Non-compliant</b>				
Total # of clients <b>“Deceased”</b>				

- Enter the total # of clients served (ARTAS and non-ARTAS) for the reporting month in the first section of the table
- Enter the # of clients **“Successfully”** discharged for the reporting month and the cumulative # of clients **“Successfully”** discharged using ARTAS from the beginning of the reporting year to the reporting month
- Enter the # of clients **“Successfully”** discharged for the reporting month and the cumulative # of clients **“Successfully”** discharged using non-ARTAS (General Linkage) from the beginning of the reporting year to the reporting month
- Enter the total # of clients **“Lost to Follow-Up” or Non-compliant** for the reporting month and the cumulative # of clients **“Lost to Follow-Up” or Non-compliant** for ARTAS from the beginning of the reporting year to the reporting month
- Enter the # of clients **“Lost to Follow-Up” or Non-compliant** for the reporting month and the cumulative # of clients **“Lost to Follow-Up” or Non-compliant** for non-ARTAS (General Linkage) from the beginning of the reporting year to the reporting month
- Enter the # of clients **“Deceased”** for the reporting month for ARTAS and non-ARTAS
- Enter the cumulative # of clients **“Deceased”** from the beginning of the reporting year to the reporting month for ARTAS and non-ARTAS

Things to Remember:

- The cumulative number will increase each month because you will be adding the reporting month’s total to the cumulative amount from the previous reporting month

## Monthly Narrative

### Monthly Narrative

List any barriers that you experienced while trying to link clients to needed services:

Describe successes that you had in getting clients into care or services more quickly or efficiently:

Describe any staff changes this period:

Describe any Technical Assistance needs:

- List any barriers or successes for your district for the reporting month
- Detail any staff changes during the reporting period
- Describe any technical assistance needs (e.g. monthly reporting assistance)

## Finalizing and Submitting

- Review the entire report to ensure all information/sections are complete and accurate; also be sure that no pertinent information has been omitted from the report
- Sign and date and have your immediate supervisor sign and date
- Submit the report via email to the Assistant Statewide Linkage Coordinator, Statewide Linkage and Retention Coordinator, Regional Coordinator, and your immediate supervisor by the 15<sup>th</sup> of each month

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Please address all questions/concerns to the DPH Linkage Team:

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