

SOP NO. 2	TITLE: Community Hotspot Distribution Point of HIV Self-Screening Kits
	PROJECT: Wits RHI STAR SA
EFFECTIVE DATE: November 2017	SUPERSEDES #:
APPROVED BY: _____	DATE: March 2018

Review Date	Revision Date	Reason for Revision	Signature
March 2018	March 2018		

1 PURPOSE

This standard operating procedures document (SOP) provides detailed information on procedures associated with distributing HIV self-screening (HIVSS) kits through the Community Hotspot Distribution Point Model. This channel of distribution, known as the Hotspot Distribution Point Model is part of the UNITAID/PSI HIV Self-testing Africa (STAR) Project.

2 RESPONSIBILITIES

The Field Site Co-ordinator and Field Officer Supervisors shall be responsible for training the Wits RHI STAR community team on this SOP.

The Field Site Co-ordinator, Field Officer Supervisors and Peer educators - shall be responsible for implementing this SOP.

3 DETAILED PROCEDURES

The HIV self-screening kits used in this study will be the OraQuick Advance Rapid HIV 1/2, oral fluid test. The hotspot distribution points are located throughout Region F in Johannesburg and DKK district in North West Province. Self-screening kit distribution will be integrated within the existing Community Mobile HIV testing service run by Community HSS.

3.1 Offer of HIV self-screening

The following clients will be offered HIVSS:

- All clients approaching the hotspot distribution point will be offered an HIVSS to take home with option to HIVSS on site if preferred (assistance available)
- All clients opting for HIVSS for their partner if their partner is:
 - Male; or
 - if client does not know partner's status or knows partner has not tested been tested recently.

3.2 Preparation for Hotspot Distribution Point model:

- i) HIVSS on site kits:
 - Prepacked kits in open disposable bags with:
 - Blank HIV self-read card
 - HIVSS positive referral card for clinic including contact number of STAR supervisor and nurse
 - Referral information sheet specific to distribution site
- ii) HIVSS take home kits:
 - Prepacked kits in open disposable bags with:
 - HIVSS positive referral card for clinic including contact number of STAR supervisor and nurse
 - Referral information sheet specific to distribution site
- iii) IEC materials:
 - Fast Facts
 - FAQs
- iv) Equipment:
 - Demonstration table and chairs
 - 2 pop-up cubicles with table, chair, disposal bin, light and alarm clock
 - Return box for used kits
- v) DCFs:
 - Fixed Distribution Point
 - Partner only HIVSS distribution

3.3 Location choice

This model is focused on distribution at potential hotspots. Appropriate choice of location for this model is therefore essential. Locations should have:

- High foot traffic
- High numbers of men and young people

- High yield of new HIV positive cases.

Locations should be places where comprehensive HIV testing services are not routinely offered and may be difficult to offer e.g. due to space limitations. Examples of locations to target include but are not limited to:

- Outside grocery shops and inside shopping complexes
- Transport hubs including taxi ranks, bus stations and train stations

3.4 HIVSS Hotspot Distribution Point Variations

This model has 2 variations:

- No confirmatory testing available on site
- Confirmatory testing available on site

Confirmatory testing is only provided where:

- There are human resources available to provide confirmatory testing e.g. an additional counsellor or a peer educator/field supervisor who is also as a trained counsellor
- Sufficient space at the location to set up an additional gazebo to provide confirmatory testing

SOP adaptations for where confirmatory testing is provided on site are reflected throughout in italics.

3.5 Hotspot Distribution Point location set-up

The diagram in Appendix A (without confirmatory testing) and *B (with confirmatory testing)* sets out the ideal location set up. However every community location is different requiring adaption of the ideal set up. Importantly, site set-up should always prioritize provide clients with confidentiality and protection against inadvertent HIV status disclosure.

3.6 HIVSS Hotspot Distribution Point algorithm

The diagram in Appendix 3 set out the process flow algorithm which is more fully described below.

3.6.1 Recruitment

- Clients both approach the distribution point and are approached by peer educators to mobilize to attend the service. Mobilization is specifically targeted towards men and young people. Adult women are not excluded but not specifically targeted for mobilization.

3.6.2 Demonstration

- Clients receive group pre-test counselling and a demonstration of an HIVSS.
- *Clients are informed that there is confirmatory rapid testing available on site and that they can HIVSS on site and if they screen positive can immediately access confirmatory testing.*

3.6.3 HIVSS offer

- Clients are then offered an HIVSS to take home or HIVSS on site in pop-up cubicle. On-site HIVSS ensures that clients can request assistance if desired.
- Clients are also offered an HIVSS for their sexual partner if he is male. Where a client asks for HIVSS kits for their female partner, they will be provided with a HIVSS kit if they say they do not know the status of their partner or know their partner has not tested recently.

3.6.4 Completion of Fixed Distribution Point DCF

- The peer educator then completes the Fixed Distribution Point DCF indicating whether:
 - Whether confirmatory testing was available or not
 - Whether the client has chosen to complete HIVSS on-site or not.

3.6.5 HIVSS at home

- These clients are provided with pre-pack HIVSS take home kits, given IEC materials, reminded that they can call any of the numbers on the referral information in their packs should they require further support and leave the distribution point.

3.6.6 On-site HIVSS

- Peer educator leads client to pop-up cubicle and offers assistance if required. Peer educator explains to client that after completion of HIVSS the client needs to:
 - mark on self-reading card their reading of their result and place in front pouch of disposal bag
 - place used HIVSS in unnamed disposal bag together with kit packet (for batch number) and seal
 - give sealed bag to peer educator on exit who feels to check used kit in bag and places in return box.
 - all other waste disposed of in pop-up cubicle.
- Peer educator sets timer on outside of pop-up cubicle so that client and peer educator are aware of 20 minute count down from start of test.
- Peer educator is available to support any question or confirm client reading of HIVSS if asked.

3.6.7 After completion of on-site HIVSS

- The peer educator joins client in cubicle where:

- Client is reminded if the client screened positive, they should attend immediate confirmatory HIV rapid testing and is offered support to link the client to confirmatory rapid testing.
- Client is reminded if the client screened negative of the 3 month window period.
- Where client indicates they do not want or need confirmatory rapid testing, they leave the site.
- Where client requests confirmatory rapid testing, the client is linked to confirmatory testing provided by either:
 - The Community Health System Strengthening Team at mobile site or at Wits RHI offices in Hillbrow/DKK
 - The closest public sector facility
 - *Confirmatory testing gazebo on-site:*
 - *This requires further completion of the section on the DCF which specifically refers to on-site confirmatory testing*

3.6.8 Further process for clients after attending confirmatory rapid testing

- Where clients are confirmed HIV positive by rapid test either by Community HSS team or at on-site confirmatory testing, they are:
 - i) As part of post-test counselling offered HIVSS kits for their current sexual partners (limited to 3 kits). Where client accepts offer, the counsellor will complete the Partner only HIVSS DCF.
 - ii) Linked to ART initiation by Community HSS team with follow-up by linkage officer

3.7 After distribution:

3.7.1 Equipment and HIVSS kits

- All equipment taken down, carefully packed in trailer for next day.
- Any broken or missing equipment reported to Field Logistics Officer
- All unused pre-packed HIVSS kits (on site and for home) returned to office and checked back into Community HIVSS storage

3.7.2 Data process:

- Used kits are opened and read and compared with self-reading cards.
- These results together with self-reading cards and DCFs are returned to field worker supervisor who enters into monthly summary distribution sheet (see detailed M&E plan).

3.8 Linkage follow-up procedures for off-site self-screening

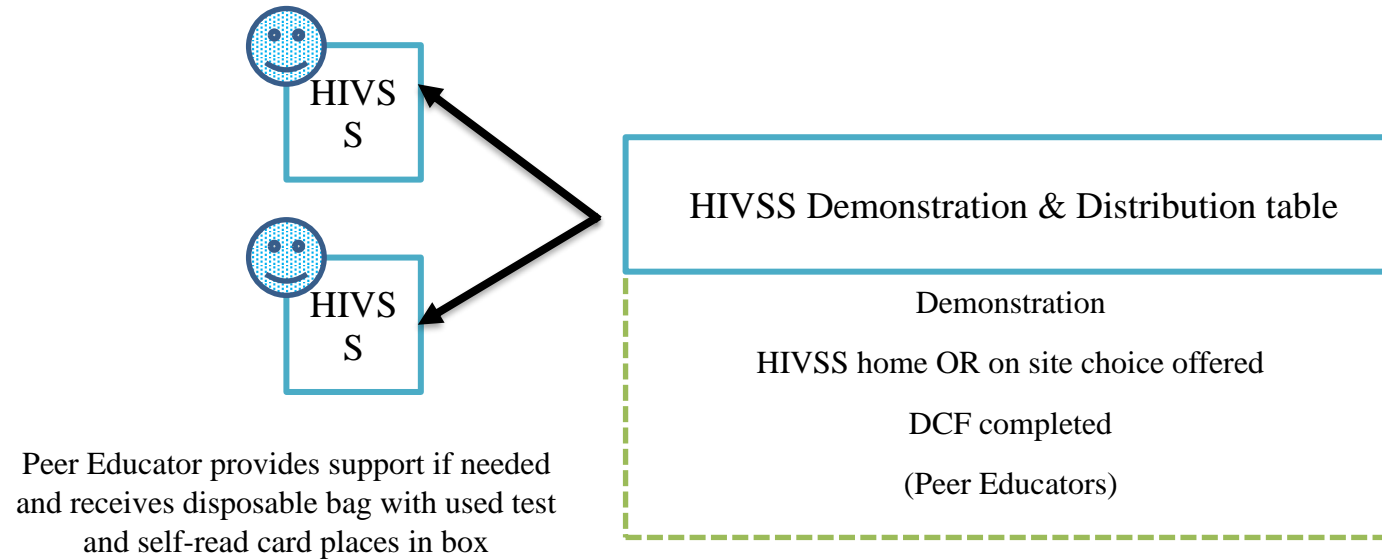
3.8.1 HIVSS onsite and confirmatory rapid

- Quality assurance officer on Wednesday follow-up with Community HIVSS on linkage of newly diagnosed HIV positive clients by checking HSS RedCap database. Where client has not been linked inform Community HSS head nurse and STAR nurse for further follow-up.

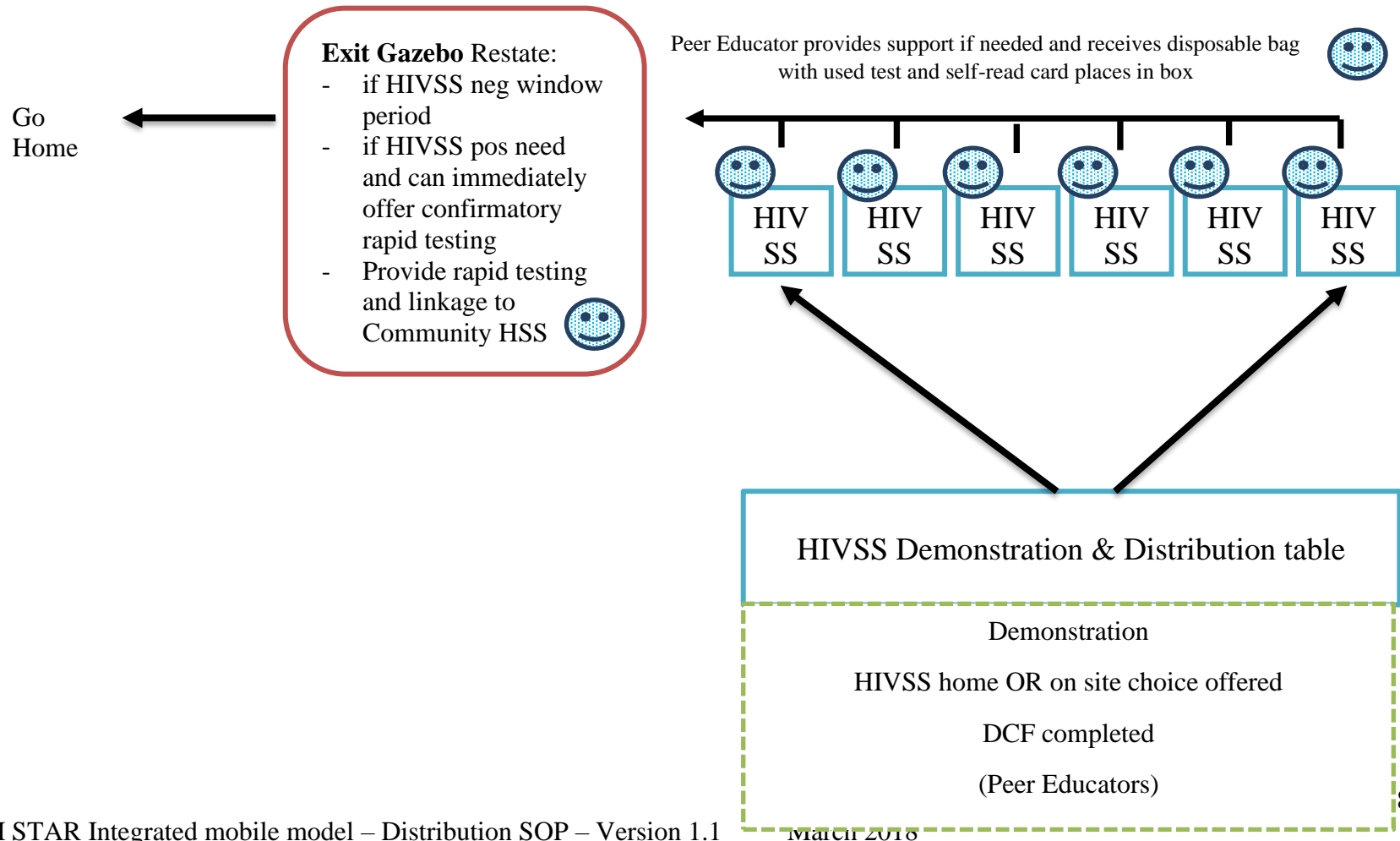
3.8.2 HIVSS offsite

- Client is not contacted but where client calls STAR staff, they are actively linked to Community HSS team for confirmatory testing alternatively to their closest clinic.
- The client is asked to provide the bar code number on their test. The corresponding DCF is pulled from records and updated with linkage information.

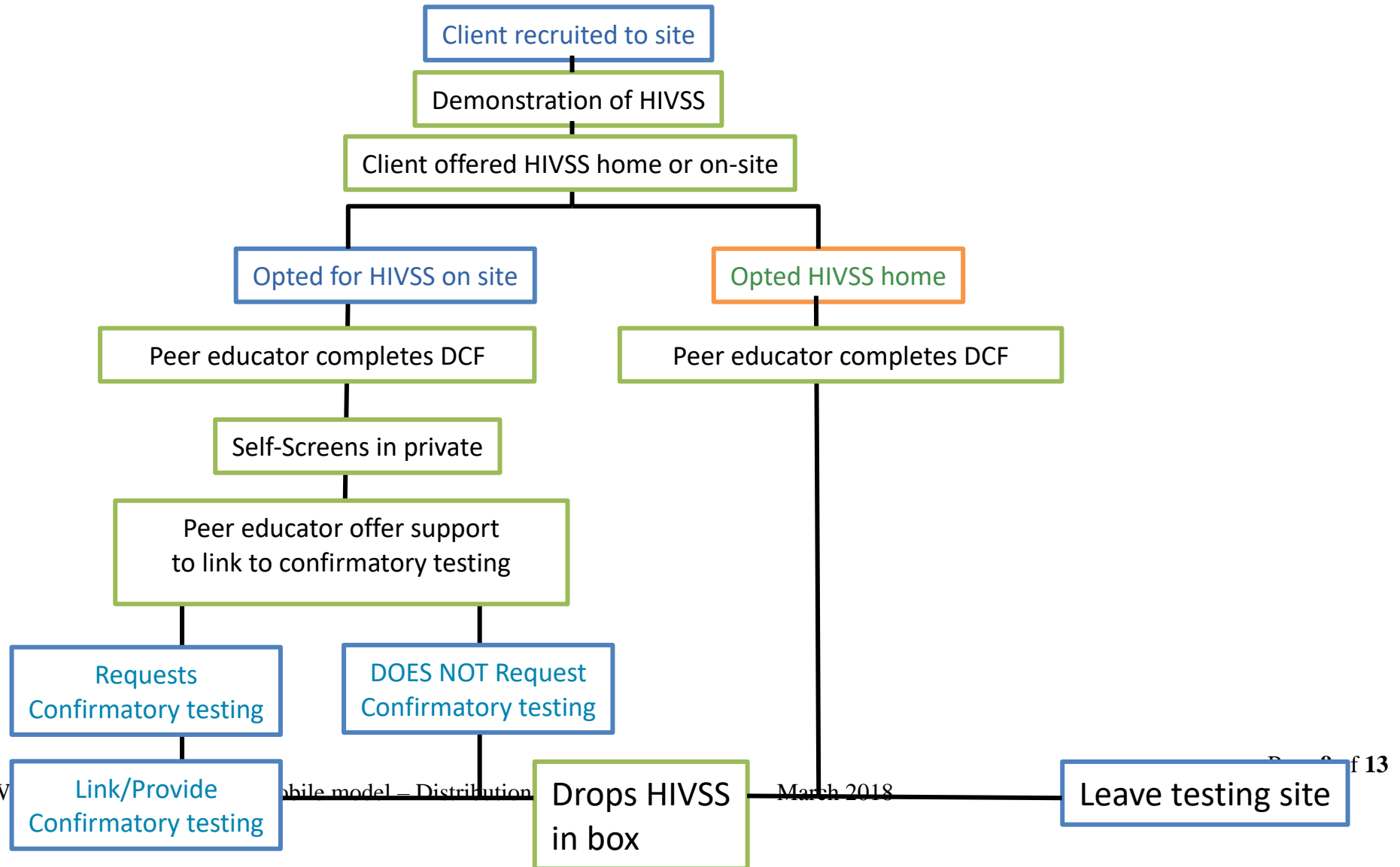
APPENDIX I – Hotspot Distribution Point Site set-up – no confirmatory testing



APPENDIX 2 – Hotspot Distribution Point Site set-up – with on-site confirmatory testing



APPENDIX 3 – HIVSS Hotspot Distribution Point algorithm



APPENDIX 4 – Fixed Point Distribution DCF

Community Fixed point distribution

With NO confirmatory testing

With confirmatory testing

Collection point:

Distributor name:

Date:

Home township/suburb:

Gender:

Male Female Transgender

Age:

years OR Date of birth:

When was the last time you tested for HIV?

0-3 months 3-12 months More than 12 months Never tested

HIV self-screen demonstration:

Yes No

HIV self-screen kit for partner:

Yes No Not applicable Not offered
(if not partner)

If YES:

Gender of partner:

Male Female Transgender

Age of partner:

years OR Date of birth:

HIV self-screen on site (not taken home)

Yes No Not offered

Only to be completed if confirmatory testing available on site

Requested confirmatory rapid testing

1 Yes 2 No

Attended confirmatory testing

Only to be completed if attending confirmatory testing on site

1 Yes on site 2 Yes off site 3 No 4 Unknown

Name

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Surname

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Date of Birth

D	D	M	M	Y	Y	Y	Y
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Identify number (if SA)

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Contact telephone number

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Rapid #1 result

1 Pos 2 Neg 3 Invalid

Rapid #2 result

1 Pos 2 Neg 3 Invalid

APPENDIX 5 – Partner only HIVSS DCF

Partner only HIVSS distribution

Distribution channel 1 Community OR 2 Facility OR 3 Workplace

Distribution channel type: 1A Fixed Point 2A TB 3A Farm
 1B Integrated mobile 2B FP 3B Factory
 1C Other: _____ 2C STI 3C Construction
 2D OPD 3D Security
 2E Other: _____ 3E Mining
 3F Other: _____

Name of Health Facility/Distribution site: _____

Distributor name: _____

Date:

D	D	M	M	Y	Y	Y	Y
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Primary information

Gender: 1 Male 2 Female 3 Transgender

Age: _____ years OR Date of birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

When was the last time you tested for HIV? 1 0-3 mnths 2 3-12 mnths 3 More than 12 mnths 4 Never tested

HIV self-test demonstration: 1 Yes 2 No

HIV status 1 Pos 2 Neg 3 Unknown

If HIV positive: Primary Name:

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Primary Surname:

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Contact details:

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HIV self-screen kits given for partner/s 1 One 2 Two 3 Three 4 Four

Partner 1

Gender of partner: 1 Male 2 Female 3 Transgender

Age of partner: _____ years OR Date of birth:

D	D	M	M	Y	Y	Y	Y
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Partner 2

Gender of partner: 1 Male 2 Female 3 Transgender

Age of partner: _____ years OR Date of birth:

D	D	M	M	Y	Y	Y	Y
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Partner 3

Gender of partner: 1 Male 2 Female 3 Transgender

Age of partner: _____ years OR Date of birth:

D	D	M	M	Y	Y	Y	Y
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Partner 4

Gender of partner:

Age of partner:

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