

## **A Listing of Forms/Reports Required for HIV Prevention Interventions Beginning 2009 Reporting Year**

### **I. Health Education/Risk Reduction (HE/RR) Interventions**

#### **Intervention Delivered to Individuals (includes CRCS)**

- 1) Individual-Level Program Participant Form (ILI-HE/RR and CRCS)
  - Complete at time of client intake/enrollment
  - Submit a copy with the monthly invoice
- 2) HIV Individual-Level Prevention Intervention: Intervention Session Details
  - Complete after each client session
  - Submit a copy with the monthly invoice
- 3) Individualized Risk Reduction Plan (RRP)
  - This is developed on the client's terms and updated as client completes goals
  - Documentation is kept in client file (the plan format is determined by the agency)
  - Do not submit RRP to FPSHP – plans will be reviewed at site visits

#### **Intervention Delivered to a Group: Health Education/Risk Reduction**

- 1) HIV Prevention Intervention Client-Level Data Report Form: Group Level
  - Complete at first session of intervention
  - Submit a copy with the monthly invoice
- 2) HIV Prevention Participant Sign-In Form
  - Complete at each intervention session
  - Client initials under date of session to verify attendance
  - Submit a copy with the monthly invoice
- 3) HIV Group Level Prevention Intervention: Intervention Session Details
  - Complete at after each group level intervention session
  - Submit a copy with the monthly invoice
- 4) Behavioral Intent Questionnaire
  - Complete at last group level intervention session
  - Submit a copy with the monthly invoice
- 5) Submit copies of outcome monitoring surveys. The Street Smart, Sisters, and Brothers interventions are currently using the State-developed HIV Prevention Pre- and Post-KABB Questionnaire. The Women's Prison Project is using a similar pre- and post-survey that was developed by a BSU consultant and revised by the State in 2007.

## **II. Outreach Interventions (Outreach in which there is one-to-one client contact)**

- 1) HIV Prevention Intervention: Aggregate Outreach Report Form
  - Complete one for each outreach event
  - Submit a copy with the monthly invoice
- 2) HIV Prevention Intervention: Session Activity Form
  - Complete one for each outreach event reported on an HIV Prevention Intervention: Aggregate Outreach Report Form
  - Submit a copy with the monthly invoice

## **III. Health Education/Public Information (HC/PI) Interventions**

- 1) Health Education/Public Information Intervention Report Form
  - Complete one to describe all HC/PI activity occurring during the billing month
  - Submit a copy with the monthly invoice
- 2) Health Communication/Public Information Log: presentations, lectures, health fairs
  - Complete one to describe all HC/PI activity occurring during the billing month
  - Information on this form should coincide with the information reported on the Health Education/Public Information Intervention Report Form
  - Submit a copy with the monthly invoice
- 3) HIV Prevention Intervention: Session Activity Form
  - Complete one to describe each separate HC/PI activity reported on the HC/PI Log
  - Submit a copy with the monthly invoice

## **IV. Community Level Interventions (CLI)**

- 1) Other Community-Level Intervention Report Form
  - Complete one to report on a community-level event
  - Submit a copy with the monthly invoice

## **V. Quarterly Report**

- 1) HIV Prevention Interventions FY 2009 Quarterly Progress Report
  - A quarterly report is due within 30 days following the end of each calendar year quarter.
  - The monthly invoice for the month ending a quarter will be held until the quarterly report is received.