

HIV Test Site Registration Protocol

1. Must review relevant statutes, administrative rules, and model protocols as seen below.
 - a. Florida Administrative Codes: Rule 64D-2.006 for initial registration process.
 - b. Florida Statutes Section 381.004 for HIV test site for rules & regulations.
 - c. IOP 360-07-23 "Minimum Standards for HIV Counselors"
 - d. IOP 360-09-23 "Provision of HIV Testing and Linkage"
 - e. Model Protocol for Non-health care settings (if applicable)
 - f. Model Protocol for Health care settings (if applicable)
2. If the site wishes to receive in-kind support (e.g., HIV test kits and supplies), the site must complete a Memorandum of Agreement with the Florida Department of Health in each county in which the site intends to operate.
3. Must undergo initial inspection and have the mandatory specifications as seen below.

<ul style="list-style-type: none">○ Site Certification○ Private testing room○ Separate waiting area○ Counselors' 500/501 Certificates○ Linkage protocol for HIV + clients○ Doctor to sign off on application○ Condoms	<ul style="list-style-type: none">○ Testing Log○ Double locked storage of files○ Non-opening secured windows○ Contact info: (email, phone, etc.)○ MOA, upon request○ Policies & procedure manual
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4. Must successfully complete the Quality Improvement/Technical Assistance Checklist by setting up an appointment with the Area Early Intervention Consultant at least once a year.

Additional Requirements for Rapid HIV Testing Sites

5. Must develop and adhere to a detailed Quality Assurance Plan as followed by the Center for Disease Control - Quality Assurance Guidelines for Testing Using Rapid HIV Antibody Tests.
6. Must be issued a Federal Clinical Laboratory Improvement Amendment (CLIA) Waiver and number from the U.S. Centers for Medicare and Medicaid Services prior to initiating the rapid testing program.
7. Must have established a written exposure control plan designed to eliminate or minimize employee exposures to occupational risks as part of OSHA requirements.
8. Must undergo initial inspection and have the mandatory specifications as seen below.

<ul style="list-style-type: none">○ Biohazardous Control Plan○ Approved confirmatory test methods○ HEP B vaccine available to employees○ Alternate exit for clients○ Personal protective equipment	<ul style="list-style-type: none">○ Seropositivity rate of 1% or better for non-health care settings○ Refrigeration unit for controls○ Thermometer regulated environment○ Proper Kit Storage area
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9. Must complete the DH Form 1781 "Application for Registration and Reregistration for HIV Testing Programs" and return it electronically along with a copy of the signed MOA, CLIA certificate of waiver, biohazard certificate and certificates of completion for each counselor for the 500/501 training, to your local Early Intervention Consultant located at your County Health Department. The EIC will forward all items to Central Office for final approval.