

Resources for HIV surveillance programs

1. **CSTE resources** funded via cooperative agreement between CDC & CSTE

The Council of State and Territorial Epidemiologists is a member-based organization for practicing epidemiologists at the state, local, tribal, and territorial levels. CSTE's HIV Subcommittee is a committed group of HIV Surveillance Coordinators and surveillance staff. The Subcommittee holds monthly conference calls and has activities to increase the skills of surveillance staff around the country.

- a. **Technical Guidance webinar series:** CSTE hosted a series of webinars on the revisions to the CDC *Technical Guidance for HIV Surveillance Programs*. Each webinar focused on 1-2 chapters from the Technical Guidance, and the webinar recordings and PowerPoint presentations are posted on the [CSTE website](#).
- b. **Security & Confidentiality Guidelines webinar:** An [April 2012 webinar](#) introduced the recently revised CDC Data Security and Confidentiality Guidelines for HIV, viral hepatitis, STD, and tuberculosis programs. The webinar included presentations from 3 jurisdictions on their implementation experience.
- c. **Security & Confidentiality Guidelines materials:** CSTE is continuing to work with CDC, state and local HIV surveillance programs, and a private CSTE consultant to create resources for the Data Security & Confidentiality Guidelines. These resources will include training materials, sample documents, checklists, and other tools to help state and local jurisdictions implement the guidelines. Resources will be available in Spring 2013.
- d. **Surveillance Coordinator Orientation Manual:** [This manual](#) is intended for new and existing HIV Surveillance Coordinators. It provides information on topics such as 'What a new surveillance coordinator needs to know,' program monitoring and evaluation, about CSTE, and more. It also offers resources for additional information and includes fact sheets and a comprehensive acronym key.
- e. **Surveillance Training Manual:** This seven-module [training manual](#) is intended to serve as a reference guide for new and existing HIV surveillance staff to learn the basics of HIV infection, HIV surveillance, and other components of HIV programs.
- f. **Peer-to-peer Technical Assistance Consultations:** Peer-to-peer technical assistance consultations are intended to train current staff in a jurisdiction to perform daily activities more effectively. Visits are funded by CSTE and typically consist of a 2- or 3-day visit with another jurisdiction, although the length and content can vary. The partnering jurisdiction usually has similar morbidity level and surveillance activities, and the peer requesting training is matched with more experienced staff in a similar role within the host jurisdiction. If you would like to request a peer-to-peer technical assistance consultation, please see [page 3](#).
- g. **Technical Assistance Networks:** CSTE is creating small group networks of HIV surveillance staff around specific topics for longer-term technical assistance. These meetings will be web-based, and networks will meet periodically over several sessions to have more focused time to discuss one particular topic in greater detail. The networks will consist of both surveillance staff needing training and those willing to share their expertise, creating the support less-experienced surveillance staff need to continue informal networking after the formal sessions have ended.
- h. **Technical Assistance Consultation:** A private CSTE consultant will also work with groups of less-experienced staff in similar networks. This work will target jurisdictions that necessitate more intensive technical assistance and topics for which less peer expertise exists. If you would like to request a technical assistance consultation, please see [page 3](#).
- i. **SAS trainings:** In the past, CSTE has funded training units for SAS Institute courses as well as trainings customized to eHARS using sample data provided by a state-based HIV Surveillance Coordinator. CSTE intends to focus on eHARS training using SAS in the future to improve skills for writing queries and code and for using SAS to analyze eHARS data.

For information about CSTE's resources, please contact the Lauren Rosenberg at the CSTE National Office: rosenberg@cste.org or 770.458.3811.

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2. CDC Resources

- a. **Public Health Advisor or Epidemiologist Expertise:** CDC's HIV Case and Incidence Surveillance Branch (HICSB) is committed to providing guidance, advice, and assistance to jurisdictions through its network of public health advisors (PHAs) and assigned epidemiologists. If you do not know how to contact your PHA or assigned epidemiologist, please visit the [PCSI website](#).
- b. **Technical Guidance for HIV/AIDS Surveillance Programs:** CDC's Technical Guidance serves as a guide for managing state and local HIV surveillance programs in the U.S. The intent of the policies and procedures is to provide the basis for maintaining a national HIV surveillance system by using a standardized framework for collecting complete, timely, and high-quality data. The Technical Guidance volumes are being revised and are available on the HICSB intranet site.
- c. **Data Security and Confidentiality Guidelines for HIV, Viral Hepatitis, Sexually Transmitted Disease, and Tuberculosis Programs:** [The guidelines](#) were developed to publish one set of guidelines for security and confidentiality. They promise to enhance successful collaborations, increase completeness of key data elements, improve the possibility of collaborative analyses, and enhance program efficiencies.
- d. **Many resources are available on an as-needed basis by contacting your assigned epidemiologist and PHA, including the following resources:**
 - i. Technical program guidance for best practices in the following areas:

Death Ascertainment	Case Residency	Cases of Public Health
Access to data source and Completeness of Reporting	Risk Factor Ascertainment Reporting	Importance
Evaluation and Data Quality	Duplicate Review	Development of Integrated Epidemiologic Profiles
Security and Confidentiality	Record Linkage	Geocoding and linkage of HIV Surveillance data
Data Management	Pediatric HIV Surveillance	Calculation of viral load measures
	HIV Incidence Surveillance	
	Molecular HIV Surveillance	
	Data Analysis and Dissemination	
 - ii. Implementation of electronic lab reporting
 - iii. Program monitoring/evaluation of process and outcome standards
 - iv. Ongoing technical assistance and guidance from program consultants and epidemiologists for HIV Surveillance activities including:
 1. CAPUS
 2. Use of Surveillance Data for Cat C/Health Department project
 3. Analysis of molecular HIV surveillance data
 4. Fiscal management and administration
 - v. Direct Assistance to state and local health departments
- e. **Other resources are available on HICSB's SharePoint site:**
 - i. Automated SAS programs
 - ii. Local incidence estimation programs and guide for estimation
 - iii. Training webinars (e.g., technical guidance, statistical methods for analyzing HIV surveillance data)
- f. **Regular conference calls:** Call-in information is sent via blast email to grantees.

eHARs	HIV incidence surveillance
GIS	HIV incidence laboratory issues
Epidemiology capacity	Molecular HIV surveillance

How to Request a CSTE Peer-to-Peer or Private Technical Assistance Consultation:

Peer-to-peer technical assistance consultation:

If you would like to request a peer-to-peer technical assistance consultation, please contact Lauren Rosenberg or the HIV Subcommittee leadership. They can help you identify an HIV Surveillance Coordinator who would have the best expertise to consult with you. After you have identified a peer with whom to get your training, please submit a proposal. This proposal should include:

- Who the participants are
- Where the training will take place
- Tentative agenda
- What you would like to accomplish
- Other details to justify the travel expense

CSTE travel funding may include the following: airfare, baggage fees, hotel room + tax, meal per diem, ground transportation at the destination city between the airport and the hotel, and mileage and airport parking at the home city. Hotel rates and per diem will be reimbursed at the federal rate ([available at the GSA website](#)). Please consult www.cste.org for details about CSTE's travel policy.

Information needed for approval:

- Name(s) of those participating in the consultation (including who the traveler will be)
- Location
- Dates of travel & of meeting
- Tentative brief agenda and what you hope to get out of the experience

Please contact [Lauren Rosenberg](#) with any questions about CSTE's technical assistance program.

Private technical assistance consultation:

Private CSTE consultant Eve Mokotoff will work with jurisdictions that need more intensive technical assistance and topics for which less peer expertise exists. This type of consultation will primarily, but not exclusively, take place via online meeting (preferably with video conferencing), email, and phone over a longer period of time. If you would like to request a peer-to-peer technical assistance consultation, please contact [Lauren Rosenberg](#) and include answers to the following questions:

- Who will participate in this consultation?
- What you would like to accomplish?
- What topics would you like to cover?
- What questions do you have?
- Do you have video conferencing capabilities (e.g., in a non-secure area)?