



Scott Harris, M.D., M.P.H.

STATE HEALTH OFFICER

Alabama Ryan White Part B Service Standards

Early Intervention Services

Review Date: April 1, 2026

Purpose

This Service Standard was prepared by the Alabama Department of Public Health (ADPH) Office of HIV Prevention and Care (OHPC) and the United Way of Central Alabama (UWCA) in consultation with Organizational Ideas (a technical assistance provider), with stakeholder input to guide the delivery of high-quality services for people with HIV (PWH). This document contains the minimum requirements Ryan White Part B (RWPB) providers are expected to meet when delivering HIV care and support services funded by RWPB. Providers may exceed these standards. These standards will also provide a basis to evaluate the RWPB services. Please note that all RWPB Service Standards expectations also apply to Health Resources and Services Administration (HRSA) Ending the HIV Epidemic in the U.S. (EHE)-funded services unless exceptions are noted.

Definitions and Descriptions

The description under the “Standard” column outlines the required activities that must be provided to the client receiving the RWPB service. The “Documentation” column provides the documents that must be maintained by the provider delivering the service. The Service Standards contain the following major elements:

- **Agency & Personnel Requirements:** The minimum required education, certification, experience, and facility requirements that are needed to provide the RWPB service.

- **Eligibility & Intake:** Eligibility refers to the current statewide criteria for receiving services through RWPB as outlined in the RWPB Universal Standard. The agency must determine or confirm RWPB eligibility for the client prior to provision of services. Eligibility may occur during intake or through a stand-alone process. Intake is the process of collecting information to determine the client's immediate service needs.
- **Assessment:** The Assessment is an evaluation of need conducted by qualified personnel to determine if there is a need for the RWPB service. The evaluation must render the determination for referral or provision of service. It must include the elements listed in the standard. The documentation of the evaluation of need is determined by the agency.
- **Provision of Services:** The provision of services are the activities or services that are provided to the client. Where appropriate, a Service Plan should address the client's assessed needs with a timeline to resolve the need(s).
- **Transition/Discharge:** Transition/Discharge refers to the release or cessation of the RWPB service. Transition or Discharge may occur in conjunction with the transition or discharge from the agency's program, when the client no longer needs or meets the criteria for the service, when the client is transitioned to another care provider, or when a client is deceased.
- **Case Closure:** When a client is discharged or transitioned to another care provider, the services will cease and the case is closed.

I. HRSA Service Category Definition

The Ryan White HIV AIDS Program (RWHAP) legislation defines Early Intervention Services (EIS) in Section 2651(e) of the Public Health Service Act. HRSA further delineate implementation more specifically as shown in the program guidance section (see below).

II. Program Guidance

The elements of EIS often overlap with other service category descriptions. However, EIS is the combination of such services rather than a stand-alone service. HRSA RWPB recipients should be aware of programmatic expectations that stipulate the allocation of funds into specific service categories. HRSA RWPB EIS services must include the following four components:

- HIV testing for prioritized populations to help the unaware learn of their HIV status and receive referral to HIV care and treatment services if found to be living with HIV.
 - Recipients must coordinate these testing services with other HIV prevention and testing programs to avoid duplication of efforts.
 - HIV testing paid for by EIS cannot supplant testing efforts paid for by other sources.
- Referral services to improve HIV care and treatment services at key points of entry
- Access and linkage to HIV care and treatment services such as HIV Outpatient/Ambulatory Health Services, Medical Case Management, and Substance Abuse Care
- Outreach Services and Health Education/Risk Reduction related to HIV diagnosis

III. Key Service Components and Activities

Allowable services must include all four components:

- Counseling and HIV testing for prioritized populations
- Referral to appropriate services based on HIV status
- Access and linkage to care
- Health education and risk reduction related to HIV diagnosis

Not allowable:

- Individual components are not reported as EIS. They should be provided under a different service category (e.g. HIV testing alone would be reported as Outreach).

For common components required for all RWPB services, please see the RWPB Universal Service Standard. Key service components and activities are noted in the Service Standards below.

ADPH Service Standards:

Standard	Documentation
1. Agency & Personnel Requirements	
1.1) Staff providing EIS may have a wide range of education and lived experiences	1.1) Completed trainings in personnel file.

<p>relevant to the services being provided. At minimum, staff should receive the following training and information:</p> <ul style="list-style-type: none"> • HIV 101 • Cultural Competency • HIV Counseling/Testing • General information of community resources 	
1.2) Agency providing EIS has resources for referring and/or providing services to HIV-positive and HIV-negative clients.	1.2) Documentation of resources for referring or providing services to HIV-positive and HIV-negative clients.
1.3) Agency provides EIS at or in coordination with documented key points of entry and coordinates with HIV prevention efforts and programs.	1.3) Agency has documentation (e.g agreements, policies, procedures, meeting minutes) of coordination with key points of entry and HIV prevention programs.
2. Eligibility & Intake	
<p>2.1) Subrecipient must conduct or confirm eligibility consistent with statewide eligibility requirements. All clients must have an active eligibility at the time of service.</p> <p>EIS may reach individuals who are not HIV-positive. When these activities identify someone living with HIV, eligible clients should be linked to HRSA RWPB services.</p>	2.1) Active eligibility for RWPB in client's record during the service delivery period.
2.2) Complete intake within 5 business days of referral or identification of client. Determine whether client knows HIV status. If client is aware of HIV status at time of intake, refer for specific services related to HIV status.	2.2) Intake completed within 5 business days of referral.
3. Assessment	
3.1) Agency staff will conduct a brief assessment of barriers to engaging in testing and related services within 20 business days of Intake.	3.1) Brief assessment of barriers conducted within 20 business days of Intake in client's record.

4. Provision of Services	
4.1) Agency staff will provide HIV testing/counseling services.	4.1) Provision of HIV testing and counseling and test result in client record.
4.2) Agency staff will refer client to appropriate services based on HIV status: a. Individuals testing HIV negative will be referred to HIV prevention services that may include sexual health services such as HIV re-testing, PrEP, nPEP, condoms; substance use disorder treatment and related services to address other needs identified during assessment. b. Individuals testing HIV positive will be referred for RWPB services.	4.2) Provision of referral relevant to HIV test results in client record.
4.3) Agency staff will facilitate access and linkage to care, with an emphasis on expeditious linkage to OAHS.	4.3) Progress notes in client record documenting efforts to facilitate access and linkage to care, including outcome of efforts.
4.4) Agency staff will provide outreach to ensure engagement in care and health education and risk reduction to help individuals navigate and understand the HIV system of care.	4.4) Progress notes in client record documenting outreach, health education and risk reduction efforts, including outcome of efforts.
5. Transition/Discharge	
5.1) See Universal Standard	
6. Case Closure	
6.1) See Universal Standard	

Resources

1. Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB) Policy Clarification Notice (PCN) #16-02: Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds:
<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/service-category-pcn-16-02-final.pdf>
2. Ryan White HIV/AIDS Program (RWHAP) National Monitoring Standards for RWHAP Part B Recipients:
<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/2023-rwhap-nms-part-b.pdf>
3. Ryan White HIV/AIDS Program legislation <https://ryanwhite.hrsa.gov/about/legislation>