

Modified ICOPE Screening Tool Implementation Protocol Worksheet Draft

Instructions: Use this worksheet to help your program create a protocol to screen adult long-term survivors and older people with HIV for limitations in functional capacity.

Organization Name: _____

Type of Site: Clinic Community-based organization Other _____

Designated Contact Person:

Name: _____

E-mail: _____

Implementation of the screening tool

1. Screening tool selection

___ Modified WHO ICOPE Screening tool

___ Site-derived screening tool (if compatible with the data reporting template), please describe:

2. Screening eligibility

___ PLWH over 50 and/or PLWH for at least 15 years

___ Any PLWH who requests to be screened (please describe how site will enable PLWH request for screen):

___ Other, please specify: _____

3. Annual screening time

___ Patient's birthday (e.g., nearest clinic visit)

___ Other, please specify: _____

4. Person(s) conducting the screening (check all that apply)

___ Certified Peer Worker

___ Clinician

___ Supportive service provider

___ Peer worker

___ Other, please specify: _____

5. Location(s) of screening (check all that apply)

___ In clinic/site

___ Telehealth/Video call

___ Phone call

6. Translation services available (check all that apply)

___ In clinic/site

___ Telehealth/Video call

___ Phone call

Sharing the screening results

1. Sharing the screening results with clinician
 - Give hard copy of screening tool to clinician and request response by clinician in patient chart
 - Send message via EMR to clinician requesting a review of screening results and a response
 - Shared screening results with designated clinical staff member
 - Shared a copy of screening results with the patient
 - Other, please specify: _____
2. Entering the screening tool outcomes into EMR
 - Scan the completed screening tool into the EMR as an attachment by data analyst or other clinical staff member
 - Enter results into notes section of EMR by data analyst or other clinical staff member
 - Integrate the screening tool into the EMR as a flowsheet or a programmed function
 - Other, please specify: _____

Assessment and referral follow-up process

1. Tracking assessments (who is due, whether a form was completed)
 - External spreadsheet
 - EMR dashboard
 - Other, please specify: _____
2. Tracking responses to screening tool
 - Utilize referral tab in EMR to keep track of referrals
 - Other, please specify: _____

Aggregating the screening tool data using data reporting template

1. Person responsible for aggregating the screening tool data
 - Data analyst, name: _____
 - Other, please specify: _____

Site-level process changes

1. Staff who will initiate process changes based on aggregated screening tool outcomes (check all that apply)
 - HIV care team
 - QI team
 - Other, please specify: _____
2. Workflow for creating clinic-level process changes (check all that apply)
 - Implementation of process change as quality improvement project
 - Change in routine provision of site-level care
 - Other, please specify: _____

Submission of aggregated data to the AIDS Institute

1. Person responsible for submitting quarterly aggregated data to AIDS Institute
 - Data analyst, name: _____
 - QI team member, name: _____
 - Other, please specify: _____