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| **PTID:**  | **Visit Date:**  |
| **Visit Code:** | **Staff Initials:** |

**Instructions**: Notes documenting counseling discussions should be recorded. Include any questions raised about HIV and HIV testing discussed with the participant. Document the participant’s personal risk factors for HIV exposure, experiences with the risk reduction strategies employed since the last visit, any barriers to risk reduction, and a risk reduction plan for the coming month. Include documentation of participant understanding of HIV test results and next steps.

General

* Greet client and establish rapport
* Review purpose and nature of today’s session
* Emphasize confidentiality
* Address any immediate issues or concerns
* HIV Education and Pre-Test Counseling
* Review difference between HIV and AIDS
* Review modes of HIV transmission and methods of prevention
* Review HIV tests to be done today and tests to be done if today’s tests indicate possible infection
* Review window period and how it may affect test results
* Correct any misconceptions or myths
* Verify readiness for testing
* Risk Reduction Counseling

Use open-ended questions to assess client’s HIV risk factors

* Discuss whether risk factors have changed since the last visit
* Probe on factors associated with higher versus lower risk (e.g., what was different about the times when you were able to use a condom compared to times when you were not?)
* Discuss previous month’s risk reduction plan and develop risk reduction strategies with the participant moving forward
* HIV Post-Test Counseling

Provide and explain test results, per protocol appendix II

* Explain additional testing that may be required per protocol
* Assess client understanding of results and next steps
* Provide further information and counseling relevant to client’s test results per site SOP

**Counseling Notes:**

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Staff Initials/Date

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