**Before You Begin, Prepare for Your First HIV+ Client**

* + Learn your agency’s protocol for dealing with a consumer in crisis.
	+ Determine how you will confirm a preliminary positive rapid result.
	+ Contact local Department of Public Health office and/or AIDS Service Organization and introduce yourself.
		- Meet face-to-face with the people who will provide your HIV-positive clients with medical case management, social services, and partner notification.
		- Find out what services are available and how to help clients access them.
* Assemble at least 2 packets of the necessary paperwork.
	+ - HIV Test Form – Sheet 2
		- HIV Test Form – Sheet 3
		- Case Report Form for HIV+ Clients
		- Confidential HIV+ Client Served Form
* Review the HIV Test Report Form GUIDE; if necessary, keep a copy with packets
* Review Case Report Form EXPLANATION; if necessary, keep a copy with packets