**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