

HOW TO REQUEST ACCESS

HIV CARE STATUS REPORT (CSR)

OVERVIEW

- ❖ This presentation reviews information specific to requesting access to the HIV Care Status Reports (CSR) system.
- ❖ Additional information can be found at: <http://www.nyc.gov/html/doh/html/living/hiv-care-reports.shtml>

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A. PRE-REGISTRATION

1) ELIGIBILITY

2) CSR DESIGNEE

ELIGIBILITY CRITERIA-1

❖ To be eligible to access the HIV CSR system, the following 2 criteria must be fulfilled by your site:

1. Conduct diagnostic testing or care for persons living with HIV (PLWH)
2. Located in NYC

ELIGIBILITY CRITERIA-2

1. Conduct diagnostic testing or care for PLWH
 - Your site must have a physician or other person(s) authorized to either:
 - Perform diagnostic HIV tests to make a confirmed diagnosis of HIV and/or
 - * (Note: Your site is ineligible if only rapid testing is performed)
 - Prescribe antiretroviral therapy as a part of ongoing HIV medical care for PLWH

ELIGIBILITY CRITERIA-3

1. Conduct diagnostic testing or care for PLWH
2. Located in NYC
 - Your site must be located within one of the five boroughs of New York City.

ELIGIBILITY CRITERIA-4

Diagnostic HIV testing/ provides ongoing HIV care	Located in NYC	Eligible
Yes	Yes	YES
No	Yes	NO
Yes	No	
No	No	

A. PRE-REGISTRATION

1) ELIGIBILITY

2) CSR DESIGNEE

CSR DESIGNEE'S ROLES/RESPONSIBILITIES

- 1. Request Access (one-time)**
- 2. Submit eligible patients**
- 3. Obtain Care Status outcomes for submitted patients**
- 4. Communicate with HIV Care Status Unit staff**
- 5. Inform HIV Care Status Unit if you will no longer be serving as your site's CSR designee**

CSR DESIGNEE'S ROLES/RESPONSIBILITIES

1. Request Access (one-time)

- Two part Registration Process – (as described in this powerpoint)
 - NYCMED HIV CSR Registration form
 - Email Exchange

2. Submit eligible patients

3. Obtain Care Status outcomes for submitted patients

4. Communicate with HIV Care Status Unit staff

5. Inform HIV Care Status Unit if you will no longer be serving as your site's CSR designee

CSR DESIGNEE'S ROLES/RESPONSIBILITIES

1. Request Access (one-time)
2. Submit eligible patients –
 - Patients must be out of care from your site for at least the past 12 months.
 - For detailed information, review the presentation: *How to Submit Patients and Obtain Outcomes*
3. Obtain Care Status outcomes for submitted patients
4. Communicate with HIV Care Status Unit staff
5. Inform HIV Care Status Unit if you will no longer be serving as your site's CSR designee

CSR DESIGNEE'S ROLES/RESPONSIBILITIES

1. Request Access (one-time)
2. Submit eligible patients
- 3. Obtain Care Status outcomes for submitted patients**
 - Available on the NYCMED HIV CSR “Result” tab
 - The care status match is run nightly
4. Communicate with HIV Care Status Unit staff
5. Inform HIV Care Status Unit if you will no longer be serving as your site's CSR designee

CSR DESIGNEE'S ROLES/RESPONSIBILITIES

1. Request Access (one-time)
2. Submit eligible patients
3. Obtain Care Status outcomes for submitted patients
4. **Communicate with HIV Care Status Unit staff**
 - **For submitted patients that require manual review, HIV Care Status Unit staff are only authorized to discuss these patients with the CSR Designee or Medical Director.**
5. Inform HIV Care Status Unit if you will no longer be serving as your site's CSR designee

CSR DESIGNEE'S ROLES/RESPONSIBILITIES

1. Request Access (one-time)
2. Submit eligible patients
3. Obtain Care Status outcomes for submitted patients
4. Communicate with HIV Care Status Unit staff
- 5. Inform the HIV Care Status Unit immediately if you will no longer be serving as your site's CSR designee by emailing csr@health.nyc.gov**

MEDICAL DIRECTOR REQUIRED TO IDENTIFY THE CSR DESIGNEE

- **Your site's medical director is responsible for identifying and designating the person who will be your site's CSR designee**
- **The HIV Care Status Unit does not have any requirements for the selection of the CSR Designee.**
- **If your organization has more than one affiliated site, the Medical Director can either assign one CSR Designee to each site or select the same CSR Designee to oversee all sites**

B) REGISTRATION

1) NYC MED

2) HIV CSR REGISTRATION FORM

3) EMAIL EXCHANGE

**THE FOLLOWING SLIDES ARE SPECIFIC
TO THE CSR DESIGNEE**

B)REGISTRATION

1)NYC MED

2)HIV CSR REGISTRATION FORM

3) EMAIL EXCHANGE

DO YOU HAVE A NYCMED ACCOUNT ?



B) REGISTRATION

1) NYC MED

2) HIV CSR REGISTRATION FORM

3) EMAIL EXCHANGE

NYCMED HIV CSR REGISTRATION

All Fields Required

NYC Med User Name

Clinical Site (must be located in NYC)

Name of clinic/site

Type of clinic

Diagnosing only Diagnosing/care provider

Street Address /Street Name /Suite

 / /

Borough /City / Zip

 / /

Medical Director / Program Manager

First/Last name

 /

Provider type

Physician Physician assistant Nurse practitioner

NYS License number

Work Email

Work Phone

CSR Designee

First/Last name
(Person requesting access)

 Same as above
 /

Work Email

Work Phone

Title

Degree

How to Request Access v 1.0

3/18/2015

Screen Shot of actual registration page

NYCMED HIV CSR REGISTRATION

All Fields Required

NYCMed User Name

Clinical Site (must be located in NYC)

Name of clinic/site

You will use your NYCMED user name to access the HIV CSR system

Medical Director /

First/Last name

Provider type

Physician Physician assistant Nurse practitioner

NYS License number

Work Email

Work Phone

CSR Designee

Same as above Medical Director / Program Manager

First/Last name

(Person requesting access)

Work Email

Work Phone

Title

Degree

How to Request Access v 1.0

3/18/2015

NYCMED HIV CSR REGISTRATION

All Fields Required

NYCMED HIV Name

Clinical Site

Name of clinic/site

Type of clinic Diagnosing only Diagnosing/care provider

Street Address /Street Name /Suite / /

Borough / Zip /City / /

Clinical site

- Name of clinical site → name used on site letterhead
- Type of clinic:
 - Diagnosing only → perform diagnostic tests to make a confirmed diagnosis of HIV but DO NOT provide onsite HIV care.
 - Diagnosing/care → your site provides HIV care
- Borough/Zip/City – must be located within one of the 5 boroughs in NYC otherwise your request will not be processed

NYCMED HIV CSR REGISTRATION

All Fields Required

NYCMed User Name

Clinical Site (must be located in NYC)

Name of clinic/site

Type of clinic

Diagnosing only Diagnosing/care provider

Street Address /Street Name /Suite

 / /

Borough /City / Zip

 / /

Medical Director / Program Manager

First/Last name

 /

Provider type

Physician Physician assistant Nurse practitioner

NYS License number

Work Email

CSR Director / Medical Director

- NYS license number –the submitted license number must be valid for the registration process to proceed
- Work email – required in order for the registration process to proceed

NYCMED HIV CSR REGISTRATION

All Fields Required

NYC Med User Name

Clinical Site (must be located in NYC)

Name of clinic/site

Type of clinic

Diagnosing only Diagnosing/care provider

CSR Designee:

- Reminder – The person completing this form must be the CSR Designee. Once this form is submitted, the registration process will be completed via email exchange

Work Phone

CSR Designee

Same as above Medical Director / Program Manager

First/Last name

(Person requesting access)

Work Email

Work Phone

Title

Degree

3/18/2015

B)REGISTRATION

1)NYC MED

2)HIV CSR REGISTRATION FORM

3) EMAIL EXCHANGE

HOW IS THE EMAIL EXCHANGE STRUCTURED?

➤ **Email #1: Approval Process Email**

- 1) Review the CSR Security Use Policy form which describes security terms, conditions and responsibilities to which participating facilities must agree in order to use the HIV CSR system.
- 2) Complete and submit the CSR Agreement and Affiliates form (attached) – REQUIRED

➤ **Email #2: Confirmation**

- You (CSR designee) may begin submitting eligible patients

**FOR MORE INFORMATION
ON SUBMITTING AND
RETRIEVING INFORMATION
FROM THE CSR SYSTEM,
PLEASE REVIEW**

**“HOW TO SUBMIT PATIENTS
AND OBTAIN OUTCOMES”
POWER POINT**

FOR MORE INFORMATION PLEASE CONTACT

csr@health.nyc.gov

HIV Care Status Unit

Bureau of HIV/AIDS Prevention and Control

New York City Department of Health and Mental Hygiene