

Intervention Encounter Form (updated 1.19.18)

Date of Contact ___/___/___	Staff ID: _____
Client ID: _____	Site: _____
Encounter made:	Location of Encounter(s): Check all that apply
<input type="checkbox"/> Yes (with the client or on behalf of the client)	<input type="checkbox"/> Client residence (permanent or non-permanent residence)
<input type="checkbox"/> No	<input type="checkbox"/> Intervention clinic
If "No," why?	<input type="checkbox"/> Medical, social service, or community based organization setting (external to intervention site)
	<input type="checkbox"/> Name: _____
<input type="checkbox"/> Unable to contact	<input type="checkbox"/> Correctional setting
<input type="checkbox"/> Cancelled/Rescheduled appointment	<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> No show	<input type="checkbox"/> N/A (not face-to-face)
<input type="checkbox"/> Other, specify: _____	
Total duration of this encounter (in minutes): _____	

Type of Contact	
Face-to-face (Individual)	1
Electronic (email, text, phone, fax)	2
Collateral (client not present)	3
EMR	4
Other	5

Encounter content:

For each encounter that you had with a client in the course of one day, use the columns to the right to enter the type and duration of each type of encounter using the codes above. For example if you took a client to a medical appointment that lasted 1 hour-enter "1" in the "Type" column and "60" in the "duration" column next to the content. Please mark all types of encounters and duration of each type of encounter for the entire day.

Completed?	Encounter Activity	Type	Duration (minutes)
	1. Find client/conduct outreach		
	2. Conduct client intake and/or needs assessment		
	3. Develop a patient care plan		
	4. Conduct acuity assessment		
HEALTHCARE-RELATED ACTIVITIES			
	5. Arrange HIV primary care appointment		
	6. Arrange mental health services appointment		
	7. Arrange for substance use treatment / services appointment		
	8. Arrange other medical care appointment (not for HIV, mental health, or substance use)		
	9. Accompany client to a medical appointment		
	10. Accompany client to a mental health appointment		
	11. Accompany client to a substance use related services appointment		
	12. Discuss medical appointments with client		
	13. Discuss lab values with client		
APPOINTMENT REMINDERS AND FOLLOW UP			

Comment [KTF1]: cb52, dt52, dr52

Comment [KTF2]: cb54, dt54, dr54

	14. Provide appointment reminders (medical and non-medical appointments)		
	15. Follow up with provider to discuss client		
EDUCATIONAL AND EMOTIONAL SUPPORT			
	16. Relationship building (e.g. checking in with client; providing emotional support)		
	17. Talk with a client about disclosure		
	18. Provide coaching on living skills		
	19. Provide general health education / risk reduction education		
	20. Provide basic HIV treatment education, support, and/or advocacy		
	21. Provide safer sex education		
	22. Provide harm reduction education and supplies (i.e. clean syringe/naloxone)		
	23. Mentoring/coaching on provider interactions		
	24. Provide education and emotional support to client's family/partners		
SOCIAL SERVICES-RELATED ACTIVITIES			
	25. Accompany client to social service appointments (i.e. related to benefits, housing, food, etc.)		
	26. Assist with obtaining transportation services		
	27. Assist with obtaining child care services		
	28. Assist with obtaining housing services (i.e. support for finding or maintaining housing)		
EMPLOYMENT AND OTHER PRACTICAL & SOCIAL SUPPORT			
	29. Assist client with finding employment/provide employment support		
	30. Assist client in obtaining legal assistance, obtaining legal documents, or obtaining legal advocacy services		
	31. Assist client with obtaining benefits (e.g. SSI, social security, disability, food assistance, or health insurance)		
	32. Provide practical support (i.e. obtaining cell phone, budgeting/financial planning)		
OTHER ACTIVITIES			
	33. Other 1: (specify)		
	34. Other 2: (specify)		
	35. Other 3: (specify)		
TRANSITION TO STANDARD OF CARE			
	36. Meet with client to discuss transitioning to the standard of care		
	37. Transition client to treatment with a case manager or treatment at external/partner agency		
	38. Officially transitioned client to the standard of care		
ENHANCED PATIENT NAVIGATION INTERVENTION: STRUCTURED CURRICULUM SESSIONS			
	39. Session 1: HIV, the Viral Life Cycle & Understanding ART		
	40. Session 2: Communicating with Provider, Adherence & Managing Side Effects		
	41. Session 3: Review understanding of basic lab tests: CD4 & Viral Load		
	42. Session 4: Stigma & Disclosure		
	43. Session 5: HIV and Substance Use		
	44. Session 6: HIV and Mental Health		
TRANSITIONAL CARE COORDINATION INTERVENTION SPECIFIC ENCOUNTERS			
	45. Create or modify transitional care plan		

Comment [KTF3]: cb55, dt55, dr55

Comment [KTF4]: cb56, dt56, dr56

	46. Conduct Health Liaison to the court activities		
	47. Provide / arrange transportation/escort from jail		
	48. Provide supply of bridge medications or prescription (during incarceration or post-release)		
	49. Faciliate placement in diversion program, ATI, or compassionate release		
	BUPRENORPHINE INTERVENTION SPECIFIC ENCOUNTERS		
	50. Provide client education and support prior to treatment initiation		
	51. Provide client support during treatment initiation		
	52. Provide client support during maintance or stabilization		
	53. Provide client with referral to supplementary or higher level of addition treatment		
	54. Conduct monitoring appointment		
	55. Obtain prior authorization for buprenorphine prescription		
	56. Obtain buprenorphine for client		
	57. Urinalysis		

Comment [KTF5]: cb57, dt57, dr57

Comment [KTF6]: cb53, dt53, dr53

Comment [KTF7]: cb51, dt51, dr51

Progress notes (Optional):