



COMMONWEALTH of VIRGINIA

Department of Health

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STATE HEALTH COMMISSIONER

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Memorandum

Date: September 13, 2005

To: HIV Prevention Contractors

From: *EGM*
Elaine G. Martin, Director of Community Services

Subjects: 1) **Policy on Youth Involvement in HIV Prevention**
2) **Contractual Deadlines**

The Centers for Disease Control and Prevention (CDC) is now requiring that all directly and indirectly funded organizations that use youth as either paid staff or volunteers have policies in place regarding the age appropriateness of their activities or venues where activities will occur, as well as a detailed safety protocols. VDH must verify for CDC that its contractors have abided by these new requirements. Please sign and return the enclosed document. If you have any questions, please contact your contract monitor.

In addition, as we start heading to the end of 2005, please be aware of the following contractual requirements:

1. All requests for work plan modifications for federally-funded contracts must be submitted by September 30th. No changes to contractual obligations can be made during the fourth quarter.
2. Budget modification requests for federal contracts must be made prior to December 31, 2005. You must receive approval before you can change budget line items or make purchases not previously approved; therefore, your requests should be received by VDH several weeks before year's end. Budget modifications received in January 2006 will not be approved for 2005 contracts.
3. Quality assurance plans and grievance policies need to be finalized by September 30th.

Again, if you have any questions, please contact your contract monitor.

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2005 has been a challenging year in terms of the growing number of federal reporting requirements for HIV prevention combined with shrinking dollars to support our efforts. I continue to be impressed by your staff's efforts to provide vital HIV prevention services to those most at risk in our communities.

/kc

Enclosure

c: Casey W. Riley
Prevention Contract Monitors

Centers for Disease Control and Prevention Policy on Youth Involvement in HIV Prevention

For CDC funded (directly or indirectly) agencies using youth (either paid or volunteer) in program outreach activities, it is very important that said organizations use caution and judgment in the venues/situations where youth workers are placed. Agencies should give careful consideration to the "age appropriateness" of the activity or venue. Additionally, agencies should comply with all relevant laws and regulations regarding entrance into adult establishments/environments. Laws and curfews should be clearly outlined in required safety protocols developed and implemented by agencies directly and indirectly funded by CDC.

Each agency that employs youth outreach workers/volunteers should ensure that their outreach safety protocols address the following issues by specific venue:

- Agency supervision of youth outreach worker/volunteers during outreach.
- Dates and start/end times that the activity will be conducted.
- Key contact at the site and plans to develop/enhance the collaborative relationship.
- Site name, address, phone number.
- How outreach is to be conducted (single, pairs, or groups).
- Clearly describe the specify population(s) to be targeted (specific consideration must be given to the age appropriateness of the activity and the venue).
- Demographic and risk data to be collected.
- Appropriate materials to be distributed.
- Any special accommodations for confidentiality/privacy.
- Identify police precincts in the area and address describe efforts to keep in contact.
- Whether individual or group approaches will be used.

Furthermore the general policy of the safety protocol shall address the following:

- What safety precautions and equipment must be carried during the activity.
- That drug and alcohol consumption during the activity is prohibited.
- What to do and whom to contact in case of emergency.
- Whether the outreach/volunteers will arrive or leave together.
- What to do in case of threats/violence.
- Reporting of incidents.
- Address all applicable laws and regulations (for example, curfews)
- Address appropriate attire
- Provide examples of how to approach target populations.
- Address how youth workers/volunteers will be debriefed on experiences and problems encountered.
- Delineate the process for filing incident reports.
- Assure that each youth worker/volunteer has signed a copy of the protocol that has been placed in their personnel folder.

**Centers for Disease Control and Prevention
Policy on Youth Involvement in HIV Prevention
VDH HIV Prevention Contractor Agreement**

Please mark the appropriate space below.

- Agency does not employ youth or utilize youth as volunteers.
- Agency does employ or utilize youth as volunteers. Current guidelines and protocols adequately address the topics listed in CDC's Youth Policy.
- Agency does employ or utilize youth as volunteers. Guidelines and protocols will be developed or revised to address the topics listed in CDC's Youth Policy by November 1, 2005.

Signature

Printed Name

Title

Agency

Date

Please return this form to:

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