

CHECKLIST FOR PROJECT DEVELOPMENT

What is the big picture?

- Answer the questions: Why are you doing this? What are the program goals, target population, and desired outcomes? What value will new HIV testing and linkage services add to existing jail and community services?

Who is already advocating for HIV infected inmates and ex-offenders?

- Identify which individuals or institutions in the community already work with jails and prisons.
- Identify the “champions” of jail HIV testing and continuity of care for releasees who will support what you are doing.
- Determine what relationships between corrections, public health practitioners and community providers already exist and if there are any formal agreements among them.
- Determine if any community providers are already working in the jail or if Ryan White transitional services are being provided.

What is already being done for HIV-infected inmates and releasees?

- Understand what services are already being provided; don't do something again that is already being done (e.g., disease screening).
- Determine if jail health or security staff or community providers are already offering discharge planning.
- Identify what, if any, benefits your program will have for the jailer or sheriff: What's in it for them to let you in? Why would they want to do this?
- Determine what data elements are routinely collected by the jail and public health department on services provided (e.g., number of inmates tested for HIV).

How is the jail organized?

- Determine if it is feasible to implement your program in the jail.
- Determine the structure of jail health services: Are jail health services provided by the jail, the public health department or a private vendor?
- If a private vendor, what does the contract say about HIV screening, treatment, and services? What kind of continuous quality improvement is built into the contract? Who monitors it? Can the services offered be changed, and if so, how? Who pays if there is a change?
- Go to the jail and do an inmate-flow analysis: Walk through the health services unit and any other relevant space, learn where services are delivered, who provides them, and how inmates are moved around.
- Assess whether the space is amenable to the program. The facilities are very important, and there are always extreme space constraints in jails. Plan where and how services will be delivered, especially given confidentiality concerns about both testing and linkage programs.
- Determine the role of jail security staff in the project and involve them in the planning.
- Determine what types of inmates are housed in the jail.

What existing community and criminal justice resources and structures can you tap into to strengthen your program?

- Understand what is already available and not available in the community for this population.
- Determine if drug courts, family courts, and probation services exist, and if so, what they are doing and how they can be involved.
- Learn whether any local laws and policies limit releasees' access to employment, housing, and cash/medical benefits.
- Understand what safety net services exist and how people access them.

Source: Reproduced from Spaulding AC, Jacob Arriola KR, Ramos KL, et al. Emory University Rollins School of Public Health and Abt Associates Inc. Enhancing linkages to HIV primary care in jail settings. [Consultancy report.] January 25, 2007, p.27. Available at: www.chip.sph.emory.edu/documents/ConsultancyReport_update012907.pdf.