**CTL Contacts Cheat Sheet**  *Updated 1/7/11*

**Supplies**

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| **Alice Heimsoth**  alice.heimsoth@sfdph.org  (415) 554-9033 |

**Testing Technical Assistance**

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| **Alla Rivas Emalie Huriaux**  alla.rivas@sfdph.org emalie.huriaux@sfdph.org  (415) 703-7279 (415) 437-4694  **Thomas Knoble**  thomas.knoble@sfdph.org  (415) 554-8450 |

**Data Reporting, Analysis and Management**

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| **Nayla Raad**  nayla.raad@sfdph.org  (415) 554-9039 |

**Medical Testing Data Assistance**

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| **Noah Carraher**  noah.carraher@sfdph.org  (415) 703-7274 |

**Linkage to Care and Partner Services**

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| **Nyisha Underwood**  nyisha.underwood@sfdph.org  (415) 703-7280 |

**Paperwork Due Dates and Requirements**

HIV Test Form Part I for all clients receiving an HIV test

ALL PAPERWORK IS DUE BY **THE 7th OF EACH MONTH** (for tests performed the month preceding).

**1. HIV Test Form Part I**

**2. HIV Test Form Part II and III**

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| Complete Part II and III for all clients testing positive **Call Nyisha within 7 days of a confirmed positive to**  **complete case report and linkage to care reporting** |
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**\*\*\*Please note: If your data is not received by the deadline, distribution of test supplies will be held until data is received.**

**If you anticipate missing the deadline, call Nayla immediately.\*\*\***

Hand deliver (drop-safe okay):

*ATTN: Nayla Raad*

*San Francisco Department of Public Health*

*25 Van Ness Avenue, Ste. 500*

*San Francisco, CA 94102*

*A secure self-serve drop-safe is available for you to drop of any CTL paperwork to the AIDS Office. It is located on the 5th Floor at 25 Van Ness Avenue, in the far-right corner of the reception area when stepping out of the elevator.*