Increasing Access to Contraception for Clients with HIV: A Toolkit

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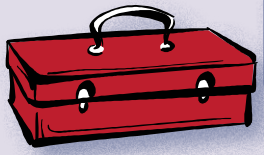
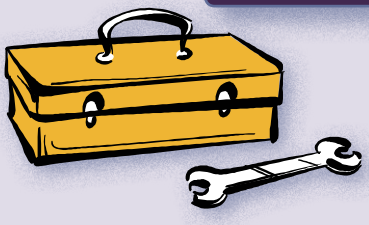
Increasing Access to Contraception for Clients with HIV: A Toolkit

Introduction

This CD contains materials that can be used by a variety of professionals to improve access to contraception for clients with HIV. The tools and resources are grouped into three broad categories according to how the materials are most likely to be used; however, many of the materials can be used or adapted for multiple purposes, so you are encouraged to explore the entire contents.



Tools for Trainers & Presenters



Tools for Providers

Tools for Managers & Policy-makers

To browse the materials on this CD, select a category from the menu bar at the top of the page. When the new page is displayed, select the desired item from the available links within the text – all links are highlighted. As you move to other pages, clicking the HOME button will return you to this page.

To proceed, move the cursor over an item in the menu bar at the top of the page, one of the tool boxes above, or the Table of Contents or Acknowledgments buttons below; then click the mouse to proceed to your selection.

Table of Contents

Acknowledgments

Table of Contents

The contents of this CD have been developed, adapted, and compiled from a variety of sources to facilitate improved access to appropriate and effective contraception for clients with HIV, especially through the strategic integration of family planning with HIV prevention, care, and treatment services. The materials can be used to train health care providers (including those offering ART, VCT, and PMTCT services, as well as FP services) to offer contraceptives to their clients with HIV; to facilitate the provision of appropriate family planning services to clients with HIV; to assist program managers and policy-makers with the development of program strategies for integrating family planning and HIV services; and to inform health care professionals about the latest research and technical guidance related to the provision of contraception for people with HIV.

Move the cursor and click the mouse to select the desired category or item.

Tools and Resources for Trainers & Presenters

Training Curriculum: Contraception for Clients with HIV
Presentation: Contraception for Women and Couples with HIV
Resources for Training and Curriculum Development (list; most documents not included on CD)

Tools and Resources for Providers

Tools and Job Aids
Resources
– Guidelines and Technical Information Summaries
– Additional Resources (list only; documents not included on CD)

Tools and Resources for Program Managers & Policy-makers

Tools
Resources
– Research Articles or Summaries on Contraception and Selected Reproductive Health Topics
– Technical Guidance on FP/HIV Integration
– Additional Resources (list only; documents not included on CD)

Acknowledgments

How to Use This CD

Tools and Resources for Trainers & Presenters

This page provides links to materials that trainers and presenters can use, including:

Training Curriculum: Contraception for Clients with HIV

A curriculum developed specifically for this toolkit, based on the module ***Contraception for Women and Couples with HIV.*** It features a facilitator manual, a manual and counseling tool for participants, and other resources to support training activities, including 20 content-related presentations.

Presentation: Contraception for Women and Couples with HIV

An overview presentation that presenters can use to convey key concepts regarding contraception for clients with HIV. It is designed for audiences not involved in training activities. Suggestions for adapting the presentation to suit the needs of a particular audience are included in the *How to Use* guide. A variety of file types are provided to facilitate use and adaptation.

Resources for Training and Curriculum Development

A list of training and curriculum development resources in sexual and reproductive health that may be used to supplement the activities in the *Contraception for Clients with HIV* training curriculum.

Training Curriculum: Contraception for Clients with HIV

To open a PDF document, click on the link. To use a Word or PowerPoint file, right-click on the file name and save it to the desired location on the computer; then open the file with the appropriate application and adapt as needed.

Facilitator Manual <FacilitatorManual.doc> <FacilitatorManual.pdf>
A complete guide to conducting the training *Contraception for Clients with HIV*

PowerPoint Presentations
Visual aids to support the learning activities and convey key technical information

1 HIV/AIDS Epidemic Disproportionately Affects Women <1_IntroToHIVepidemic.ppt> <1_IntroToHIVepidemic.pdf>
2 Women Are More Vulnerable to HIV <2_WomenMoreVulnerable.ppt> < 2_WomenMoreVulnerable.pdf>
3 ARV Therapy Basics in the Context of Family Planning <3_ARVtherapyBasics.ppt> < 3_ARVtherapyBasics.pdf>
4 Role of Family Planning in Alleviating the Burden of HIV <4_FPpreventsHIV.ppt> <4_FPpreventsHIV.pdf>
5 Integrated Services Meet the Needs of Clients with HIV <5_WhyIntegrate.ppt> <5_WhyIntegrate.pdf>
6 Reproductive Health Rights of Individuals with HIV <6_RHrightsIndvlsHIV.ppt> <6_RHrightsIndvlsHIV.pdf>
7 Reproductive Choices and Decisions for Clients with HIV <7_RHdecisions.ppt> < 7_RHdecisions.pdf>
8 Contraceptive Options for Women and Couples with HIV <8_ContraceptMECintro.ppt> <8_ContraceptMECintro.pdf>
9 Condoms and Other Barrier Methods <9_CondomsOtherBarriers.ppt> <9_CondomsOtherBarriers.pdf>
10 Dual Protection = prevent pregnancy + avoid STI/HIV <10_DualMethodUse.ppt> <10_DualMethodUse.pdf>
11 Hormonal Contraceptives – Considerations for Women with HIV and AIDS <11_InteractionHCandARVs.ppt> <11_InteractionHCandARVs.pdf>
12 Combined Oral Contraceptive Pills (COCs) <12_COCs.ppt> <12_COCs.pdf>
13 Injectable Contraceptives <13_Injectables.ppt > <13_Injectables.pdf>
14 Implants, POPs and Emergency Contraception <14_ImplantsOtherHCs.ppt> <14_ImplantsOtherHCs.pdf>
15 Intrauterine Device (IUD or IUCD) <15_IUDs.ppt> <15_IUDs.pdf>
16 Male and Female Sterilization <16_Sterilization.ppt> <16_Sterilization.pdf>
17 Fertility Awareness-based Methods <17_FertilityAwareness.ppt> <17_FertilityAwareness.pdf>
18 Lactational Amenorrhea Method and Infant Feeding Options <18_LAMandInfantFeeding.ppt> <18_LAMandInfantFeeding.pdf>
19 Client-Provider Interaction – Client-Centered Counseling <19_ClientProviderInteraction.ppt> <19_ClientProviderInteraction.pdf>
20 Postexposure Care and Prophylaxis for Providers <20_PostexposureProphylaxis.ppt> <20_PostexposureProphylaxis.pdf>

Speaker Notes for PowerPoint Presentations <PresentationsSpeakerNotes.doc> <PresentationsSpeakerNotes.pdf>
Succinct summaries of key messages, slide miniatures, discussion questions, and a complete list of references from the presentations <PresentationsReferences.doc> <PresentationsReferences.pdf>

Participant Manual <ParticipantManual.doc> <ParticipantManual.pdf>
Resources participants will need to complete the training activities; serves as a valuable reference after the training

Counseling Tool: Reproductive Choices for Clients with HIV (flip book) <Flipbook.ppt> <Flipbook.pdf>
Job aid to facilitate counseling clients with HIV about their reproductive choices and family planning options

Medical Eligibility Screening Checklists

Checklist for Screening Clients Who Want to Initiate Combined Oral Contraceptives (COCs) <COCchecklist.pdf>
Checklist for Screening Clients Who Want to Initiate DMPA (or NET-EN) <DMPAchecklist.pdf>
Checklist for Screening Clients Who Want to Initiate Use of the Copper IUD <IUDchecklist.pdf>
Checklist for Screening Clients Who Want to Initiate Contraceptive Implants <ImplantChecklist.pdf>
How to Be Reasonably Sure a Client is Not Pregnant <PregnancyChecklist.pdf>

Training and Reference Guides for Screening Checklists

Screening Checklist to Initiate COCs <COCchecklistRefGuide.pdf>
Screening Checklist to Initiate DMPA <DMPAchecklistRefGuide.pdf>
Screening Checklist to Initiate Use of the Copper IUD <IUDchecklistRefGuide.pdf>
Screening Checklist to Identify Women Who Are Not Pregnant <PregnancyChecklistRefGuide.pdf>

Quick Reference Chart for the WHO Medical Eligibility Criteria for Contraceptive Use
Job aid to determine whether a client can initiate or continue use of combined oral contraceptives (COCs), depot-medroxyprogesterone acetate (DMPA), norethisterone enantate (NET-EN), or a copper intrauterine device (Cu-IUD) <MECchart.pdf>

Presentation: Contraception for Women and Couples with HIV

To open a PDF document, click on the link. To use a Word or PowerPoint file, right-click on the file name and save it to the desired location on the computer; then open the file with the appropriate application and adapt as needed.

How to Use

Presenters are encouraged to read these guidelines first. <HowToUseGuide.pdf>

Presentation and Suggested Narrative

If you have PowerPoint software installed on the computer, use one of the files below to make adaptations to the slides or suggested narrative in the presentation.

Digital slide presentation in color <ContraceptHIV_CLR_PwrPoint_2008.ppt>

Digital slide presentation in black/white <ContraceptHIV_BW_PwrPoint_2008.ppt>

If you have word processing software installed, use the file below to edit the speaker notes and write your own narrative to the presentation. Print the file and use it as a script for your presentation.

Suggested presenter narrative <SpeakerNotes.doc>

If you do not have PowerPoint or word processing software, use one of the PDF files below to print the slides with the suggested narrative (one slide with accompanying narrative per page) or as slides only (one slide per page).

Slides/notes in color <SlidesNotes_CLR.pdf>

Slides only in color <SlidesOnly_CLR.pdf>

Slides only in black/white <SlidesOnly_BW.pdf>

Presentation Objectives

Use the file below to adapt and print the list of presentation objectives.

Presentation objectives <Objectives.doc>

If you do not have word processing software, use the PDF file below to print the list of presentation objectives.

Presentation objectives <Objectives.pdf>

Note-Taking Pages

Use the PDF file below to print note-taking pages. This file contains miniature images of the slides arranged on a lined page to allow note-taking by participants.

Note-taking handouts <Handouts.pdf>

Reference List

Use the file below to adapt and print the reference list.

Presentation references <References.doc>

If you do not have word processing software, use the PDF file below to print the reference list.

Presentation references <References.pdf>

Presentation Acknowledgments

Use the PDF file below to view or print the credits for the presentation.

Acknowledgements <Acknowledgments.pdf>

Resources for Training and Curriculum Development

These recommended resources are available online from the respective organizations or authors.

Callahan K, Cucuzza L. *Family Planning Plus: HIV/AIDS Basics for NGOs and Family Planning Program Managers.* Washington, DC: The Centre for Development and Population Activities (CEDPA), 2003.

EngenderHealth. *Comprehensive Counseling for Reproductive Health: An Integrated Curriculum, Trainer's Manual and Participant's Manual.* New York: EngenderHealth, 2003.

EngenderHealth. *Counseling for Effective Use of Family Planning.* New York: EngenderHealth, in press 2008.

EngenderHealth. *Integration of HIV/STI Prevention, Sexuality, and Dual Protection in Family Planning Counseling: A Training Manual. Volumes 1 and 2.* New York: EngenderHealth, 2002.

EngenderHealth. *Reducing Stigma and Discrimination Related to HIV and AIDS: Training for Health Care Workers. Trainer's Manual and Participant's Manual.* New York: EngenderHealth, 2004.

International Planned Parenthood Federation, Western Hemisphere Region, Inc (IPPF/WHR). *Trainer's Guide in Sexual Health.* New York: IPPF/WHR, 2002. [also available in Spanish]

IntraHealth International, Inc. *Learning for Performance: A Guide and Toolkit for Health Worker Training and Education Programs.* Chapel Hill, NC: IntraHealth International, Inc., 2007. <LearningPerformance_Intrah_2007.pdf> [also available in French]

Intrah/PRIME II and JHPIEGO. *Transfer of Learning: A Guide for Strengthening the Performance of Health Care Workers.* Chapel Hill, NC and Baltimore, MD: Intrah and JHPIEGO, 2002. <TransferLearning_Intrah_2002.pdf> [also available in French and Spanish]

Kidd R, Clay S, Chiiya, C. *Understanding and Challenging HIV Stigma: Toolkit for Action Trainers Guide. 2nd edition.* Washington, DC: Academy for Educational Development, International Center for Research on Women, and International HIV/AIDS Alliance, 2007.

León F, Vernon R, Martin A, Bruce L. *The Balanced Counseling Strategy: A Toolkit for Family Planning Service Providers.* Washington, DC: Population Council, 2008. [Includes: User's Guide, Trainer's Guide, Job Aids, Algorithm for Using the Strategy, Counseling Cards, Method Brochures, CD-ROM; also available in French and Spanish].
A modified version of the Toolkit for FP service providers working in high HIV/STI prevalence settings will be available in September 2008, *The Balanced Counseling Strategy Plus*]

PATH. *Ensuring Privacy and Confidentiality in Reproductive Health Services: A Training Module and Guide.* Washington, DC: PATH, 2003.

Population Council. *A Client-Centered Approach to Reproductive Health: A Trainer's Manual.* Islamabad, Pakistan: Population Council, 2005.

World Health Organization (WHO), U.S. Centers for Disease Control (CDC), Global AIDS Program (GAP). *Prevention of Mother-to-Child Transmission of HIV: Generic Training Package.* Geneva: WHO and CDC, 2004.
[Includes: Training Programme and Course Director Guide, Trainer Manual, Participant Manual, Presentation Booklet, Pocket Guide, Wall Charts, CD-ROM containing electronic files for each programme component]

World Health Organization (WHO), United Nations Children's Fund (UNICEF), Joint United Nations Programme on HIV/AIDS (UNAIDS). *HIV and Infant Feeding Counselling: A Training Course.* Geneva: WHO, 2000.
[Includes: Director's Guide, Trainer's Guide, Overhead Transparencies, Participants' Manual, Feeding Option Cards; also available in French, Spanish, and Russian]

Tools and Resources for Providers

This page provides links to materials that providers can use, including:

Tools and Job Aids

A collection of tools and job aids that providers can use when planning or delivering integrated services to their clients with HIV.

Resources

- Guidelines and Technical Information Summaries
- Additional Resources

Tools and Job Aids for Providers

To open a PDF document, click on the link. To use a Word or PowerPoint file, right-click on the file name and save it to the desired location on the computer; then open the file with the appropriate application and adapt as needed.

Counseling Tool: Reproductive Choices for Clients with HIV (flip book)

Adapted from *Decision-Making Tool for Family Planning Clients and Providers* (WHO and CCP, 2005) and *Reproductive Choices and Family Planning for People Living with HIV: Counselling Tool* (WHO, 2006) as collateral material for the Toolkit training curriculum *Contraception for Clients with HIV.* <FlipBook.pdf>

Fact Sheets

Use the PDF files below to view and print fact sheets. Use the Microsoft Word versions (.doc) to adapt the fact sheets to comply with local or national guidelines.

Fact Sheet 1. Male and Female Condoms (2 pages)
FS1_Condoms.doc FS1_Condoms.pdf

Fact Sheet 2. Combined Oral Contraceptives (2 pages)
FS2_COCs.doc FS2_COCs.pdf

Fact Sheet 3. Progestin-only Injectables (2 pages)
FS3_Injectables.doc FS3_Injectables.pdf

Fact Sheet 4. Progestin-only Implants (2 pages)
FS4_Implants.doc FS4_Implants.pdf

Fact Sheet 5. Emergency Contraceptive Pills (2 pages)
FS5_ECPs.doc FS5_ECPs.pdf

Fact Sheet 6. Intrauterine Devices (2 pages)
FS6_IUDs.doc FS6_IUDs.pdf

Fact Sheet 7. Male and Female Sterilization (2 pages)
FS7_Sterilization.doc FS7_Sterilization.pdf

Fact Sheet 8. HIV and Breastfeeding (2 pages)
FS8_HIVbreastfeed.doc FS8_HIVbreastfeed.pdf

Fact Sheet 9. Classes of ARV Drugs (1 page)
FS9_ARVdrugs.doc FS9_ARVdrugs.pdf

Fact Sheet 10. WHO HIV Clinical Staging (1 page)
FS10_ClinicalStages.doc FS10_ClinicalStages.pdf

Fact Sheet 11. Facts about HIV/AIDS (2 pages)
FS11_HIVaids.doc FS11_HIVaids.pdf

Fact Sheet 12. Method Effectiveness (1 page)
FS12_MethodEffective.doc FS12_MethodEffective.pdf

Quick Reference Chart for the WHO Medical Eligibility Criteria for Contraceptive Use (FHI, 2006)

Job aid to determine whether a client can initiate or continue use of combined oral contraceptives (COCs), depot-medroxyprogesterone acetate (DMPA), norethisterone enantate (NET-EN), or a copper intrauterine device (Cu-IUD). <MECchart.PDF> Also included, Summary Chart: MEC for Clients with HIV. <MEC_HIVaidsClients.ppt> <MEC_HIVaidsClients.pdf>

Screening Checklists (FHI, 2006-2007)

Checklist for Screening Clients Who Want to Initiate Combined Oral Contraceptives (COCs) <COCchecklist.pdf>

Checklist for Screening Clients Who Want to Initiate DMPA (or NET-EN) <DMPAchecklist.pdf>

Checklist for Screening Clients Who Want to Initiate Use of the Copper IUD <IUDchecklist.pdf>

How to Be Reasonably Sure a Client is Not Pregnant <PregnancyChecklist.pdf>

HIV & Infant Feeding Job Aids (University Research Co., LLC/Quality Assurance Project, 2007)

Counseling job aids based on current international guidelines include how to advise women on acceptable, feasible, affordable, sustainable, and safe infant feeding options in the context of HIV. Also available in Swahili at http://www.qaproject.org/

HIV & Infant Feeding Question and Answer Guide <QuesAnswrGuide.pdf>

Counseling cards

Infant Feeding Options <InfntFeedOptnCrd.pdf>
How to Breastfeed <HowBreastfeedCrd.pdf>
How to Hand Express Breast Milk <HowHandExprssCrd.pdf>
Many Ways to Position/Attach Baby <ManyWaysToHoldCrd.pdf
Replacement Feeding as a Safe Option <ReplaceFeedCrd.pdf>
Danger Signs <DangerSignsCrd.pdf>
During the First 6 Months, Baby Needs Only Breast Milk <FirstSixMnthsCrd.pdf>
Risk of Passing HIV from Mother to Baby <RiskPassHIVNoRxCrd.pdf> ... if Mother/Baby Take Nevirapine <RiskPassHIVWthRxCrd.pdf>

Client brochures

How to Breastfeed Your Baby <HowBreastfeedBro.pdf>
How to Feed Your Baby Infant Formula <HowInfntFormulaBro.pdf>
How to Express Breast Milk <HowHandExprssBro.pdf>
Nutrition: During Pregnancy and Breastfeeding <NutrnPregBFeedBro.pdf>
How Heat Treat Breast Milk <HowHeatTreatBMilkBro.pdf>
Feeding a Baby: After Six Months <FeedAfter6mnthBro.pdf>
How to Feed Your Baby Fresh Cow's Milk <HowCowsMilkBro.pdf>

Family Planning: A Global Handbook for Providers (CCP and WHO, 2008 update)

Developed by World Health Organization/Department of Reproductive Health and Research (WHO) and Johns Hopkins Bloomberg School of Public Health/Center for Communication Programs/INFO Project (CCP), includes up-to-date, evidence-based guidance in an easy-to-use format. <GlobalHandbook2008rev.doc>

Guidelines and Technical Information Summaries for Providers

To open a PDF document, click on the link.

Ramchandran D, Salem RM. New Findings on Contraceptives. *Popul Rep,* Series M 2008;20:1-19.
<NewFindingsOnContraceptives_PopRpt_2008.pdf>

Richey C, Setty, V. Women and HIV: questions answered. *Info Reports* 2007;14:1-8.
<WomenHIV_QuestionsAnswered_INFOreports_2007.pdf>

Richey C, Setty V. Family planning choices for women with HIV. *Popul Rep, Series L* 2007;15:1-23.
<FPchoicesForWomenWithHIV_PopReports_2007.pdf>

Salem RM. Closing the effectiveness gap. *INFO Reports* 2007;13:1-20.
<ClosingTheEffectivenessGap_INFOrpt_2007.pdf>

Salem RM, Setty V. Key facts about the menstrual cycle. *INFO Reports* 2006;7:1-8.
<KeyFactsMenstrualCycle_INFOrpt_2006.pdf>

Salem RM, Setty V. When contraceptives change monthly bleeding: how family planning providers and programs can help clients choose and use suitable methods. *Popul Rep, Series J* 2006;54:1-19.
<WhenContraceptivesChangeBleeding_PopRpt_2006.pdf>

Setty V. Focus on … breastfeeding decisions for women with HIV. *INFO Reports* 2007;12:1-11.
<BreastfeedingDecisionsWomenHIV_INFOrpt_2007.pdf>

World Health Organization (WHO). *Medical Eligibility Criteria for Contraceptive Use. Third Edition*. Geneva: WHO, 2004. <MedicalEligibilityContraceptives_WHO_2004.pdf>
[Note: The medical eligibility criteria were updated in 2008 but not formally published prior to the release of this CD. For an overview of the 2008 changes, refer to the MEC Summary Tables in the 2008 revision of *Family Planning: A Global Handbook for Providers.]* <GlobalHandbook2008rev.doc>

World Health Organization (WHO). *Selected Practice Recommendations for Contraceptive Use. Second Edition.* Geneva: WHO, 2004. <SelectedPracticeRecommendations_WHO_2004.pdf>
[Note: The selected practice recommendations were updated in 2008; this executive summary outlines the changes.]
<SelectedPracticeRecommend_Update_WHO_2008.pdf>

Additional Resources for Providers

These recommended resources are available online from the respective organizations or authors.

Family Planning and HIV/AIDS Integration Partners Working Group. *Resources for HIV/AIDS and Sexual and Reproductive Health Integration* (Web site). Available: http://www.hivandsrh.org

Johns Hopkins Bloomberg School of Public Health/Center for Communication Programs/INFO Project. *Injectable Contraceptives Toolkit* (Web site). Available: http://www.infoforhealth.org/injectables/

Johns Hopkins Bloomberg School of Public Health/Center for Communication Programs/INFO Project. *Implants Toolkit* (Web site). [Based on Population Reports, *Implants: The Next Generation,* and INFO Reports, *Implants: Tools for Providers.*] Available: http://www.infoforhealth.org/implants/

U.S. Agency for International Development/Maximizing Access and Quality Initiative (USAID/MAQ). *IUD Toolkit* (Web site). Available: http://www.maqweb.org/iudtoolkit/

Family Health International (FHI). *HIV Voluntary Counseling and Testing: A Reference Guide for Counselors and Trainers.* Arlington, VA: FHI, 2004.

León F, Vernon R, Martin A, Bruce L. *The Balanced Counseling Strategy: A Toolkit for Family Planning Service Providers.* Washington, DC: Population Council, 2008. [Includes: User's Guide, Trainer's Guide, Job Aids, Algorithm for Using the Strategy, Counseling Cards, Method Brochures, CD-ROM; also available in French and Spanish].
A modified version of the Toolkit for FP service providers working in high HIV/STI prevalence settings will be available in September 2008, *The Balanced Counseling Strategy Plus*]

World Health Organization (WHO), Joint United Nations Programme on HIV/AIDS (UNAIDS). *Guidance on Provider-Initiated HIV Testing and Counselling in Health Facilities.* Geneva: WHO, 2007.

World Health Organization (WHO). *Antiretroviral Drugs for Treating Pregnant Women and Preventing HIV Infection in Infants in Resource-limited Settings: Towards Universal Access, Recommendations for a Public Health Approach.* Geneva: WHO, 2006.

World Health Organization (WHO). *Consensus Statement – WHO HIV and Infant Feeding Technical Consultation.* Held on behalf of the Inter-agency Task Team (IATT) on Prevention of HIV Infections in Pregnant Women, Mothers and their Infants, October 25-27, 2006. Geneva: WHO, 2006.

Coutsoudis A, Coovadia HM, Wilfert CM. HIV, infant feeding and more perils for poor people: new WHO guidelines encourage review of formula milk policies. *Bulletin of the World Health Organization* 2008;86(2).

World Health Organization/Department of Reproductive Health and Research (WHO/RHR). *Sexually Transmitted and Other Reproductive Tract Infections: A Guide to Essential Practice.* Geneva: WHO/RHR, 2005.

World Health Organization (WHO), Johns Hopkins Bloomberg School of Public Health/Center for Communication Programs/INFO Project (CCP). *Decision-making Tool for Family Planning Clients and Providers.* Geneva and Baltimore, MD: WHO and CCP, 2005.

World Health Organization/Department of Child and Adolescent Health and Development (WHO/CAH), Academy for Educational Development/Support for Analysis and Research in Africa (AED/SARA). *HIV and Infant Feeding Counselling Tools.* Canada: WHO, 2005. [Includes: Reference Guide, Flip Chart, Take-home Flyers, Orientation Guide]

Tools and Resources for Program Managers & Policy-makers

This page provides links to materials that program managers and policy-makers can use, including:

Tools

A collection of tools that program managers and policy-makers can use when planning, delivering, or evaluating the appropriateness, benefits, and challenges of various levels of FP/HIV integrated service delivery. The resources include an overview of policy, service-delivery, and community requirements for integration, as well as a description of selected systems to support FP-integrated HIV services.

Resources

- Research Articles or Summaries on Contraception and Selected Reproductive Health Topics
- Technical Guidance on FP/HIV Integration
- Additional Resources

Tools for Program Managers & Policy-makers

To open a PDF document, click on the link.

Family Planning – Integrated HIV Services: A Framework for Integrating Family Planning and Antiretroviral Therapy Services. **(EngenderHealth/The ACQUIRE Project, 2007)** <FP_HIV_IntegrationFramework_EH_2007.pdf>
This document provides a working definition for integration; rationale, benefits, and challenges of integrated services; levels of integration; policy, program, service delivery, and community support for integration; service delivery considerations for integration; assessing service capacity to integrate FP; and considerations for achieving sustainability.

The Fundamentals of Care: Ensuring Quality in Facility-Based Services – A Resource Package. **(EngenderHealth/ The ACQUIRE Project, 2005)** <FundamentalsOfCareResourcePackage_EH_2005.pdf>
This document reflects the underlying principles of quality and performance improvement through three essential elements: 1) informed and voluntary decision-making, 2) medical safety, and 3) quality assurance. *Fundamentals of Care* builds on the *Clients' Rights & Staff Needs* framework. This tool can be used to modify the illustrative indicators of each element, creating the parameters for service quality.

Quality: Clients' Right & Staff Needs. **(EngenderHealth/The ACQUIRE Project, 2007)** <ClientsRightsStaffNeeds_EH_2008.doc>
This framework clearly and comprehensively articulates a quality standard of care applied to HIV services. It is the foundation for using the COPE® tools to begin an ongoing process for monitoring the quality of FP-integrated HIV service.

COPE® Handbook: A Process for Improving Quality in Health Services. **(EngenderHealth, 2003)** <COPEprocessHandbook_EH_2003.pdf>
COPE® for Reproductive Health Services: A Toolbook to Accompany the COPE® Handbook. **(EngenderHealth, 2003)** <COPEforRHservicesToolbook_EH_2003.pdf>
COPE® Services to Prevent Mother-to-Child Transmission of HIV: A Toolbook to Accompany the COPE® Handbook. **(EngenderHealth, 2005)** <COPE_forPMTCT_EH_2005.pdf>
These documents describe an ongoing quality-improvement process and provide tools for health care staff to assess and improve the quality of care that they provide. This process assumes that clients are active and autonomous consumers of health services and have rights to quality care and that health care staff desire to perform their duties well.

Choices in Family Planning: Informed and Voluntary Decision Making. **(EngenderHealth, 2003)**
This program tool helps ensure informed and voluntary clients' decisions by taking a comprehensive view of informed choice and considering the multiple factors within and beyond the service setting that affect clients' ability to make informed and voluntary RH decisions. It guides users to consider individual and community factors, as well as factors in service delivery and at the policy level. <ChoicesinFPinformedDecisionMaking_EH_2003.pdf>

Tools for Facilitative Supervision in FP/ART-Integrated Services. (EngenderHealth, 2007):

Essential Elements of an FP-Integrated Antiretroviral Treatment (ART) Program <ARTprgmEssentialElements_EH_2007.pdf>
This document outlines the key components of care that are essential for comprehensive ART services. It can be used by service managers and staff to ensure that all the components of care are present to address the holistic needs of PLHIV using ART services.

Supervision for FP-Integrated Antiretroviral Therapy Services <FP_ART_SupervisionIntro_EH_2007.pdf>
This document provides an overview of supervision for integrated services. It covers the *Fundamentals of Care*, medical monitoring, assessing readiness to provide integrated services, and assessing the stability of processes to accommodate additional services.

Checklist for Assessing Performance of the Off-Site Supervisor: FP-Integrated ART Services <OffSiteSupervisors_EH_2007.pdf>
This tool is designed to enable senior-level (off-site) supervisors to assess the quality of their work as supervisors and to support on-site supervisors and their staff in identifying problems and developing and implementing solutions.

Checklist for Assessing Performance of the On-Site Supervisor: FP-Integrated ART Services <OnSiteSupervisorsChecklist_EH_2007.pdf>
This tool is designed to enable off-site supervisors to help on-site supervisors assess the quality of their work as supervisors and to monitor services and support their staff in identifying problems and developing and implementing solutions.

Supervisory Style Self-Assessment Checklist <SupervisorySelfAssessment_EH_2007.pdf>
This self-assessment checklist asks supervisors to reflect on how they perform their supervisory tasks and helps them to identify which supervisory skills areas they may need to strengthen. It lets them explore their own supervisory style and decide whether they need to change their approach to supervision.

Quality of Care for Integrated Services: A Clinic Assessment Guide. **(Pathfinder International, 2003)**
This facility assessment tool enables project managers, trainers, supervisors, and others involved in health management to collect detailed information on the range and quality of integrated services available at a given facility and thus to facilitate the design of more effective program interventions. <ClinicAssessmentGuide_IntegratedServices_Pathfinder_2003.pdf>

Establishing Referral Networks for Comprehensive HIV Care in Low-Resource Settings. **(Family Health International, 2005)**
This report offers guidance to help organizations and communities in low-resource settings create effective referral networks to provide comprehensive prevention, care, treatment, and support for persons living with HIV/AIDS and their families and caregivers. <EstablishingReferralNetworksGuide_FHI_2005.pdf> A companion document, *Tools for Establishing Referral Networks for Comprehensive HIV Care in Low-Resource Settings* <ReferralNetworkTools_FHI_2005.doc>, provides a collection of tools and forms to help maintain accuracy, efficiency, and consistency. The sample tools and forms can be adapted for different settings.

Research Articles or Summaries on Contraception and Selected Reproductive Health Topics for Program Managers & Policy-makers

To open a PDF document, click on the link.

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Kane MM, Colton TC. *Integrating SRH and HIV/AIDS Services: Pathfinder International's Experience Synergizing Health Initiatives.* Watertown, MA: Pathfinder International, 2005. <FP_HIV_Integration_PathfindersExperiences_2005.pdf>

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Technical Guidance on FP/HIV Integration for Program Managers & Policy-makers

To open a PDF document, click on the link.

Boonstra, H. The role of reproductive health providers in preventing HIV. *Issues In Brief.* New York and Geneva: Guttmacher Institute and Joint United Nations Programme on HIV/AIDS (UNAIDS), 2004. <RoleRHprovidersHIVprevent_Guttmacher_UNAIDS_2004.pdf>

Collins J. Focus on … Integrating family planning and HIV/AIDS services: a digest of key resources. *INFO Reports* 2006;6:1-20. <IntegrateFP_HIVservices_INFOrpt_2006.pdf>

Farrell BL. *Family Planning – Integrated HIV Services: A Framework for Integrating Family Planning and Antiretroviral Therapy Services.* New York: EngenderHealth/The ACQUIRE Project, 2007. <FP_HIV_IntegrationFramework_EH_2007.pdf>

Foreit K, Hardee K, Agarwal K. When does it make sense to consider integrating STI and HIV services with family planning services? *Int Fam Plann Perspect* 2002;28(2):105-7. <WhenDoesFP_HIVIntegrationMakeSense_PolicyProject_2002.pdf>

Kols, A. Integrating family planning and HIV/AIDS services for young people: tools for programming. *INFO Reports* 2007;10:1-25. <IntegratingFPhivaidsServicesYoungPeople_INFOproject_2007.pdf>

Moloney-Kitts M, Fuchs N, et al. *Family Planning/HIV Integration: Technical Guidance for USAID-Supported Field Programs.* Washington, DC: USAID, 2003. <FP_HIVintegrationTechnicalGuidance_USAID 2003.pdf>

World Health Organization (WHO). *Integrating sexual and reproductive health-care services. Implementing the Global Reproductive Health Strategy. Policy Brief 2.* Geneva: WHO, 2006. <IntegratingSexRHservicesPolicyBrief2_WHO_2006.pdf>

Additional Resources for Program Managers & Policy-makers

These recommended resources are available online from the respective organizations or authors.

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Futures Group International/POLICY Project (TFGI), Centre for Development and Population Activities (CEDPA), Research Triangle Institute (RTI). *Implementing Integrated FP and HIV/AIDS Policies and Programs: Tools and Resources* (CD-ROM). Washington, DC: TFGI, 2006. [Includes tools and resources that can be used for policy development and policy implementation to integrate family planning into HIV policies and programs.]

International Planned Parenthood Federation/South Asia Regional Office (IPPF), United Nations Population Fund (UNFPA). *Integrating HIV Voluntary Counselling and Testing Services into Reproductive Health Settings: Stepwise Guidelines for Programme Planners, Managers and Service Providers*. UK: Vitesse Printing Co. Ltd., 2004.

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Organizations Contributing Materials to the Toolkit

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How to Use This CD

Finding Documents

There are two ways to locate documents on this CD:

1- Use the menu at the top of each page and click on the category box (i.e., Trainers & Presenters, Providers, and Managers & Policy-makers). From the category's main page, click on the desired item.

2- Use the table of contents page (accessible from the home page) and click the desired category or item.

Viewing and Editing Documents*

.PDF files: Click the link to open the document. The pages in a PDF document are graphic representations of the pages in the original document. You can read the document on the screen or print the document – these documents are not meant to be edited. Click the ☒ box in the top right corner of the document frame to close the document or click the ⊟ box to minimize it and return to the toolkit.

.DOC files: Click the link to open the document. If Microsoft Word is installed on the computer, clicking this link allows you to launch the application and view the file. To edit the file, save it to another location on the computer.

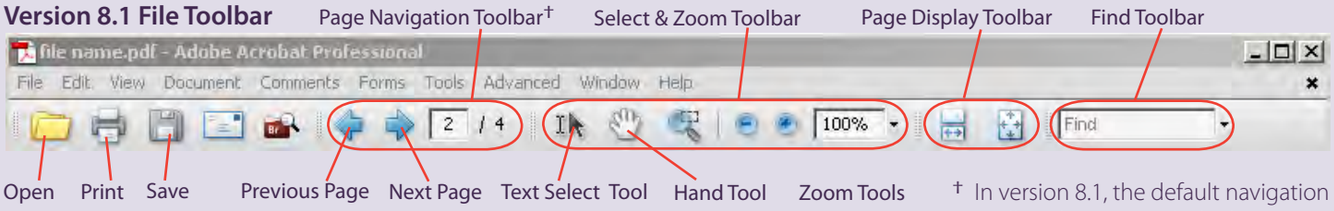
.PPT files: Click the link to open the document. If Microsoft PowerPoint is installed on the computer, clicking this link allows you to launch the application and view the file. To edit the file, save it to another location on the computer.

* If you are unable to open and view the Microsoft Word or PowerPoint files included on this CD, you must enable this feature in Adobe Reader. In the Edit menu, find Preferences in the drop down menu. Within Preferences, find the Trust Manager and check the box to allow documents to open other files and launch other applications.

Moving About on the CD

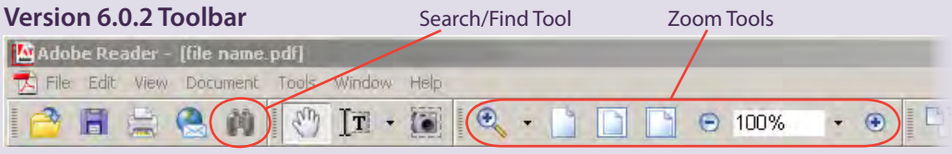
In addition to the menu items at the top of each page, you can use the Adobe Acrobat Reader menu bar and navigation buttons. Described below are the menu and navigation options for versions 8.1 and 6.0.2.

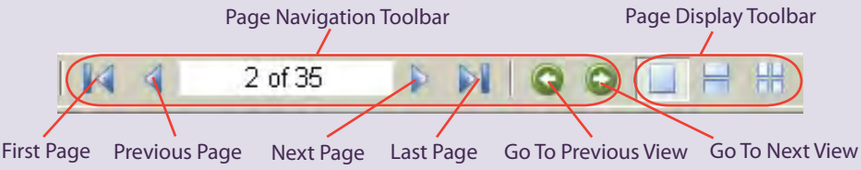
Version 8.1 File Toolbar



† In version 8.1, the default navigation toolbar does not include the First Page, Last Page, Go To Previous View, or Go To Next View buttons. You can make these buttons part of the navigation bar: click the View menu, select Toolbars, select More Tools..., scroll through the list, and activate the preferred button options under the Page Navigation Toolbar.

Version 6.0.2 Toolbar





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- Use the Zoom Tools and Page Display Toolbar to increase or decrease magnification and to make the page size appropriate for your monitor. On most monitors, the Fit Width and Single-page Display options provide for optimal viewing of the toolkit interface.
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- Click the Previous View button to retrace your viewing path through a document or series of documents. The Previous Page button moves backwards through the current document only.
- Use the Search or Find feature in the Edit Menu or on the Toolbar to locate items within the current document.