

TelePrEP Navigation and TelePrEP Peer Navigation Checklist- Suggested Steps for Navigators

Please use electronically or by print to work with your clients

- Ensure you are in a private space when speaking to your client via video platform or over the phone.
- Before the TelePrEP visit, ensure the client has a safe, sound proof, and private space.
- Before the TelePrEP visit, ensure the client's device allows for audio and visual.
- Before the TelePrEP visit, ensure the client has stable internet connection and bandwidth for video platform.
- Schedule the Video Appointment at the health facility for the client.
- Obtain consent from the client for the TelePrEP visit.
- Ensure the client has access to their medical chart and has the ability to click the video platform link.
- Troubleshoot any access to video platform issues that client may have.
- Call insurance with the client for office visit, labs, and medication coverage early on in their PrEP care.
- Ensure the client attended their TelePrEP visit.
- Ensure the client completes their labs (health facility, mail-in self-test or other lab).
- Confirm the client received their prescription from the provider.
- Confirm the client picked up their medication from the pharmacy after their TelePrEP appointment.

TelePrEP Navigation and TelePrEP Peer Navigation Checklist- Steps for Navigators continued...

- Ensure the client scheduled a follow-up visit with the health facility.
- Ensure you know your community partners for wrap around services and know how to refer the client (Wrap around services are considered: mental health, legal services, food and shelter, substance use, and other services).
- Follow-up with the client one week after the TelePrEP visit to ask about:
 - Side-effects
 - Ability to take pills every day (adherence counseling)
 - Storage of pills (stigma)
 - Insurance coverage issues
 - Medication assistance programs
 - Visit with their provider
 - Risk reduction counseling
- Follow-up with the client one month after the TelePrEP visit to ask about:
 - Side-effects
 - Ability to take pills every day (adherence counseling)
 - Storage of pills (stigma)
 - Insurance coverage issues
 - Medication assistance programs
 - Visit with their provider
 - Risk reduction counseling
- Ensure you are keeping a log for each client to know if they are missing their appointments and report it to your PrEP Program supervisor/manager.