

"This product is continuously under revision, to stay current, updated, inclusive and relevant. Please tailor the information to meet the needs of your community. For up to date information on how the Minneapolis School Based Health Program conducts STI Testing Days, please reach out to Barbara Kyle at barbara.kyle@minneapolismn.gov or Alison Moore at alison.moore@minneapolismn.gov."



School Based Clinics: Fast STI Testing Day Toolkit

September 2022

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Best Practices & Checklist

FIRST STEPS

- **Choosing a testing day.** Select a date early in the month for a longer PE (presumptive eligibility) period on the Minnesota Family Planning Program waiver. Try to hold the event on a **Tuesday**, as this gives time later in the week to have results days on Thursday and Friday. Mondays and Fridays are generally poor attendance days, and not recommended for Fast Testing Day events. Try, as much as possible, to have the event on a day when your medical provider is regularly scheduled at that site. Remember to work with your health-ed team member and/or the **STI Day coordinator** to arrange for health-ed support on event day and results days
- **Staffing a test day.** It is recommended that you have at least 2 people (eg. MAs) registering and scheduling patients. It is also recommended that you have at least 2 staff members (eg. Health ed) available to act as greeters, distribute paperwork to patients, answer any questions, explain the procedure, and “check-out” patients with reminder cards and condom goodie bags. You may also need a staff member (eg health ed, NP/PA, or NP/PA student/resident) to float and/or perform lab duties. Pull from other resources as much as possible – could local NP or RN students/residents volunteer their time? What about medical students through Smiley’s? Ideally have 2-3 health educators, 2-3 MAs, and 1-2 NP/PA or 1 NP/PA and someone to help in the lab.

Check in with your school administration. Arrange a meeting between school admin staff (Principal, Assistant Principal, liaisons –whoever you may need approval from) and key testing day clinic staff. Make sure dates, times, and process are approved. Figure out if there are special considerations to take in mind -does the admin want students to come during passing time? Do they need afterschool hours that day? Do students need advanced permission/passes from teachers to come down? Does the date you propose conflict with a school sponsored event?

- **Once approved and dates finalized, send an email to all school staff.** See: Sample Letters to School Staff
- **Specifically email your health teachers and/or other teachers with whom you have collaborated with previously to make announcements in their classrooms.** Send an email to all teachers/staff in your school and ask for 2-5 minutes of class time to announce the event and field any questions. These are best done the day before/week of the event –see if teachers can accommodate this schedule.
- **Find out how your school does announcements, and get in contact with them.** Does your school do overhead announcements? Are they daily, weekly, only on special occasions? Video announcements? Can you advertise on the TVs in the halls the week of the events. (See Sample School Announcements)

WHAT TO PRINT- TWO WEEKS PRIOR

- **Your clinic may be responsible for printing any regular sized, customized materials** –this includes anything with specific dates. “Regular sized” means anything that can be printed on regular printer paper –such as passes back to class.
- **(20) posters or flyers.** Create a poster or flyer for the event. If there is already a flyer made for an event at a different school, you can make a copy of the flyer and customize to your school and event.
- **(100) Clinic Registration forms and any necessary insurance paperwork (MFPP Pre-filled PE sheets)**

WHAT TO ORDER – TWO WEEKS PRIOR

- **Order STI Screening Kit and customized posters from SBC supplies at least two weeks prior to screening day.**
- **Check on your supplies** –do you need extra biohazard bags for the Fairview test tubes?

- **Order the following extra supplies from Fairview:**
 - 100 extra UA cups (2 boxes)
 - 100 DNA probes (2 boxes)
- **Have a clinic meeting to make sure everyone knows his/her role.**
 - Greeter/check-in –will all students complete all paperwork? Will they check in at front desk first? Do you want students to fill out the MFPP form, or just sign and provide enough info to be looked up in Discovery?
 - Data entry/Electronic Health Records registrations
 - Bathroom attendant(s) (usually the same as greeter!)
 - Lab attendant
 - Check-out (usually the same as greeter!)

ONE WEEK PRIOR

- **Do a lunchroom table for 2 days** – one the week before and another a couple days prior to screening day.
 - Post signs/flyers for the event on display board –check health-ed bin for additional resources.
 - Do a fun, engaging game themed on STI testing – could be trivia style, myth or fact, spinning wheel game
 - Display the following materials at the table:
 - SBC Brochure
 - Clinic Registration & Minor Consent Forms
 - Fast STI Day passes **to** clinic/reminder cards taped to candy
 - Blue “STD Facts for Teens” brochure from ETR Associates and QR scan
 - Other brochures (i.e. STDs and anal sex, STDs and oral sex, etc)
- **Submit your announcements to be played overhead, on TVs, or in advisory, as relevant.**
- **Alert lab services** of your event –you will have a lot more to be picked-up than usual!
- **Post flyers/posters throughout the school.**
- **Find extra clipboards!** Borrow from other clinics if needed or order more to stock up on site.

WEEK OF SCREENINGS

- **Line urine cups, place inside paper bags.**
- **Pre-fill passes back to class.** This varies depending on the clinic. Some schools you would be able to make copies of passes. For others, you would have to fill out the passes you have.
- **Assemble goodie bags to give out at check-out.** The goodie bags should contain ~10 condoms, some lube, candy, small SBC swag items, and a reminder card to come back to clinic for results in ~2 days.
- **Assemble registration packets in a stack ready for students.** Packets should include:
 - Anonymous Fast STI Testing Day surveys
 - MFPP cover sheet

- Minor's Consent Registration forms

DAY OF SCREENINGS

Setup

- Setup a check-in station either at the front desk or somewhere else in the clinic with registration packets.
- Designate an area for registration form completion and for turning in forms.
- Designate an area for patients to return specimen cup.
- Designate a check-out area for patients to receive goodie bags and a pass to class and back to the clinic for test results.
- Set out UA cups in bathrooms or where patients turn in their forms.
- Set up a check-out station where patients will pick up condoms, passes back to class and submit exit survey.

Flow

- The flow of every clinic will be different depending on the layout and number of staff/expected number of students getting tested.
- MA's or health ed ensure paperwork is completed properly.
- Bathroom attendants distribute cups and answer patient questions (usually this is the greeter or one of the greeters)
- Lab attendant collects specimen from student (again, usually this is the greeter or one of the greeters)
- Checkout person gives out goodie bags and reminds patients to come back next week for results (usually also the greeter or one of the greeters)
- Data Entry person (MA or health ed) begins registering patients and booking appointments in electronic health records scheduling system.
- MA and NP are available for questions and counseling or entering info into electronic health records and charting.

Data Entry – Electronic Health Records Scheduling

- Use questionnaires/registration forms to register students.
- Create an appointment and check-in students.
- Create label to go on lab specimen.

DAYS AFTER SCREENINGS

Data Entry – Electronic Health Records

- Order Gonorrhea and Chlamydia tests on Office Diagnostics.

- Order Fairview STI tests in Order Module.
- Add appropriate diagnosis codes for condoms – family planning codes Z30 since everyone got condoms.
- Add a My Phrase in electronic health records for STD testing and condom distribution.
- Send specimens off to lab. Specimens are stable for 30 days after they are in DNA probes; 24 hours in cup in refrigerator.

RESULTS DAYS

- Set aside 1-2 days for patients to return to get their STI screening results. It is recommended that results days are staggered on a first-come, first-served basis. (For example: if your testing event is on a **Tuesday**, your results days will be Thursday and Friday. The **first half** of students to come for testing on Tuesday will be told to return for results on **Thursday**. All following students will be told to return for results on **Friday**.)
- Determine who will be providing results (NP, RN, Health Educator) and how those providers will be seeing patients on those days. Do you want students to drop-in? Then providers should leave appropriate time in their schedule to see students on a walk-in basis for results. **Results visits are 5-10 minutes, so determine as a clinic team what you will do if students come back for results in large groups.**
- Check-in appointments as patients return for results –text reminders to students the morning of if they provided contact information on the check-out surveys.
- **Negative Results:**
 - Answer questions and give health education. See: Negative Test Results script for guidance.
 - Offer capillary HIV testing at the results visit.
 - Advise to return as needed for condoms and STI testing, based on recent sexual history/risk factors.
- **Positive Results:** Medical Provider sees all positive cases.
 - Treat patient according to medical guidelines.
 - Setup rescreen 8 weeks to 3 months out. Consider additional STI testing as needed (Syphilis, HIV, etc) based on sexual history and risk.
 - Provide patient information on medications given and STIs.
 - Complete the MN Confidential STD Case Report.
 - Refer to health educator for additional appointment to review and support safer sex practices.
- Offer information on birth control options with all patients .

Kit Contents

Marketing Supplies

- (50) SBC pens
- (50) Safer Sex Brochures

Screening Supplies

- (100) small paper bags
- (100) Registration packets
- (50) SSI Screening Forms
- (100) Goodie bags (includes ~10 condoms, lube packets, candy, small SBC swag items, and the “How to use a Condom” business card from SBC)

Results Supplies

- (4) bottles of Azithromycin 4-tab
- (1) Ceftriaxone vial
- (10) Gonorrhea health education brochures
- (10) Chlamydia health education brochures
- (10) Azithromycin health education brochures
- (10) MN Confidential STD Case Reporting Form

Jeopardy STI Questions & Answers

Category: Types of STIs

100

Question: Two main types of STIs

Answer: viral and bacterial

200

Question: Name a bacterial STI

Answer: gonorrhea, Chlamydia, syphilis, etc.

300

Question: Name a viral STI

Answer: herpes, HPV, HIV, Hepatitis B

400

Question: Main difference between bacterial and viral STIs

Answer: Bacterial = curable, viral = treatable, not curable

500

Question: What kind of STI is syphilis? Bacterial or viral?

Answer: bacterial

Category: Prevention and Testing

100

Question: How can you tell someone has an STI

Answer: You can't

200

Question: One way to prevent STIs

Answer: Using condoms or dental dams

300

Question: One way to test for gonorrhea and chlamydia

Answer: Urine test

400

Question: How to test for HIV

Answer: Blood test/blood draw

500

Question: When should someone get tested for STIs?

Answer: Once a year, or more often if they have multiple partners

This is also available online, if you ever want to put it on a projector and play a full game with students: <https://jeopardylabs.com/play/sti-jeopardy21>

Category: Transmission and Symptoms

100

Question: Most common symptom of an STI

Answer: No symptom!

200

Question: How are STIs transmitted?

Answer: Through oral, vaginal or anal sex and sometimes skin to skin contact

300

Question: How is HIV transmitted?

Answer: Through sexual activity, needle sharing, and through infected breast milk

400

Question: How is herpes transmitted?

Answer: Through skin to skin contact

500

Question: Name a common STI symptom

Answer: What are burning, discharge, blisters, bumps, sores, lesions, flu-like symptoms, and pelvic/abdominal pain

Category: STI Facts

100

Question: The most common STI

Answer: Chlamydia

200

Question: % of sexually active teens that will have an STI before they turn 25: is it 25%, 50% or 75%

Answer: 50%

300

Question: What age group has the highest rate of chlamydia infection in Minnesota?

Answer: Young people ages 14-24

400

Question: Name a vaccine that prevents an STI

Answer: Gardasil, prevents some strains of HPV

500

Question: Name an STI that's becoming resistant to antibiotic treatment

Answer: gonorrhea

or

Question: Name an STI that can't be tested for in men

Answer: HPV

Sample Letters to School Staff

Hello,

I'm writing to let you know about an event at the School Based Clinic on **<dates and times>**. In an effort to decrease stigma around sexually transmitted infections (STIs), we are holding a day of drop-in STI screenings for students. We are hoping to make the screening as easy and fast as possible for students, so the drop-in screenings should only take 5-10 minutes. We're encouraging students to come down to the clinic during passing time, lunch, or during any free hours they might have to reduce out of class time for students.

If you notice that more students than usual are requesting to come down to the clinic on **<date>**, this may be the reason. We wanted to notify you in advance so you have time to decide whether to allow students to leave class for this reason. Please let us know if you have any concerns and feel free to drop by the clinic or call us at **<clinic phone>**.

We have already had similar events at other Minneapolis High Schools which have been very successful. We have increased STI awareness, testing rates, education, and familiarity with the clinics.

Thank you for your continued support of the school based clinic-we love working with this community!

Background info for testing event: (if you feel it is necessary to send to staff)

Chlamydia is at epidemic rates in Minnesota (**insert relevant data here**) it is highly linked to future infertility as well as being an acute illness; and it is most common in teens and young adults. We can test for (and treat) common STIs like chlamydia in the school based clinic and we are holding this event to increase awareness and normalize STI testing. Our hope is that many students, even those currently at no risk for STIs, will come get tested on **<date>** to reduce stigma and learn how the process of an STI test works - so they can serve as good sources of information for their peers, and not be afraid to access services when they do need them.

The testing on **<date>** is designed to be quick so as to minimize out of class time. We will do our best to screen every student in a timely manner and get them back to class with passes.

For more information about Chlamydia or other STI rates/ information you can visit the website of the Centers for Disease Controls at: <http://www.cdc.gov/std/default.htm>

Sample School Announcements

Overhead announcement 1:

1 in 4 sexually active teens have a sexually transmitted infection or STI, and most people don't have any symptoms! Know your status! Get tested for no cost this <insert date> at the School Based Clinic in <insert room#>. Come down during passing time or during your lunch to get tested-it's quick and easy!

Overhead announcement 2:

Next <insert date> the School based Clinic will be offering Fast STI testing all day!
Come down during passing time or lunch to get tested for no cost!
<insert room#>
Know your status!

Overhead announcement 3: Did you know that the most common symptom of a sexually transmitted infection or STI is no symptom at all??

Next <insert date> the School based Clinic will be offering Fast STI testing all day!
Come down during passing time or lunch to get tested for no cost!
<insert room#>.

Overhead announcement 4: 1 in 2 sexually active young people will get a sexually transmitted infection or STI by the age 25! Most won't know it!

Get yourself tested! The School based Clinic will be offering Fast STI testing all day on <insert date>
Come down during passing time or lunch to get tested for no cost!

Overhead announcement 5: Chlamydia is the most common sexually transmitted infection or STI and most people don't have any symptoms!

Know your status and get tested for no cost on <insert date> at the School based Clinic in Room <insert room#>
Come down during passing time or during your lunch to get tested -it's quick and easy!

Overhead announcement 6: The School based Clinic is offering no cost Fast STI testing all day!

Come down during passing time or lunch to get tested!
<insert room#>
Know your Status!

VIDEOS:

Brief videos that can be shared online via social media or during school announcements can be very powerful and effective. If you have a youth leadership council, seek their help, guidance and support in creating content.

TV SLIDES/ANNOUNCEMENTS:

Creating a slide for tv announcements or to be shown during advisory period is also an effective way to reach a large number of students.

Negative Test Results (NTR) script 1: Health Education Visit Script: STI Negative Results Counseling

Explain role & confidentiality.

Why did you want to get tested?

How many partners do you have right now? Do you have sex with men, women, non-binary people? What kinds of sex?

Your results:

- Negative for gonorrhea & chlamydia, the 2 most common STIs for teens in MN
- How do you feel about your results?
- What would it mean for you if you tested positive?
- Doesn't mean that you are STI-free, but it does mean that you do not have these 2 STIs

STIs:

- How are STIs spread?
- How are you planning on staying protected from STIs? What do you want to do better?
 - Not having sex
 - Condoms every time
 - Using dental dams or condoms for oral sex-- note that this test only tests infections in penis or vagina, not anus or mouth/throat
 - Getting tested regularly
 - Only having sex with 1 partner
- How often do you use condoms? What do you like about condoms? Any problems? Recommend lube.
- Do you want to practice putting on a barrier method? Offer practice of condom, female condom, & dental dam.
- How do you want to talk with your partner about STIs and testing?

Recommend:

- Routine screening of chlamydia & gonorrhea once a year if having exclusive sex with 1 person
- HIV testing at least once – can offer capillary HIV testing that day
- Testing if self or partner has symptoms
- Testing if have new partner (or partner has sex with someone else)

If having penis in vagina sex, preventing pregnancy:

- Do you want to get pregnant in the next year?
- What are you or your partner doing to prevent pregnancy?

- Offer Health Ed and/or Medical Provider appointment if interested

Screen for emergency contraception: Have you had unprotected sex in the past 5 days?

- If yes, explain emergency contraception and offer to the patient.

Offer them to take any supplies they want.

If new patient from STI Day: Explain clinic services & consent forms.

Do you want to make any other appointments at the clinic?

Urine Handling Guidelines

This information is from [FAIRVIEW lab website](#)

NEISSERIA GONORRHOEAE PCR

Sunquest Code:	GCPCR		
Epic Code:	LAB3497	Epic Name:	NEISSERIA GONORRHOEAE PCR
Synonyms:	GC by PCR; Neisseria gonorrhoeae		
Methodology:	Transcription mediated amplification technology		
CPT Code:	87591		
Turnaround Time:	Performed Sun-Fri; results reported within 2-3 days.		
Special Instructions:	PCR testing is performed on genitourinary specimens only.		

COLLECTION INSTRUCTIONS

Specimen:	Females: endocervical swab, vaginal swab, or urine; Males: urethral swab or urine
Container:	See Collection Instructions; Microbiology containers.
Collection Instructions:	Use special container available from laboratory; collect with blue endocervical swab (provided with GenProbe transport tube) and place in GenProbe transportation tube. Patient should not have urinated for at least one hour prior to sampling. Collect first 15-20 mL of voided urine in sterile container and transfer 2 mL of urine to a GenProbe urine transport tube. The same specimen can be used for both Chlamydia and Neisseria gonorrhoeae PCR testing.
Causes for Rejection:	Follow manufacturer's collection instructions. Use of the large, white cleaning swab or any swab not provided with the collection kit is unacceptable. Absence of collection swab in transport tube is not acceptable. Urine in the grey top (aliquot) tube is not acceptable. Only urogenital sources will be tested with this methodology.

PROCESSING AND SHIPPING

Specimen Processing:	Store swab and urine in GenProbe transport tube at room temperature. Store urine not in transport tube at refrigerated temperature.
Shipping Instructions:	Ship swab and urine in GenProbe transport tube at room temperature. Specimens in the GenProbe transport tube are stable for 30 days. Urine that is not in a GenProbe transport must be shipped at refrigerated temperature and must arrive within 24 hours of collection.
Test Performed at or Referral Lab	Microbiology (UMMC-East Bank)

INTERPRETIVE

Reference Range:	See interpretive report.
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