



# The Frederick Center HIV Test Kit Distribution Program

## **Purpose**

The purpose of the Frederick Center HIV Test Kit Distribution Program (HIV Test Kit Program) is to make the OraSure OraQuick or other brands of HIV test kits available without cost to people who seek an HIV test at non-Frederick County Health Department locations and / or during hours the Frederick County Health Department is not administering HIV testing. This program is intended to supplement existing Frederick County Health Department and other organization's programs that provide HIV testing, it is not intended to supplant them.

## **Scope**

The program will focus on providing subsidized HIV Test Kits to the Frederick County LGBTQ community and others regardless of county of residence or LGBTQ identity.

As of January, 2013, it became a pilot program. The Frederick Center Board of Directors will review program's financial support and community interest in the program at regular intervals and reserves the right to cease its operation at any time and without notice.

## **Goals**

The HIV Test Kit Program goals are to:

1. Expand awareness and understanding that:
  - a. HIV / AIDS remains a health issue especially among the LGBTQ community;
  - b. Regular testing especially among sexually active LGBTQ community members is important;
  - c. An accurate understanding of test results and what to do if the test is positive is important;
  - d. The Frederick County Health Department offers free HIV testing;
  - e. Planned Parenthood of MD also offers HIV and other STI testing services on a sliding fee scale to both women and men
2. Supplement Frederick County Health Department testing by distributing Orasure OraQuick or other brands of HIV Test Kits without cost to especially, but not only, LGBTQ Community members at community events such as In the Street and Frederick Pride.
3. Provide an important service to the Frederick LGBTQ community, per the mission of The Frederick Center.

## **Management**

1. The Frederick Center will administer this program working with partners who will be listed as such, including the Frederick County Health Department.
2. The Frederick Center will seek Frederick County Health Department guidance on all major matters pertaining to the program's operation and will give great weight to the opinion of the Frederick County Health Department when making decisions pertaining to these matters.

3. Funding partners will also be listed as program partners, and the opinions of these partners will, if appropriate, be solicited when appropriate.
4. The Frederick Center's Executive Director will manage the day-to-day aspects of this program, under the direction of The Frederick Center Board of Directors. In the absence of an Executive Director, the HIV Test Kit Program Coordinator will take on this role.
5. A minimum inventory of 12 on-hand kits has been established.

### **Funding**

1. The Frederick Center will fund the purchase of kits from its operations budget. The Board of Directors may authorize ongoing purchase of kits from The Frederick Center operations budget, but the intended approach is for grants and donations to fund these purchases.
2. Through the Executive Director and, as needed, HIV Test Kit Program Coordinator and Board of Directors members, The Frederick Center will seek funding and grants to obtain additional HIV test kits.
3. If grants, donations, or allied funding is not available, The Frederick Center is not obligated to make HIV test kits available unless the Board of Directors authorizes the use of operations funds for this purpose.

### **Financial Model**

Although this model could change if / as vendors and prices change, at this time:

1. The Frederick Center will purchase OraQuick test kits using a Frederick Center check, paying \$30 per kit for minimum orders of one carton containing six kits. OraSure will not donate test kits to The Frederick Center. Kits have a typical shelf life of three years, though this can be as short as two years depending on storage, from the date of manufacturer.
2. The retail price is \$40, meaning that as a health partner The Frederick Center is getting a 25% discount on the initial pilot kits.
3. The Frederick Center will distribute kits without cost to interested community members.

### **Financial and Inventory Controls**

1. On a regular basis The Frederick Center Treasurer and Executive Director, or HIV Test Kit Program Coordinator in the absence of an Executive Director, will undertake an inventory of test kits, noting the initial count, the month/s during which kits were distributed, and the resulting count. These forms exist.
2. When requested by The Frederick Center Board of Directors, The Frederick Center Treasurer will include a report on HIV Test Kit inventories and prior-month distribution.

### **Distribution Process**

Kits will be distributed using the following processes:

1. The Program Administrators, Executive Director and all Frederick Center volunteers will work closely with the Frederick County Health Department.
2. At Frederick Pride and possibly other outreach events (The Frederick Center Youth Group; World AIDS Day events; In the Street; Frederick Festival of the Arts; specific meetings with LGBTQ groups at Hood College, FCC, and others schools; special events or fund raisers at The Lodge and / or The Club,

etc.) Frederick Center volunteers will staff a booth and distribute HIV test kits, and, as appropriate / possible, distribute literature about The Frederick Center, distribute literature about HIV / AIDS in Frederick County, distribute materials provide by the Frederick County Health Department. Booth volunteers will not conduct the tests nor provide counseling. Though not expected or required to do so, members of the Frederick County Health Department who are trained counselors will be invited and may be able to participate at these events / sit at these booths.

## **Marketing**

1. Marketing associated with this program may include, but is not limited to:
  - a. The Frederick Center Facebook page
  - b. The Frederick Center web page
  - c. The Frederick Center email list
  - d. The Frederick Center news releases
  - e. The Frederick Center speaking at civic and allied groups on this program
  - f. Newspaper advertisements
  - g. Flyers / posters / postcard made available to targeted stakeholder groups
  - h. Pink Drinks events and other social gatherings
  - i. The Frederick Meetup list
  - j. Notices in church bulletins through the Frederick Ecumenical Council
  - k. Through the Frederick County Health Department communications with its clients
2. Marketing will be coordinated / overseen by The Frederick Center Marketing Committee working in coordination with the Outreach Committee, the HIV Test Kit Program Coordinator, and Executive Director.

[www.thefrederickcenter.org](http://www.thefrederickcenter.org)

[tfc@thefrederickcenter.org](mailto:tfc@thefrederickcenter.org)

[facebook.com/TheFrederickCenter](https://facebook.com/TheFrederickCenter) / [facebook.com/TheFrederickCenterYouth](https://facebook.com/TheFrederickCenterYouth)

The Frederick Center, PO Box 3231, Frederick, MD 21705-3231

We are a 501(c)(3) nonprofit corporation dedicated to support, educate, link, organize, and provide outreach to the Lesbian, Gay, Bisexual, Transgender, and Queer community of central Maryland.