

Enrollment Action Plan



ENROLLMENT



PHONE REPLACEMENT



GIFT CARD REDEEM

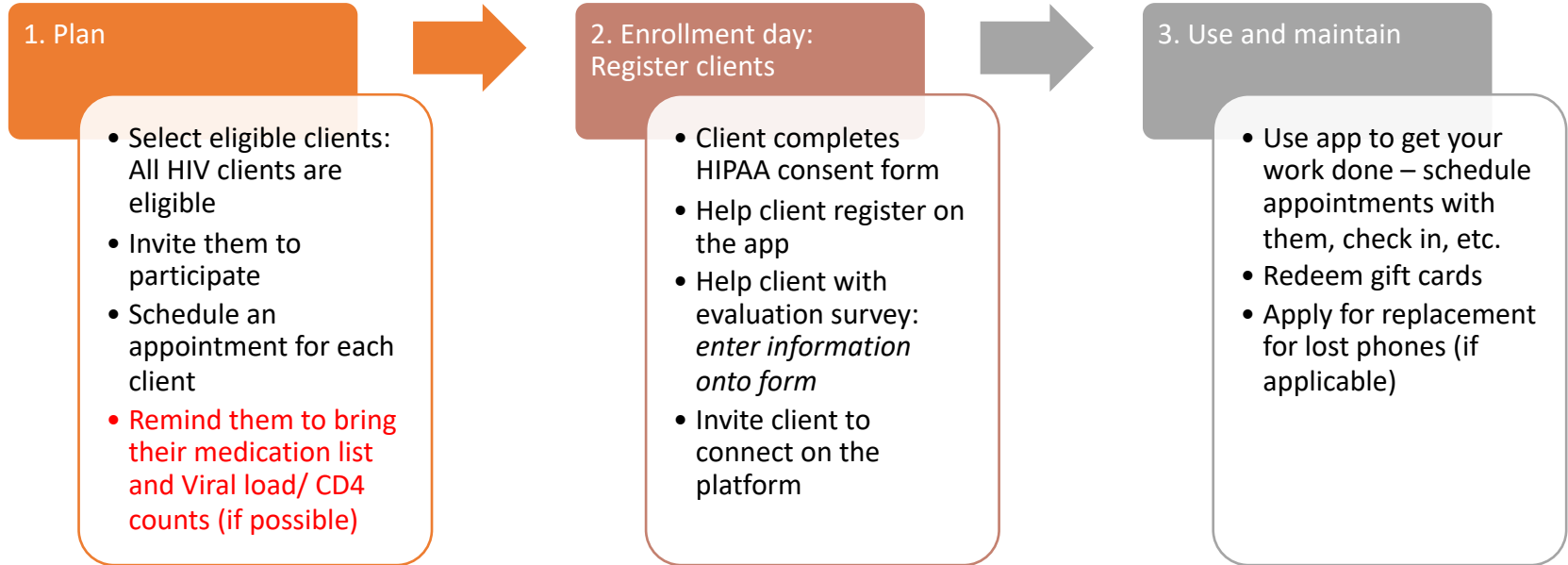


SUPPORT & CONTACT INFO



TAVIE RED & TAVIE PRO

Enrollment Procedure



1. Plan Enrollment

1. Please select eligible client/s
2. Schedule an appointment time for one or a group of client (around 5 people at a time)



It will take around 30 minutes to register 10 people.

Remind clients to bring:

- ☐ Medication list
- ☐ CD4/Viral load counts (if feasible)

2. Enrollment day

Help each client:

1. Complete HIPAA Consent Form
2. Activate the app **and help them add their medications in TAVIE RED Treatment Summary**

Activation Code: **XXXX**

3. Complete baseline evaluation survey: ***Write information on form or tablet***
4. Connect with client through TAVIE PRO

TAVIE RED User CONSENT FORM HIPAA and User Responsibilities

This is a consent form that we are asking you to sign. Please read it or have someone read it for you before you sign below. When you sign this form, it means that you understand and agree with what is written below. The word "User" refers to you, the person that will use the TAVIE Red app and the phone provided.

What follows is our Statement of Data Privacy that complies with HIPAA. You will also find a section entitled User Responsibilities. This form provides information about how we may use and disclose protected health information about you. The Statement contains a User Rights section describing your rights under the law. You have the right to review our Statement before signing this Consent.

The terms of our Statement may change. If we change our Statement, you are entitled obtain a revised copy.

You have the right to request that we restrict how protected health information about you is used or disclosed for treatment, payment, or health care operations. We are not required to agree to this restriction, but if we do, we shall honor that agreement.

By signing this form, you consent to our use and disclosure of protected health information about you for treatment, payment, and health care operations. You have the right to revoke (not sign it or not agree with it) this Consent, in writing, signed by you. However, such a refusal shall not affect any disclosures we have already made in reliance on your prior Consent.

The Rhode Island Executive Office of Health and Human Services (RI-EOHHS) provides this form to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

For Data Privacy the User understands that:

- Protected health information may be disclosed or used for treatment, payment, or health care. We will not share this information with any third party that does not directly relate to the User's treatment, payment or health care.
- The TAVIE-RED App for EOHHS has a Statement of Data Privacy Policy and that the User has the opportunity to review this Statement.
- TAVIE Red and/or the RI EOHHS reserves the right to change the Statement of Data Privacy Policies.
- The User has the right to restrict the uses of their information, but the TAVIE-RED App for RI EOHHS does not have to agree to the restrictions.
- The User may revoke this Consent in writing at any time and all future disclosures will then cease.
- The User acknowledges that he/she has received a copy of our TAVIE-RED App for RI EOHHS Statement of Data Privacy.

Signature:

.....

Date:

/

/

Signature:

.....

Date:

/

/

2. Enrollment day: Help with Baseline Evaluation Survey

TAVIE ID of the client on the Evaluation Form (page 1&2)

Phone Number of the client's device on the Evaluation Form

Retrieval Code

TAVIE RED Evaluation Form

Thank you for your participation.

Client name _____

TAVIE ID:

TAVIE RED phone no:

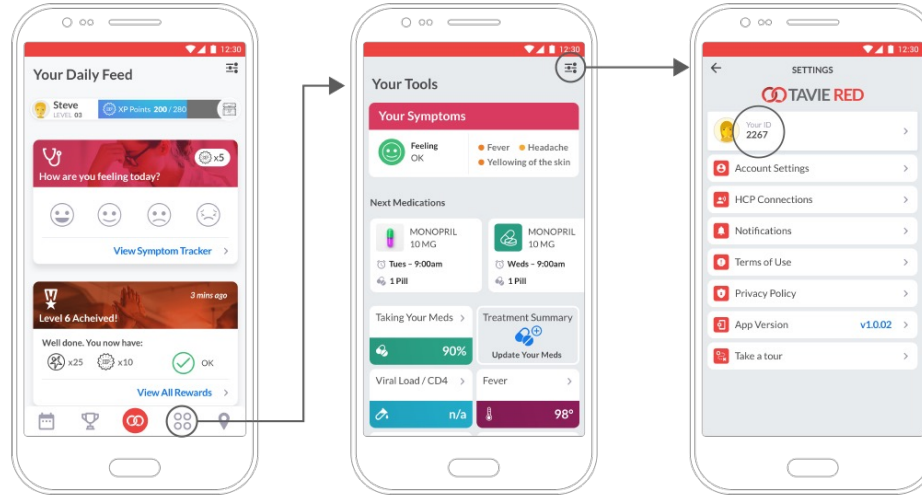
Agency _____

Case Manager _____



STEP 2 - Enrollment Day

Find TAVIE ID for Evaluation Survey



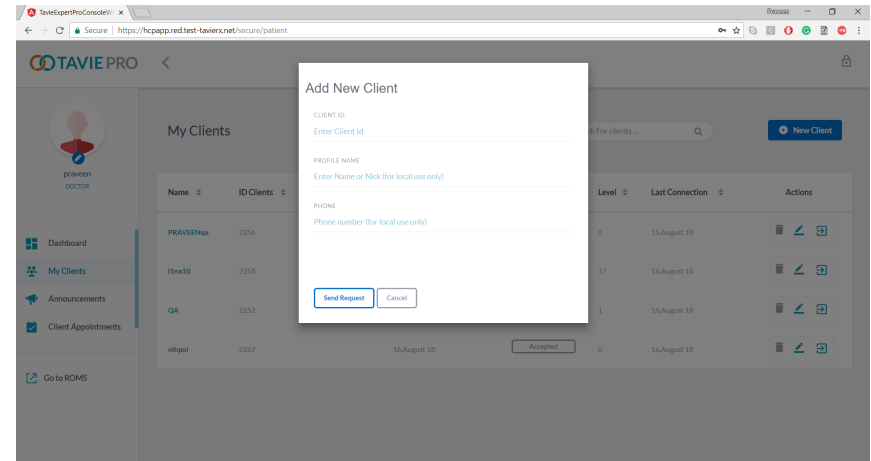
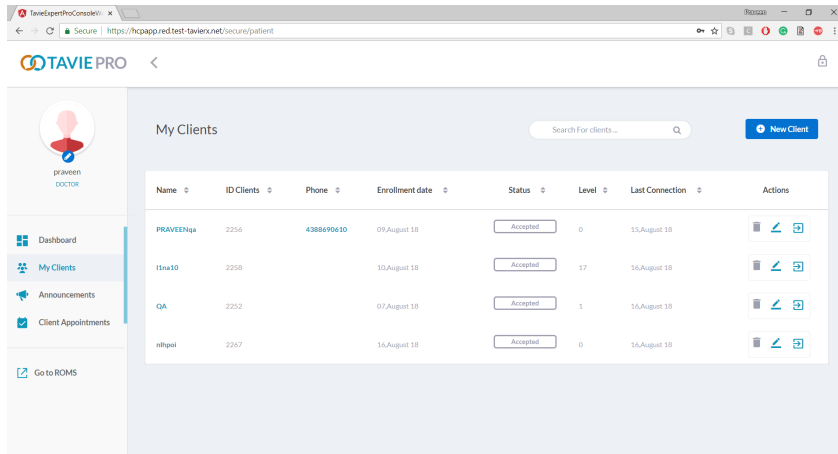
1. Go to tools

2. Click on menu

3. Find ID #

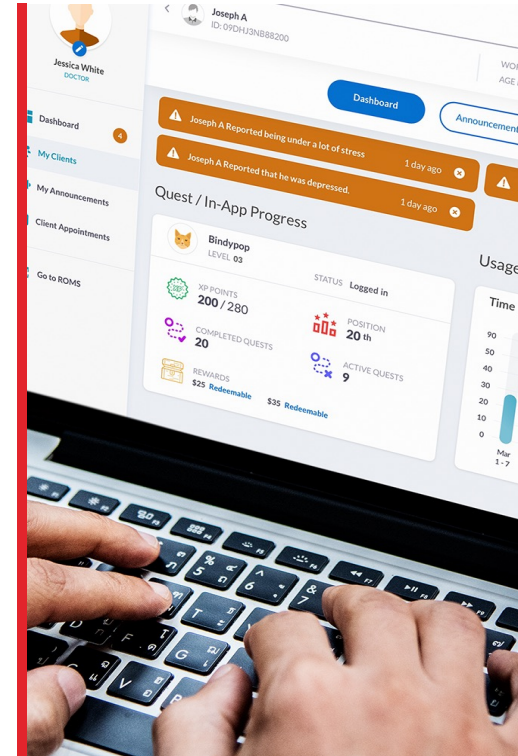
2. Enrollment day: Connect with client through PRO

- Invite client to connect through TAVIE PRO using Client's TAVIE RED ID number
- Ask client to accept invitation



3. Use and Maintain

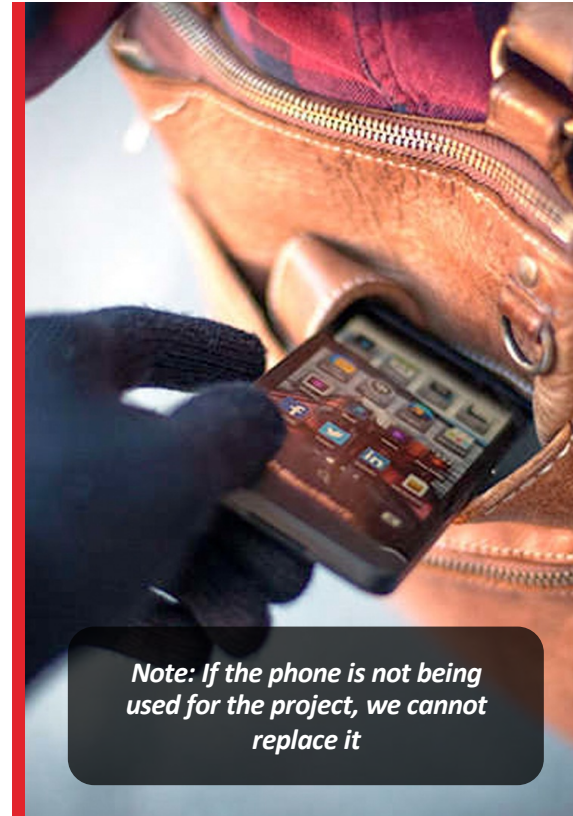
- a) **Use the platform!**
Schedule appointments, send reminders,
invite clients to events, ...
- b) Report lost phones
- c) Redeem gift cards



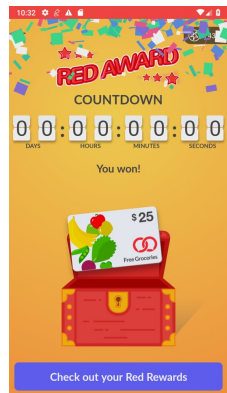
STEP 3 - Report lost

If a client reports a lost or stolen phone...

- ① Contact EOHHS to report it with the name of the client
- ② EOHHS will share information about the phone (TAVIE ID + IMEI + Phone number) with 360Medlink to de-activate the number and check if the phone was used for the program (this will take a few days)
- ③ EOHHS will contact the case manager about whether the phone can be replaced




Note: If the phone is not being used for the project, we cannot replace it



STEP 4 - Give Gift Card

Redeem Gift Card

- ① When a client wins a raffle in the app they win gift cards
- ② Case managers will distribute the gift cards
- ③ You will see which cards they received through the PRO app
- ④ Complete a short form when you redeem the card



[Redeem Form](#)

TAVIE ID Number

Activation Date:

D

D

/

M

M

/

Y

Y

Y

Y

Redeem:

☐ \$ 25
 ☐ \$ 250

Survey completed:

☐ Yes
 ☐ No

User Acknowledgement for Gift Card Redeem:

I, _____ hereby acknowledge receiving a gift card with the amount mentioned above.

Phone User: _____

Signature: _____

Name: _____

Date: _____

Witness: _____

Signature: _____

Name: _____

Date: _____