

How to Become a New York Knows Partner

The New York City Department of Health and Mental Hygiene (NYC DOHMH) is very excited that your agency is interested in joining the nation's largest HIV testing initiative—New York Knows. Please read these brief instructions to understand how your agency can become official New York Knows partners.

READ + REVIEW

1. Read the *Community Partner Invitation* (pg. 2) cover letter authored by *Commissioner, Mary T. Bassett, MD, MPH & Assistant Commissioner, Demetre Daskalakis, MD, MPH*
2. Review the *Information Sheet* (pg. 3-4) to understand the goals, benefits and ways to participate in New York Knows.

SIGN + RETURN

3. Review and complete the fillable PDF forms:
 - New York Knows Pledge (pg. 5)
 - Agency Contact Information form (pg. 6)
4. Save completed form on your computer (FILE → SAVE AS →)
5. Return the form as an attachment to NewYorkKnows@health.nyc.gov
*If you must return forms via fax, please notify the team via email and fax the completed forms to: 347-396-7791

BEGIN ENGAGING IN THE INITIATIVE

The New York Knows team will email you the
Promotional Materials Order Form & Welcome Packet



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Mary T. Bassett, M.D., M.P.H.
Commissioner

Dear Community Partner,

On December 1st, World AIDS Day, the New York City Department of Health and Mental Hygiene is launching *New York Knows*—the nation's largest city-wide HIV testing initiative. *New York Knows* is a public health effort to increase HIV testing among all New Yorkers, identify people with HIV who were previously undiagnosed, and promptly link them to care and support services.

As you may know, HIV testing is the gateway to HIV prevention and treatment and is also a vital step in ending the epidemic. This initiative follows the success of both *The Bronx Knows* and *Brooklyn Knows*—HIV testing initiatives which together have conducted over 1.6 million tests since 2008.

We cordially invite you to be part of *New York Knows*. Your leadership and participation are **key** to the success of this initiative. We ask that you:

- 1) **Become** an official *New York Knows* partner and sign the partnership pledge.
- 2) **Designate** one person from your facility as the main contact on the partnership pledge.

Signing onto this initiative will grant your agency the opportunity to network within the vast community of *New York Knows* partners, receive social marketing materials and technical assistance from the Health Department regarding HIV testing and linkage to care, and updates to New York State's HIV law.

If you have any questions regarding this HIV testing initiative, please contact the *New York Knows* team at NewYorkKnows@health.nyc.gov or call 347-396-7728.

We look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads 'Mary T. Bassett'.

Mary T. Bassett, MD, MPH
Commissioner
NYC Department of Health & Mental Hygiene

A handwritten signature in black ink that reads 'Demetre C. Daskalakis'.

Demetre C. Daskalakis, MD, MPH
Assistant Commissioner
Bureau of HIV/AIDS Prevention and Control

NEW YORK KNOWS

HIV TESTING INITIATIVE

New York Knows is the largest HIV testing initiative in the nation. It aims to help all New York City residents learn their HIV status and take full advantage of the city's care and prevention services.

The New York City Department of Health and Mental Hygiene is partnering with community organizations, clinics, hospitals, colleges/universities, faith-based organizations and businesses to prevent new HIV infections.

HIV testing is the gateway to HIV treatment and prevention and is also a vital step in ending the epidemic.

Initiative Goals:

- Provide a voluntary HIV test for every New York City resident who has never been tested.
- Identify undiagnosed HIV-positive people in New York City and link them to care.
- Connect at-risk people who test negative for HIV to prevention services, including Pre-Exposure Prophylaxis (PrEP).
- Make HIV testing a routine part of health care in New York City.

What New York Knows Partners will receive:

- Networking opportunities with the 200+ New York Knows partners.
- Technical assistance regarding testing, linkage to care and other support services.
- Assistance in planning, coordinating and promoting HIV testing events.
- Free promotional print materials to support community efforts.
- Assistance acquiring state permits required for HIV testing and understanding HIV/AIDS updates including New York State HIV testing laws and CDC testing recommendations.

Contact Information:

For questions or to join the New York Knows initiative:

Call: (347) 396-7728 or Email: NewYorkKnows@health.nyc.gov

NEW YORK KNOWS

HIV TESTING INITIATIVE

HOW TO GET INVOLVED:

Become a part of the New York Knows network of partners to receive updates on events and on the initiative's progress.

If you are an elected official:

- Designate a point person from your office to interact with the initiative.
- Place materials about the initiative in your office.
- Talk about the initiative publically and during press opportunities.
- Include a link to the New York Knows homepage on your website.

If you are a health care facility:

- Designate a point person at your facility to interact with the initiative.
- Develop an institutional policy to increase HIV testing and referral for prevention and care.
- Collaborate with our community partners by referring patients for needed social services.
- Include a link to the New York Knows homepage on your website.

If you are a community-based organization:

- Designate a point person at your institution to be a liaison of the initiative.
- Collaborate with our medical partners by referring patients for needed health services.
- Help us reach vulnerable populations who might not be routinely tested in medical settings.
- Collaborate with other community organizations to coordinate testing services and link people to care.
- Host community testing events.
- Include a link to the New York Knows homepage on your website.

If you are a faith-based organization:

- Designate a main contact to be a liaison for the initiative.
- Host community testing events.
- Talk about the HIV/AIDS to your congregation members.
- Include a link to the New York Knows homepage on your website.

If you are in the business community:

- Designate a main contact at your company to be a liaison for the initiative.
- Talk publicly about the initiative.
- Host community testing events.
- Include a link to the New York Knows homepage on your website.

New York Knows HIV Testing Initiative • Partnership Pledge



_____ commits to support the mission of the New York Knows HIV Testing Initiative. We pledge to participate in the Initiative’s efforts to increase HIV testing so that every New York resident learns his or her HIV status and is connected to quality medical care and prevention services, including pre-and-post exposure prophylaxis.

As a testing partner, we will:

- Designate a point person at our facility to lead the initiative
- Develop an institutional policy to increase testing and linkage to care
- Host community testing events
- Collaborate with community partners by referring patients for needed social services
- Report aggregate level data for five key indicators on a quarterly basis
- Display and promote New York Knows and other HIV educational materials
- Include links to New York Knows on our organization’s home page

Print Name: _____ Phone: _____

Title: _____ Email: _____

Signature: _____ Date: _____

AGENCY CONTACT INFORMATION

Agency Name: _____

Office Phone: _____ **Office Fax:** _____

Site Name: _____

Street: _____

Unit/Floor: _____

Borough: _____ **Zip code:** _____

Our organization has more than one site/office location in New York City – *other sites to be listed below*

Agency Designee(s)

***Name:** _____ **Title:** _____

Phone: _____ **Email:** _____

*Main contact person between the DOHMH and your agency— please list any other key contacts below.

Name	Title	Email	Phone

Agency Data Designee

Name: _____ **Title:** _____

Phone: _____ **Email:** _____

*Person responsible for reporting aggregate HIV data to the New York Knows Team at DOHMH.

Agency Checklist—Check all that apply

- Our organization currently conducts HIV testing.
- Our organization currently provides care to HIV/AIDS patients.

Agency Classification:

- Hospital / Community Health Clinic Community Based Organization (CBO) Faith-Based Institution
- Business Government Agency/ Elected Official Union College/University

HIV Testing: *Please select all that apply

- On-site HIV Testing Off-site HIV Testing Mobile Unit HIV Testing

Mobile Unit VIN #: _____	License Plate: _____
Mobile Unit Coordinator/Designee: _____	
Phone: _____	Email: _____

Testing Technologies:

Please list which HIV testing technologies your agencies utilizes.

ADDITIONAL SITE/SERVICE LOCATIONS

Site Name: _____

Street: _____

Unit/Floor: _____

Borough: _____ **Zip code:** _____

Headquarter Office/Location

Site Name: _____

Street: _____

Unit/Floor: _____

Borough: _____ **Zip code:** _____

Headquarter Office/Location

Site Name: _____

Street: _____

Unit/Floor: _____

Borough: _____ **Zip code:** _____

Headquarter Office/Location