

CTL Contacts Cheat Sheet

Updated 12/22/09

Supplies	
Alice Heimsoth alice.heimsoth@sfdph.org (415) 554-9033	
Testing Technical Assistance	
Sonia Bailey sonia.bailey@sfdph.org (415) 554-8451	Emalie Huriaux emalie.huriaux@sfdph.org (415) 437-4694
Thomas Knoble thomas.knoble@sfdph.org (415) 703-7279	Alla Rivas alla.rivas@sfdph.org (415) 554-8450
Data Reporting, Analysis and Management	
Nayla Raad nayla.raad@sfdph.org (415) 554-9039	
Palmt Technical Assistance	
Noah Carraher noah.carraher@sfdph.org (415) 703-7274	
Linkage to Care and Partner Services	
Nyisha Underwood nyisha.underwood@sfdph.org (415) 703-7280	

Paperwork Due Dates and Requirements

Updated 12/22/09

ALL PAPERWORK IS DUE BY THE 21 ST OF EACH MONTH (for tests performed the month preceding).	
1. MONTHLY TESTING SUMMARY REPORT	
Complete the Monthly Testing Summary Report completely and attach as a coversheet to data.	
2. POSITIVE RECORDS (INCLUDING RNA POSITIVE RECORDS)	
1. SFCIF 2. Lab Result (<i>stapled to the CIF</i>)	Call Nyisha within 7 days of a confirmed positive to complete case report and linkage to care reporting
3. NEGATIVE RECORDS	
1. SFCIF	

*****Please note: If your data is not received by the deadline, distribution of test supplies will be held until data is received.**

If you anticipate missing the deadline, call Nayla immediately.***

Hand deliver (drop-safe okay):

ATTN: Nayla Raad
 San Francisco Department of Public Health
 25 Van Ness Avenue, Ste. 500
 San Francisco, CA 94102

A secure self-serve drop-safe is available for you to drop of any CTL paperwork to the AIDS Office. It is located on the 5th Floor at 25 Van Ness Avenue, in the far-right corner of the reception area when stepping out of the elevator.