



County of Santa Cruz



HEALTH SERVICES AGENCY

PUBLIC HEALTH DIVISION

Communicable Disease Unit

1060 Emeline Ave, Santa Cruz, CA 95060

Phone:(831) 454-4114 Fax:(831) 454-5049

Santa Cruz County HIV / AIDS Reporting Requirements

Under California law ([California Code of Regulations, Title 17, Sections 2641.5–2643.2](#)), medical providers, laboratories, hospitals, and other entities are required to report suspected or confirmed cases of HIV or AIDS to the local health department within **7 calendar days**. Like many other reportable communicable diseases, HIV/AIDS reporting involves a dual process in which both healthcare providers and laboratories must submit separate reports.

Reporting Procedures:

<p>What cases must be reported?</p>	<p>Cases must be reported for all individuals who test positive for HIV, as well as those whose clinical condition or test results meet the diagnostic criteria for AIDS.</p> <p>For the most current HIV/AIDS case definitions and updates, refer to the CDC’s 2014 publication Morbidity and Mortality Weekly Report (MMWR).</p>
<p>Who reports?</p>	<p>Healthcare providers and laboratories are required to report all patients with test results indicative of HIV infection to the local health department within 7 calendar days.</p> <p>In Santa Cruz County, HIV case reports are managed by the HIV Surveillance Coordinator within the Communicable Disease Unit.</p> <p>When a laboratory identifies a test result suggestive of HIV infection, it submits limited patient information to the HIV Surveillance Coordinator and forwards the results to the ordering provider. The provider is then responsible for completing and submitting a Case Report Form to the HIV Surveillance Coordinator.</p>
<p>How to report</p> <p>Do not submit any information via email.</p>	<p>For detailed information on California’s laboratory-specific HIV reporting regulations, click here.</p> <p>Healthcare providers can submit required HIV case reporting information using one of the following methods:</p> <p>Option 1: Report by Fax or Mail</p> <p>A) For patients aged 13 years or older at the time of diagnosis:</p> <ul style="list-style-type: none"> Download and complete the Adult HIV/AIDS Confidential Case Report. Instructions for completing the form. <p>B) For patients under 13 years old at the time of diagnosis:</p> <ul style="list-style-type: none"> Download and complete the Pediatric HIV/AIDS Confidential Case Report. <p>C) Submit case reports via fax: (831) 454-5049</p> <p>D) Or mail case reports using double envelopes to:</p> <p><i>Santa Cruz County Health Services Agency ATTN: HIV Surveillance Coordinator 1060 Emeline Ave, Santa Cruz, CA 95060</i></p> <p>Option 2: Report by Phone</p> <p>Call (831) 454-4838 to complete the report over the phone. Our team will assist physicians or designated staff in collecting the necessary information and completing the form.</p>
<p>Why prompt reporting is critical</p>	<p>To ensure that newly diagnosed individuals are promptly linked to care, that those previously diagnosed receive ongoing support, and to effectively monitor epidemic trends and secure adequate funding for local HIV treatment and prevention efforts.</p>

Connect with CARE	<p>Our HIV Partner Services Program provides tailored interventions to help prevent further transmission. With several disclosure options available, our trained staff support individuals in notifying their partners about potential exposure to HIV and other STDs—while also connecting them to testing, treatment, and ongoing medical care.</p> <p>To refer your patient to our Community Advocacy Resource/Education (CARE) Team or to learn more about available services, please click here.</p>
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For more information on HIV / AIDS reporting, visit the [Office of AIDS – HIV Reporting Laws](#)
Review [CDPH HIV Reporting & CDC Algorithm Update \(2015\)](#)

Additional Information:

Tests indicative of HIV infection include:	AIDS defining conditions:
<ul style="list-style-type: none"> • Confirmed positive HIV antibody test (for more information click here) • Any viral load test • Positive P24 antigen test • Positive viral isolation test • Positive Nucleic Acid Testing (NAT) • CD4+T-cell test (clinical laboratories may withhold report if they can demonstrate that the CD4+T-cell test is unrelated to a diagnosed case of HIV infection) 	<ul style="list-style-type: none"> • CD4+ T-lymphocyte count <200 mL/mm³ • Candidiasis of the bronchi, trachea, or lungs • Candidiasis, esophageal • Cervical cancer, invasive • Coccidioidomycosis, disseminated or extrapulmonary • Cryptococcosis, extra-pulmonary • Cryptosporidiosis, chronic intestinal • Cytomegalovirus disease • Cytomegalovirus retinitis • Encephalopathy, HIV-related • Herpes simplex: chronic ulcers; or bronchitis, pneumonitis or esophagitis • Histoplasmosis, disseminated or extrapulmonary • Isosporiasis, chronic intestinal • Kaposi's Sarcoma • Lymphoma, Burkitt's • Lymphoma, immunoblastic • Lymphoma, primary in the brain • Mycobacterium avium complex or M. kansasii, disseminated or extrapulmonary • Mycobacterium tuberculosis, any site • Pneumocystis carinii pneumonia • Pneumonia, recurrent • Progressive multifocal Leukoencephalopathy • Salmonella septicemia, recurrent • Toxoplasmosis of the brain • Wasting syndrome due to HIV