Texas Infertility Prevention Project (TIPP)

Procedures of Collaboration

To promote the identification, treatment, and prevention of sexually transmitted infections (STIs), the Department of State Health Services (DSHS) collaborates with a variety of state, local and regional partners including, but not limited to: local health departments; community-based clinics; sexual health, family planning, or other essential community providers; and state, local, and private laboratory partners (referred to as *partners* in this document).

DSHS and/or the Texas IPP administrative agency will utilize STI funds from the Centers for Disease Control and Prevention (CDC) and/or general revenue funds to conduct the following activities:

a) Purchase and distribute chlamydia and gonorrhea (CT/GC) amplified technology test kits to project partners as agreed upon by all parties;
b) Provide CT/GC laboratory processing (i.e., lab costs) for specimens from patients who have been tested (based on project screening criteria);*
c) Purchase and distribute medications to treat CT/GC through the DSHS Pharmacy Branch, PIOS;
d) Provide statewide and partner site-specific CT/GC data analysis semi-annually and additional data analysis as requested on a case-by-case basis;
e) Provide training, technical assistance, and programmatic consultation to project partners via telephone, written correspondence, and/or site visit;
f) Provide staff and patient educational materials and online resources as appropriate; and
g) Provide on-site administrative and clinical site audits to TIPP sites, including a clinical record review, to ensure policies, procedures, and practices are in compliance with program guidelines and objectives.

Participating Project Partners will:

a) Conduct CT/GC screening according to project screening guidelines*/best practices, and ensure patients will not be charged for test kits and/or laboratory processing supported by TIPP;
b) Submit CT/GC specimens to an approved laboratory and accurately complete laboratory requisition forms to assure quality data and appropriate payor source**;
c) Submit data + required based on project data criteria and assure transmissions and correspondence meet security and confidentiality standards;
d) Submit confidential reports of diagnosed STI cases to local health authority or DSHS surveillance as required by 25 Texas Administrative Code, Chapter 97 ;
e) Provide patient care and document in accordance with the DSHS HIV/STD Program Operation Procedures and Standards (POPS) Chapter 12 - STI Clinical Standards and the most current CDC STD Treatment Guidelines;
f) Ensure that services provided are patient-centered as defined by the CDC Recommendations for Providing Quality Sexually Transmitted Diseases Clinical Services, 2020;
g) Ensure medications obtained from DSHS through the Pharmacy Branch platform, PIOS, are used in accordance with the criteria set forth by DSHS;
h) Maintain all records on all patients, participate in administrative and clinical site audits conducted by DSHS programmatic staff, Cardea staff and consultants, and/or project representatives, provide timely and thorough response to site audit feedback and reporting as requested;
i) Appoint a quality assurance (QA) committee to meet regularly and follow an approved protocol to conduct internal audits (including health record audits and observations of staff interactions with clients), analyze findings, and develop recommendations. It is recommended that clinics develop internal written procedures for the following self-directed QA activities:

- Collecting and analyzing client feedback (i.e., a yearly client satisfaction survey);
- Receiving, reviewing, and responding to client complaints;
- Assessing the number of clients not seen the day they seek services to routinely analyze appointment and staffing needs,
- Ensuring staff properly label and pack specimens for shipping in accordance with the receiving laboratory specifications;
- Conducting client flow analysis at least every other year to provide a systematic understanding of bottlenecks in clinic flow;

j) Comply with the Texas Administrative Code (TAC) Title 1, Part 15, Chapter 382, Subchapter A., Healthy Texas Women, 382.17 Healthcare Providers (b)-(d);
k) Assure all agency staff utilizing project supplies are oriented to project goals, mission, and screening guidelines;
l) Participate in TIPP-related training and technical assistance (TTA) opportunities as appropriate. This may include (but is not limited to) electing at least one clinical provider to attend the annual TIPP Fall Convening in-person and completing the TIPP annual needs assessment; and
m) Maintain documentation of TIPP eligibility* in client records.

Note: The Procedures of Collaboration may be renegotiated based on factors including but not limited to: special project goals and objectives, partner agency capacity, screening volume, chlamydia and gonorrhea positivity rates, compliance with the most recent CDC STI Treatment Guidelines, adherence to the project screening guidelines, and available project funding.

Support to partners is non-monetary. Support includes CT/GC testing supplies, CT/GC laboratory processing, STI medications, training, technical assistance, and miscellaneous patient and staff education supplies.

**Project CT/GC testing supplies are for a specified target population of uninsured individuals (as defined in TIPP policy 420.002) to assist public health/safety net providers maintain screening according to current screening guidelines and to meet community needs based on morbidity data.*

***Project partners are responsible for assuring allocated test supplies are used for specified project target population and the annual allocated supplies are expended routinely. Unused allocated supplies will be reallocated to other project partners as needed, and this could affect the next project year annual allocation. Project partners must ensure project tests are accurately reflected in laboratory invoices from participating private laboratories. If laboratory requisition forms are not completed accurately and project tests are not accounted for, the project may be unable to pay for missing tests due to the project funding cycle. If the project partner finds tests are not being accounted for on laboratory reports or invoices, notify the Coordinator immediately.*

+ Participating Project Partners must submit required data quarterly either through their CT/GC processing lab or clinic/agency data transfer through electronic health record system or other standardized reporting mechanism. Minimum required data elements: patient unique identifier, date of specimen collection, DOB, sex, race, ethnicity, test type, specimen source, CT test result, and GC test result.

Texas IPP Standards

- Sexually Transmitted Infection Treatment Guidelines, (CDC), 2021.CDC STI Treatment Guidelines,2021

    - Clinical Prevention Guidance
    - STD/HIV Prevention Counseling
    - Prevention Methods
    - Reporting and Confidentiality
    - Chlamydial Infections
    - Gonococcal Infections

- DSHS HIV/STD Program Operation Procedures and Standards (POPS); POPS Chapter 12 - STI Clinical Standards
- CDC Morbidity and Mortality Weekly Report (MMWR), Recommendations and Reports / January 3, 2020 / 68(5);1–20; *Recommendations for Providing Quality Sexually Transmitted Diseases Clinical Services, 2020*

TIPP Partner Organization, Representative Name	Partner Representative Signature	Date Signed

Cardea Representative Name	Cardea Representative Signature	Date Signed
Bri Seoane	Signed by: Bri Seoane 862955F5F03C420...	September 22, 2025

DSHS Representative Name	DSHS Representative Signature	Date Signed

Certificate Of Completion

Envelope Id: A34E22BE-CDB7-4EB8-AD70-96FABD04FDCB
Status: Sent
Subject: Complete with DocuSign: Updated_TIPP_Sites_Procedures_of_Collaboration.pdf
Source Envelope:
Document Pages: 3
Signatures: 0
Envelope Originator:
Certificate Pages: 5
Initials: 0
Cardea eSign
AutoNav: Enabled
1809 7th Ave #410
EnvelopeId Stamping: Enabled
Seattle, WA 98101
Time Zone: (UTC-08:00) Pacific Time (US & Canada)
eSign@cardeaservices.org
IP Address: 74.192.130.85

Record Tracking

Status: Original
9/23/2025 9:49:50 AM
Holder: Cardea eSign
eSign@cardeaservices.org
Location: DocuSign

Signer Events	Signature	Timestamp
KP George County Judge County.Judge@fortbendcountytx.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		Sent: 9/23/2025 11:41:15 AM
Karen Surita Karen.Surita@dshs.texas.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Lilian Mbise lilian.mbise@fortbendcountytx.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/23/2025 11:26:15 AM ID: 88cb5b3d-09f4-4f11-a8fd-b28efc995ad3	COPIED	Sent: 9/23/2025 11:41:16 AM Viewed: 9/23/2025 11:41:39 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/23/2025 10:02:52 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Cardea Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Cardea Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: rmitchell@cardeaservices.org

To advise Cardea Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at rmitchell@cardeaservices.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Cardea Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to rmitchell@cardeaservices.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Cardea Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to rmitchell@cardeaservices.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Cardea Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Cardea Services during the course of your relationship with Cardea Services.