

DATA REPORTING INSTRUCTIONS

Frequently Asked Questions

Last Updated 01-20-2011

Technical questions about data forms or instructions can be referred to Melissa Nelson (mnelson@cicatelli.org or 212-594-7741 x 269).

Q: Why are there seven reporting periods for Cycle 4, while there used to be only five?

A: In order to align the reporting periods with the calendar year for analysis purposes, OPA determined that two additional reporting periods should be added. Specifically, whereas in the past the first and last periods were 9 months, each will now be divided into one 3 month and one 6 month period.

Q: My program did not conduct any HIV testing this period, since we are newly funded and just getting up and running. Should we submit a report anyway?

A: Yes. You are required to complete the Project Profile, Staffing, and Training worksheets. If you have no testing to report for a given period, you may leave the worksheets for HIV testing blank, and make a comment on the Notes worksheet explaining why no testing took place for this period.

Q: What are the new variables, and what was the rationale for adding these to the data forms for this Cycle?

A: Several new variables were added in response to a Congressional Mandate effective January 1, 2011, with the passing of the Ryan White Extension Act of 2009, Section 2688.¹ Specifically, Projects will now need to report on the number of HIV positive clients who were previously unaware of their status (new positives), the proportion of clients that received their test results stratified by test result (i.e. proportion of positives that received results, and proportion of negatives), and the proportion of HIV positive clients that were linked to care within 3 months.

Q: Our agency did not have an opportunity to collect data for the new variables beginning on October 1, since the announcement was made after the reporting period had already begun. We're working on getting systems in place moving forward. What should we do if this data is missing from our report in the meantime?

A: We understand that it takes time to change data collection systems, and that there will be a period of transition. The Congressional Mandate took effect on January 1, 2011. For any variable that you are not able to report beginning in Period 1, please explain this on the Notes worksheet. Describe what steps have been taken to collect the new data, any challenges or concerns you may have in modifying your systems and protocols to collect this information, and when you expect to be able to report the missing variables.

¹ Ryan White HIV/AIDS Treatment Extension Act of 2009. Public Law 111-87.
www.cdc.gov/niosh/docket/archive/pdfs/.../0219-103009-ryanWhite.pdf

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Q: Will Projects now be required to report Client Level Data?

A: No. The submission of Client Level Data is optional but strongly encouraged. We hope this option will streamline data submission and enhance program monitoring and evaluation efforts. For programs that use electronic health records, this option may ultimately save time since no summary calculations would be needed prior to submission.

Q: How often should I submit Client Level Data? Can I submit data monthly?

A: The reporting periods for Client Level Data are the same as for Aggregate data. Please see the reporting schedule below:

Reporting Periods and Data Submission Deadlines			
Cycle 4	For Reporting Period	Dates to be submitted to Regional Office	Length of Period (months)
All Forms to be completed by each Funded Project	Period 1: 10/1/10 - 12/31/10	January 31, 2011	3
	Period 2: 1/1/11 - 6/30/11	July 31, 2011	6
	Period 3: 7/1/11 - 12/31/11	January 31, 2012	6
	Period 4: 1/1/12 - 6/30/12	July 31, 2012	6
	Period 5: 7/1/12 - 12/31/12	January 31, 2013	6
	Period 6: 1/1/13 - 6/30/13	July 31, 2013	6
	Period 7: 7/1/13 – 9/30/13	October 31, 2013	3

Q: Do I need to use an electronic medical record or other database to report Client Level Data?

A: Not necessarily. Client Level Data may be entered into the data reporting form in MS Excel from paper records if needed, as long as all of the information requested is included. For more assistance getting started, or to submit a test file for our review and comment, please contact Melissa Nelson (mnelson@cicatelli.org).

Q: What is my Project ID?

A: Cicatelli Associates Inc. will assign a unique Project ID to every funded agency for analysis purposes. If you have not received your Project ID you may leave this blank in your submission. The Project ID will be a 6-character alphanumeric code and is designed to help track data reports submitted by the same agency over time.

Q: If our Project has multiple clinic sites, do we need to submit a separate set of data for each?

A: No. Only submit one aggregated set of data for all sites funded through a single Project.

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Q: My HIV testing program is fully integrated into our clinic services. How do we determine which HIV tests to report?

A: Fully integrated Projects should report all HIV tests provided at HIV Integration Project sites, regardless of the source of payment for test itself. HIV tests do not have to be paid for by the Project funds to be included in the report. HIV tests paid for by Project funds and by other payers (Medicaid, patient fees, private insurance, etc.) should be reported if they are provided at HIV Integration Project sites.

Q: For the HIV Staffing worksheet, what is meant by “internal referral to dedicated HIV staff?”

A: If HIV prevention services delivered under this Project are provided by a group of dedicated HIV staff (rather than fully integrated staff that provide all FP and HIV services), this would be considered an internal referral. If you are not sure how this relates to your own program, talk to your Grantee or RPC for clarification.

Q: What is meant by “unduplicated” on the Overall HIV Testing and Confidential Testing worksheets?

A: If a client was tested more than once during a Project reporting period, you would only count one of these tests when reporting unduplicated data for that period.

Q: On the Standard HIV Testing worksheet, for “(E) # of Clients Returning for Standard HIV Test Results,” can we include clients notified of negative results by phone or mail?

A: Yes. This is specified in the description section on the worksheet, below the table.

Q: My sites only perform rapid testing. Can I leave the Standard HIV Testing worksheet blank?

A: Yes. You would only complete the Rapid HIV Testing worksheet.

Q: On the Standard HIV Testing worksheet, where should I include unsatisfactory test results?

A: Unsatisfactory/indeterminate test results should be reported under “(D) # of Indeterminate Standard HIV Tests.”

Q: My sites only perform confidential testing. Can I leave the cells for anonymous testing blank on the Standard HIV Testing and Rapid HIV Testing worksheets, as well as all of the Anonymous Testing worksheet?

A: Yes. You would only complete the cells related to confidential testing. You can also leave the worksheet for Anonymous Testing blank.

Q: If a client reports that they had a HIV test when they were born as part of newborn screening, does this mean they should not be counted as a first time tester as an adult?

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A: No. The variable on “First Time Testers” is meant to identify persons having their first HIV test. HIV testing conducted as part of newborn screening programs should not be included when identifying first time testers.

Q: If a client is having their first HIV test with our agency, but has been tested before elsewhere, should we count them as a “First Time Tester”?

A: No. You should count a client as a “First Time Tester” if they are having their first HIV test, not just their first test with your agency.

Q: How should we report on “linked to care” since the follow-up timeframe is 3 months, and our reports are due before then?

A: Projects will be asked to submit a follow-up report for positive clients that were not linked with care at the time the data report was submitted to account for time lags.

Q: On the worksheets for Confidential Testing and Anonymous Testing, we are asked to report gender as MALE or FEMALE. How do we report data for transgender or intersex clients?

A: The gender categories for this Project were derived from those used for FPAR. For the Aggregate Data Report, Projects should report the legal sex of the patient. For Client Level Data Report, additional gender categories can be reported as noted in the Client Level Data codebook.

Q: For the Confidential Testing worksheet, if a client has been tested more than once in the year, which test data do you report? For example, what if the first result is negative and the last is positive?

A: On the Confidential Testing worksheet, Projects should report the most recent test data for clients tested more than once during the reporting period. This is to ensure that all positives are captured.

Q: Do the data on the Confidential Testing worksheet have to be unduplicated? For some Projects, creating an unduplicated table is time-consuming and challenging. In our data system the report cannot be generated as specified with unduplicated client records.

A: Yes, the Confidential Testing worksheet should reflect unduplicated confidential client test results. Projects should pursue opportunities to modify data management systems to accommodate reporting needs, e.g. Ahlers agreed to modify their database so it can generate data reports for unduplicated clients.

Q: There are some variables which are not required on the forms that my agency wants to track, including the number of clients who refuse testing. Can I include this data?

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A: You only need to report on the variables required by OPA as indicated on the data reporting forms. However, your agency should continue to collect any additional data that you feel is important to the success of your program. If you wish, you may note some of these findings on the Notes worksheet.

Q: Can cells with formulas be protected so that the formulas cannot be modified?

A: Yes, formulas in cells are protected. Before submitting data each period, be sure to download the most current version of data forms directly from the Project website www.cicatelli.org/opa to ensure you are using the correct form. See instructions for details.

Q: Can the data checks on the forms be flagged with “error” messages if things aren’t adding up the way they are supposed to?

A: Data checks are provided on the bottom of each worksheet as indicated. The data checks are also described in the Data Reporting Instructions document on our website.