Ryan White HIV/AIDS Program AIDS Education and Training Center Program

Data Collection Codebook for Reporting 2022–23 Data

HIV/AIDS Bureau
Health Resources and Services Administration
U.S. Department of Health and Human Services
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Chapter I: National Database

This chapter provides information on variable names, coding conventions, and standards for creating data sets for each form. Effective as of the second quarter of 2016, each RWHAP AIDS Education and Training Center (AETC) will submit three data files each year — one for the Participant Information Form (PIF), one for the Event Record (ER), and one Participant List (PL).

Data Collection Conventions

AETC Codes

A correct RWHAP AETC code number must be included for every record. These RWHAP AETC codes are assigned by HRSA HAB as listed below:

- 08 = New England AETC
- 12 = Pacific AETC
- 72 = Northeast Caribbean AETC
- 73 = MidAtlantic AETC
- 74 = Southeast AETC
- 75 = Midwest AETC
- 76 = South Central AETC
- 77 = Mountain West AETC

Regional Partner Site (RPS) Codes

Regional partners are assigned an RPS code by HRSA HAB. These are listed below. If a new regional partner is identified after the publication of this manual, the regional AETC must contact its HRSA HAB project officer to obtain a code number for that entity.

Code	Regional AETC	Name of Partner	Location
136	New England AETC	Community Research Initiative of New England	Boston, MA
137	New England AETC	The Miriam Hospital of Rhode Island	Providence, RI
138	New England AETC	Yale University School of Medicine	New Haven, CT
140	New England AETC	Mary Hitchcock Memorial Hospital	Lebanon, NH
141	New England AETC	University of Vermont Medical Center	Burlington, VT
146	New England AETC	Multicultural AIDS Coalition, Inc.	Jamaica Plain, MA
148	New England AETC	Fenway Community Health Center	Boston, MA
150	New England AETC	Family Health Center of Worcester	Worcester, MA
198	New England AETC	Maine Medical Center	Portland, ME
200	New England AETC	University of Massachusetts	Shrewsbury, MA
164	Pacific AETC	PAETC Regional Office	San Francisco, CA
165	Pacific AETC	Arizona AETC	Tucson, AZ
166	Pacific AETC	Hawai'i and US-Affiliated Pacific Islands	Honolulu, HI
167	Pacific AETC	Nevada AETC	Reno, NV

Code	Regional AETC	Name of Partner	Location
168	Pacific AETC	Bay Area, North and Central Coast	San Francisco, CA
169	Pacific AETC	Central Valley and Northern Interior	Sacramento, CA
170	Pacific AETC	San Diego and Imperial	San Diego, CA
171	Pacific AETC	Orange County and Inland Empire	Orange, CA
172	Pacific AETC	Los Angeles Area	Los Angeles, CA
152	Northeast/Caribbean AETC	Montefiore Medical Center	Bronx, NY
153	Northeast/Caribbean AETC	Albany Medical College	Albany, NY
154	Northeast/Caribbean AETC	CAI, Inc.	New York, NY
155	Northeast/Caribbean AETC	Weill Medical College of Cornell University	New York, NY
156	Northeast/Caribbean AETC	Jefferson Health	Vorhees, NJ
157	Northeast/Caribbean AETC	ID Care, Inc	Hillsborough, NJ
158	Northeast/Caribbean AETC	Health Research Inc., NYSDOH AIDS Institute	Syracuse, NY
159	Northeast/Caribbean AETC	The Research Foundation of SUNY Stony Brook	Stonybrook, NY
160	Northeast/Caribbean AETC	SUNY Downstate Medical Center	Brooklyn, NY
161	Northeast/Caribbean AETC	FXB Center at Rutgers University	Newark, NJ
162	Northeast/Caribbean AETC	University of Puerto Rico	San Juan, PR
163	Northeast/Caribbean AETC	Columbia University Behavioral Health Training Center	New York, NY
188	Northeast/Caribbean AETC	Northeast/Caribbean AETC	New York, NY
101	MidAtlantic AETC	University of Pittsburgh	Pittsburgh, PA
102	MidAtlantic AETC	Howard University	Washington, DC
103	MidAtlantic AETC	Christiana Care	Wilmington, DE
104	MidAtlantic AETC	University of Maryland	Baltimore, MD
105	MidAtlantic AETC	Johns Hopkins University	Baltimore, MD
106	MidAtlantic AETC	Inova Health System	Fairfax, VA
107	MidAtlantic AETC	Health Federation of Philadelphia	Philadelphia, PA
108	MidAtlantic AETC	Virginia Commonwealth University	Richmond, VA
109	MidAtlantic AETC	West Virginia University	Morgantown, WV
177	Southeast AETC	Southeast AETC	Nashville, TN
178	Southeast AETC	Tennessee AETC	Nashville, TN
179	Southeast AETC	Alabama AETC	Montgomery, AL
180	Southeast AETC	Alabama Practice Transformation	Birmingham, AL
181	Southeast AETC	Florida North AETC	Gainesville, FL
182	Southeast AETC	Florida South AETC	Miami, FL
183	Southeast AETC	Georgia AETC	Atlanta, GA
184	Southeast AETC	Kentucky AETC	Lexington, KY
185	Southeast AETC	Mississippi AETC	Jackson, MS
186	Southeast AETC	North Carolina AETC	Chapel Hill, NC
187	Southeast AETC	South Carolina AETC	Columbia, SC
205	Southeast AETC	Duke University	Durham, NC
110	Midwest AETC	University of Illinois at Chicago	Chicago, IL

Code	Regional AETC	Name of Partner	Location
111	Midwest AETC	Eskenazi Health	Indianapolis, IN
114	Midwest AETC	Wayne State University School of Medicine	Detroit, MI
115	Midwest AETC	University of Wisconsin-Madison	Madison, WI
116	Midwest AETC	Regional Headquarters	Chicago, IL
117	Midwest AETC	The University of Kansas	Wichita, KS
119	Midwest AETC	University of Cincinnati College of Medicine	Cincinnati, OH
120	Midwest AETC	The Ohio State University	Columbus, OH
197	Midwest AETC	Kansas City Care Clinic	Kansas City, MO
203	Midwest AETC	University of Minnesota	Minneapolis, MN
204	Midwest AETC	KC Care Health Center	Kansas City, MO
174	South Central AETC	Louisiana State University Health Sciences Center	New Orleans, LA
175	South Central AETC	University of New Mexico School of Medicine (site at Central Office)	Albuquerque, NM
176	South Central AETC	University of Oklahoma Health Sciences Center	Oklahoma City, OK
189	South Central AETC	PASO (Panhandle AIDS Support Organization)	Amarillo, TX
190	South Central AETC	University of Texas Medical Branch at Galveston	Galveston, TX
192	South Central AETC	Valley AIDS Council	Harlingen, TX
194	South Central AETC	ARcare	Searcy, AR
206	South Central AETC	Baylor College of Medicine	Huston, TX
207	South Central AETC	Prism Health North Texas	Dallas, TX
208	South Central AETC	Access Health Louisiana	New Orleans, LA
209	South Central AETC	University of Texas Health San Antonio	San Antonio, TX
121	Mountain West AETC	Alaska Native Tribal Health Consortium	Anchorage, AK
122	Mountain West AETC	University of Colorado, College of Medicine	Denver, CO
123	Mountain West AETC	University of Colorado, College of Nursing	Denver, CO
124	Mountain West AETC	Community HealthCare Association of the Dakotas	Sioux Falls, SD
125	Mountain West AETC	Idaho State University	Boise, ID
126	Mountain West AETC	Riverstone Health	Billings, MT
127	Mountain West AETC	Portland VA Research Foundation	Portland, OR
128	Mountain West AETC	University of Utah, Division of Infectious Diseases	Salt Lake City, UT
129	Mountain West AETC	Casper-Natrona County Health Dept.	Casper, WY
130	Mountain West AETC	African Americans Reach and Teach Health Ministry	Seattle, WA
131	Mountain West AETC	Multnomah County Health Dept.	Portland, OR
132	Mountain West AETC	Salish Kootenai College	Pablo, MT
133	Mountain West AETC	Yakima Valley Farmworkers Clinic	Yakima, WA
134	Mountain West AETC	University of Washington	Seattle, WA
135	Mountain West AETC	WA State Dept. of Corrections	Seattle, WA

Chapter II: Coding Conventions and Data Submission

This chapter provides information on variable names, coding conventions, and standards for creating data sets for each form. Each RWHAP AETC will submit three CSV data files each year: one for the PIF, one for the ER, and one for the PL.

General Instructions

Participants should be instructed to read the directions carefully and complete each item on the form that applies to their role.

Several questions on the PIF and ER allow only one response. Please select the most accurate response unless otherwise instructed.

Missing Values

Unless otherwise noted in the codebook, a system missing (.) should be assigned for all numeric variables when an item is left blank. For all string variables, a blank or null character string will indicate missing values (unless otherwise noted in the codebook). Other user-defined missing values (e.g., 9 or 99) will be regarded as out-of-range values for the purposes of national quality assurance. The data will be returned to the RWHAP AETC for correction. The ER does not allow for missing values; the PIF allows for selected skipped questions due to participant experience.

Data File Names

Data from each form type should be submitted as a separate data file using the naming convention **aaaxxyy** where:

- *aaa* or *aa* is the form name (PIF, ER, PL).
- *xx* is the assigned RWHAP AETC code number (see Page 2).
- *yy* indicates the last two digits of the fiscal year. The fiscal year begins July 1 and ends June 30.

For example, a data submission from the Pacific AETC would be: PIF1223, ER1223, PL1223.

Chapter III: Codebook

The following section presents the coding conventions and variable names that should be used in creating the data file submissions.

Participant Information Form (PIF)

Codebook: Participant Information Form (22 Variables)

No.	Field Description	Field Name	Type	Length	Coding
1	Participant unique ID	PIF_ID	character	140	Enter a participant ID
2	Date PIF was complete	PIFDATE	date	8	(MM/DD/YYYY)
3	*Profession/Discipline*				
	Select one profession/discipline	PIF3	numeric	2	1 – Dentist 2 – Other dental professional 3 – Nurse practitioner/nurse professional (prescriber) 4 – Nurse professional (non-prescriber) 5 – Midwife 6 – Pharmacist 7 – Physician 8 – Physician assistant 9 – Dietitian or nutritionist 10 – Mental/behavioral health professional 11 – Substance use disorder professional 12 – Social worker or case manager 13 – Community health worker (includes peer educator or navigator) 14 – Clergy or faith-based professional 15 – Practice administrator or leader (e.g., chief executive officer, nurse administrator) 16 – Other allied health professional (specify, e.g., medical assistant, physical therapist) 17 – Other public health professional 18 – Other non-clinical professional (specify, e.g., front desk staff, grant writer) 19 – Other clinical professional (specify, e.g., podiatry, chiropractor, alternative medicine specialist, wellness specialist)
	Specify for PIF3 option 16, "Other allied health professional"	PIF3_Specify_OtherAllied	character	140	
	Specify for PIF3 option 18, "Other non-clinical professional"	PIF3_Specify_OtherNonClinical	character	140	
	Specify for PIF3 option 19, "Other clinical professional"	PIF3_Specify_OtherClinical	character	140	

No.	Field Description	Field Name	Type	Length	Coding
	Primary functional role				
4	Select your primary functional role	PIF4	numeric	2	1 – Administrator 2 – Agency board member 3 – Care provider/clinician – prescribes HIV treatment 4 – Care provider/clinician – does not prescribe HIV treatment 5 – Case manager 6 – HIV tester 7 – Client educator (includes navigator) 8 – Clinical/medical assistant 9 – Health care organization non-clinical staff (e.g., front desk) 10 – Intern/resident 11 – Researcher/evaluator 12 – Student/graduate student 13 – Teacher/faculty 14 – City, local, state government employee 15 – Federal government employee 16 – Other (specify)
	Specify for PIF4 option 16 "Other"	PIF4_Specify	character	140	
5	Ethnicity – Hispanic or Latinx	PIF5	numeric	1	0 – No 1 – Yes 2 – Choose not to disclose
6	*Racial background*		numeric	1	0 – No 1 – Yes
	American Indian/Alaska Native	PIF6_01			
	Asian	PIF6_02			
	Black or African American	PIF6_03			
	Native Hawaiian or Other Pacific Islander	PIF6_04			
	White	PIF6_05			
	Choose not to disclose	PIF6_06			
	Other, specify	PIF6_07			
	Specify for PIF6 option 7 "Other"	PIF6_07_Specify	character	140	
7	Gender	PIF7	numeric	1	1 – Man 2 – Woman 3 – Transgender man 4 – Transgender woman 5 – Other gender identity 6 – Choose not to disclose

No.	Field Description	Field Name	Type	Length	Coding
8	Principal employment setting	PIF8	numeric	2	1 – Academic health center 2 – Correctional facility 3 – Emergency department 4 – Federally qualified health center 5 – Family planning clinic 6 – HIV or infectious diseases clinic 7 – HMO/managed care organization 8 – Hospital-based clinic 9 – Indian health services/tribal clinic 10 – Long-term nursing facility 11 – Maternal/child health clinic 12 – Mental health clinic 13 – STD clinic 14 – Substance use treatment center 15 – Student health clinic 16 – Other community-based organization 17 – Pharmacy 18 – Military or veterans health facility 19 – Other federal health facility 20 – Private practice 21 – State or local health department 22 – Dental health facility 23 – Other primary care setting 24 – Principal employment setting does not involve direct provision of care or services to clients 25 – I am not working
9	Work ZIP Code #1 Work ZIP Code #2 Work ZIP Code #3	PIF9_01 PIF9_02 PIF9_03	numeric	5	Five-digit ZIP code, 00000-99999
10	Provision of counseling and/or testing services to clients	PIF10	numeric	1	0 – No 1 – Yes
11	Prescribe HIV pre-exposure prophylaxis (PrEP) to clients	PIF11	numeric	1	0 – No 1 – Yes
12	Prescribe antiretroviral therapy (ART) to clients	PIF12	numeric	1	0 – No 1 – Yes
13	RWHAP funded	PIF13	numeric	1	0 – No 1 – Yes 9 – Not Sure

No.	Field Description	Field Name	Type	Length	Coding
14	HIV care and treatment provided by principal employment setting	PIF14	numeric	1	0 – No 1 – Yes
15	Direct interaction with clients	PIF15	numeric	1	0 – No (Stop here. You are done with this form.) 1 – Yes
16	Provide services directly to clients with HIV	PIF16	numeric	1	0 – No (Stop here. You are done with this form.) 1 – Yes
17	Number of years with direct client interaction	PIF17	numeric	2	Number between 00-99
18	Number of clients with HIV provided direct services to in the past year	PIF18	numeric	4	Number between 0000-9999
19	Description of services provided to clients with HIV	PIF19	numeric	1	1 – Behavioral or support services, but not antiretroviral therapy (e.g., case management, counseling, cognitive behavioral therapy, transportation, legal) 2 – Clinical services to people with HIV, but not antiretroviral therapy (e.g., nutrition, physical therapy, psychiatry, general primary care) 3 – Basic HIV care and treatment (novice) 4 – Intermediate HIV care and treatment 5 – Advanced HIV care and treatment 6 – Expert HIV care and treatment, including training others and/or clinical consultation
20	Percentage of overall client population with HIV who are racial/ethnic minorities	PIF20	numeric	1	0 – None 1 – 1–24% 2 – 25–49% 3 – 50–74% 4 – ≥75%
21	Percentage of overall client population with HIV who are co-infected with hepatitis B or hepatitis C	PIF21	numeric	1	0 – None 1 – 1–24% 2 – 25–49% 3 – 50–74% 4 – ≥75%
22	Percentage of overall client population with HIV who are receiving antiretroviral therapy	PIF22	numeric	1	0 – None 1 – 1–24% 2 – 25–49% 3 – 50–74% 4 – ≥75%

List of Participant IDs (PL)

Codebook: Participant List (five variables)

No.	Field Description	Field Name	Type	Length	Coding
1	AETC Number	PL1	numeric	2	AETC number from the list provided
2	Regional Partner Number	PL2	numeric	3	RPS number from the list provided
3	*Event Date*		date	8	(MM/DD/YYYY)
	Start Date	PL3_01			
	End Date	PL3_02			
4	Program ID Number	PL4	Numeric	8	Eight-digit number between 00000000-99999999
5	Participant Unique ID	PL5	Character	140	Enter a participant ID

Event Record (ER)

Codebook: Event Record (26 variables)

No.	Field Description	Field Name	Type	Length	Coding
1	AETC Number	ER1	numeric	2	AETC number from the list provided
2	Regional Partner Number	ER2	numeric	3	RPS number from the list provided
3	*Event Date*		date	8	(MM/DD/YYYY)
	Start Date	ER3_01			
	End Date	ER3_02			
4	MAI Funds	ER4	numeric	1	0 – No 1 – Yes
5	*Additional Funding Sources*		numeric	1	0 – No 1 – Yes
	None, MAI only (Skip to question 9)	ER5_01			
	AETC base grant funding	ER5_02			
	EHE (Skip to question 9)	ER5_03			
	BPHC collaboration funding (Skip to question 9)	ER5_04			
	Other	ER5_05			
	Specify for ER5 "Other" (Skip to question 9)	ER5_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
	AETC Base Grant Funding Source		numeric	1	0 – No 1 – Yes
6	Core Training and Technical Assistance (Skip to question 9)	ER6_01			
	Practice Transformation	ER6_02			
	Interprofessional Education (Skip to question 8)	ER6_03			
7	Clinic ID Number (Report up to 30 IDs)	ER7_01 - ER7_30	numeric	3	Three-digit number between 000-999
8	Health Professional Program ID Number (Report up to 5 IDs)	ER8_01 - ER8_05	numeric	3	Three-digit number between 000-999
9	Multi-Session Event	ER9	numeric	1	0 – No (Skip to Question 11) 1 – Yes
10	Sessions Planned	ER10	numeric	3	Three-digit number between 000-999
11	Session Number	ER11	numeric	3	Three-digit number between 000-999
12	State Event Occurred	ER12	character	2	Any two letters Example: WA
13	Event ZIP Code	ER13	numeric	5	Five-digit number between 00000-99999
	Training Topics		numeric	1	0 – No 1 – Yes
15	HIV prevention	ER15_01			
	HIV testing and diagnosis	ER15_02			
	Linkage/referral to HIV care	ER15_03			
	Engagement and retention in HIV care	ER15_04			
	Antiretroviral treatment and adherence	ER15_05			
	Management of co-morbid conditions	ER15_06			
	Rapid ART	ER15_07			
	Other	ER15_08			
	Specify for ER15_08 response option	ER15_08_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
16	*HIV Prevention Topics*		numeric	1	0 – No 1 – Yes
	Behavioral prevention	ER16_01			
	Harm reduction/safe injection	ER16_02			
	HIV transmission risk assessment	ER16_03			
	Postexposure prophylaxis (PEP, occupational and non-occupational)	ER16_04			
	Preexposure prophylaxis (PrEP)	ER16_05			
	Prevention of perinatal transmission	ER16_06			
	Treatment as prevention (e.g., U=U)	ER16_07			
	Other biomedical prevention	ER16_08			
	Sexual health history taking	ER16_09			
17	*HIV Background and Management Topics*		numeric	1	0 – No 1 – Yes
	Acute HIV	ER17_01			
	Adult and adolescent antiretroviral treatment	ER17_02			
	Aging and HIV	ER17_03			
	Antiretroviral treatment adherence, including viral suppression	ER17_04			
	Basic science	ER17_05			
	Clinical manifestations of HIV disease	ER17_06			
	HIV diagnosis (i.e., HIV testing)	ER17_07			
	HIV epidemiology	ER17_08			
	HIV monitoring and lab tests (i.e., CD4 and viral load)	ER17_09			
	HIV resistance testing and interpretation	ER17_10			
	Linkage to care	ER17_11			
	Pediatric HIV management	ER17_12			
	Retention and/or re-engagement in care	ER17_13			
	Other (specify)	ER17_14			
	Specify for ER17_14 response option	ER17_14_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
18	*Primary Care and Co-morbidities Topics*		numeric	1	0 – No 1 – Yes
	Cervical cancer screening, including HPV	ER18_01			
	Hepatitis B	ER18_02			
	Hepatitis C	ER18_03			
	Immunization	ER18_04			
	Influenza	ER18_05			
	Malignancies	ER18_06			
	Medication-assisted therapy for substance use disorders (i.e., buprenorphine, methadone, and/or naltrexone)	ER18_07			
	Mental health disorders	ER18_08			
	Non-infection co-morbidities of HIV or viral hepatitis (e.g., cardiovascular, neurologic, renal disease)	ER18_09			
	Nutrition	ER18_10			
	Opportunistic infections	ER18_11			
	Oral health	ER18_12			
	Osteoporosis	ER18_13			
	Pain management	ER18_14			
	Palliative care	ER18_15			
	Primary care screenings	ER18_16			
	Reproductive health, including preconception planning	ER18_17			
	Sexually transmitted infections	ER18_18			
	Substance use disorders, not including opioid use	ER18_19			
	Opioid use disorder	ER18_20			
	Tobacco cessation	ER18_21			
	Tuberculosis	ER18_22			
	Health or wellness maintenance	ER18_23			
	Coronavirus disease 2019 (COVID-19)	ER18_24			
	Other (specify)	ER18_25			
	Specify for ER18_25 response option	ER18_25_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
19	*Issues Related to Care of People with HIV Topics*		numeric	1	0 – No 1 – Yes
	Health literacy	ER19_01			
	Low English proficiency	ER19_02			
	Stigma or discrimination	ER19_03			
	Stress management/resiliency	ER19_04			
	Other (specify)	ER19_05			
	Specify for ER19_05 response option	ER19_05_Specify	character	140	
20	*Health Care Organization or Systems Issues Topics*		numeric	1	0 – No 1 – Yes
	Cultural competence/cultural humility	ER20_01			
	Case management	ER20_02			
	Community linkage	ER20_03			
	Confidentiality/HIPAA	ER20_04			
	Care coordination	ER20_05			
	Funding or resource allocation	ER20_06			
	Health care coverage (e.g., Affordable Care Act, health insurance exchanges, managed care)	ER20_07			
	Legal issues	ER20_08			
	Organizational infrastructure	ER20_09			
	Organizational needs assessment	ER20_10			
	Patient-centered medical home	ER20_11			
	Practice transformation	ER20_12			
	Quality improvement	ER20_13			
	Team-based care (e.g., interprofessional training)	ER20_14			
	Telehealth	ER20_15			
	Use of technology (e.g., electronic health records)	ER20_16			
	Motivational interviewing	ER20_17			
	Gender-affirming care	ER20_18			
	Trauma-informed care	ER20_19			
	Other (specify)	ER20_20			
	Specify for ER20_20 response option	ER20_20_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
21	*Target Populations*		numeric	1	0 – No 1 – Yes
	Children (ages 0 to 12)	ER21_01			
	Adolescents (ages 13 to 17)	ER21_02			
	Young adults (ages 18 to 24)	ER21_03			
	Older adults (ages 50 and over)	ER21_04			
	American Indian or Alaska Native	ER21_05			
	Asian	ER21_06			
	Black or African American	ER21_07			
	Hispanic or Latinx	ER21_08			
	Native Hawaiian or Pacific Islander	ER21_09			
	Other race/ethnicity (specify)	ER21_10			
	Specify for ER21_10 response option	ER21_10_Specify	character	140	
	Women	ER21_11			
	Gay, lesbian, bisexual	ER21_12			
	Transgender/non-binary/other gender	ER21_13			
	People experiencing homelessness	ER21_14			
	People with incarceration experience	ER21_15			
	Immigrants or refugees	ER21_16			
	U.S.-Mexico border population	ER21_17			
	Rural communities	ER21_18			
	People who inject drugs (PWID)	ER21_19			
	Veterans	ER21_20			
	Other special populations (specify)	ER21_21			
	Specify for ER21_21 response option	ER21_21_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
	Other AETC Collaborators		numeric	1	0 – No 1 – Yes
22	MidAtlantic AETC	ER22_01			
	Midwest AETC	ER22_02			
	Mountain West AETC	ER22_03			
	New England AETC	ER22_04			
	Northeast/Caribbean AETC	ER22_05			
	Pacific AETC	ER22_06			
	South Central AETC	ER22_07			
	Southeast AETC	ER22_08			
	AETC National Coordinating Resource Center	ER22_09			
	AETC National Clinician Consultation Center	ER22_10			
	National HIV Curriculum (NHC) Programs	ER22_11			
	Building the HIV Workforce and Strengthening Engagement in Communities of Color (B-SEC) Project	ER22_12			
	Other federally funded training centers collaborators		numeric	1	0 – No 1 – Yes
23	Addiction Technology Transfer Center (ATTC)	ER23_01			
	Area Health Education Center (AHEC)	ER23_02			
	Capacity Building Assistance (CBA) Provider	ER23_03			
	Family Planning National Training Center	ER23_04			
	Mental Health Technology Transfer Centers (MHTTC)	ER23_05			
	Public Health Training Center (PHTC)	ER23_06			
	National Network of Prevention Training Centers of CDC (NNPTC)	ER23_07			
	TB Regional Training and Medical Consultation Center	ER23_08			
	Viral Hepatitis Education and Training Project	ER23_09			

No.	Field Description	Field Name	Type	Length	Coding
24	*Other Collaborating Organizations*		numeric	1	0 – No 1 – Yes
	AIDS services organization	ER24_01			
	Other community-based organization	ER24_02			
	Community health center, including federally qualified health center funded by HRSA	ER24_03			
	Correctional institution	ER24_04			
	Faith-based organization	ER24_05			
	Health professions school	ER24_06			
	Historically Black college or university	ER24_07			
	Hispanic-serving Institution	ER24_08			
	Hospital or hospital-based clinic	ER24_09			
	RWHAP-funded organization, including subrecipients	ER24_10			
	Tribal college or university	ER24_11			
	Tribal health organization	ER24_12			
	Local/state health department	ER24_13			
	Federal partners (OASH, SAMHSA, etc.)	ER24_14			
	Research networks (CFAR, ACTG, etc.)	ER24_15			
	Academic institution	ER24_16			
	Other (specify)	ER24_17			
	Specify for ER24_17 response option	ER24_17_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
25	*Training Modality*		numeric	6	Number between 0000.00 and 9999.75 Note that only valid decimal values are.00,.25,.50, and.75
	Didactic presentations, in-person	ER25_01			
	Didactic presentations, distance-based (live)	ER25_02			
	Didactic presentations, distance-based (archived)	ER25_03			
	Interactive presentations, in-person	ER25_04			
	Interactive presentations, distance-based (live)	ER25_05			
	Interactive presentations, distance-based (archived)	ER25_06			
	Communities of practice, in-person	ER25_07			
	Communities of practice, distance-based (live)	ER25_08			
	Clinical preceptorships, in-person	ER25_09			
	Clinical preceptorships, distance-based (live)	ER25_10			
	Clinical consultation, in-person	ER25_11			
	Clinical consultation, distance-based (live)	ER25_12			
	Technical assistance, in-person	ER25_13			
	Technical assistance, distance-based (live)	ER25_14			
	Coaching for practice transformation, in-person	ER25_15			
	Coaching for practice transformation, in-person start date	ER25_15_Coaching_Start_Date	date	8	(MM/DD/YYYY)
	Coaching for practice transformation, in-person end date	ER25_15_Coaching_End_Date	date	8	(MM/DD/YYYY)
	Coaching for practice transformation, in-person # of sessions	ER25_15_Num_of_Coaching_Sessions	numeric	3	Three-digit number between 000-999
	Coaching for practice transformation, distance-based (live)	ER25_16			
	Coaching for practice transformation, distance-based (live) start date	ER25_16_Coaching_Start_Date	date	8	(MM/DD/YYYY)
	Coaching for practice transformation, distance-based (live) end date	ER25_16_Coaching_End_Date	date	8	(MM/DD/YYYY)
	Coaching for practice transformation, distance-based (live) # of sessions	ER25_16_Num_of_Coaching_Sessions	numeric	3	Three-digit number between 000-999
26	Continuing education credits	ER26	numeric	1	0 – No 1 – Yes
27	Program ID number	ER27	numeric	8	Eight-digit number between 00000000-99999999

Chapter IV: Quality Assurance Procedures and Checklist

After submission, the data files will be reviewed for compliance with the instructions provided above. If any of the items below are incorrect, then the files will be returned for correction by the HRSA Electronic Handbooks. Corrections must be made and files re-uploaded. Submission cannot occur until all uploaded files are error-free.

Please ensure:

- All files are free from viruses.

- All data sets are present.

- Data sets are named per the conventions provided.

- All variables are named per the codebook presented above.

- All variables are present.

- All variables have values with acceptable ranges, as defined in the codebook.

- All files pass the data quality checks and are free of errors.