AETC Training Webinar

The Ryan White HIV/AIDS Program's (RWHAP) Part F AIDS Education and Training Center

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RWHAP DATA SUPPORT

DISQ
Data Integration, Systems & Quality
TECHNICAL ASSISTANCE

HRSA
Ryan White HIV/AIDS Program

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Welcome to today's Webinar. Thank you so much for joining us today! My name is Hilary, and I'm a member of the Ryan White Data Support team, one of several groups engaged by HAB to provide training and technical assistance to recipients for the Ryan White HIV/AIDS Program Part F AIDS Education and Training Center or AETC Report.

I'm joined today by some other members of the AETC team, and I'll let them introduce themselves. We'll start with Ruchi. And now Latoya.

Disclaimer

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The DISQ Team is comprised of CAI, Abt Associates, and Mission Analytics and is supported by HRSA of HHS as part of a cooperative agreement totaling $4,000,000.00.	DSAS (Ryan White Data Support) is comprised of WRMA, CSR and Mission Analytics and is supported by HRSA of HHS as part of a contract totaling over $7.2 Million.

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Thank you both. Before we get started, just a reminder today's webinar is supported by the organizations shown on the slide, and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by the Health Resources and Services Administration, the U.S. Department of Health and Human Services, or the U.S. Government.

Agenda

|	Review Reporting & Validation Changes
	How to Complete the AETC Report
	Tips & Takeaways
	TA Contact Info
	Q&A

For today's meeting Agenda:
1. We'll start **** by going over the Reporting Changes in the Participant Information Form (PIF) and Event Record (ER) – including one change in the Participant List (PL). We'll also discuss the corresponding validation changes.
2. Then **** we'll go over step-by-step directions for how to complete the AETC Report
3. Followed **** by some Tips & Takeaways to help with this year's submission
4. Finally, **** we'll go over the TA resources available to assist you during the submission period
5. And wrap up **** today's meeting with a Q&A session.

Reporting & Validation Changes

As mentioned, we'll start with the reporting & validation changes.

Participant Information Form (PIF)
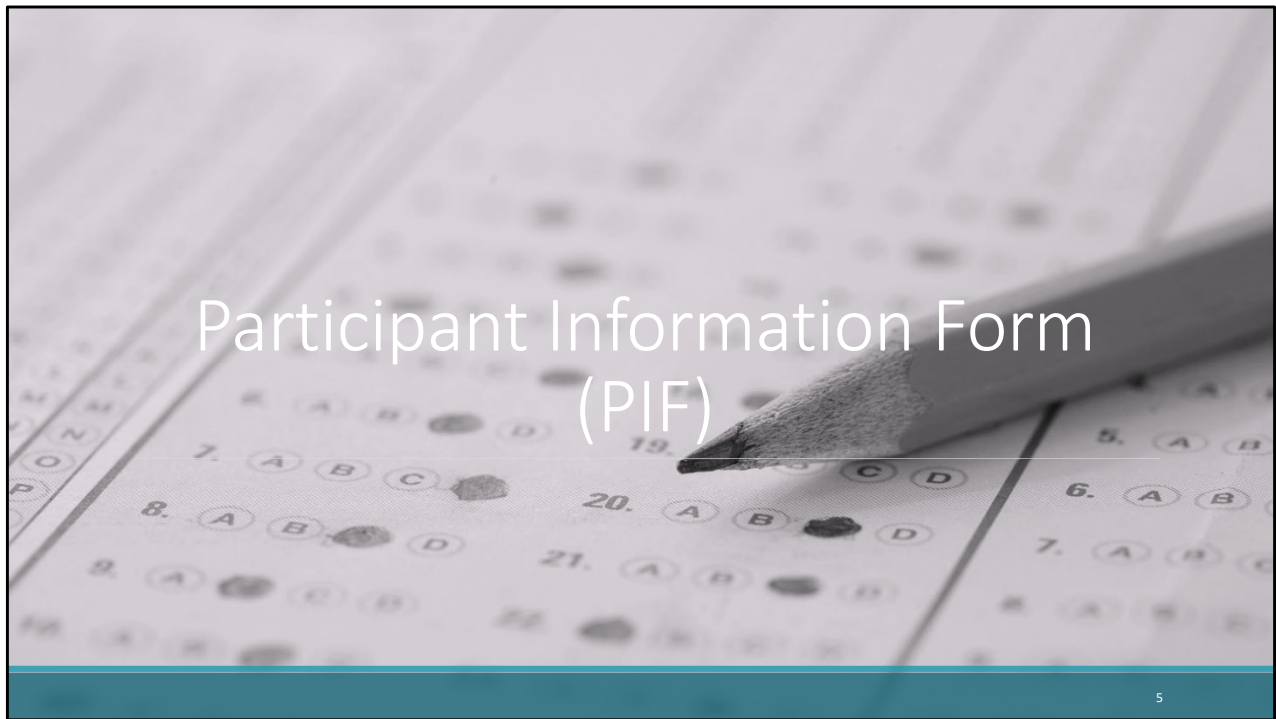
We'll begin with changes to the Participant Information Form, commonly called the PIF.

Coding
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"
Specify for PIF3 option 18, "Other non-clinical professional"
Specify for PIF3 option 19, "Other clinical professional"

PIF 3:
Profession/Discipline

For PIF3 Profession/Discipline - "Other clinical professional" is a new response option and a new corresponding "specify" field has been added.

Note: Specify responses cannot be left blank if the corresponding response is indicated. It will generate an error validation.

PIF 4: Primary Function Role

Field Description	Field Name	Coding
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)	PIF4	
Specify for PIF4 option 16 "Other"	PIF4_Specify	Character

For PIF4 Primary Function Role - "City, local, state government employee" and "Federal government employee" are new response options. "Other/specify" was bumped to code 16.

PIF 5: Ethnicity   PIF 6: Race

Coding
0 – No
1 – Yes
2 – Choose not to disclose

Field Description	Field Name	Coding
American Indian/Alaska Native	PIF6_01	0 – No 1 – Yes
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

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PIF 5 – Ethnicity now has a "choose not to disclose" response option, and PIF 6 - Race also has a "Choose not to disclose" option as well as an "Other" and corresponding "specify" option. Additionally, participants may now also select all races that apply in PIF 6 whereas previously respondents were limited to only select one race option.

New PIF6 Validations

Row	Field	Condition	Message	Level
15.	PIF6_01-PIF6_07	The user reports a value that is not a number, OR, The user reports a number that is not "0" or "1".	The answer must be 0 or 1.	Error
16.	PIF6_07_Specify	The user reports a missing value after selecting the related option in PIF6.	The answer is required based on your input for PIF6.	Error
17.	PIF6_07_Specify	The user enters a response that is longer than 140 characters.	The answer cannot be longer than 140 characters.	Error

This leads us to our first validation change. Due to the "select all that apply" change for PIF 6 – race reporting, there were some resultant updates to the programmed validations. The language for row 15 should look familiar to existing validations – namely, a 0 or 1 should be indicated for each possible response option. Row 16 & 17 relates to the new "specify" field – specifically if a 1 is indicated in the PIF6_07 specify – a character response must be indicated and cannot exceed 140 characters.

PIF 7: Gender	**Coding**
	1 – Man
	2 – Woman
	3 – Transgender man
	4 – Transgender woman
	5 – Other gender identity
	6 – Choose not to disclose

Moving on, the language and coding has changed for each of these PIF7 Gender response options.

Previously:
1 – Female
2 – Male
3 – Transgender, male-to-female
4 – Transgender, female-to-male
9 – Other gender identity

Keep in mind, the gender ordering did change, but after getting your input – it was decided to leave in the order shown.

New PIF7 Validation

Row	Field	Condition	Message	Level
18.	PIF7	The user reports a value that is not a number, OR, The user reports a number that is not "1", "2", "3", "4,", 5" or "6".	The answer must be one of the following values 1, 2, 3, 4, 5, or 6.	Error

Consequently, the Validation rules have been updated to look for the expanded response options for PIF7 Gender.

PIF 8: Principal Employment Setting

Coding

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

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For PIF8 Principal Employment Setting - "Dental health facility" is a new response option which means the subsequent response options have a new reporting code.

Event Record (ER)

We'll now move on to changes to the Event Record, commonly called the ER.

ER 3: Event Date

ER 3	Field Name	Coding
Start Date	ER3_01	MM/DD/YYYY
End Date	ER3_02	MM/DD/YYYY

PL 3: Event Date

PL 3	Field Name	Coding
Start Date	PL3_01	MM/DD/YYYY
End Date	PL3_02	MM/DD/YYYY

You must now indicate an event "end date" in ER3. The event "end date" should be greater than or equal to the "start date". This is also a change to PL3 event date the Participant List template, and it is the only PL change.

As a reminder, this change was captured in the most recent publication of the AETC Manual, Codebook, and CSV templates that are available for download on the AETC Target HIV page.

New ER3 & PL3 Validations

Row	Field	Condition	Message	Level
38.	ER3_01, ER3_02	The Event Dates (ER3_01, ER3_02) (PL3_01, PL3_02) are not reported in the correct date format.	The answer must be a valid date in format mm/dd/yyyy.	Error
105.	PL3_01, PL3_02			
39.	ER3_01, ER3_02	The Event Dates (ER3_01, ER3_02) (PL3_01, PL3_02) does not fall within the reporting period (i.e., Event Date occurs before the reporting period begins OR Event Date occurs after the reporting period ends).	The dates are not in the valid range for the Data Collection Period.	Error
104.	PL3_01, PL3_02			
40.	ER3_01, ER3_02	The Event Dates (ER3_01, ER3_02) (PL3_01, PL3_02) are missing.	Event Dates are required and must be a valid date (mm/dd/yyyy).	Error
106.	PL3_01, PL3_02			
41.	ER3_01, ER3_02	The user reports an event start date that occurs after or before the event end date.	The event end date should be greater than or equal to the start date.	Error
107.	PL3_01, PL3_02			

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The changes to Event Dates for ER3 and PL3 resulted in some updates to the corresponding possible validations. I've grouped them for the purposes of this presentation, but please note they are distinct in the validation report as noted by the assigned row codes. The changes to these validations include the dates reported must be in the proper format specified in the Codebook, they must fall within the reporting period, and they must be a valid date. The only truly new validation is the event "end date" should be greater than or equal to the event "start date".

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ER 5: Additional Funding Sources

Field Description	Field Name	Coding
None, MAI only (Skip to question 9)	ER5_01	0 – No 1 – Yes
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

ER 5 Additional Funding Sources has been broken into individual field names and the coding has changed to a yes/no.

"CDC" and "CARES Act" are no longer available as funding sources. "None, MAI only" and "BPHC collaboration funding" are new response options.

New ER5 Validations

Row	Field	Condition	Message	Level
44.	ER5_01	If the user selects "1" no other value should be selected due to existing skip pattern.	If ER5_01 is "1", then no other funding source should be selected.	Error
45.	ER5_01-ER_05	The user reports a value that is not a number, OR the user reports a number that is not "0" or "1".	The answer must be 0 or 1.	Error
46.	ER5_05_Specify	The user reports a missing value after selecting the related option in ER5_05.	The answer is required based on your input for ER5_05.	Error
47.	ER5_05_Specify	The user enters a response that is longer than 140 characters.	The answer should not be longer than 140 characters.	Error

This change also means some changes to the corresponding validations. If "None, MAI only" is selected – an error will be returned if any other funding is reported. The other updates to Rows 45, 46, and 47 are a result of the additional reporting option of "BPHC" which resulted in recoding of the response options.

ER 6: AETC Base Grant Funding Source
ER 7: Clinic ID
ER 8 : Health Professional Program ID

ER 6: AETC Base Grant Funding Source	Field Name	Coding
Core Training and Technical Assistance (Skip to question 9)	ER6_01	0 – No 1 – Yes
Practice Transformation	ER6_02	
Interprofessional Education (Skip to question 8)	ER6_03	
None, MAI only (Skip to question 9)	ER6_04	

ER 7: Clinic ID	Field Name	Coding
Clinic ID Number (Report up to 30 IDs)	ER7_01 - ER7_30	Three-digit number between 000-999

ER 8: Health Professional Program ID	Field Name	Coding
Health Professional Program ID Number (Report up to 5 IDs)	ER8_01 - ER8_05	Three-digit number between 000-999

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ER6: "None, MAI only" is no longer a response option for AETC Base Grant Funding Source.

For those that indicated "Practice Transformation" in ER6 – You can now report up to 30 clinic IDs in ER7.

For those that indicated "Interprofessional Education" in ER 6 – You can now report up to 5 health professional program IDs in ER8. Again, previously, only one ID could be reported.

ER 15: Training Topics

Field Description	Field Name	Coding
HIV prevention	ER15_01	0 – No 1 – Yes
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

For ER15 Training Topics, "Rapid ART" is a new response option.

"Other" and "specify" were renumbered accordingly.

ER 16: HIV Prevention Topics

Field Description	Field Name	Coding
Behavioral prevention	ER16_01	0 – No
Harm reduction/safe injection	ER16_02	1 – Yes
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	

For ER16 HIV Prevention Topics, "Sexual health history taking" is a new response option.

ER 18: Primary Care and Co-Morbidities Topics (Cont.)

Field Description	Field Name	Coding
Osteoporosis	ER18_13	0 – No
Pain management	ER18_14	1 – Yes
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

The next change was to ER18 - Primary Care and Co-Morbidities Topics. This question has several response options, so I couldn't display them all on one slide. However, the changes to this item are at the end of the question. Specifically, the additional options are "Health or wellness maintenance" and "COVID-19", which means "other" and "specify" have been renumbered.

ER 19: Issues Related to Care of People with HIV Topics

Field Description	Field Name	Coding
Health literacy	ER19_01	0 – No
Low English proficiency	ER19_02	1 – Yes
Stigma or discrimination	ER19_03	
Stress management/resiliency	ER19_04	
Other	ER19_05	
Specify for ER19_05 response option	ER19_05_Specify	Character

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For ER19 Issues Related to Care of People with HIV Topics, "Cultural competence" and "motivational interviewing" are no longer response options. "Stress management/resiliency" and "other" with a "specify" field are new options. Consequently, the coding changed for all responses.

New ER19 Validations

Row	Field	Condition	Message	Level
72.	ER19_05_Specify	The user reports a missing value after selecting the related option in ER19_05.	The answer is required based on your input for ER19_05.	Error
73.	ER19_05_Specify	The user enters a response that is longer than 140 characters.	The answer should not be longer than 140 characters.	Error

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Now that Issues Related to Care of People with HIV Topics has a "Specify" option, there are corresponding validations to ensure a specified response is provided and that that it is under 140 characters.

ER 20: Health Care Organization or Systems Issues Topics

Field Description	Field Name	Coding
Cultural competence/cultural humility	ER20_01	0 – No
Case management	ER20_02	1 – Yes
Community linkage	ER20_03	
Confidentiality/HIPAA	ER20_04	
Coordination of care	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	

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For ER20 Health Care Organization or Systems Issues Topics, "Billing for services and payment models" is no longer a response option. It's been replaced with "cultural competence/cultural humility".

ER 20: Health Care Organization or Systems Issues Topics (Cont.)

Field Description	Field Name	Coding
Patient-centered medical home	ER20_11	0 – No
Practice transformation	ER20_12	1 – Yes
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

Additional changes for ER20 Health Care Organization or Systems Issues Topics include the addition of "Motivational interviewing", "gender-affirming care", and "trauma-informed care" as response options. Consequently, "other" and "specify" have been reassigned field names.

New ER20 Validations

Row	Field	Condition	Message	Level
74.	ER20_20_Specify	The user reports a missing value after selecting the related option in ER20_20.	The answer is required based on your input for ER20_20.	Error
75.	ER20_20_Specify	The user enters a response that is longer than 140 characters.	The answer should not be longer than 140 characters.	Error

Again, now that Health Care Organization or Systems Issues Topics has a "Specify" option, there are corresponding validations to ensure a specified response is provided and that it is under 140 characters.

ER 21: Target Populations (cont.)

Field Description	Field Name	Coding
Women	ER21_11	0 – No
Gay, lesbian, bisexual	ER21_12	1 – Yes
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

ER21 – Target Populations is another item I couldn't display all of the available response options on one slide. But again, the changes are near the end of the question. The changes were the splitting up "Gay, lesbian, bisexual" and "transgender/non-binary/other gender" into 2 different response options and adding the additional response options of "People who inject drugs" and "Veterans". Due to these changes, the remaining fields were reassigned field names.

ER 22: Other AETC Collaborators

Field Description	Field Name	Coding
MidAtlantic AETC	ER22_01	0 – No
Midwest AETC	ER22_02	1 – Yes
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 Clinicien 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	

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For ER22 Other AETC Collaborators, "National HIV Curriculum (NHC) Programs" & "Building the HIV Workforce and Strengthening Engagement in Communities of Color (B-SEC) Project" are new response options. The other existing options were reassigned field names.

Formerly:
AETC National Coordinating Resource Center ER22_01
AETC National Clinician Consultation Center ER22_02
MidAtlantic AETC   ER22_03
Midwest AETC   ER22_04
Mountain West AETC   ER22_05
New England AETC   ER22_06
Northeast/Caribbean AETC   ER22_07
Pacific AETC   ER22_08
South Central AETC   ER22_09
Southeast AETC   ER22_10

ER 23: Other Federally Funded Training Centers Collaborators

Field Description	Field Name	Coding
Addiction Technology Transfer Center (ATTC)	ER23_01	0 – No
Area Health Education Center (AHEC)	ER23_02	1 – Yes
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	

For ER23 Other Federally Funded Training Centers Collaborators, "STD Clinical Prevention Training Center (PTC)" was replaced with "National Network of Prevention Training Centers of CDC (NNPTC)", but the field name remains the same.

ER 24: Other Collaborating Organizations

Field Description	Field Name	Coding
AIDS services organization	ER24_01	0 – No
Other community-based organization	ER24_02	1 – Yes
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

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For ER24 Other Collaborating Organizations, "Local/state health department"; "Federal partners (OASH, SAMHSA, etc.)"; "Research networks (CFAR, ACTG, etc.)", and "Academic institution" are new response options. "Other" and "specify" were reassigned field names.

ER 25: Training Modality

Field Descriptions	Field Name	Coding
Didactic presentations, in-person	ER25_01	Number between 0000.00 and 9999.75 Note that only valid decimal values are .00,.25,.50, and.75
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	

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For ER25 Training Modality, "Interactive presentations, distance-based (archived)"; "Technical assistance, in-person"; and "Technical assistance, distance-based (live)" are new response options and subsequent fields were assigned new field names.

ER 25: Training Modality (Cont.)

Field Descriptions	Field Name	Coding
Coaching for practice transformation, in-person start date	ER25_15_Coaching_Start_Date	(MM/DD/YYYY)
Coaching for practice transformation, in-person end date	ER25_15_Coaching_End_Date	(MM/DD/YYYY)
Coaching for practice transformation, in-person # of sessions	ER25_15_Num_of_Coaching_Sessions	Three-digit number between 000-999
Coaching for practice transformation, distance-based (live)	ER25_16	Number between 0000.00 and 9999.75 Note that only valid decimal values are .00,.25,.50, and.75
Coaching for practice transformation, distance-based (live) start date	ER25_16_Coaching_Start_Date	(MM/DD/YYYY)
Coaching for practice transformation, distance-based (live) end date	ER25_16_Coaching_End_Date	(MM/DD/YYYY)
Coaching for practice transformation, distance-based (live) # of sessions	ER25_16_Num_of_Coaching_Sessions	Three-digit number between 000-999

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Continuing with the ER25 Training Modality table - All the "Coaching for practice transformation" fields are new. This was previously "Coaching for organizational capacity building".

ER 25: Training Modality

Old

Training and TA Modality	In-person	Distance-based (live)	Distance-based (archived)
Didactic presentations			
Interactive presentations			Not applicable
Communities of practice			Not applicable
Clinical preceptorships			Not applicable
Clinical consultation			Not applicable
~~Coaching for organizational capacity building~~			
	Start date:__/__/____ MM/DD/YYYY End date:__/__/____ MM/DD/YYYY	Start date:__/__/____ MM/DD/YYYY End date:__/__/____ MM/DD/YYYY	Not applicable
Number of Sessions During this Period:			

New

Training and TA Modality	In-Person	Distance-Based (Live)	Distance-Based (Archived)
Didactic Presentations			
Interactive Presentations			
Communities of Practice			Not applicable
Clinical Preceptorships			Not applicable
Clinical Consultation			Not applicable
Technical Assistance			Not applicable
Coaching for Practice Transformation			
	Start Date:__/__/____ MM/DD/YYYY End Date:__/__/____ MM/DD/YYYY	Start Date:__/__/____ MM/DD/YYYY End Date:__/__/____ MM/DD/YYYY	Not applicable
Number of Sessions During This Period:			

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I'm a visual person – so I think it's easier to understand these changes when looking at the tables from the forms. A value may now be entered in "Distance-based (Archived)" for "Interactive Presentations." "Technical Assistance" and "Coaching for Practice Transformation" are new modality categories.

New ER25 Validation

Row	Field	Condition	Message	Level
85.	ER25_01-ER25_16	The sum of ER25_01-ER25_16 is 0.	No hours have been reported for ER25_01-ER25_16	Warning

Due to the Training and TA Modality updates – the validations were updated to reflect the newly assigned field names. The truly new validation is row 85 that verifies a value greater than 0 was reported in at least one of the modalities.

How to
Complete the
AETC Report

That concludes the changes for the 2022-23 reporting. Now let's discuss how to report the data in the system.

Navigate to the Electronic Handbooks (EHBs)

Electronic Handbooks

Applicant/Grantee
Use this link if you are applying for, or have been awarded a HRSA grant and you need to access the HRSA Electronic Handbooks (EHBs). Using this link, you can also access the FTCA or FQHC system.

Grantor
Use this link if you are a HRSA employee and you need to access your HRSA Electronic Handbooks (EHBs).

FI Review
Use this link if you want to register to become a CHGME Auditor or if you already are one and need to access your work.

Consultant/Expert
Use this link if you are a Consultant/Expert providing technical assistance to HRSA or HRSA supported organizations and you need to access the Technical Assistance Tracking System (TATS).

Vendor
Use this link if you are a vendor providing technical assistance consulting services to HRSA and you need to access the Technical Assistance Tracking System (TATS).

Technical Analyst
Use this link if you are a Technical Analyst (TA) providing services to HRSA and you need to access the Maternal Infant Early Childhood Home Visiting (MIECHV) Annual and/or Quarterly Reports.

Service Provider
Use this link if you are a HAB provider and you need to access the HRSA Electronic Handbooks (EHBs).

Program System Administrator
Use this link if you are a HAB Program System Administrator and you need to access the HRSA Electronic Handbooks (EHBs).

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Login to the EHBs

Work on Other Submissions

The EHBs home page will appear in the main window. Hover your mouse **** over the "Grants" tab to expand the Grants menu. Select **** the "Work on Other Submissions" link under the Submissions heading.

Locate the AETC Submission

Locate the submission named "AETC Data Submission 2023" on the submissions list. Select **** the "Edit" link on the right side of the page on the same row. When accessing this report for the first time, this link will say, "Start".

Additionally, you may need to filter **** your results if you're having trouble locating your report on the page. As shown here, I've entered "AETC" into this field to show only AETC data submissions.
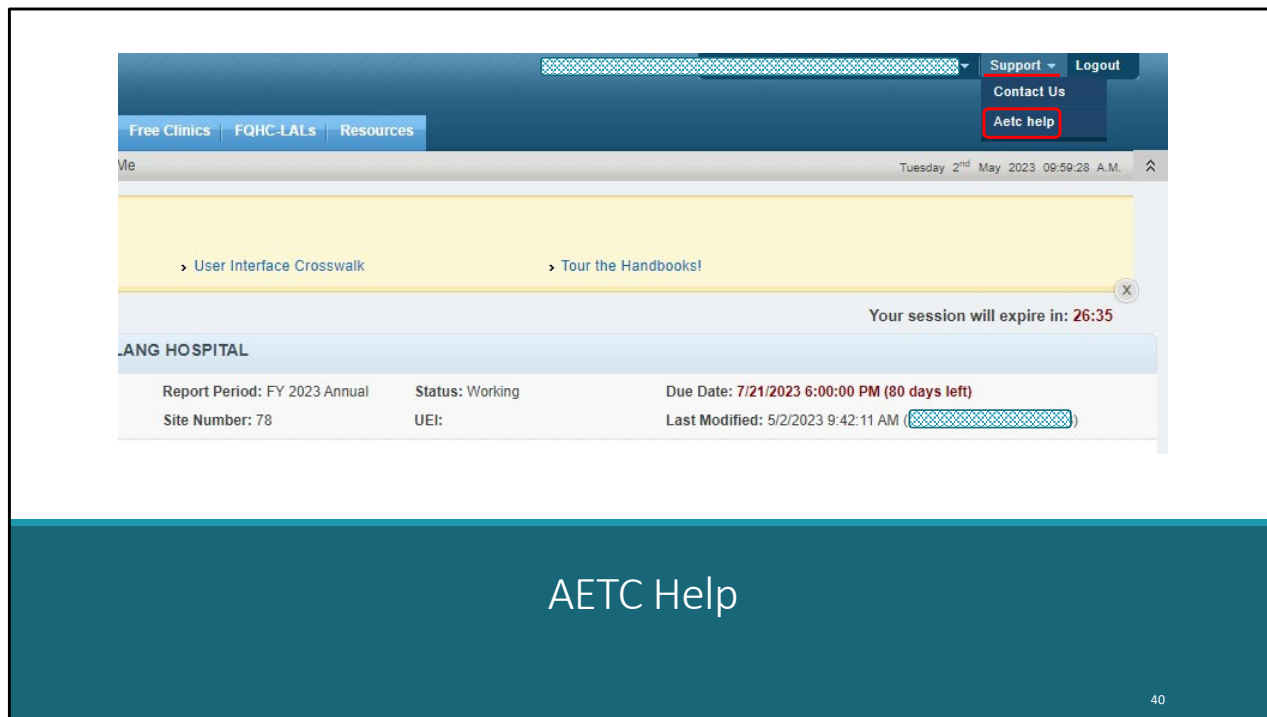
AETC Help

Before we get into how to report your data – I want to direct your attention to navigating to the AETC Help within the AETC Report. From the AETC Report, on the top right of the page click **** "Support" and on the drop-down banner click **** "AETC help". **** A new window will load with a wealth **** of information including a downloads page for downloading the CSV templates and other AETC materials.

Open the Report

Okay – back to how to report the data.

After selecting "Edit/Start from the EHBs submission pages – you'll automatically be directed to the AETC Data Submission page. Select **** the envelope icon. This icon will say "Start" or "Open" depending on if you've already accessed the report.

AETC Cover Page

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You'll be automatically directed to your report's Cover Page ****. Update the Staff Responsible **** for Submission if appropriate and click **** Save.

Manage RPS

You'll then need to navigate to the Manage RPS **** section of the AETC report. On this page, you'll need to Add**** Edit**** or Delete**** Regional Partner Sites you collaborated with during the reporting period.

Upload Files

You'll then need to navigate to the Upload Files **** page of the AETC Report where you can upload your data files. To do so, select **** the ER, PIF, and PL files from your computer. Then indicate **** the number of records in each corresponding file. This is the number of rows in each file minus the header row. Then select **** Upload. The "Upload" link will say "Upload/Update Record Count" if you make changes to this page after the initial file upload as shown on this screenshot.
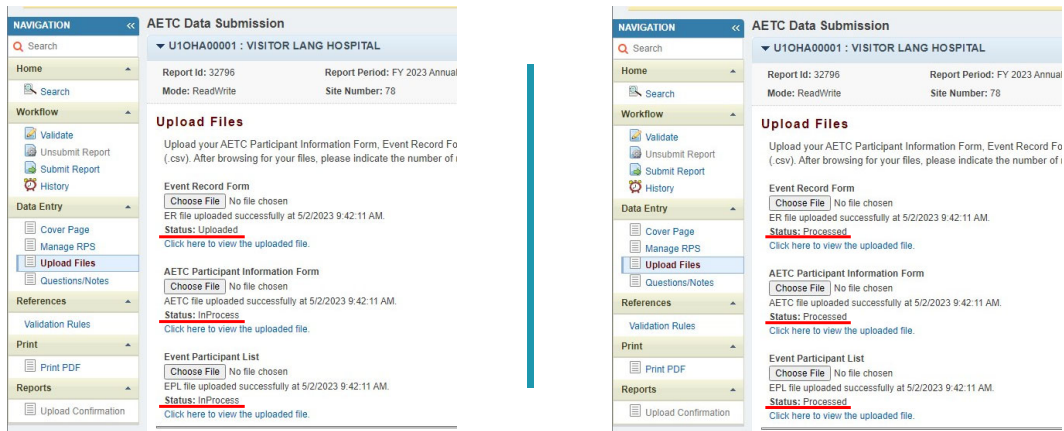
Upload File Stages

Please note – the files do not instantly process. These are 2 screenshots taken of the same file upload. You can see the files initially reflect as **** "Uploaded". As you refresh the page – the file status may change **** to "InProcess" and when the file is finally uploaded the status will show **** as "Processed".

It may take files 15 or more minutes depending on the file size and traffic on the website. You will not be able to view your validations until these files are fully processed.

Invalid File

Contact Data Support

888-640-9356

RyanWhiteDataSupport@wrma.com

There is one additional potential file status – the dreaded "Invalid" **** file. This occurs when there are data in the file that do not meet the file schema. Because these files often have thousands of records, you are welcome to contact us here at Data Support, and we will escalate this issue to the system developers to troubleshoot why the file will not process. Alternatively, you may try to troubleshoot the data yourself if you have a hunch where the issue occurred, and if you're unsuccessful you can always contact us. Please be sure to copy your Project Officer on all communications.

Validate

After the files have been successfully uploaded, you
need to validate the report. To validate your report, click ****
"Validate" on the left navigation panel. As with the file upload page, the validation report
may take several minutes to generate. You may need to refresh the page several times to
generate the report.

Validation Report

Eventually, you will see a validation report like this. If any Error(s) **** generate – these data must be fixed before the report can be submitted. Warning(s) **** indicate data that may need revision, so we encourage you to look them over to ensure the data are accurate. You can submit your report with warnings though. As you can see here – this report has several error validations.

Review Validations

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There are a couple ways you can review the report validations. You can use the arrow icon to the left **** of each file. As you continue to expand, the validation report will indicate the row of the file where the error is being triggered. Alternatively, you can download the validations **** in Excel. After reviewing the data for accuracy, if you've determined the reported data are correct, but you're still receiving a warning validation – we request you enter a comment in the **** "Questions/Notes" section of the report explaining the data. I'll show this screen in a bit.

Validation Passed

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My hope for you is you get a clean validation report like shown here. But remember, if you do have warnings – you can submit with those in your validation report.

Questions/Notes

As mentioned, if there are warning validations in the report – it's encouraged that you enter a comment on the **** Questions/Notes page of the AETC Report. Additionally, you can enter other questions or comments in this section of the report. Be sure to **** Save each entry.

Please note, the information entered here is reviewed by HAB after the submission. This information helps interpret the data and better understand the data outliers.

Submit Report

After you've finished all the aforementioned steps – the last thing is to navigate ****
to the Submit Report page. Here you will enter a comment regarding your submission
and click **** Submit Report. You've completed your AETC Report.

Tips & Takeaways

- Other/"Specify" fields cannot be left blank if the response option is indicated
- Other/"Specify" fields cannot exceed 140 characters
- Start early! Files take 15+ minutes to process
- Special characters are now allowed

Now that we've gone step by step for how to complete the report – lets discuss some Tips & Takeaways for completing the AETC Report.

First - **** Specify fields cannot be left blank if the corresponding response option is indicated. Your validation report will trigger an error and you won't be able to submit.

Additionally - **** Specify fields cannot exceed 140 characters

Maybe most importantly - **** Start early! Large files can sometimes take 15 or more minutes to process – and the busier the system, the slower it processes. Please don't wait until the last minute to complete your report.

Lastly - **** The special character issue of the past is no longer an issue. We've confirmed you can enter apostrophes, commas, parenthesis and other special characters in the participant ID fields as well as the specify fields.

Data Collection Period: July 1, 2022 – June 30, 2023	Deadline:
RWHAP AETC System Opens	Wednesday, July 12, 2023
RWHAP AETC Report Due	Tuesday, September 15, 2023

2022 AETC Submission Timeline

This brings us to the 2022 AETC Submission Timeline. The system will open for data entry on Wednesday, July 12. Please note the extended report deadline of Tuesday, September 15. We know many of you have overlapping reports and competing priorities, so with that in mind the report deadline has been moved to two weeks later than previously scheduled.

TA Contact Information

TA Resource	Type of TA
Ryan White Data Support 888-640-9356 | RyanWhiteDataSupport@wrma.com	• AETC-related content and submission questions • Interpretation of the AETC Instruction Manual & Codebook and HAB's reporting requirements • Instructions for completing the AETC Report • Data validation questions
The Data Integration, Systems, & Quality (DISQ) Team Data.TA@caiglobal.org Sign up for the DISQ listserv Submit a DISQ TA Request	• Data reporting requirements • Extracting data from systems and reporting it using the required CSV schema • Working with data systems to improve data management processes • Data quality issues
EHBs Customer Support Center 877-464-4772 | Submit an EHBs TA Request	• Electronic Handbooks (EHBs) navigation • EHBs registration • EHBs access and permissions • EHB's Navigation
Target HIV https://targethiv.org/library/aids-education-and-training-centers	• AETC Data Collection Manual, Codebook, and Forms • Contact information for each of these technical assistance resources

This presentation had a lot of information, so it's likely you may need additional support while completing your report. So let's review the technical assistance resources available to assist you during the AETC Submission.

The team I'm with - the Ryan White Data Support team - addresses AETC-related content, submission questions, interpretation of the AETC Instruction Manual and HAB's Reporting Requirements, instructions for completing the AETC Report, and data validation questions.

The DISQ Team addresses questions for those needing assistance in extracting data from their systems and reporting those data using the required CSV format; they also offer TA on the data reporting requirements and data quality issues.

The EHBs Customer Support Center provides assistance with the EHBs, including registration, access and permissions, and EHBs navigation.

If you are unsure of who to call, feel free to contact any one of the resources provided and they will be able to direct you to the appropriate place.

You can also find the contact information for each of these technical assistance resources on the TargetHIV website.

Finally, to connect with and find out more about HRSA, check out HRSA.gov.

I'd like to take a moment thank everyone for joining us on today's presentation and I will move onto the Q&A portion of the webinar.