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

# Data Collection Codebook for Reporting 2021–22 Data

#### HIV/AIDS Bureau

Health Resources and Services Administration U.S. Department of Health and Human Services 5600 Fishers Lane, Rockville, MD 20857





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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 their 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

Pacific AETC	Code	Regional AETC	Name of Partner	Location
Pacific AETC	168	Pacific AETC	Bay Area, North and Central Coast	San Francisco, CA
171 Pacific AETC	169	Pacific AETC	Central Valley and Northern Interior	Sacramento, CA
Pacific AETC	170	Pacific AETC	San Diego and Imperial	San Diego, CA
152 Northeast/Caribbean AETC   Monteflore 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   Weilf Medical College of Cornell University   New York, NY     156 Northeast/Caribbean AETC   Garden State Infectious Disease Associates   Vorhees, NJ     157 Northeast/Caribbean AETC   Garden State Infectious Disease Associates   Vorhees, NJ     158 Northeast/Caribbean AETC   Health Research Inc., NYSDOH AIDS Institute   Syracuse, NY     159 Northeast/Caribbean AETC   SUNY Downstate Medical Center   Brooklyn, NY     160 Northeast/Caribbean AETC   SUNY Downstate Medical Center   Brooklyn, NY     161 Northeast/Caribbean AETC   SUNY Downstate Medical Center   Brooklyn, NY     162 Northeast/Caribbean AETC   University of Puerto Rico   San Juan, PR     163 Northeast/Caribbean AETC   University of Puerto Rico   San Juan, PR     164 Northeast/Caribbean AETC   University of Pittsburgh   Pittsburgh, PA     165 Northeast/Caribbean AETC   University of Pittsburgh   Pittsburgh, PA     166 Northeast/Caribbean AETC   University of Pittsburgh   Pittsburgh, PA     167 Northeast/Caribbean AETC   University of Pittsburgh   Pittsburgh, PA     168 Northeast/Caribbean AETC   University of Pittsburgh   Pittsburgh, PA     169 MidAtlantic AETC   University of Manyland   Baltimore, MD     160 MidAtlantic AETC   University of Manyland   Baltimore, MD     161 MidAtlantic AETC   Health Federation of Philadelphia   Philadelphia, PA     162 MidAtlantic AETC   Health Federation of Philadelphia   Philadelphia, PA     163 MidAtlantic AETC   West Virginia Commonwealth University   Morgantown, WV     164 MidAtlantic AETC   Southeast AETC   Nashville, TN     165 Noutheast AETC   Alabama Practice Transformation   Birmingham, AL     166 MidAtlantic AETC   Florida South AETC   Mangomery, AL     167 Southeast AETC   Georgia AETC   Mississippi AETC   Lexington, KY     187 Southeast AETC   Georgia AETC   Clumbia, SC	171	Pacific AETC	Orange County and Inland Empire	Orange, CA
153 Northeast/Caribbean AETC Albany Medical College Albany, NY 154 Northeast/Caribbean AETC CAI, Inc. 155 Northeast/Caribbean AETC Weili Medical College of Cornell University New York, NY 156 Northeast/Caribbean AETC Garden State Infectious Disease Associates Vorthees, 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 Health Research Foundation of SUNY Stony 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 Columbia University Behavioral Health Training 163 Northeast/Caribbean AETC Columbia University Behavioral Health Training 164 Northeast/Caribbean AETC Northea	172	Pacific AETC	Los Angeles Area	Los Angeles, CA
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 Garden State Infectious Disease Associates Vorhees, NJ 157 Northeast/Caribbean AETC Health Research Inc., NYSDOH AIDS Institute Syracuse, NY 158 Northeast/Caribbean AETC Health Research Inc., NYSDOH AIDS Institute Syracuse, NY 159 Northeast/Caribbean AETC Health Research Foundation of SUNY Stony 160 Northeast/Caribbean AETC SUNY Downstate Medical Center Brooklyn, NY 161 Northeast/Caribbean AETC SUNY Downstate Medical Center Brooklyn, NY 162 Northeast/Caribbean AETC University of Puerto Rico San Juan, PR 163 Northeast/Caribbean AETC University of Puerto Rico San Juan, PR 164 Northeast/Caribbean AETC University of Puerto Rico San Juan, PR 165 Northeast/Caribbean AETC University Behavioral Health Training New York, NY 166 MidAtlantic AETC University of Pittsburgh Pittsburgh, PA 167 MidAtlantic AETC University of Pittsburgh Pittsburgh, PA 168 Northeast/Caribbean AETC University of Pittsburgh Pittsburgh, PA 169 MidAtlantic AETC University of Maryland Baltimore, MD 160 MidAtlantic AETC University of Maryland Baltimore, MD 161 MidAtlantic AETC University of Maryland Baltimore, MD 162 MidAtlantic AETC University of Pittsburgh Pittsburgh, PA 168 MidAtlantic AETC University of Pittign University Baltimore, MD 169 MidAtlantic AETC University of Pittign Pittsburgh Pittsburgh Pittign Pitt	152	Northeast/Caribbean AETC	Montefiore Medical Center	Bronx, NY
155 Northeast/Caribbean AETC   Weili Medical College of Cornell University   New York, NY	153	Northeast/Caribbean AETC	Albany Medical College	Albany, NY
156 Northeast/Caribbean AETC   ID Care, Inc   Hillsborough, NJ     158 Northeast/Caribbean AETC   ID Care, Inc   Hillsborough, NJ     158 Northeast/Caribbean AETC   ID Care, Inc   Hillsborough, NJ     159 Northeast/Caribbean AETC   The Research Inc., NYSDOH AIDS Institute   Syracuse, NY     159 Northeast/Caribbean AETC   The Research Foundation of SUNY Stony   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   University of Puerto Rico   San Juan, PR     164 Northeast/Caribbean AETC   University Behavioral Health Training   New York, NY     170 MidAtlantic AETC   University of Pittsburgh   Pittsburgh, PA     171 MidAtlantic AETC   University of Pittsburgh   Pittsburgh, PA     172 MidAtlantic AETC   University of Pittsburgh   Pittsburgh, DE     173 MidAtlantic AETC   University of Maryland   Baltimore, MD     174 MidAtlantic AETC   University of Maryland   Baltimore, MD     175 MidAtlantic AETC   University of Maryland   Baltimore, MD     176 MidAtlantic AETC   Inova Health System   Fairfax, VA     177 MidAtlantic AETC   University of Pittsburgh   Pittsburgh, PA     178 MidAtlantic AETC   University Of Pittsburgh   Pittsburgh   Pittsburgh, PA     178 Southeast AETC   West Virginia University   Richmond, VA     179 Southeast AETC   Southeast AETC   Nashville, TN     178 Southeast AETC   Alabama Practice Transformation   Birmingham, AL     181 Southeast AETC   Georgia AETC   Malama Practice Transformation   Birmingham, AL     181 Southeast AETC   Georgia AETC   Alabama Practice Transformation   Birmingham, AL     182 Southeast AETC   Georgia AETC   Alabama Practice Transformation   Birmingham, AL     184 Southeast AETC   Mississippi AETC   Lexington, MS     185 Southeast AETC   Morth Carolina AETC   Chapel Hill, NC     186 Southeast AETC   Morth Carolina AETC   Columbia, SC     18	154	Northeast/Caribbean AETC	CAI, Inc.	New York, NY
157 Northeast/Caribbean AETC   ID Care, Inc   Hillsborough, NJ	155	Northeast/Caribbean AETC	Weill Medical College of Cornell University	New York, NY
158 Northeast/Caribbean AETC	156	Northeast/Caribbean AETC	Garden State Infectious Disease Associates	Vorhees, NJ
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  Columbia 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  Northeast/Caribbean AETC  University of Pittsburgh  Pittsburgh, PA  101 MidAtlantic AETC  University of Pittsburgh  Pittsburgh, PA  102 MidAtlantic AETC  Howard University  Washington, DC  103 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  West Virginia Commonwealth University  Richmond, VA  109 MidAtlantic AETC  West Virginia University  Morgantown, WV  177 Southeast AETC  Southeast AETC  Nashville, TN  179 Southeast AETC  Alabama Practice Transformation  Birmingham, AL  181 Southeast AETC  Alabama Practice Transformation  Birmingham, AL  182 Southeast AETC  Florida South AETC  Mismi, FL  183 Southeast AETC  Kentucky AETC  Lexington, KY  Jackson, MS  Southeast AETC  Mississippi AETC  Alabana, MS  Southeast AETC  Alabana, CA  Lexington, KY  Jackson, MS  Southeast AETC  North Carolina AETC  Columbia, SC  205 Southeast AETC  Duke University  Durham, NC	157	Northeast/Caribbean AETC	ID Care, Inc	Hillsborough, NJ
Brook   Stonyprook, NY	158	Northeast/Caribbean AETC	Health Research Inc., NYSDOH AIDS Institute	Syracuse, 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 188 Northeast/Caribbean AETC Northeast/Caribbean AETC Northeast/Caribbean AETC 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 AETC Montgomery, AL 181 Southeast AETC Florida North AETC Gainesville, FL 182 Southeast AETC Florida South AETC Miami, FL 183 Southeast AETC Georgia AETC Allabama CETC Altanta, GA 184 Southeast AETC Mississippi AETC Lexington, KY 185 Southeast AETC Mississippi AETC Lexington, KY 186 Southeast AETC Mississippi AETC Lexington, KS 187 Southeast AETC Columbia, SC 205 Southeast AETC Duke University Durham, NC	159	Northeast/Caribbean AETC		Stonybrook, NY
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163 Northeast/Caribbean AETC Columbia University Behavioral Health Training Center New York, NY 188 Northeast/Caribbean AETC 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 West Virginia Commonwealth University Richmond, VA 109 MidAtlantic AETC West Virginia University Morgantown, WV 177 Southeast AETC Southeast AETC Nashville, TN 178 Southeast AETC Alabama AETC Nashville, TN 179 Southeast AETC Alabama AETC Alabama AETC Montgomery, AL 180 Southeast AETC Alabama AETC Gainesville, FL 181 Southeast AETC Florida South AETC Altanta, GA 184 Southeast AETC Mississippi AETC Lexington, KY 185 Southeast AETC North Carolina AETC North Carolina AETC Chapel Hill, NC 187 Southeast AETC Southeast AETC North Carolina AETC Columbia, SC 205 Southeast AETC Durke University Durham, NC	161	Northeast/Caribbean AETC	FXB Center at Rutgers University	Newark, NJ
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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	107	MidAtlantic AETC	Health Federation of Philadelphia	Philadelphia, PA
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178Southeast AETCTennessee AETCNashville, TN179Southeast AETCAlabama AETCMontgomery, AL180Southeast AETCAlabama Practice TransformationBirmingham, AL181Southeast AETCFlorida North AETCGainesville, FL182Southeast AETCFlorida South AETCMiami, FL183Southeast AETCGeorgia AETCAtlanta, GA184Southeast AETCKentucky AETCLexington, KY185Southeast AETCMississippi AETCJackson, MS186Southeast AETCNorth Carolina AETCChapel Hill, NC187Southeast AETCSouth Carolina AETCColumbia, SC205Southeast AETCDuke UniversityDurham, NC	109	MidAtlantic AETC	West Virginia University	Morgantown, WV
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	177	Southeast AETC	Southeast AETC	Nashville, TN
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	178	Southeast AETC	Tennessee AETC	Nashville, TN
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	179	Southeast AETC	Alabama AETC	Montgomery, AL
182Southeast AETCFlorida South AETCMiami, FL183Southeast AETCGeorgia AETCAtlanta, GA184Southeast AETCKentucky AETCLexington, KY185Southeast AETCMississippi AETCJackson, MS186Southeast AETCNorth Carolina AETCChapel Hill, NC187Southeast AETCSouth Carolina AETCColumbia, SC205Southeast AETCDuke UniversityDurham, NC	180	Southeast AETC	Alabama Practice Transformation	Birmingham, AL
183Southeast AETCGeorgia AETCAtlanta, GA184Southeast AETCKentucky AETCLexington, KY185Southeast AETCMississippi AETCJackson, MS186Southeast AETCNorth Carolina AETCChapel Hill, NC187Southeast AETCSouth Carolina AETCColumbia, SC205Southeast AETCDuke UniversityDurham, NC	181	Southeast AETC	Florida North AETC	Gainesville, FL
184Southeast AETCKentucky AETCLexington, KY185Southeast AETCMississippi AETCJackson, MS186Southeast AETCNorth Carolina AETCChapel Hill, NC187Southeast AETCSouth Carolina AETCColumbia, SC205Southeast AETCDuke UniversityDurham, NC	182	Southeast AETC	Florida South AETC	Miami, FL
185Southeast AETCMississippi AETCJackson, MS186Southeast AETCNorth Carolina AETCChapel Hill, NC187Southeast AETCSouth Carolina AETCColumbia, SC205Southeast AETCDuke UniversityDurham, NC	183	Southeast AETC	Georgia AETC	Atlanta, GA
186     Southeast AETC     North Carolina AETC     Chapel Hill, NC       187     Southeast AETC     South Carolina AETC     Columbia, SC       205     Southeast AETC     Duke University     Durham, NC	184	Southeast AETC	Kentucky AETC	Lexington, KY
187 Southeast AETC South Carolina AETC Columbia, SC 205 Southeast AETC Duke University Durham, NC	185	Southeast AETC	Mississippi AETC	Jackson, MS
205 Southeast AETC Duke University Durham, NC	186	Southeast AETC	North Carolina AETC	Chapel Hill, NC
·	187	Southeast AETC	South Carolina AETC	Columbia, SC
110 Midwest AETC University of Illinois at Chicago Chicago, IL	205	Southeast AETC	Duke University	Durham, NC
	110	Midwest AETC	University of Illinois at Chicago	Chicago, IL

111 Midwest AETC Eskenazi Health CITY, 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 121 Midwest AETC Chicago, IL 122 Midwest AETC University of Cincinnati College of Medicine Cincinnati, OH 123 Midwest AETC Kansas City Care Clinic Kansas City, MO 147 Midwest AETC KC Care Health Center Kansas City, MO 158 Midwest AETC KC Care Health Center Kansas City, MO 169 Midwest AETC Chouse State University of Minneapolis, MN 170 Midwest AETC University of Minneapolis Minneapolis, MN 171 South Central AETC University of New Mexico School of Medicine Albuquerque, NM 172 South Central AETC University of New Mexico School of Medicine Columbus, OH 173 South Central AETC University of Oklahoma Health Sciences Center Oklahoma City, OK 174 South Central AETC University of Oklahoma Health Sciences Center Oklahoma City, OK 175 South Central AETC University of Texas Medical Branch at Galveston, TX 176 South Central AETC Valley AIDS Council Hartlingen, TX 177 South Central AETC Valley AIDS Council Hartlingen, TX 178 South Central AETC ARcare Searcy, AR 179 South Central AETC Baylor College of Medicine Huston, TX 179 South Central AETC Baylor College of Medicine Huston, TX 170 South Central AETC Access Health Louisiana New Orleans, LA 178 South Central AETC Louiversity of Texas Health San Antonio San Antonio, TX 179 Mountain West AETC University of Colorado, College of Nursing Denver, CO 170 South Central AETC Alaska Native Tribal Health Consortium Anchorage, AK 171 Mountain West AETC University of Colorado, College of Nursing Denver, CO 170 Mountain West AETC Colorado, College of Nursing Denver, CO 170 Mountain West AETC Colorado, College of Nursing Denver, CO 171 Mountain West AETC Colorado, College of Nursing D	Code	Regional AETC	Name of Partner	Location
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 118 Midwest AETC University of Cincinnati College of Medicine Cincinnati, OH 120 Midwest AETC The Ohio State University Columbus, OH 137 Midwest AETC Kansas City Care Clinic Kansas City, MO 138 Midwest AETC University of Minnesota Minneapolis, MN 140 Midwest AETC KC Care Health Center Kansas City, MO 150 Midwest AETC University of Minnesota Minneapolis, MN 151 Midwest AETC KC Care Health Center Kansas City, MO 152 Midwest AETC University of Minnesota Minneapolis, MN 153 Midwest AETC Louisiana State University Health Sciences New Orleans, LA 154 Central AETC Louisiana State University Health Sciences Center Olahoma City, OK 155 South Central AETC University of Oklahoma Health Sciences Center Olahoma City, OK 156 South Central AETC University of Texas Medical Branch at Galveston, TX 157 South Central AETC University of Texas Medical Branch at Galveston, TX 158 South Central AETC ARcare Searcy, AR 159 South Central AETC ARcare Searcy, AR 150 South Central AETC Baylor College of Medicine Huston, TX 150 South Central AETC Baylor College of Medicine Huston, TX 150 South Central AETC Health North Texas Dallas, TX 150 South Central AETC Health North Texas Dallas, TX 150 South Central AETC Health North Texas Dallas, TX 151 Mountain West AETC University of Colorado, College of Medicine Denver, CO 152 Mountain West AETC University of Colorado, College of Mursing Denver, CO 153 Mountain West AETC University of Colorado, College of Mursing Denver, CO 154 Mountain West AETC Holden State University Boise, ID 155 Mountain West AETC University of Colorado, College of Mursing Denver, CO 155 Mountain West AETC Holden State University Boise, ID 156 Mountain West AETC Holden State University Salta Health Consortium Anchorage, AK 157 Mountain West AETC Holden State University Salta Health Consortium Salta Lake City, UT 158 Mountain West AETC Holden State University Salt	111	Midwest AETC	Eskenazi Health	CITY, IN
Midwest AETC   Regional Headquarters   Chicago, IL	114	Midwest AETC	Wayne State University School of Medicine	Detroit, MI
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 121 Midwest AETC Kansas City Care Clinic Kansas City, MO 122 Midwest AETC University of Minnesota Minneapolis, MN 123 Midwest AETC University of Minnesota Minneapolis, MN 124 South Central AETC KC Care Health Center Kansas City, MO 125 South Central AETC Louisiana State University Health Sciences Center Center Center Center University of New Mexico School of Medicine (site at Central Office) 126 South Central AETC University of Oklahoma Health Sciences Center Oklahoma City, OK 127 South Central AETC University of Oklahoma Health Sciences Center Oklahoma City, OK 128 South Central AETC PASO (Panhandle AIDS Support Organization) Amarillo, TX 139 South Central AETC Galveston Galveston Galveston, TX 140 South Central AETC University of Texas Medical Branch at Galveston, TX 150 South Central AETC Valley AIDS Council Harlingen, TX 151 South Central AETC Baylor College of Medicine Huston, TX 152 South Central AETC Baylor College of Medicine Huston, TX 153 South Central AETC Baylor College of Medicine Huston, TX 154 South Central AETC Access Health Louisiana New Orleans, LA 155 South Central AETC University of Texas Health San Antonio San Antonio, TX 156 South Central AETC University of Texas Health Consortium Anchorage, AK 157 Mountain West AETC University of Colorado, College of Medicine Denver, CO 158 Mountain West AETC University of Colorado, College of Medicine Denver, CO 159 Mountain West AETC University of Texas Health Consortium Anchorage, AK 150 Mountain West AETC University of Colorado, College of Medicine Denver, CO 150 Mountain West AETC University of Colorado, College of Medicine Denver, CO 150 Mountain West AETC University of Colorado, College of Medicine Denver, CO 150 Mountain West AETC University of Colorado, College of Medicine Denver, CO 151 Mountain West AETC University of Utah, Division of Infectious Diseases 150 M	115	Midwest AETC	University of Wisconsin-Madison	Madison, WI
Midwest AETC	116	Midwest AETC	Regional Headquarters	Chicago, IL
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     205   Midwest AETC   Louisiana State University Health Sciences   New Orleans, LA     206   Midwest AETC   Louisiana State University Health Sciences   New Orleans, LA     207   South Central AETC   University of New Mexico School of Medicine (site at Central Office)     308   South Central AETC   University of Oklahoma Health Sciences Center   Oklahoma City, OK     319   South Central AETC   University of Texas Medical Branch at   Galveston, TX     319   South Central AETC   University of Texas Medical Branch at   Galveston, TX     319   South Central AETC   University of Texas Medical Branch at   Galveston, TX     319   South Central AETC   Valley AIDS Council   Harlingen, TX     319   South Central AETC   ARcare   Searcy, AR     320   South Central AETC   Baylor College of Medicine   Huston, TX     320   South Central AETC   Prism Health North Texas   Dallas, TX     320   South Central AETC   Access Health Louisiana   New Orleans, LA     320   South Central AETC   University of Texas Health San Antonio   San Antonio, TX     321   Mountain West AETC   University of Colorado, College of Medicine   Denver, CO     322   Mountain West AETC   University of Colorado, College of Medicine   Denver, CO     323   Mountain West AETC   University of Colorado, College of Nursing   Denver, CO     324   Mountain West AETC   Community Health Cansortium   Anchorage, AK     325   Mountain West AETC   University of Utah, Division of Infectious   Sioux Falls, SD     326   Mountain West AETC   Casper-Natrona County Health Dept   Casper, WY     330   Mountain West AETC   Multromah County Health Dept   Casper, WY     331   Mountain West AETC   Multromah County Health Dept   Portland, OR     332   Mountain West AETC   Multromah County Health Dept   Portland, OR     333	117	Midwest AETC	The University of Kansas	Wichita, KS
Midwest AETC	119	Midwest AETC	University of Cincinnati College of Medicine	Cincinnati, OH
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 New Orleans, LA  175 South Central AETC University of New Mexico School of Medicine (site at Central Office)  176 South Central AETC University of Oklahoma Health Sciences Center Oklahoma City, OK  178 South Central AETC PASO (Panhandle AIDS Support Organization) Amarillo, TX  189 South Central AETC PASO (Panhandle AIDS Support Organization) Amarillo, TX  190 South Central AETC University of Texas Medical Branch at Galveston, TX  191 South Central AETC Valley AIDS Council Harlingen, TX  192 South Central AETC ARcare Searcy, AR  203 South Central AETC Baylor College of Medicine Huston, TX  206 South Central AETC Prism Health North Texas Dallas, 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 University of Texas Health Consortium Anchorae, 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 University of Colorado, College of Nursing Denver, CO  125 Mountain West AETC Idaho State University Boise, ID  126 Mountain West AETC Idaho State University Boise, ID  127 Mountain West AETC Portland VA Research Foundation Portland, OR  128 Mountain West AETC University of Utah, Division of Infectious Salt Lake City, UT  130 Mountain West AETC Casper-Natrona County Health Dept Casper, WY  130 Mountain West AETC Salish Kootenai College Pablo, MT  131 Mountain West AETC Salish Kootenai College Pablo, MT  133 Mountain West AETC University of Washington Seattle, WA	120	Midwest AETC	The Ohio State University	Columbus, OH
Midwest AETC   KC Care Health Center   Kansas City, MO	197	Midwest AETC	Kansas City Care Clinic	Kansas City, MO
174 South Central AETC Louisiana State University Health Sciences Center 175 South Central AETC University of New Mexico School of Medicine (site at Central Office) 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, TX 191 South Central AETC Valley AIDS Council Harlingen, TX 192 South Central AETC ARcare Searcy, AR 193 South Central AETC Baylor College of Medicine Huston, TX 194 South Central AETC Baylor College of Medicine Huston, TX 195 South Central AETC Prism Health North Texas Dallas, TX 196 South Central AETC Access Health Louisiana New Orleans, LA 197 South Central AETC Access Health San Antonio San Antonio, TX 198 South Central AETC University of Texas Health San Antonio San Antonio, TX 199 South Central AETC University of Texas Health San Antonio San Antonio, TX 190 Mountain West AETC University of Colorado, College of Medicine Denver, CO 191 Mountain West AETC University of Colorado, College of Mursing Denver, CO 192 Mountain West AETC University of Colorado, College of Mursing Denver, CO 193 Mountain West AETC University of Colorado, College of Mursing Denver, CO 194 Mountain West AETC University of Colorado, College of Mursing Denver, CO 195 Mountain West AETC Riverstone Health Billings, MT 196 Mountain West AETC Riverstone Health Billings, MT 197 Mountain West AETC University of Utah, Division of Infectious Salt Lake City, UT 198 Mountain West AETC Casper-Natrona County Health Dept Casper, WY 199 Mountain West AETC Multnowah County Health Dept Portland, OR 190 Mountain West AETC Salish Kootenai College Pablo, MT 191 Mountain West AETC Salish Kootenai College Pablo, MT 192 Mountain West AETC University of Washington Seattle, WA	203	Midwest AETC	University of Minnesota	Minneapolis, MN
175 South Central AETC University of New Mexico School of Medicine (site at Central Office) 176 South Central AETC University of Oklahoma Health Sciences Center Oklahoma City, OK 189 South Central AETC PASO (Panhandle AIDS Support Organization) 180 South Central AETC University of Texas Medical Branch at Galveston, TX 190 South Central AETC University of Texas Medical Branch at Galveston, TX 191 South Central AETC University of Texas Medical Branch at Galveston, TX 192 South Central AETC ARcare Searcy, AR 193 South Central AETC Baylor College of Medicine Huston, TX 194 South Central AETC Baylor College of Medicine Huston, TX 195 South Central AETC Prism Health North Texas Dallas, TX 196 South Central AETC Access Health Louisiana New Orleans, LA 197 South Central AETC University of Texas Health San Antonio San Antonio, TX 198 South Central AETC University of Texas Health Consortium Anchorage, AK 199 South Central AETC University of Colorado, College of Medicine Denver, CO 190 Mountain West AETC University of Colorado, College of Nursing Denver, CO 191 Mountain West AETC Community HealthCare Association of the Dakotas Sioux Falls, SD 192 Mountain West AETC Riverstone Health Billings, MT 193 Mountain West AETC University of Utah, Division of Infectious Diseases Salt Lake City, UT 199 Mountain West AETC Casper-Natrona County Health Dept Casper, WY 190 Mountain West AETC Multnomah County Health Dept Portland, OR 191 Mountain West AETC Multnomah County Health Dept Portland, OR 192 Mountain West AETC Salish Kootenal College Pablo, MT 193 Mountain West AETC Salish Kootenal College Pablo, MT 193 Mountain West AETC Vakima Valley Farmworkers Clinic Yakima, WA	204	Midwest AETC	KC Care Health Center	Kansas City, MO
South Central AETC   University of Oklahoma Health Sciences Center   Oklahoma City, OK	174	South Central AETC		New Orleans, LA
189         South Central AETC         PASO (Panhandle AIDS Support Organization)         Amarillo, TX           190         South Central AETC         University of Texas Medical Branch at Galveston, TX         Galveston, TX           192         South Central AETC         Valley AIDS Council         Hartingen, 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         University of Colorado, College of Nursing         Denver, CO           125         Mountain West AETC         Idaho State University         Boise, ID           1	175	South Central AETC		Albuquerque, NM
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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   Prism Health North Texas   Dallas, TX     209   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   University of Texas 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   University of Colorado, College of Nursing   Denver, CO     125   Mountain West AETC   University of Colorado, College of Nursing   Denver, CO     126   Mountain West AETC   Idaho State University   Boise, ID     127   Mountain West AETC   Riverstone Health   Billings, MT     127   Mountain West AETC   University of Utah, Division of Infectious   Diseases     128   Mountain West AETC   University of Utah, Division of Infectious   Diseases     129   Mountain West AETC   Casper-Natrona County Health Dept   Casper, WY     130   Mountain West AETC   Multnomah County Health Dept   Portland, OR     131   Mountain West AETC   Salish Kootenai College   Pablo, MT     133   Mountain West AETC   Vakima Valley Farmworkers Clinic   Yakima, WA     134   Mountain West AETC   University of Washington   Seattle, WA     134   Mountain West AETC   University of Washington   Seattle, WA     134   Mountain West AETC   University of Washington   Seattle, WA     134   Mountain West AETC   University of Washington   Seattle, WA     134   Mountain West AETC   University of Washington   Seattle, WA     135   Mountain West AETC   University of Washington   Seattle, WA     136   Mountain West AETC   University of Washington   Seattle, WA     136   Mountain West AETC   University of	189	South Central AETC	, , ,	Amarillo, TX
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208South Central AETCAccess Health LouisianaNew Orleans, LA209South Central AETCUniversity of Texas Health San AntonioSan Antonio, TX121Mountain West AETCAlaska Native Tribal Health ConsortiumAnchorage, AK122Mountain West AETCUniversity of Colorado, College of MedicineDenver, CO123Mountain West AETCUniversity of Colorado, College of NursingDenver, CO124Mountain West AETCCommunity HealthCare Association of the DakotasSioux Falls, SD125Mountain West AETCIdaho State UniversityBoise, ID126Mountain West AETCRiverstone HealthBillings, MT127Mountain West AETCPortland VA Research FoundationPortland, OR128Mountain West AETCUniversity of Utah, Division of Infectious DiseasesSalt Lake City, UT129Mountain West AETCCasper-Natrona County Health DeptCasper, WY130Mountain West AETCAfrican Americans Reach and Teach Health MinistrySeattle, WA131Mountain West AETCMultnomah County Health DeptPortland, OR132Mountain West AETCSalish Kootenai CollegePablo, MT133Mountain West AETCYakima Valley Farmworkers ClinicYakima, WA134Mountain West AETCUniversity of WashingtonSeattle, WA	206	South Central AETC	Baylor College of Medicine	Huston, TX
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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	209	South Central AETC	University of Texas Health San Antonio	San Antonio, TX
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	121	Mountain West AETC	Alaska Native Tribal Health Consortium	Anchorage, AK
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	122	Mountain West AETC	University of Colorado, College of Medicine	Denver, CO
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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	124	Mountain West AETC		Sioux Falls, SD
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	125	Mountain West AETC	Idaho State University	Boise, ID
128 Mountain West AETC University of Utah, Division of Infectious Diseases  129 Mountain West AETC Casper-Natrona County Health Dept Casper, WY  130 Mountain West AETC African Americans Reach and Teach Health Ministry  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	126	Mountain West AETC	Riverstone Health	Billings, MT
129 Mountain West AETC Diseases  129 Mountain West AETC Casper-Natrona County Health Dept Casper, WY  130 Mountain West AETC African Americans Reach and Teach Health Ministry  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	127	Mountain West AETC	Portland VA Research Foundation	Portland, OR
130 Mountain West AETC African Americans Reach and Teach Health Ministry  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	128	Mountain West AETC		Salt Lake City, UT
Ministry  Ministry  Ministry  Ministry  Ministry  Ministry  Mountain West AETC  Multnomah County Health Dept  Portland, OR  Mountain West AETC  Salish Kootenai College  Pablo, MT  Mountain West AETC  Yakima Valley Farmworkers Clinic  Yakima, WA  Mountain West AETC  University of Washington  Seattle, WA	129	Mountain West AETC	Casper-Natrona County Health Dept	Casper, WY
132Mountain West AETCSalish Kootenai CollegePablo, MT133Mountain West AETCYakima Valley Farmworkers ClinicYakima, WA134Mountain West AETCUniversity of WashingtonSeattle, WA	130	Mountain West AETC		Seattle, WA
133 Mountain West AETC Yakima Valley Farmworkers Clinic Yakima, WA 134 Mountain West AETC University of Washington Seattle, WA	131	Mountain West AETC	Multnomah County Health Dept	Portland, OR
134 Mountain West AETC University of Washington Seattle, WA	132	Mountain West AETC	Salish Kootenai College	Pablo, MT
	133	Mountain West AETC	Yakima Valley Farmworkers Clinic	Yakima, WA
135 Mountain West AETC WA State Dept of Corrections Seattle, 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.

Most 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: PIF1222, ER1222, PL1222.



Please note: Special characters (; , . ") may not be entered in text/specify fields of the PIF, ER, or PL files.

# 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	Туре	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 abuse 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., specify, chief executive officer, nurse administrator) 16 – Other allied health professional (specify, e.g.,
	Specify for PIF3 option 16, "Other allied health professional"	PIF3_Specify_OtherAllied	character	140	medical assistant, podiatrist, physical therapist) 17 – Other public health professional 18 – Other non-clinical professional (specify, e.g., front desk staff, grant writer)
	Specify for PIF3 option 18, "Other non- clinical professional"	PIF3_Specify_OtherNonClinical	character	140	

No.	Field Description	Field Name	Type	Length	Coding
4	Primary functional role				
	Select your primary functional role	PIF4	numeric	2	<ul> <li>1 - Administrator</li> <li>2 - Agency board member</li> <li>3 - Care provider/clinician - can or does prescribe</li> <li>HIV treatment</li> <li>4 - Care provider/clinician - cannot or does not prescribe HIV treatment</li> <li>5 - Case manager</li> <li>6 - HIV tester</li> <li>7 - Client/patient educator (includes navigator)</li> <li>8 - Clinical/medical assistant</li> <li>9 - Health care organization non-clinical staff (e.g., front desk)</li> <li>10 - Intern/resident</li> <li>11 - Researcher/evaluator</li> <li>12 - Student/graduate student</li> <li>13 - Teacher/faculty</li> <li>14 - Other</li> </ul>
	Specify for PIF4 option 14 "Other"	PIF4_Specify	character	140	
5	Ethnicity – Hispanic or Latino/a	PIF5	numeric	1	0 – No 1 – Yes
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			
7	Gender	PIF7	numeric	1	1 – Female 2 – Male 3 – Transgender, male-to-female 4 – Transgender, female-to-male 9 – Other gender identity

No.	Field Description	Field Name	Туре	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 abuse treatment center 15 – Student health clinic 16 – Other community-based organization 17 – Pharmacy 18 – Military or veteran's health facility 19 – Other federal health facility 20 – Private practice 21 – State or local health department 22 – Other primary care setting 23 – My principal employment setting does not involve the provision of care or services to patients/clients 24 – I am not working
	Work ZIP Code #1	PIF9_01	numeric	5	Five-digit ZIP code, 00000-99999
9	Work ZIP Code #2	PIF9_02			
	Work ZIP Code #3	PIF9_03			
10	Provision of counseling and testing services to HIV-Infected clients/patients	PIF10	numeric	1	0 – No 1 – Yes
11	Prescribe HIV pre-exposure prophylaxis (PrEP) to clients/patients	PIF11	numeric	1	0 – No 1 – Yes
12	Prescribe antiretroviral therapy (ART) to clients/patients	PIF12	numeric	1	0 – No 1 – Yes
13	RWHAP funded	PIF13	numeric	1	0 – No 1 – Yes 9 – Not Sure
14	HIV care and treatment provided by principal employment setting	PIF14	numeric	1	0 – No 1 – Yes

No.	Field Description	Field Name	Туре	Length	Coding
15	Direct interaction with clients/patients	PIF15	numeric	1	0 – No (Stop here. You are done with this form.) 1 – Yes
16	Provide services directly to clients/patients with HIV	PIF16	numeric	1	0 – No (Stop here. You are done with this form.) 1 – Yes
17	Number of years with direct client/patient interaction	PIF17	numeric	2	Number between 00-99
18	Number of client/patients with HIV provided direct services to in the past year	PIF18	numeric	4	Number between 0000-9999
19	Description of services provided to clients/patients with HIV	PIF19	numeric	1	1 – Provide behavioral or support services, but no HIV treatment (e.g., case management, counseling, cognitive behavioral therapy, transportation, legal) 2 – Provide clinical services to people with HIV, but no HIV treatment (e.g., nutrition, physical therapy, psychiatry, general primary care) 3 – Provide basic HIV care and treatment (novice) 4 – Provide intermediate HIV care and treatment 5 – Provide advanced HIV care and treatment 6 – Provide expert HIV care and treatment, which includes training others and/or clinical consultation
20	Percentage of overall client/patient population that are 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/patient population that are 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/patient population that are 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	Туре	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	PL3	date	8	(MM/DD/YYYY)
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	Туре	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	ER3	date	8	(MM/DD/YYYY)
4	MAI Funds	ER4	numeric	1	0 – No 1 – Yes
5	Additional Funding Sources	ER5	numeric	1	0 – MAI 1 – AETC 2 – CDC 3 – CARES Act 4 – EHE 5 – Other
	Specify for ER5 "Other"	ER5_Specify	character	140	
	AETC Program Funding Source		numeric	1	0 – No 1 – Yes
6	Core Training and Technical Assistance (Skip to question 9)	ER6_01			
	Practice Transformation (Skip to question 7)	ER6_02			
	Interprofessional Education (Skip to question 8)	ER6_03			
	None, MAI only (Skip to question 9)	ER6_04			

No.	Field Description	Field Name	Туре	Length	Coding
7	Clinic ID Number	ER7	numeric	3	Three-digit number between 000-999
8	Health Professional Program ID Number	ER8	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
12					Example: WA
13	Event ZIP Code	ER13	numeric	5	Five-digit number between 00000-99999
	Training Topics				0 – No 1 – Yes
	HIV prevention	ER15_01	numeric	1	
	HIV testing and diagnosis	ER15_02	numeric	1	
15	Linkage/referral to HIV care	ER15_03	numeric	1	
13	Engagement and retention in HIV care	ER15_04	numeric	1	
	Antiretroviral treatment and adherence	ER15_05	numeric	1	
	Management of co-morbid conditions	ER15_06	numeric	1	
	Other	ER15_07	numeric	1	
	Specify for ER15_07 response option	ER15_07_Specify	character	140	

No.	Field Description	Field Name	Туре	Length	Coding
	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			
16	Post-exposure prophylaxis (PEP, occupational and non-occupational)	ER16_04			
	Pre-exposure prophylaxis (PrEP)	ER16_05			
	Prevention of perinatal or mother-to-child transmission	ER16_06			
	U=U/treatment as prevention	ER16_07			
	Other biomedical prevention	ER16_08			
	HIV Background and Management Topics				0 – No 1 – Yes
	Acute HIV	ER17_01	numeric	1	
	Adult and adolescent antiretroviral treatment	ER17_02	numeric	1	
	Aging and HIV	ER17_03	numeric	1	
	Antiretroviral treatment adherence, including viral load suppression	ER17_04	numeric	1	
	Basic science	ER17_05	numeric	1	
	Clinical manifestations of HIV disease	ER17_06	numeric	1	
17	HIV diagnosis (i.e., HIV testing)	ER17_07	numeric	1	
	HIV epidemiology	ER17_08	numeric	1	
	HIV monitoring and lab tests (i.e., CD4 and viral load)	ER17_09	numeric	1	
	HIV resistance testing and interpretation	ER17_10	numeric	1	
	Linkage to care	ER17_11	numeric	1	
	Pediatric HIV management	ER17_12	numeric	1	
	Retention and/or re-engagement in care	ER17_13	numeric	1	
	Other	ER17_14	numeric	1	
	Specify for ER17_14 response option	ER17_14_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
	Primary Care and Co-morbidities Topics				0 – No 1 – Yes
	Cervical cancer screening, including HPV	ER18_01	numeric	1	
	Hepatitis B	ER18_02	numeric	1	
	Hepatitis C	ER18_03	numeric	1	
	Immunization	ER18_04	numeric	1	
	Influenza	ER18_05	numeric	1	
	Malignancies	ER18_06	numeric	1	
	Medication-assisted therapy for substance use disorders (i.e., buprenorphine, methadone, and/or naltrexone)	ER18_07	numeric	1	
	Mental health disorders	ER18_08	numeric	1	
	Non-infection co-morbidities of HIV or viral hepatitis (e.g., cardiovascular, neurologic, renal disease)	ER18_09	numeric	1	
	Nutrition	ER18_10	numeric	1	
18	Opportunistic infections	ER18_11	numeric	1	
	Oral health	ER18_12	numeric	1	
	Osteoporosis	ER18_13	numeric	1	
	Pain management	ER18_14	numeric	1	
	Palliative care	ER18_15	numeric	1	
	Primary care screenings	ER18_16	numeric	1	
	Reproductive health, including preconception planning	ER18_17	numeric	1	
	Sexually transmitted infections	ER18_18	numeric	1	
	Substance use disorders, not including opioid use	ER18_19	numeric	1	
	Opioid use disorder	ER18_20	numeric	1	
	Tobacco cessation	ER18_21	numeric	1	
	Tuberculosis	ER18_22	numeric	1	
	Other	ER18_23	numeric	1	
	Specify for ER18_23 response option	ER18_23_Specify	character	140	

No.	Field Description	Field Name	Туре	Length	Coding
	Issues Related to Care of People with HIV Topics		numeric	1	0 – No 1 – Yes
	Cultural competence	ER19_01			
19	Health literacy	ER19_02			
	Low English proficiency	ER19_03			
	Motivational interviewing	ER19_04			
	Stigma or discrimination	ER19_05			
	Health Care Organization or Systems Issues Topics		numeric	1	0 – No 1 – Yes
	Billing for services and payment models	ER20_01			
	Case management	ER20_02			
	Community linkages	ER20_03			
	Confidentiality/HIPAA	ER20_04			
	Coordination of care	ER20_05			
	Funding or resource allocation	ER20_06			
	Health insurance coverage (e.g., Affordable Care Act, health insurance exchanges, managed care)	ER20_07			
20	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 for patient care (e.g., electronic health records)	ER20_16			

No.	Field Description	Field Name	Туре	Length	Coding
	Target Populations				0 – No 1 – Yes
	Children (ages 0 to 12)	ER21_01	numeric	1	
	Adolescents (ages 13 to 17)	ER21_02	numeric	1	
	Young adults (ages 18 to 24)	ER21_03	numeric	1	
	Older adults (ages 50 and over)	ER21_04	numeric	1	
	American Indian or Alaska Native	ER21_05	numeric	1	
	Asian	ER21_06	numeric	1	
	Black or African American	ER21_07	numeric	1	
	Hispanic or Latino	ER21_08	numeric	1	
	Native Hawaiian or Pacific Islander	ER21_09	numeric	1	
21	Other race/ethnicity	ER21_10	numeric	1	
	Specify for ER21_10 response option	ER21_10_Specify	character	140	
	Women	ER21_11	numeric	1	
	Gay, lesbian, bisexual, transgender, or other gender	ER21_12	numeric	1	
	Homeless or unstably housed	ER21_13	numeric	1	
	Incarcerated or recently released	ER21_14	numeric	1	
	Immigrants	ER21_15	numeric	1	
	U.S. Mexico border population	ER21_16	numeric	1	
	Rural populations	ER21_17	numeric	1	
	Other specific populations	ER21_18	numeric	1	
	Specify for ER21_18 response option	ER21_18_Specify	character	140	
	Other AETC Collaborators		numeric	1	0 – No 1 – Yes
	AETC National Coordinating Resource Center	ER22_01			
	AETC National Clinician Consultation Center	ER22_02			
	MidAtlantic AETC	ER22_03			
	Midwest AETC	ER22_04			
22	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			
	Odditiodat ALTO	LIXZ_10			

No.	Field Description	Field Name	Туре	Length	Coding
	Other federally funded training centers collaborators		numeric	1	0 – No 1 – Yes
	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			
23	Mental Health Technology Transfer Centers (MHTTC)	ER23_05			
	Public Health Training Center (PHTC)	ER23_06			
	STD Clinical Prevention Training Center (PTC)	ER23_07			
	TB Regional Training and Medical Consultation Center	ER23_08			
	Viral Hepatitis Education and Training Project	ER23_09			
	Other Collaborating Organizations				0 – No 1 – Yes
	AIDS services organization	ER24_01	numeric	1	
	Other community-based organization	ER24_02	numeric	1	
	Community health center, including federally qualified health center funded by HRSA	ER24_03	numeric	1	
	Correctional institution	ER24_04	numeric	1	
	Faith-based organization	ER24_05	numeric	1	
24	Health professions school	ER24_06	numeric	1	
	Historically Black college or university	ER24_07	numeric	1	
	Hispanic-serving Institution	ER24_08	numeric	1	
	Hospital or hospital-based clinic	ER24_09	numeric	1	
	RWHAP-funded organization, including subrecipients	ER24_10	numeric	1	
	Tribal college or university	ER24_11	numeric	1	
	Tribal health organization	ER24_12	numeric	1	
	Other	ER24_13	numeric	1	
	Specify for ER24_13 response option	ER24_13_Specify	character	140	

No.	Field Description	Field Name	Туре	Length	Coding
	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			
	Communities of practice, in-person	ER25_06			
	Communities of practice, distance-based (live)	ER25_07			
	Clinical preceptorships, in-person	ER25_08			
	Clinical preceptorships, distance-based (live)	ER25_09			
	Clinical consultation, in-person	ER25_10			
25	Clinical consultation, distance-based (Live)	ER25_11			
	Coaching for organizational capacity building, inperson	ER25_12			
	Coaching for organizational capacity building, inperson start date	ER25_12_Coaching_Start_Date	date	8	(MM/DD/YYYY)
	Coaching for organizational capacity building, in- person end date	ER25_12_Coaching_End_Date	date	8	(MM/DD/YYYY)
	Coaching for organizational capacity building, inperson # of sessions	ER25_12_Num_of_Coaching_Sessions	numeric	3	Three-digit number between 000-999
	Coaching for organizational capacity building, distance-based (live)	ER25_13			
	Coaching for organizational capacity building, distance-based (live) start date	ER25_13_Coaching_Start_Date	date	8	(MM/DD/YYYY)
	Coaching for organizational capacity building, distance-based (live) end date	ER25_13_Coaching_End_Date	date	8	(MM/DD/YYYY)
	Coaching for organizational capacity building, distance-based (live) # of sessions	ER25_13_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.