

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

## Data Collection Codebook for Reporting 2022–23 Data

### HIV/AIDS Bureau

Health Resources and Services Administration  
U.S. Department of Health and Human Services  
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 its HRSA HAB project officer to obtain a code number for that entity.

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

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

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

## Chapter II: Coding Conventions and Data Submission

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

### General Instructions

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

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

### Missing Values

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

### Data File Names

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

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

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



**Please note: Special characters (; , “) may not be entered in text or specific fields within the PIF, ER, or PL data 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                             | Type      | Length | Coding  |
|------------------------------|--|--|-----------|--------|---|
| 1                            | Participant unique ID  | PIF_ID                                 | character | 140    | Enter a participant ID  |
| 2                            | Date PIF was complete  | PIFDATE                                | date      | 8      | (MM/DD/YYYY)  |
| <i>Profession/Discipline</i> |  |  |           |        |   |
| 3                            | Select one profession/discipline                               | PIF3                                   | numeric   | 2      | 1 – Dentist<br>2 – Other dental professional<br>3 – Nurse practitioner/nurse professional (prescriber)<br>4 – Nurse professional (non-prescriber)<br>5 – Midwife<br>6 – Pharmacist<br>7 – Physician<br>8 – Physician assistant<br>9 – Dietitian or nutritionist<br>10 – Mental/behavioral health professional<br>11 – Substance use disorder professional<br>12 – Social worker or case manager<br>13 – Community health worker (includes peer educator or navigator)<br>14 – Clergy or faith-based professional<br>15 – Practice administrator or leader (e.g., chief executive officer, nurse administrator)<br>16 – Other allied health professional (specify, e.g., medical assistant, physical therapist)<br>17 – Other public health professional<br>18 – Other non-clinical professional (specify, e.g., front desk staff, grant writer)<br>19 – Other clinical professional (specify, e.g., podiatry, chiropractor, alternative medicine specialist, wellness specialist) |
|                              | Specify for PIF3 option 16, “Other allied health professional” | PIF3_Specify_OtherAllied               | character | 140    |   |
|                              | Specify for PIF3 option 18, “Other non-clinical professional”  | PIF3_Specify_OtherNonClinical          | character | 140    |   |
|                              | Specify for PIF3 option 19, “Other clinical professional”      | PIF3_Specify_OtherClinicalProfessional | character | 140    |   |

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



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

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

## List of Participant IDs (PL)

Codebook: Participant List (five variables)

| No. | Field Description       | Field Name | Type      | Length | Coding                                       |
|-----|-------------------------|------------|-----------|--------|--|
| 1   | AETC Number             | PL1        | numeric   | 2      | AETC number from the list provided           |
| 2   | Regional Partner Number | PL2        | numeric   | 3      | RPS number from the list provided            |
| 3   | Event Date              | 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  | Type      | Length | Coding                             |
|-----|---|-------------|-----------|--------|------------------------------------|
| 1   | AETC Number                                     | ER1         | numeric   | 2      | AETC number from the list provided |
| 2   | Regional Partner Number                         | ER2         | numeric   | 3      | RPS number from the list provided  |
| 3   | <i>Event Date</i>                               |             | date      | 8      | (MM/DD/YYYY)                       |
|     | <i>Start Date</i>                               | ER3_01      |           |        |                                    |
|     | <i>End Date</i>                                 | ER3_02      |           |        |                                    |
| 4   | MAI Funds                                       | ER4         | numeric   | 1      | 0 – No<br>1 – Yes                  |
| 5   | <i>Additional Funding Sources</i>               |             | numeric   | 1      | 0 – No<br>1 – Yes                  |
|     | None, MAI only (Skip to question 9)             | ER5_01      |           |        |                                    |
|     | AETC base grant funding                         | ER5_02      |           |        |                                    |
|     | EHE (Skip to question 9)                        | ER5_03      |           |        |                                    |
|     | BPHC collaboration funding (Skip to question 9) | ER5_04      |           |        |                                    |
|     | Other   | ER5_05      |           |        |                                    |
|     | Specify for ER5 “Other” (Skip to question 9)    | ER5_Specify | character | 140    |                                    |

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

| No. | Field Description   | Field Name      | Type      | Length | Coding            |
|-----|---|-----------------|-----------|--------|-------------------|
|     | <i>HIV Prevention Topics</i>                                      |                 | numeric   | 1      | 0 – No<br>1 – Yes |
|     | Behavioral prevention   | ER16_01         |           |        |                   |
|     | Harm reduction/safe injection                                     | ER16_02         |           |        |                   |
|     | HIV transmission risk assessment                                  | ER16_03         |           |        |                   |
| 16  | 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         |           |        |                   |
|     | <i>HIV Background and Management Topics</i>                       |                 | numeric   | 1      | 0 – No<br>1 – Yes |
|     | Acute HIV   | ER17_01         |           |        |                   |
|     | Adult and adolescent antiretroviral treatment                     | ER17_02         |           |        |                   |
|     | Aging and HIV   | ER17_03         |           |        |                   |
|     | Antiretroviral treatment adherence, including viral suppression   | ER17_04         |           |        |                   |
|     | Basic science   | ER17_05         |           |        |                   |
|     | Clinical manifestations of HIV disease                            | ER17_06         |           |        |                   |
| 17  | HIV diagnosis (i.e., HIV testing)                                 | ER17_07         |           |        |                   |
|     | HIV epidemiology  | ER17_08         |           |        |                   |
|     | HIV monitoring and lab tests (i.e., CD4 and viral load)           | ER17_09         |           |        |                   |
|     | HIV resistance testing and interpretation                         | ER17_10         |           |        |                   |
|     | Linkage to care   | ER17_11         |           |        |                   |
|     | Pediatric HIV management  | ER17_12         |           |        |                   |
|     | Retention and/or re-engagement in care                            | ER17_13         |           |        |                   |
|     | Other (specify)   | ER17_14         |           |        |                   |
|     | Specify for ER17_14 response option                               | ER17_14_Specify | character | 140    |                   |

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

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

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



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

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

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