



AETC Training Webinar

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

April 30, 2024

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Vision: Healthy Communities, Healthy People



Outline

Overview of AETC Submission Process

Data Quality Overview

Missing Data & Priority Data Elements

Data Quality Workshop

Open Q&A Session



Overview of the AETC Submission Process



Overview of AETC Submission Process

- **Data are submitted annually through the Electronic Handbooks (EHBs) beginning July 12**
 - Agencies indicate collaboration with the Regional Partner Sites
 - Upload a separate Comma Separated Values (CSV) file for your:
 - Event Record (ER) data
 - AETC Participant Information Form (PIF) data
 - Event Participant List (PL) data
 - Validate the AETC Report
 - Errors – Must be corrected to submit
 - Warnings – Revise data or enter a comment, data can be submitted

Attend the training on June 5, for a deeper dive!



Use of ER & PIF Data

- **Describe AETC training activities and reach:**
 - Event Record (ER) – number and characteristics of events and trainings provided by AETCs
 - Participant Information Form (PIF) – number and characteristics of participants reached through AETC events and trainings
- **Analyzed annually for trends over time**
- **Inform training needs and emerging topics**



TA Contact Information

RWHAP Technical Assistance Resources

- The [RWHAP TA Resources Brochure](#) features information on each RWHAP technical assistance provider, including:
 - RWHAP reports they support
 - Responses to frequent questions
 - Contact information

Ryan White HIV/AIDS Program TA Resources

RWHAP Data Support Reports: RSR, ADR, AETC, EHE, HIVQM, PTR/Allocations Report, Expenditure Report, GCMS, and DSR The Ryan White Data Support team provides support for questions related to data report content and submission data validations, and interpretation of the instruction manuals and HRSA HAD's reporting requirements. They can address such issues as:	<ul style="list-style-type: none">• I don't understand something in the instruction manual.• I don't understand a reporting requirement.• What is the allowable response for a given data element?• I received a validation message (alert, warning, error) and I don't know how to fix it.• What is my organization's relationship with our recipient/subrecipient/provider?	<ul style="list-style-type: none">• How do I manage contracts in the GCMs?• What is my provider's registration code?• What is my GUID code?• How do I change my report's submission status?• I need the report returned to me for changes.• I don't understand a certain RWHAP service category and what activities are included in that category.	 1-888-640-9356 Hours: 10am-6:30pm ET, M-F RyanWhiteDataSupport@wrma.com Target HIV - Data Support
Data Integration, Systems and Quality (DISQ) Team Reports: RSR, ADR, AETC, EHE, HIVQM The DISQ Team aims to enhance the completeness, accuracy and consistency of RWHAP client-level data through capacity building, training and technical assistance (TA) for recipients and providers. They can address such issues as:	<ul style="list-style-type: none">• I'm a new user and I don't know where to start.• I need help with my client-level data.• What is the data reporting schema and how do I use it to map my source data?• How do I create an XML file?• How do I use TRAX?• How do I integrate data from multiple sources?• How do I use the upload completeness report?	<ul style="list-style-type: none">• I need help addressing a data issue identified in my system-generated report.• How do I check the quality of our data?• I would like to improve my organization's process for collecting/managing/using/reporting our data.• Is there another organization that uses the same data system that I can talk to?	 Data Integration, Systems & Quality TECHNICAL ASSISTANCE Data_TA@caiglobal.org Target HIV - DISQ
EHBs Customer Support Center Reports: RSR, ADR, AETC, EHE, HIVQM, PTR/Allocations Report, Expenditures Report, GCMS The EHBs Customer Support Center assists with registering, accessing, and navigating the EHBs. They can address such issues as:	<ul style="list-style-type: none">• I can't log into the EHBs• I need help registering in the EHBs.• I need to add/change who is allowed to complete the report.	<ul style="list-style-type: none">• I need help finding my report in the EHBs.• I have a web system error.	 1-888-464-4772 Hours: 10am-8pm ET M-F EHBs TA Form
CAREWare Help Desk Reports: RSR, ADR, EHE, HIVQM The CAREWare help desk can assist with generating XML files from CAREWare. They can address such issues as:	<ul style="list-style-type: none">• I need help with CAREWare.• How do I generate my compliant XML file using CAREWare?	<ul style="list-style-type: none">• How do I create a custom report in CAREWare?• How do I import data from another system into CAREWare?	 1-877-294-3571 Hours: 12-5pm ET (Mon-Wed-Fri) and 10:30-6:30pm ET (Tue-Thu) cwhelp@jprog.com
Contact Your Project Officer They can address such issues as:	<ul style="list-style-type: none">• I have questions about my organization's RWHAP program.• I need help with my progress report.• I have a question about my grant funding.• I can't meet the report deadline?	<ul style="list-style-type: none">• My organization is a recipient, and my provider is not submitting their data on time.• My organization did not collect all the required data. What do I do?	 Health Resources & Services Administration HHS Employee Directory



Data Quality Overview



What do the data show?

Between 2020-2022, AETCs led **32,071** unique training events which reached **179,001** participants.

Among training attendees:

- **58%** provide services to clients with HIV
- **68%** have direct interaction with clients
- **64%** do not provide HIV treatment care, but provide behavioral, support, or other clinical services
- **5%** provide advanced HIV care

AETC training attendees were:

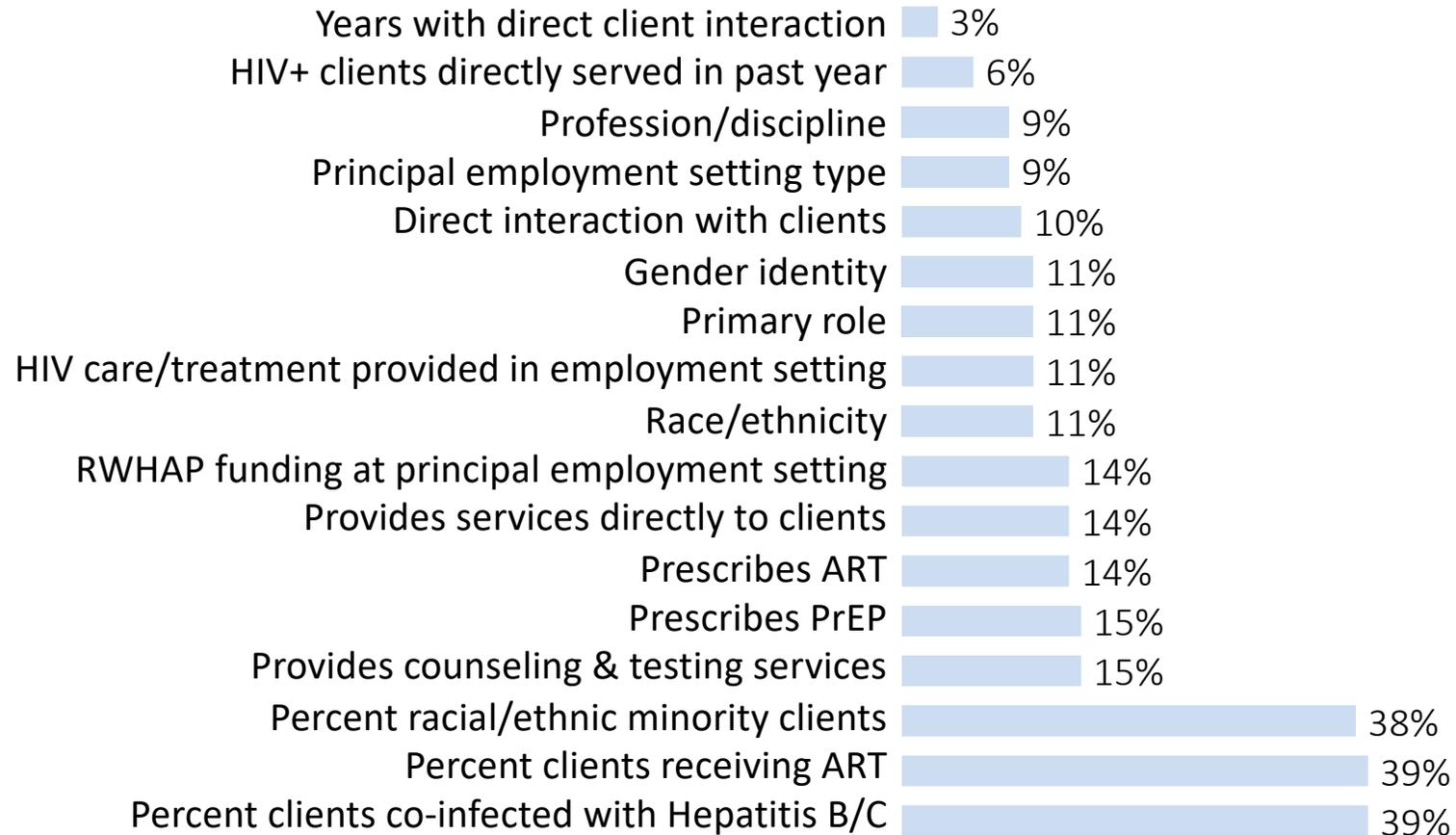
- **40%** White
- **19%** Black or African American
- **17%** Hispanic/Latino
- **66%** Female

Missing data also impacts findings:

- **14%** on race/ethnicity
- **11%** on gender



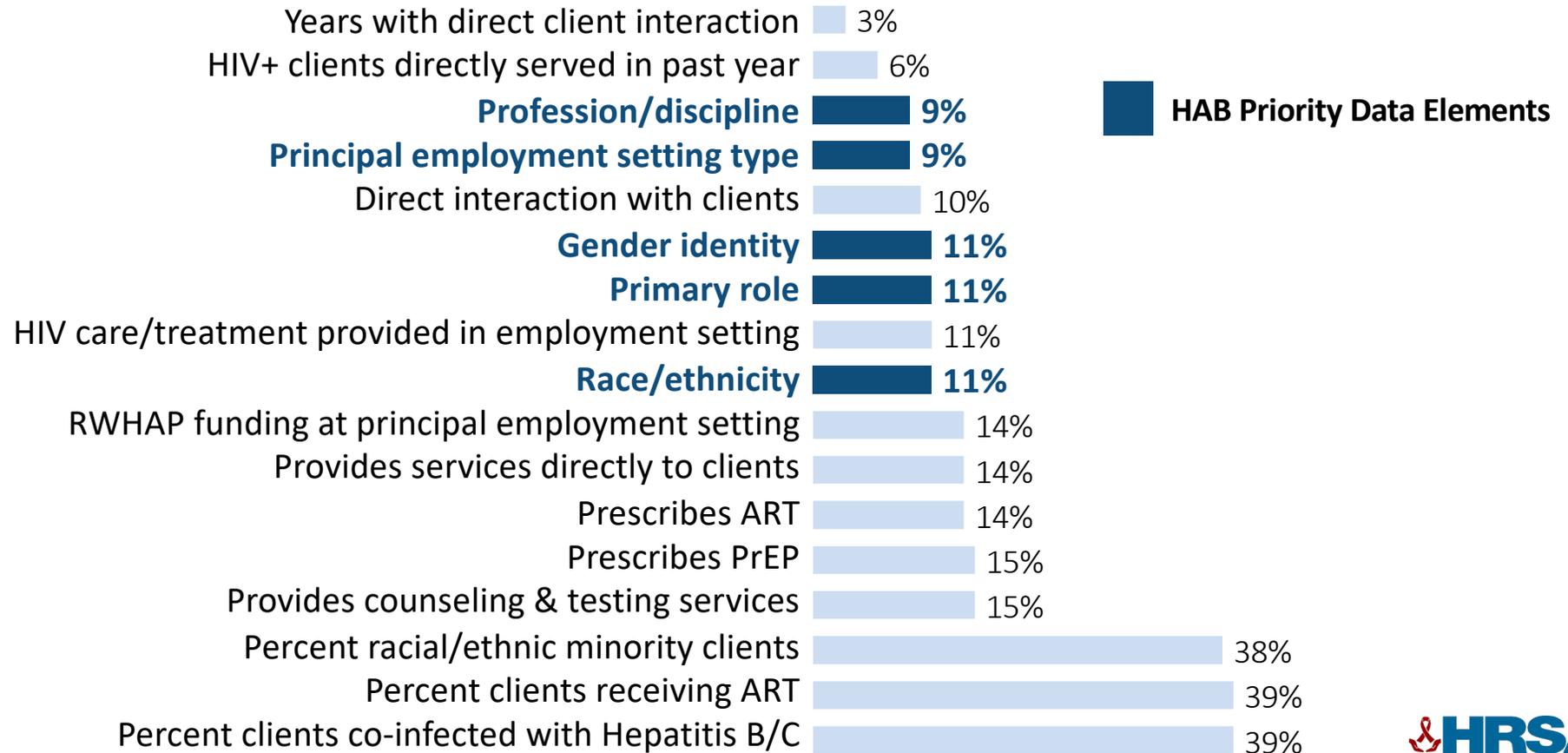
Missing Data in 2020-2022 PIFs



Priority Data Elements for HRSA

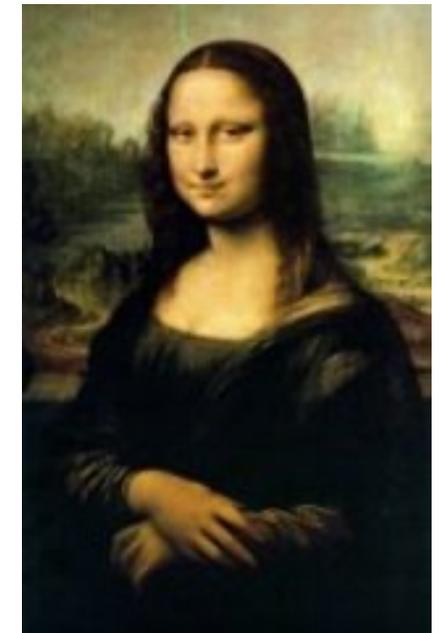
- 1 Profession/Discipline (PIF #3)
- 2 Primary Role (PIF #4)
- 3 Hispanic/Latino Origin (PIF #5)
- 4 Racial Background (PIF #6)
- 5 Gender Identity (PIF #7)
- 6 Principal Employment (PIF #8)

Missing Data on Priority Data Elements



Why does data quality matter?

- **Missing/inaccurate data can distort program outcomes**
- **Only high-quality data can:**
 - Accurately portray the work AETCs do
 - Be used to improve services
- **AETC should have processes to review data for quality prior to submission. Ideally:**
 - Data should be reviewed regularly throughout the year
 - AETCs should work with regional partners to ensure data quality



Profession/Discipline and Primary Role

Profession/Discipline	%	Primary Role	%
Social Worker or Case Manager	14%	Other	15%
Nurse Professional (non-prescriber)	13%	Care Provider/Clinician (non-prescriber)	13%
Other Public Health Professional	12%	Case Manager	12%
Physician	10%	Missing	11%
Missing	9%	Student/Graduate Student	10%
Other non-clinical professional	9%	Administrator	9%
Community Health Worker	7%	Care Provider/Clinician (prescriber)	9%
Nurse Professional (prescriber)	5%	Client/Patient Educator	5%
Pharmacist	5%		



How are AETCs using data?





Thank you for engaging
with DISQ about your
data quality practices!

How are AETCs reviewing data quality?

Programming mandatory fields and skip logic in data system

Running system reports to identify missing or incomplete data

Utilizing a multi-step process for corrections with regional level partners

Reviewing event data prior to entry into data system

Checking data multiple times throughout the year

Documenting data quality review processes

Please share your documentation with us!
rmehta@caiglobal.org



Data Quality Workshop



Missing Data

- If you do encounter missing data, use valid values^{1,2}

Use “.” when:	Use “null” or leave <u>blank</u> when:
Variable is numeric	Variable is character/string

¹Refer to Codebook Chapter III (column “Type”) for type of variable

²Other user-defined missing values (e.g., 99, 999) will be regarded as out-of-range unless specified as a valid value in the codebook

- Example data:

PIF4	PIF4_Specify	PIF20
9	null	0
5		4
16	Statistician	.
12		.



Potential Fixes

Review codebook for which values are numeric vs. character so valid value can be used for missing values.

Identify PIF variables that may have missing data and ensure proper values.

Errors vs. Warnings in EHBs

HRSA Electronic Handbooks

Environment: UAT01 | Girolamo.Wytch.15423804@test.com | Support | Logout

Tasks | Organizations | Grants | Dashboards | Free Clinics | FQHC-LALS | Resources

Welcome | Recently Accessed | What's New | Guide Me | Tuesday 2nd May 2023 09:59:28 A.M.

Getting Started with the Handbooks

- Recommended Browser Settings
- User Interface Crosswalk
- Tour the Handbooks!

NAVIGATION

- Home
- Workflow
- Validate
 - Unsubmit Report
 - Submit Report
 - History
- Data Entry
 - Cover Page
 - Manage RPS
 - Upload Files
 - Questions/Notes
- References
 - Validation Rules
- Print
 - Print PDF
- Reports
 - Upload Confirmation

AETC Data Submission | Your session will expire in: 28:51

U10HA00001 : VISITOR LANG HOSPITAL

Report Id: 32796 | Report Period: FY 2023 Annual | Status: Working | Due Date: 7/21/2023 6:00:00 PM (80 days left)

Mode: ReadWrite | Site Number: 78 | UEI: | Last Modified: 5/2/2023 9:42:11 AM (by Girolamo.Wytch.15423)

Validate Reports

AETC Report Status and Validation

Item	Status	Error	Warning	Download
Upload Files Page	Working	0 error(s)	0 warning(s)	
Manage RPS Page	1 RPS	0 error(s)	0 warning(s)	
ER	Processed	13 distinct error(s) (13 total error(s))	1 distinct warning(s) (1 total warning(s))	Download Errors/Warnings in Excel
PIF	Processed	4 distinct error(s) (5 total error(s))	0 distinct warning(s) (0 total warning(s))	Download Errors/Warnings in Excel
PL	Processed	7 distinct error(s) (7 total error(s))	0 distinct warning(s) (0 total warning(s))	Download Errors/Warnings in Excel

Logged in as: Grantee, GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter

The HAB Web Applications also require Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click



Remember

You can submit data with “warnings,” but not with “errors.”

If you notice that something is wrong (e.g., you received an error and should have received a warning), please let technical assistance (TA) know!

Don't forget about Data Support's June Webinar where Hilary will give more TA information around these topics!

PIF ID

PIF_ID
StatisticsIsFun123@gmail.com
Light00Bulb@hotmail.com
17
FirstName.LastName333@rocketmail.com

The “17” PIF_ID value creates challenges when pulling AETC PIFs together.

Without a valid email address, this participant cannot be counted.

- PIF data are **pulled across all AETCs** to ensure we capture all participants who attended AETC events, regardless of which AETC hosted the event.
- For best data quality and accuracy, we use email addresses as they are unique to the participant but are general enough that they can be applied to each AETC PIF.

Potential Fixes

If your AETC uses other values for the PIF_ID, make sure to replace/crosswalk those values with accurate email addresses for submission.

Review the PIF dataset prior to submission, ensure PIF_IDs are email addresses.

Survey Skip Patterns

15. Do you have direct interaction with clients?

- Yes No (Stop here. You are done with this form.)

16. Do you provide services directly to clients with HIV?

- Yes No (Stop here. You are done with this form.)

8. Which of the following characteristics best describe your principal employment setting? (Select one)

- Academic Health Center
- Correctional Facility
- Dental Health Facility
- Emergency Department
- Federally Qualified Health Center
- Family Planning Clinic
- HIV or Infectious Diseases Clinic
- HMO/Managed Care Organization
- Hospital-Based Clinic
- Indian Health Services/Tribal Clinic
- Long-Term Nursing Facility
- Maternal /Child Health Clinic
- Mental Health Clinic
- STD Clinic
- Substance Use Treatment Center
- Student Health Clinic
- Other Community-Based Organization
- Pharmacy
- Military or Veterans' Health Facility
- Other Federal Health Facility
- Private Practice
- State or Local Health Department
- Other Primary Care Setting
- Principal Employment Setting Does Not Involve Direct Provision of Care or Services (Stop Here,
- I Am Not Working (Stop Here. You Are Done With This Form.)



Impact

PIF 8 contradictions

- The following answered that they were **not working or their employment setting does not provide care to clients** but
 - 173 said "yes" to employer receiving Ryan White HIV/AIDS Program funding
 - 171 said "yes" to HIV care provided by employment setting
 - 315 said "yes" to having direct interaction with clients
 - 126 said "yes" to having direct interaction with clients with HIV

PIF 15 contradictions

- 92 answered “No” or “Null” to PIF15 do you have **direct interaction with clients** but said “Yes” to PIF16 **direct interaction with clients with HIV**

PIF 16 contradictions

- The following answered “No” or “Null” to PIF16 if they have **direct interaction with clients** with HIV but
 - 135 provided a number of clients with HIV in the past year that is ≥ 1
 - 231 provided years of experience caring for clients with HIV that is ≥ 1
 - 11,797 provided an answer to PIF19 “Which of the following best describes the way you provide services to clients with HIV”



Potential Fixes

Implement skip pattern into survey system

Review and test skip patterns often

Less likely to receive errors/warnings during submission

Number of Hours

- We currently receive a wide range of hours to ER25
 - ER25_04 (Interactive presentations, in-person)
 - ✓ Hours ranged from 0-800
 - ER25_08 (Communities of practice, distance-based (live))
 - ✓ Hours ranged from 0-1776
 - ER25_11 (Clinical consultation, in-person)
 - ✓ Hours ranged from 0-465



25. Number of hours for each type of training or technical assistance modality for the event. Enter hours rounded to the nearest ¼ hour in each cell (.25 = ¼, .50 = ½ hour, .75 = ¾ hour). Do not enter data into cells that contain “not applicable.”

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

Potential Fixes



Keep in mind the average hours and investigate any outliers

Modality	Average Number of Hours per Event (ER)
Didactic Presentations	2.1
Interactive Presentations	5.2
Communities of Practice	1.9
Clinical Preceptorships	40.9
Clinical Consultations	2.4
Coaching for Organizational Capacity Building	6.1

Event ZIP Code

- **HRSA HAB received ~150 events with invalid event ZIP code**
- **AETCs should review event ZIP codes and ensure 100% valid responses**
 - AETCs should be able to overwrite any invalid responses since event location is known
- **There is a validation during submission to ensure valid ZIP code range**



Potential Fixes

Review and ensure event ZIP codes are within the valid ZIP code range 00501-99950.

Update invalid ZIP codes.

Making updates now will allow submission to run more smoothly, less likely to receive error/warnings.

ER Multi Session Questions

- Session Number (ER11) should be ≥ 1
 - In 2022, 240 records where session number = 0
- If “yes” is responded to multi session question (ER9) then number of sessions planned (ER10) should be ≥ 2
- Session number (ER11) should be equal to or less than total number of sessions planned (ER10)



Potential Fix

Incorporate session number must be greater than 1 in survey system for single session events.

Implement session number must be greater than 2 in survey system for multi session events.

Provide instruction that the session number should be equal to or less than total number of sessions planned.

General Tips

- **“Less is more” when it comes to data cleaning**
 - If possible, maintain the survey options as it looks in the forms
 - Implement skip patterns, valid hour ranges, valid ZIP code range, and other instructions in the survey into your data systems
 - ✓ The more you can build your system, the less manipulation is needed prior to submission
- **Have system prompt for PIF data to be updated yearly**
 - Ensures the most up-to-date PIF data
- **Make sure not to use “0” in “Specify” fields**
 - If system gives an error/warning for blanks, it is best to enter “Null” instead of “0”
- **Confirm that PIF ID is an email address**
 - We track and count participants across all AETCs using email addresses
- **Check that Event Start and End date are in the same format in the ER and PL**
 - This could trigger a validation error and prevent submission



Questions?



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Ryan White HIV/AIDS Program TA Resources

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1-888-640-9356
Hours: 10am-6:30pm ET, M-F
RyanWhiteDataSupport@wrma.com
[Target HIV - Data Support](#)

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Data_TA@caiglobal.org
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[EHBs TA Form](#)

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