

# AETC Training Webinar

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

June 5, 2024

**Hilary Mitchell**  
AETC Task Lead



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Hi everyone. We still have people joining, so we're going to get started in just a couple minutes.

Alright – we can get started now. David, please start the recording.

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

I'll be joined during the Q&A portion of the webinar by my colleague from DISQ, Ruchi Mehta and our HAB colleagues Latoya Goncalves and Nicole Viviano.

## Disclaimer

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Today's webinar is supported by the following organizations and the contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, the Health Resources and Services Administration (HRSA), the U.S. Department of Health and Human Services (HHS), or the U.S. government.

The DISQ Team is comprised of CAI, Abt Associates, and Mission Analytics and is supported by HRSA of HHS as part of a cooperative agreement totaling \$4,000,000.00.

DSAS (Ryan White Data Support) is comprised of WRMA, CSR and Mission Analytics and is supported by HRSA of HHS as part of a contract totaling over \$7.2 Million.

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

## Agenda

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Reporting Changes & Validations



How to Complete the AETC Report



Tips & Takeaways



TA Contact Info



Q&A

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For today's meeting Agenda:

1. We'll start \*\*\*\* by going over the report changes and validations.
2. Then \*\*\*\* we'll go over step-by-step directions for how to complete the AETC Report
3. Followed \*\*\*\* by some Tips & Takeaways to help with this year's submission
4. Finally, \*\*\*\* we'll go over the TA resources available to assist you during the submission period
5. And wrap up \*\*\*\* today's meeting with a Q&A session.

# There are no reporting or validation changes

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For the 2024 reporting period, there are no changes made to the Participation Information Form (PIF), Event Record (ER), or the Participant List (PL). As such, there are no changes made to the corresponding validations. Hopefully, this is good news for you all, but I do want to spend some time discussing the AETC Validations.



## How to Address Validations

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During last year's report, we identified some confusion for how to address the AETC validations. So lets get into it...

## AETC Validations

### Error

Must be corrected before submitting the report.

You will not be able to submit with errors.

### Warning

Should be corrected when appropriate, but you may still submit with warnings.

Enter a comment in the Questions/Notes section explaining the data prior to submitting.

Contact Data Support  
888-640-9356

[RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

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As a quick refresher, there are 2 types of validations in the AETC Report: errors and warnings.

Errors are validations that must be corrected before submitting the report. You cannot submit your report with errors.

Warnings are validations for data in the file that MAY be incorrect or misreported. Review these data for accuracy prior to submitting. We also encourage you to enter a comment about the data warnings in the Questions/Notes section of the report.

If you ever have questions or need assistance with addressing your validations, please contact Data Support.

## Interpreting Validations

- PIF 6. What is your racial background? Select all that apply**
- American Indian/Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
  - Choose Not to Disclose
  - Other, Please Specify: \_\_\_\_\_

**Never recode the participants' responses!**

Row	Field	Condition	Message	Level
7	PIF6	The user reports a missing value	The answer is missing	Warning
15	PIF6_01 – PIF6_07	The user reports a value that is not a number, OR, The user reports a number that is not “0” or “1”.	The answer must be 0 or 1.	Error
16	PIF6_07_ Specify	The user reports a missing value after selecting the related option in PIF6.	The answer is required based on your input for PIF6.	Error
17	PIF6_07_ Specify	The user enters a response that is longer than 140 characters.	The answer cannot be longer than 140 characters.	Error

**Guidance applies to PIF3, PIF6, and PIF 7.**

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Let’s take a closer look at one of the PIF questions where we had some confusion last year.

For PIF 6, participants are asked to self-report their racial background. However, as we know, this is a field participants may choose to leave blank. When you upload your PIF data file and validate it, \*\*\* your dataset will trigger a warning validation for PIF 6 saying the answer is missing. You should review your data to ensure the data are truly missing and not the result of a data export issue. If you confirm this is correct, you can continue to submit your report with the warning validation. But please enter a comment in the questions/notes section saying you confirmed the data are accurate.

If you validate your data and get an error for the data in PIF 6, there are a few possibilities as to why this issue is occurring. But remember, you cannot submit your report with an error validation.

If your validation error \*\*\* says, “The answer must be 0 or 1”, this is the result of a schema issue in your data file. Please review the data rows triggering the error validation and refer to the Codebook to correct your data coding.

If your validation error \*\*\* triggers for the specify option and says, “The answer is required based on your input for PIF 6”, this means the participant selected “Other, Please specify” and either didn’t specify or the answer wasn’t captured in the data export. If the data export is correct, please report “null” in the specify field.

If your validation error \*\*\* triggers for the specify option and says, “The answer cannot be longer than 140 characters”, you must edit the response to be fewer than the max allowed character count.

This guidance corresponds \*\*\* to PIF 3, 6, and 7. However, the validation language is similar for other AETC fields as well. But please remember, you should NEVER recode the participants responses. If you’re unsure of how to interpret or address a validation, please contact the Data Support team.



## Date Formatting

ER 3	PL 3
MM/DD/YYYY	MM/DD/YYYY
<del>7/31/2023</del>	<del>07/31/2023</del>
07/31/2023	07/31/2023

Data must be congruent

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The other validation issue we encountered pertained to date formatting. ER 3 and PL 3 ask you to report the event start and end dates. The format is two-digit month, two-digit day, and four-digit year for both start and end date.

During last year's submission, we learned \*\*\* reporting the dates without \*\*\* a leading zero in one file and a leading \*\*\* zero in the other file will translate to incongruent data by the system. In other words, if the month is a single digit in one file and two digits in the other file, an error \*\*\* validation will occur. To correct this data, be sure the reported data matches 100% \*\*\* as shown here. Data \*\*\* must be congruent, or you will receive an error validation.

## ER25 – Technical Assistance Modality

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1. Recipients received error messages because they didn't have PIFs for events that were reported as the Technical Assistance training modality in ER25 (ER25\_13, ER25\_14, and ER25\_15).
2. Not collecting PIFs for this modality is consistent with the reporting instruction manual (table on pg. 23 of manual).
3. You must contact Data Support to have your report submitted.

Contact Data Support

888-640-9356

[RyanWhiteDataSupport@wrma.com](mailto:RyanWhiteDataSupport@wrma.com)

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During last year's report, we also identified an issue in the AETC guidance and how it's applied to the system validations. Specifically, for the ER25 training and TA modality table, the manual has guidance that PIFs are not required for the Technical Assistance modality. However, the system validations look for a corresponding PIF for that event, and if it's not reported, an error validation is triggered. Unfortunately, we will not be able to fix this by this year's reporting period, so if this applies to your AETC, please contact Data Support to have your report administratively submitted. You should only do this once you've addressed all of the other validations.

# Knowledge Check #1

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How do you address an error validation?

- A. You can submit the data with an error
- ➔ B. Correct the data triggering the error and reupload the file(s)
- C. Recode the participant's data reported in the PIF
- D. All that apply
- E. I don't know

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How do you address an error validation?

- A. You can submit the data with an error
- B. Correct the data triggering the error and reupload the file(s)
- C. Recode the participant's data reported in the PIF
- D. All that apply
- E. I don't know

**\*\*\*Correct Answer: B**

## Knowledge Check #2

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How do you address a warning validation (Select all that apply)?

- A. You can submit the data with a warning
- B. Recode the reported participant data
- C. Enter a comment in the Questions/Notes section of the report
- D. Correct the data triggering the warning and reupload the file(s) (if applicable)

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How do you address a warning validation (select all that apply)?

- A. You can submit the data with a warning
- B. Recode the reported participant data
- C. Enter a comment in the Questions/Notes section of the report
- D. Correct the data triggering the warning and reupload the file(s) (if applicable)

**\*\*\*Correct Answer: A, C, D**



We just went over a lot of information, so let's take a minute to see if anyone has any questions. Please be sure to use the Q&A function or raise your hand to ask your questions.

## How to Complete the AETC Report











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Thank you everyone for that discussion. Now that we've gone through some of our lessons learned from last year, let's discuss how to report the data in the AETC system.

# Navigate to the Electronic Handbooks (EHBs)

Electronic Handbooks

 <p><b>Applicant/Grantee</b> Use this link if you are applying for, or have been awarded a HRSA grant and you need to access the HRSA Electronic Handbooks (EHBs). Using this link, you can also access the FTCA or FQHC system.</p>	 <p><b>Grantor</b> Use this link if you are a HRSA employee and you need to access your HRSA Electronic Handbooks (EHBs).</p>	 <p><b>FI Review</b> Use this link if you want to register to become a CHOME Auditor or if you already are one and need to access your work.</p>
 <p><b>Consultant/Expert</b> Use this link if you are a Consultant/Expert providing technical assistance to HRSA or HRSA supported organizations and you need to access the Technical Assistance Tracking System (TATS).</p>	 <p><b>Vendor</b> Use this link if you are a vendor providing technical assistance consulting services to HRSA and you need to access the Technical Assistance Tracking System (TATS).</p>	 <p><b>Technical Analyst</b> Use this link if you are a Technical Analyst (TA) providing services to HRSA and you need to access the National Infant Early Childhood Home Visiting (NIECHV) Annual and/or Quarterly Reports.</p>
 <p><b>Service Provider</b> Use this link if you are a HAB provider and you need to access the HRSA Electronic Handbooks (EHBs).</p>	 <p><b>Program System Administrator</b> Use this link if you are a HAB Program System Administrator and you need to access the HRSA Electronic Handbooks (EHBs).</p>	

Applicant/Grantee



The EHBs uses Login.gov and two-factor authentication to enhance security. Use your existing Login.gov account, with the same email used for the EHBs, or create a new Login.gov account.

[Create Login.gov Account](#)

[Login](#)

What's New [View all](#)

**New EHBs Login Process** 05/26/2023

Beginning May 26, 2023, to access the EHBs Applicants, Grantees, Service Providers, Consultants, and Technical Analysts must use Login.gov and two-factor authentication. For information about...(Read More)

**What's New Go Live Grantee Message** 01/28/2022

**What's New Message :**  
**New Prior Approval (PA) and Other Submissions (EDM) Budget Forms**

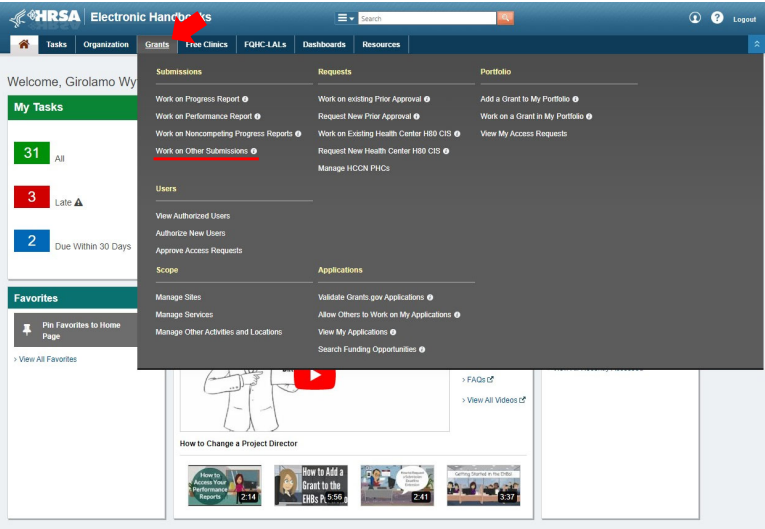
The EHBs has ...(Read More)

## Login to the EHBs

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Login to the EHBs





Work on  
Other  
Submissions

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

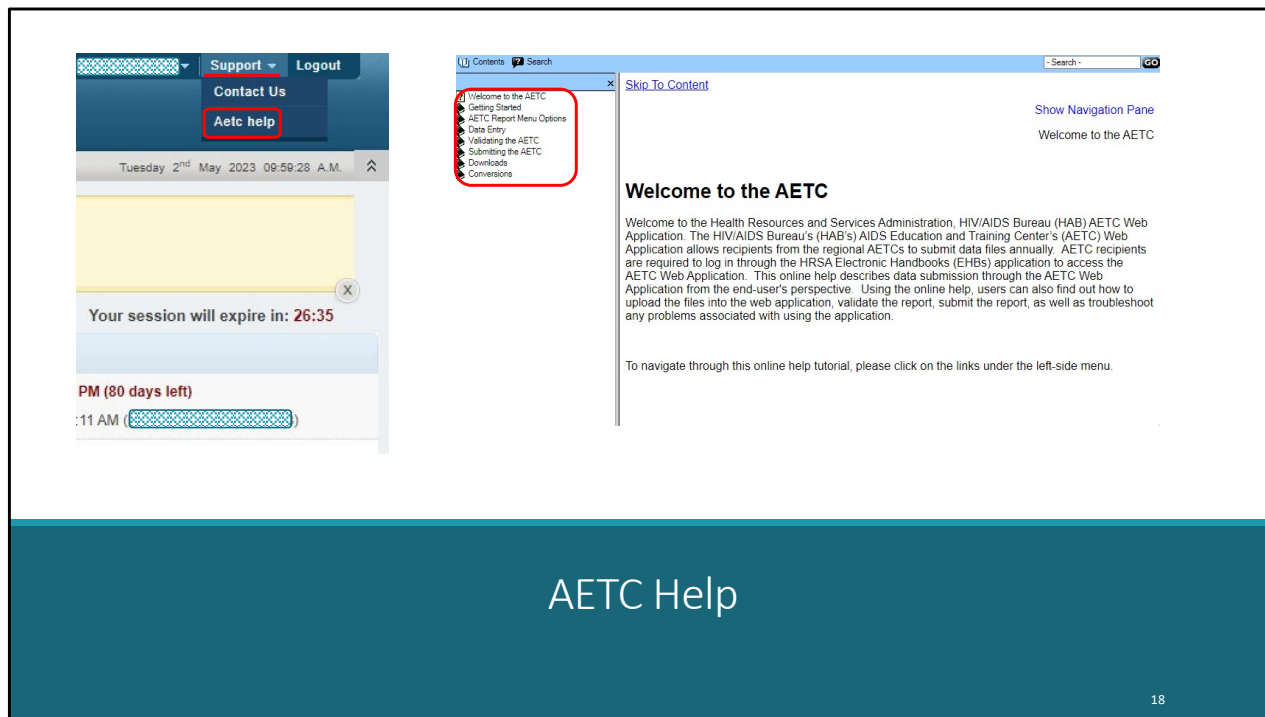
The screenshot shows a web application interface for managing submissions. On the left is a navigation menu with categories like 'ALL TASKS', 'Grants', 'Requests', and 'Submissions'. The main area is titled 'Submissions - All' and features a table of submission records. A search filter 'AETC' is applied to the 'Submission Name' column. The table has columns for Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Submitted Date, Status, and Options. The first row, 'AETC Data Submission 2023', has its 'Edit' link highlighted with a red box. Below the table is a dark blue banner with the text 'Locate the AETC Submission' and the page number '17'.

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
AETC Data Submission 2023	Other Submissions	VISITOR LANG HOSPITAL, NM	U1OHA00001	1912	07/01/2022-06/30/2023	07/21/2023		In Progress	Edit
AETC Data Submission 2020	Other Submissions	VISITOR LANG HOSPITAL, NM	U1OHA00001	1721	07/01/2019 - 06/30/2020	09/25/2020	09/16/2020	Submitted	Submission
AETC Data Submission 2022	Other Submissions	VISITOR LANG HOSPITAL, NM	U1OHA00001	1845	7/1/2021 - 6/30/2022	09/16/2022	09/14/2022	Submitted	Submission
AETC Data Submission 2021	Other Submissions	VISITOR LANG HOSPITAL, NM	U1OHA00001	1790	7/1/2020 - 6/30/2021	09/15/2021	09/15/2021	Submitted	Submission

Please note, the screen grabs from here forward are from last year’s submission, so the date reflects last year’s report. However, since there were no system changes made, the steps are the same as demonstrated here.

You’ll locate the submission named “AETC Data Submission 2024” on the submissions list. Select \*\*\*\* the “Edit” link on the right side of the page on the same row. When accessing this report for the first time, this link will say, “Start”.

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



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

HRSA Electronic Handbooks

Tasks Organizations Grants Dashboards Free Clinics FQHC-LALs Resources





Welcome Recently Accessed What's New Guide Me


**Getting Started with the Handbooks**

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

NAVIGATION << AETC Data Submission

Report Period: FY 2023 Annual - due on 7/21/2023

#	Report ID	Recipient	Grant Number	Status	Un-submit Request	Action	Comments	Print	History	Site Number	Created By	Date Created
1	32796	VISITOR LANG HOSPITAL	U1OHA00001	Working	No	 Open	 Comment	 PDF	 History	78		4/27/2023 11:23:03 AM

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 

Open the Report

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Okay – back to how to report the data.

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

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

NAVIGATION <<      AETC Data Submission      Your session will expire in: 29:54

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: 4/27/2023 11:23:51 AM (by: [redacted])

\* Required  
Form fields 1 through 6, except field 3 are system populated and will be displayed in the printable version of the report. You must complete field 3.

1. Recipient:	VISITOR LANG HOSPITAL
2. Site Number:	78
* 3. Staff Responsible for Submission:	<input type="text" value="Girolamo Wytch"/>
4. Date of Submission:	Not Submitted
5. Start of Data Collection Period:	7/1/2022
6. End of Data Collection Period:	6/30/2023

**AETC Cover Page**

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

The screenshot shows the AETC Data Submission web application. At the top, there's a navigation bar with 'Welcome', 'Recently Accessed', 'What's New', and 'Guide Me'. Below that is a yellow banner for 'Getting Started with the Handbooks'. The left sidebar contains 'NAVIGATION' with options like 'Home', 'Workflow', 'Data Entry', and 'Manage RPS' (which is highlighted). The main content area shows report details for 'U10HA00001 : VISITOR LANG HOSPITAL' with fields for Report Id, Report Period, Status, Due Date, Mode, Site Number, UEI, and Last Modified. Below this is the 'Manage RPS' section, which includes a table with columns for 'RPS Name' and 'RPS Code'. The table contains one row: 'Health & Happiness Clinic' with RPS Code '111'. Action buttons for 'Add New RPS', 'Delete', and 'Edit' are present and highlighted with red boxes. A footer banner at the bottom of the page reads 'Manage RPS'.

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

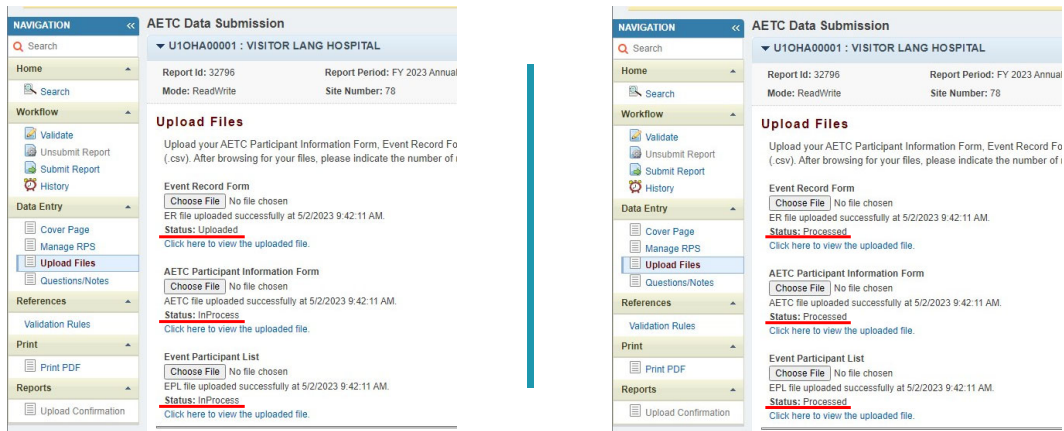
The screenshot shows the HRSA Electronic Handbooks interface. The main content area is titled 'Upload Files' and contains the following information:

- Report Information:** Report ID: 32796, Report Period: FY 2023 Annual, Status: Working, Due Date: 7/21/2023 6:00:00 PM (8), Mode: Read/Write, Site Number: 78, UEI: , Last Modified: 5/2/2023 9:42:11 AM.
- Upload Files Section:**
  - Event Record Form:** 'Choose File' button is highlighted with a red box. Below it, a message states 'ER file uploaded successfully at 5/2/2023 9:42:11 AM. Status: Uploaded. Click here to view the uploaded file.'
  - AETC Participant Information Form:** 'Choose File' button is highlighted with a red box. Below it, a message states 'AETC file uploaded successfully at 5/2/2023 9:42:11 AM. Status: Uploaded. Click here to view the uploaded file.'
  - Event Participant List:** 'Choose File' button is highlighted with a red box. Below it, a message states 'EPL file uploaded successfully at 5/2/2023 9:42:11 AM. Status: Uploaded. Click here to view the uploaded file.'
- Record Count Table:**

After browsing for your file(s) above, please indicate the number of records in each form before proceeding to select "Upload".

ER Form	6	↑
AETC Participant Information Form	6	↑
Event Participant List	6	↑
- Buttons:** 'Upload / Update Record Count' and 'Cancel' buttons are at the bottom, with 'Upload / Update Record Count' highlighted by a red box.

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



## Upload File Stages

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

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



## Invalid File

Contact Data Support  
888-640-9356  
RyanWhiteDataSupport@wrma.com

The screenshot shows the HRSA Electronic Handbooks interface for 'AETC Data Submission' at 'VISITOR LANG HOSPITAL'. The 'Upload Files' section shows three files: 'Event Record Form', 'AETC Participant Information Form', and 'Event Participant List'. The 'Event Record Form' and 'Event Participant List' files are marked as 'Uploaded' with their respective upload dates and times. However, the 'AETC Participant Information Form' file is marked as 'Status: Invalid' in red text. Below the file list, there is a table for indicating the number of records in each form before proceeding to select 'Upload'.

After browsing for your file(s) above, please indicate the number of records in each form before proceeding to select "Upload".	
ER Form	<input type="text" value="6"/>
AETC Participant Information Form	<input type="text" value="6"/>
Event Participant List	<input type="text" value="6"/>

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

The screenshot displays the HRSA Electronic Handbooks interface. At the top, the HRSA logo and 'Electronic Handbooks' title are visible. A navigation bar includes 'Tasks', 'Organizations', 'Grants', 'Dashboards', 'Free Clinics', 'FQHC-LALS', and 'Resources'. Below this, a secondary navigation bar shows 'Welcome', 'Recently Accessed', 'What's New', and 'Guide Me'. A yellow banner at the top contains 'Getting Started with the Handbooks' with links for 'Recommended Browser Settings', 'User Interface Crosswalk', and 'Tour the Handbooks!'. The main content area is titled 'AETC Data Submission' and shows details for report 'U10HA00001 : VISITOR LANG HOSPITAL'. The report details include: 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, and Last Modified: 5/2/2023 10:40:17 AM. A 'Validate Reports' section indicates that the validation request is scheduled and may take up to 10 minutes. A note states: 'NOTE: You must refresh this page to display your result.' The user is logged in as 'Grantee, GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter'. A large blue banner at the bottom of the screenshot contains the word 'Validate' in white text. The page number '25' is located in the bottom right corner.

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



NAVIGATION << 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 (b)

### 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))	<a href="#">Download Errors/Warnings in Excel</a>
▶ PIF	Processed	4 distinct error(s) (5 total error(s))	0 distinct warning(s) (0 total warning(s))	<a href="#">Download Errors/Warnings in Excel</a>
▶ PL	Processed	7 distinct error(s) (7 total error(s))	0 distinct warning(s) (0 total warning(s))	<a href="#">Download Errors/Warnings in Excel</a>

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 

## Validation Report

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

The screenshot displays a report validation interface. On the left is a navigation menu with sections: Submit Report, History, Data Entry (Cover Page, Manage RPS, Upload Files, Questions/Notes), References (Validation Rules), Print (Print PDF), and Reports (Upload Confirmation). The main area contains two tables.

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))	<a href="#">Download Errors/Warnings in Excel</a>
PIF	Processed	4 distinct error(s) (5 total error(s))	0 distinct warning(s) (0 total warning(s))	<a href="#">Download Errors/Warnings in Excel</a>
PL	Processed	7 distinct error(s) (7 total error(s))	0 distinct warning(s) (0 total warning(s))	<a href="#">Download Errors/Warnings in Excel</a>

#	Question(s)	Error/Warning	Details	Number of Occurrence
1	PL1	Error	The combination of AETC Number, RPS Number, Event Date, and Program ID must appear in the AETC Event Record Form Dataset.	1
2	PL2	Error	The combination of AETC Number, RPS Number, Event Date, and Program ID must appear in the AETC Event Record Form Dataset.	1
3	PL3_01	Error	The combination of AETC Number, RPS Number, Event Date, and Program ID must appear in the AETC Event Record Form Dataset.	1
4	PL3_01	Error	The event end date should be greater than or equal to the start date.	1
5	PL3_02	Error	The combination of AETC Number, RPS Number, Event Date, and Program ID must appear in the AETC Event Record Form Dataset.	1
6	PL3_02	Error	The event end date should be greater than or equal to the start date.	1
7	PL4	Error	The combination of AETC Number, RPS Number, Event Date, and Program ID must appear in the AETC Event Record Form Dataset.	1

**Review Validations**

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

Recommended Browser Settings    User Interface Crosswalk    Tour the Handbooks!

Your session will expire in: 29:27

**NAVIGATION** <<    **AETC Data Submission**

U1OHA00001 : 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 10:05:32 AM (b)

**Validate Reports**  
 Validation passed. The report is now ready for submission.

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	0 distinct error(s) (0 total error(s))	0 distinct warning(s) (0 total warning(s))	<a href="#">Download Errors/Warnings in Excel</a>
▶ PIF	Processed	0 distinct error(s) (0 total error(s))	0 distinct warning(s) (0 total warning(s))	<a href="#">Download Errors/Warnings in Excel</a>
▶ PL	Processed	0 distinct error(s) (0 total error(s))	0 distinct warning(s) (0 total warning(s))	<a href="#">Download Errors/Warnings in Excel</a>

Validation Passed

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

The screenshot displays the AETC Data Submission web application. The top navigation bar includes a search field, the title "AETC Data Submission", and a session expiration timer showing "Your session will expire in: 29:56". Below this, the site information "U10HA00001 : VISITOR LANG HOSPITAL" is shown. A metadata table provides details: 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, and Last Modified: 5/2/2023 9:42:11 AM (b). The main content area is titled "Questions/Notes:" and contains a text box for user input. A red box highlights the "Save" button at the bottom left of the text area. A dark teal banner at the bottom of the screenshot contains the text "Questions/Notes" in white, with the page number "29" in the bottom right corner.

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

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

NAVIGATION << AETC Data Submission Your session will expire in: 29:44

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 10:36:00 AM (by [redacted])

### Submit Report

Please enter comments regarding your submission.

Comments

**Submit Report**

Logged in as: Grantee, GranteeDataViewer, GranteeDataEditor, GranteeDataSubmitter

# Submit Report

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

## Tips & Takeaways

Do not modify participant data!

Date formatting must be consistent

Start early! Files take 15+ minutes to process

Special characters are now allowed

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

First - \*\*\*\* You should never modify a participant's reported data. If you need help addressing a validation, please contact Data Support.

Additionally - \*\*\*\* Date formatting must be consistent across the ER and PL files.

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

Lastly - \*\*\*\* The special character issue of the past is no longer an issue. We've confirmed you can enter apostrophes, commas, parenthesis and other special characters in the participant ID fields as well as the specify fields. We technically learned this last year, but I thought it warranted repeating.



**Data Collection Period:**  
July 1, 2023 – June 30, 2024

RWHAP AETC System Opens	Wednesday, July 12, 2024
RWHAP AETC System Closes	Tuesday, September 15, 2024

## 2024 AETC Submission Timeline

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This brings us to the 2024 AETC Submission Timeline. The system will open for data entry on Wednesday, July 12. Please note the extended report deadline of Tuesday, September 15. We know many of you have overlapping reports and competing priorities, so with that in mind the report deadline has been moved to two weeks later than previously scheduled.

## 2023-24 AETC Guidance Materials

The [RWHAP 2023-24 AETC Guidance Materials](#) are available for download from Target HIV.

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

### Data Collection Instruction Manual for Reporting 2023–24 Data

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



**Public Burden Statement:** The purpose of this data collection system is to provide technical assistance and share expertise with health care organizations, health care providers and health care networks interested in implementing telehealth technology. The resource centers serve as focal points for advancing the effective use of telehealth technologies in their respective communities and regions. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0935-0188 and it is valid until 08/31/2025. Public reporting burden for this collection of information is estimated to average 0.17 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information, sending comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: PHS&A Reports Clearance Office, 5600 Fishers Lane, Room 4413-06, Rockville, Maryland, 20857 or [paperwork@hhs.gov](mailto:paperwork@hhs.gov).

The 2023-24 AETC Guidance Materials are available for download from the Target HIV website. This includes the CSV templates, the ER and PIF Forms, the Data Collection Codebook and the Instruction Manual. My colleague has included a link in the chat.

# RWHAP Technical Assistance Resources

The [RWHAP TA Resources Brochure](#) features information on each RWHAP technical assistance provider, including:

- RWHAP reports they support
- Questions they frequently respond to
- Contact information



This understand may feel like a lot to do, but there are several technical assistance resources available to help you. The RWHAP TA Resources brochure outlines information about each technical assistance provider, including the reports they support, frequently asked questions they respond to, and their best contact information. You can find this resource on the TargetHIV website and a link to this TA Brochure has been posted in today's chat. Most importantly, please don't forget that there is no wrong door for TA – if we can't assist you, we're happy to refer you to someone who can!

Additionally, after today's webinar you will receive a webinar evaluation. This is another opportunity for you to provide feedback on today's webinar as well as indicate additional areas that would benefit from a webinar. We do review those evaluations, so we really appreciate when you take a few minutes to complete that.




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

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