

AIDS Education and Training Centers

Data Collection Codebook for Reporting 2019–2020 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: 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 project is 0915-0281. Public reporting burden for this collection of information is estimated to average 10 hours, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N39, Rockville, Maryland, 20857.

Table of Contents

Table of Contents i

Chapter I: National Database..... 1

Data Collection Conventions..... 1

Chapter II: Coding Conventions and Data Submission 5

General Instructions 5

Missing Values..... 5

Data File Names 5

Chapter III: Codebook 6

Chapter IV: Quality Assurance Procedures and Checklist..... 19

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 AETC will submit three data files each year—one for the PIF, one for the ER, and one PL.

Data Collection Conventions

AETC Codes

A correct RWHAP AETC code number must be included for every record. These AETC codes are assigned by HRSA HAB as listed below:

- 08 = New England AETC
- 72 = Northeast Caribbean AETC
- 73 = Mid-Atlantic AETC
- 74 = Southeast AETC
- 75 = Midwest AETC
- 76 = South Central AETC
- 12 = Pacific AETC
- 77 = Mountain West AETC

RPS Codes

Regional partners are assigned an RPS code by HRSA HAB. These are listed below. If a new regional partner is identified after the publication of this manual, the Regional AETC must contact their HRSA HAB project officer to obtain a code number for that entity.

Code	Regional AETC	Name of Partner	Location
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
110	Midwest AETC	University of Illinois at Chicago	Chicago, Illinois
111	Midwest AETC	Eskenazi Health	Indiana
114	Midwest AETC	Wayne State University School of Medicine	Detroit, Michigan
115	Midwest AETC	University of Wisconsin-Madison	Madison, Wisconsin
116	Midwest AETC	Regional Headquarters	Chicago, Illinois
117	Midwest AETC	The University of Kansas	Wichita, Kansas
119	Midwest AETC	University of Cincinnati College of Medicine	Cincinnati, Ohio
120	Midwest AETC	The Ohio State University	Columbus, Ohio
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 & 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
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
152	Northeast/Caribbean AETC	Montefiore Medical Center	Bronx, NY
153	Northeast/Caribbean AETC	Albany Medical College	Albany, NY

Code	Regional AETC	Name of Partner	Location
154	Northeast/Caribbean AETC	CAI, Inc.	New York, NY
155	Northeast/Caribbean AETC	Weill Medical College of Cornell University	New York, NY
156	Northeast/Caribbean AETC	Garden State Infectious Disease Associates	Vorhees, NJ
157	Northeast/Caribbean AETC	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
164	Pacific AETC	PAETC Regional Office	San Francisco, CA
165	Pacific AETC	Arizona	Tucson, AZ
166	Pacific AETC	Hawai'i & US-Affiliated Pacific Islands	Honolulu, HI
167	Pacific AETC	Nevada	Reno, NV
168	Pacific AETC	Bay Area, North & Central Coast	San Francisco, CA
169	Pacific AETC	Central Valley & Northern Interior	Sacramento, CA
170	Pacific AETC	San Diego & Imperial	San Diego, CA
171	Pacific AETC	Orange County & Inland Empire	Orange, CA
172	Pacific AETC	Los Angeles Area	Los Angeles, CA
174	South Central AETC	Louisiana State University Health Sciences Center	New Orleans, Louisiana
175	South Central AETC	University of New Mexico School of Medicine (<i>site at Central Office</i>)	Albuquerque, New Mexico
176	South Central AETC	University of Oklahoma Health Sciences Center	Oklahoma City, Oklahoma
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
188	Northeast/Caribbean	Northeast/Caribbean AETC	New York, NY
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
197	Midwest AETC	Kansas City Care Clinic	Kansas City, MO
198	New England AETC	Maine Medical Center	Portland, ME
200	New England AETC	University of Massachusetts	Shrewsbury, MA
203	Midwest AETC	University of Minnesota	Minneapolis, MN
204	Midwest AETC	KC Care Health Center	Kansas City, MO
205	Southeast AETC	Duke University	Durham, NC
206	South Central AETC	Baylor College of Medicine	Houston, TX
207	South Central AETC	Prism Health North Texas	Dallas, TX

Code	Regional AETC	Name of Partner	Location
208	South Central AETC	Access Health Louisiana	New Orleans, LA
209	South Central AETC	University of Texas Health San Antonio	San Antonio, TX

Chapter II: Coding Conventions and Data Submission

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

General Instructions

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

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

Missing Values

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

Data File Names

Data from each form type should be submitted as a separate data file using the following 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: PIF1220, ER1220, PL1220.

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 an email address as a personal identifier.
2	Date PIF was complete	PIFDATE	date	8	Example: education@training.com (MM/DD/YYYY)
3	<i>Profession/Discipline</i>				
	Select one profession/discipline	PIF3	numeric	2	1 – Dentist 2 – Other Dental Professional 3 – Nurse Practitioner/Nurse Professional (prescriber) 4 – Nurse Professional (non-prescriber) 5 – Midwife 6 – Pharmacist 7 – Physician 8 – Physician Assistant 9 – Dietitian or Nutritionist 10 – Mental/Behavioral Health Professional 11 – Substance Abuse Professional 12 – Social Worker or Case Manager 13 – Community Health Worker (includes peer educator or navigator) 14 – Clergy or Faith-based Professional 15 – Practice administrator or leader (i.e. chief executive officer, nurse administrator) 16 – Other allied health professional (specify, i.e. medical assistant, podiatrist, physical therapist) 17 – Other Public Health Professional 18 – Other non-clinical professional (specify, i.e. front desk staff, grant writer)
	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	

No.	Field Description	Field Name	Type	Length	Coding
4	<i>Primary Functional Role</i>				
	Select your primary functional role	PIF4	numeric	2	1 – Administrator 2 – Agency Board Member 3 – Care Provider/Clinician – can or does prescribe HIV treatment 4 – Care Provider/Clinician – cannot or does not prescribe HIV treatment 5 – Case Manager 6 – HIV Tester 7 – Client/Patient Educator (includes navigator) 8 – Clinical/Medical Assistant 9 – Health care organization non-clinical staff (i.e. front desk) 10 – Intern/Resident 11 – Researcher/Evaluator 12 – Student/Graduate Student 13 – Teacher/Faculty 14 – Other
	Specify for PIF4 option 14 “Other”	PIF4_Specify	character	140	
5	Ethnicity – Hispanic or Latino/a	PIF5	numeric	1	0 – No 1 – Yes
6	<i>Racial Background</i>		numeric	1	0 – No 1 – Yes
	American Indian / Alaska Native	PIF6_01			
	Asian	PIF6_02			
	Black or African American	PIF6_03			
	Native Hawaiian or Other Pacific Islander	PIF6_04			
	White	PIF6_05			
7	Gender	PIF7	numeric	1	1 – Female 2 – Male 3 – Transgender, male-to-female 4 – Transgender, female-to-male 9 – Other gender identity

No.	Field Description	Field Name	Type	Length	Coding
8	Principal Employment Setting	PIF8	numeric	2	1 – Academic Health Center 2 – Correctional Facility 3 – Emergency Department 4 – Federally qualified Health Center 5 – Family Planning Clinic 6 – HIV or Infectious Diseases Clinic 7 – HMO/Managed Care Organization 8 – Hospital-based Clinic 9 – Indian Health Services/Tribal Clinic 10 – Long-term Nursing Facility 11 – Maternal/child Health Clinic 12 – Mental Health Clinic 13 – STD Clinic 14 – Substance Abuse Treatment Center 15 – Student Health Clinic 16 – Other Community-Based Organization 17 – Pharmacy 18 – Military or Veteran's Health Facility 19 – Other Federal Health Facility 20 – Private Practice 21 – State or Local Health Department 22 – Other Primary Care Setting 23 – My principal employment setting does not involve the provision of care or services to patients/clients 24 – I am not working
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 & Testing Services to HIV-Infected Clients/patients	PIF10	numeric	1	0 – No 1 – Yes
11	Prescribe HIV pre-exposure prophylaxis (PrEP) to clients/patients	PIF11	numeric	1	0 – No 1 – Yes
12	Prescribe antiretroviral therapy (ART) to clients/patients	PIF12	numeric	1	0 – No 1 – Yes
13	RWHAP funded	PIF13	numeric	1	0 – No 1 – Yes 9 – Not Sure

No.	Field Description	Field Name	Type	Length	Coding
14	HIV Care & Treatment Provided by Principal Employment Setting	PIF14	numeric	1	0 – No 1 – Yes
15	Direct Interaction with clients/patients	PIF15	numeric	1	0 – No (Stop here. You are done with this form.) 1 – Yes
16	Provide services directly to clients/patients with HIV	PIF16	numeric	1	0 – No (Stop here. You are done with this form.) 1 – Yes
17	Number of years with direct client/patient interaction	PIF17	numeric	2	Number between 00-99
18	Number of client/patients with HIV provided direct services to in the past year	PIF18	numeric	4	Number between 0000-9999
19	Description of services provided to clients/patients w/ HIV	PIF19	numeric	1	1 – Provide behavioral or support services, but no HIV treatment (i.e. case management, counseling, cognitive behavioral therapy, transportation, legal) 2 – Provide clinical services to people with HIV, but no HIV treatment (i.e. nutrition, physical therapy, psychiatry, general primary care) 3 – Provide basic HIV care and treatment (novice) 4 – Provide intermediate HIV care and treatment 5 – Provide advanced HIV care and treatment 6 – Provide expert HIV care and treatment, which includes training others and/or clinical consultation
20	Percentage of overall client/patient population that are HIV+ who are racial/ethnic minorities	PIF20	numeric	1	0 – None 1 – 1–24% 2 – 25–49% 3 – 50–74% 4 – ≥75%
21	Percentage of overall client/patient population that are HIV+ who are co-infected with hepatitis B or hepatitis C	PIF21	numeric	1	0 – None 1 – 1–24% 2 – 25–49% 3 – 50–74% 4 – ≥75%

No.	Field Description	Field Name	Type	Length	Coding
22	Percentage of overall client/patient population that are HIV+ who are receiving antiretroviral therapy	PIF22	numeric	1	0 – None 1 – 1–24% 2 – 25–49% 3 – 50–74% 4 – ≥75%

List of Participant IDs (PL)

Codebook: Participant List (5 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	8-digit number between 00000000-99999999
5	Participant Unique ID	PL5	character	140	Enter an email address as a personal identifier. Example: education@training.com

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	Event Date	ER3	date	8	(MM/DD/YYYY)
4	MAI funds	ER4	numeric	1	0 – No 1 – Yes
5	Additional Funding Sources	ER5	numeric	1	0 – MAI 1 – AETC 2 – CDC 3 – CARES Act 4 – EHE

No.	Field Description	Field Name	Type	Length	Coding
6	<i>AETC Program Funding Source</i>		numeric	1	0 – No 1 – Yes
	Core Training and Technical Assistance (Skip to question 9)	ER6_01			
	Practice Transformation (Skip to question 7)	ER6_02			
	Interprofessional Education (Skip to question 8)	ER6_03			
	None, MAI only (Skip to question 9)	ER6_04			
7	Clinic ID Number	ER7	numeric	3	3-digit number between 000-999
8	Health Professional Program ID Number	ER8	numeric	3	3-digit number between 000-999
9	Multi-Session Event	ER9	numeric	1	0 – No (Skip to Question 11) 1 – Yes
10	Sessions Planned	ER10	numeric	3	3-digit number between 000-999
11	Session Number	ER11	numeric	3	3-digit number between 000-999
12	State Event Occurred	ER12	character	2	Any two letters. Example: WA
13	Event Zip Code	ER13	numeric	5	5-digit number between 00000-99999
15	<i>Training Topics</i>				0 – No 1 – Yes
	HIV prevention	ER15_01	numeric	1	
	HIV testing and diagnosis	ER15_02	numeric	1	
	Linkage/referral to HIV care	ER15_03	numeric	1	
	Engagement and retention in HIV care	ER15_04	numeric	1	
	Antiretroviral treatment and adherence	ER15_05	numeric	1	
	Management of co-morbid conditions	ER15_06	numeric	1	
	Other	ER15_07	numeric	1	
	Specify for ER15_07 response option	ER15_07_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
16	<i>HIV Prevention Topics</i>		numeric	1	0 – No 1 – Yes
	Behavioral prevention	ER16_01			
	Harm reduction/safe injection	ER16_02			
	HIV transmission risk assessment	ER16_03			
	Post-exposure Prophylaxis (PEP, occupational and non-occupational)	ER16_04			
	Pre-exposure prophylaxis (PrEP)	ER16_05			
	Prevention of perinatal or mother-to-child transmission	ER16_06			
	U=U/treatment as prevention	ER16_07			
	Other biomedical prevention	ER16_08			
17	<i>HIV Background and Management Topics</i>				0 – No 1 – Yes
	Acute HIV	ER17_01	numeric	1	
	Adult and adolescent antiretroviral treatment	ER17_02	numeric	1	
	Aging and HIV	ER17_03	numeric	1	
	Antiretroviral treatment adherence, including viral load suppression	ER17_04	numeric	1	
	Basic Science	ER17_05	numeric	1	
	Clinical manifestations of HIV disease	ER17_06	numeric	1	
	HIV Diagnosis (i.e. HIV testing)	ER17_07	numeric	1	
	HIV Epidemiology	ER17_08	numeric	1	
	HIV monitoring and lab tests (i.e. CD4 and viral load)	ER17_09	numeric	1	
	HIV resistance testing and interpretation	ER17_10	numeric	1	
	Linkage to Care	ER17_11	numeric	1	
	Pediatric HIV management	ER17_12	numeric	1	
	Retention and/or re-engagement in care	ER17_13	numeric	1	
	Other	ER17_14	numeric	1	
	Specify for ER17_14 response option	ER17_14_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
18	<i>Primary Care and Co-morbidities Topics</i>				0 – No
					1 – Yes
	Cervical cancer screening, including HPV	ER18_01	numeric	1	
	Hepatitis B	ER18_02	numeric	1	
	Hepatitis C	ER18_03	numeric	1	
	Immunization	ER18_04	numeric	1	
	Influenza	ER18_05	numeric	1	
	Malignancies	ER18_06	numeric	1	
	Medication-assisted therapy for substance use disorders (i.e. buprenorphine, methadone, and/or naltrexone)	ER18_07	numeric	1	
	Mental health disorders	ER18_08	numeric	1	
	Non-infection comorbidities of HIV or viral hepatitis (i.e. cardiovascular, neurologic, renal disease)	ER18_09	numeric	1	
	Nutrition	ER18_10	numeric	1	
	Opportunistic infections	ER18_11	numeric	1	
	Oral health	ER18_12	numeric	1	
	Osteoporosis	ER18_13	numeric	1	
	Pain management	ER18_14	numeric	1	
	Palliative care	ER18_15	numeric	1	
	Primary care screenings	ER18_16	numeric	1	
	Reproductive health, including preconception planning	ER18_17	numeric	1	
	Sexually transmitted infections	ER18_18	numeric	1	
	Substance use disorders, not including opioid use	ER18_19	numeric	1	
	Opioid use disorder	ER18_20	numeric	1	
	Tobacco cessation	ER18_21	numeric	1	
	Tuberculosis	ER18_22	numeric	1	
	Other	ER18_23	numeric	1	
	Specify for ER18_23 response option	ER18_23_Specify	character	140	
19	<i>Issues Related to Care of People with HIV Topics</i>				0 – No
					1 – Yes
	Cultural competence	ER19_01			
	Health literacy	ER19_02			
	Low English proficiency	ER19_03			
	Motivational interviewing	ER19_04			
	Stigma or discrimination	ER19_05			

No.	Field Description	Field Name	Type	Length	Coding
20	<i>Health Care Organization or Systems Issues Topics</i>		numeric	1	0 – No 1 – Yes
	Billing for services and payment models	ER20_01			
	Case management	ER20_02			
	Community linkages	ER20_03			
	Confidentiality / HIPAA	ER20_04			
	Coordination of care	ER20_05			
	Funding or resource allocation	ER20_06			
	Health insurance coverage (i.e. Affordable Care Act, health insurance 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 (i.e. inter-professional training)	ER20_14			
	Telehealth	ER20_15			
	Use of technology for patient care (i.e. electronic health records)	ER20_16			

No.	Field Description	Field Name	Type	Length	Coding
21	<i>Target Populations</i>				0 – No 1 – Yes
	Children (ages 0 to 12)	ER21_01	numeric	1	
	Adolescents (ages 13 to 17)	ER21_02	numeric	1	
	Young Adults (ages 18 to 24)	ER21_03	numeric	1	
	Older adults (ages 50 and over)	ER21_04	numeric	1	
	American Indian or Alaska Native	ER21_05	numeric	1	
	Asian	ER21_06	numeric	1	
	Black or African American	ER21_07	numeric	1	
	Hispanic or Latino	ER21_08	numeric	1	
	Native Hawaiian or Pacific Islander	ER21_09	numeric	1	
	Other race/ethnicity	ER21_10	numeric	1	
	Specify for ER21_10 response option	ER21_10_Specify	character	140	
	Women	ER21_11	numeric	1	
	Gay, lesbian, bisexual, transgender, or other gender	ER21_12	numeric	1	
	Homeless or unstably housed	ER21_13	numeric	1	
	Incarcerated or recently released	ER21_14	numeric	1	
	Immigrants	ER21_15	numeric	1	
	U.S. Mexico border population	ER21_16	numeric	1	
	Rural populations	ER21_17	numeric	1	
	Other specific populations	ER21_18	numeric	1	
	Specify for ER21_18 response option	ER21_18_Specify	character	140	
22	<i>Other AETC Collaborators</i>		numeric	1	0 – No 1 – Yes
	AETC National Coordinating Resource Center	ER22_01			
	AETC National Clinicians' Consultation Center	ER22_02			
	Mid-Atlantic AETC	ER22_03			
	Midwest AETC	ER22_04			
	Mountain West AETC	ER22_05			
	New England AETC	ER22_06			
	Northeast/Caribbean AETC	ER22_07			
	Pacific AETC	ER22_08			
	South Central AETC	ER22_09			
	Southeast AETC	ER22_10			

No.	Field Description	Field Name	Type	Length	Coding
23	<i>Other federally-funded training centers collaborators</i>		numeric	1	0 – No 1 – Yes
	Addiction Technology Transfer center (ATTC)	ER23_01			
	Area Health Education Center (AHEC)	ER23_02			
	Capacity Building Assistance (CBA) Provider	ER23_03			
	Family Planning National Training Center	ER23_04			
	Mental Health Technology Transfer Centers (MHTTC)	ER23_05			
	Public Health Training Center (PHTC)	ER23_06			
	STD Clinical Prevention Training Center (PTC)	ER23_07			
	TB Regional Training and Medical Consultation Center	ER23_08			
	Viral hepatitis Education and Training Project	ER23_09			
24	<i>Other Collaborating Organizations</i>				0 – No 1 – Yes
	AIDS services organization	ER24_01	numeric	1	
	Other community-based organization	ER24_02	numeric	1	
	Community health center, including federally qualified health center (FQHC) funded by HRSA	ER24_03	numeric	1	
	Correctional institution	ER24_04	numeric	1	
	Faith-based organization	ER24_05	numeric	1	
	Health professions school	ER24_06	numeric	1	
	Historically Black College or University	ER24_07	numeric	1	
	Hispanic-Serving Institution	ER24_08	numeric	1	
	Hospital or hospital-based clinic	ER24_09	numeric	1	
	RWHAP-funded organization, including subrecipients	ER24_10	numeric	1	
	Tribal College or University	ER24_11	numeric	1	
	Tribal health organization	ER24_12	numeric	1	
	Other	ER24_13	numeric	1	
	Specify for ER24_13 response option	ER24_13_Specify	character	140	

No.	Field Description	Field Name	Type	Length	Coding
25	<i>Training Modality</i>		numeric	6	Number between 0000.00 and 9999.75. Note that only valid decimal values are .00, .25, .50, and .75.
	Didactic Presentations, In-person	ER25_01			
	Didactic Presentations, Distance-based (Live)	ER25_02			
	Didactic Presentations, Distance-based (archived)	ER25_03			
	Interactive Presentations, In-person	ER25_04			
	Interactive Presentations, Distance-based (Live)	ER25_05			
	Communities of practice, In-person	ER25_06			
	Communities of practice, Distance-based (Live)	ER25_07			
	Clinical preceptorships, In-person	ER25_08			
	Clinical preceptorships, Distance-based (Live)	ER25_09			
	Clinical consultation, In-person	ER25_10			
	Clinical consultation, Distance-based (Live)	ER25_11			
	Coaching for organizational capacity building, In-person	ER25_12			
	Coaching for organizational capacity building, In-person start date	ER25_12_Coaching_Start_Date	date	8	(MM/DD/YYYY)
	Coaching for organizational capacity building, In-person end date	ER25_12_Coaching_End_Date	date	8	(MM/DD/YYYY)
	Coaching for organizational capacity building, In-person # of sessions	ER25_12_Num_of_Coaching_Sessions	numeric	3	3-digit number between 000-999
	Coaching for organizational capacity building, Distance-based (Live)	ER25_13			
	Coaching for organizational capacity building, Distance-based (Live) start date	ER25_13_Coaching_Start_Date	date	8	(MM/DD/YYYY)
	Coaching for organizational capacity building, Distance-based (Live) end date	ER25_13_Coaching_End_Date	date	8	(MM/DD/YYYY)
	Coaching for organizational capacity building, Distance-based (Live) # of sessions	ER25_13_Num_of_Coaching_Sessions	numeric	3	3-digit number between 000-999

No.	Field Description	Field Name	Type	Length	Coding
26	Continuing education credits	ER26	numeric	1	0 – No 1 – Yes
27	Program ID Number	ER27	numeric	8	8-digit number between 00000000-99999999

Chapter IV: Quality Assurance Procedures and Checklist

After submission, the data files will then 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 Electronic Handbooks (EHBs). 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.