

Risk Reduction Activities Access Database Instructions and Submission Information

Introduction

The Targeted Prevention and Intervention Team (TPIT) at Texas Department of State Health Services (DSHS) requires data entry and submission of Risk Reduction Activities, including Individual and Group Level Interventions (ILI and GLI), Community Level Interventions (CLI), Condom Distribution, and Community Mobilization. This utilizes an Access database for data entry and storage, editing, production of summary of reports, and data submission via an export feature and upload to the TXPHIN.

The database is separated into three sections in order to better represent each intervention activity:

- Individual and Group Level Interventions
- Community Level Interventions
- Community Mobilization

This document includes instructions for data entry, data summary reports, exporting data, and outcome monitoring.

Overview

The layout of the database is pictured in diagram on the following pages. This diagram serves as a “map” of the database. Depending on which program(s) your agency is funded to implement, you may not have access to other areas of the database. For example, if you are funded for *only* an Individual or Group Level Intervention, then you will not need to access the Community Level Intervention or Community Mobilization portions. Similarly, if your agency is funded for *only* a Community Level Intervention, you will not need to access the Individual/Group Level Intervention or Community Mobilization portions. If you are funded for multiple types of programs then you will be able to access multiple areas of the database.

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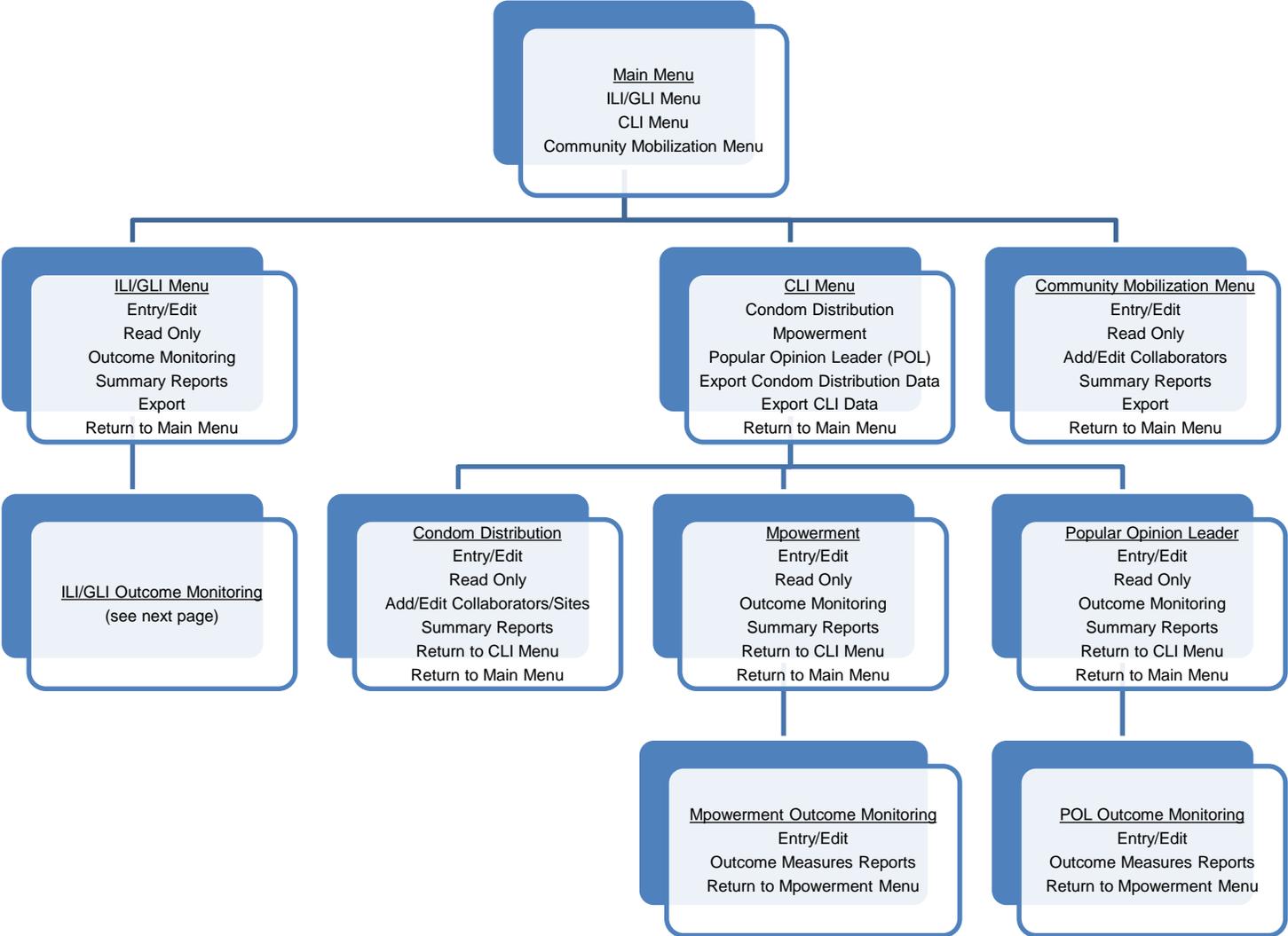
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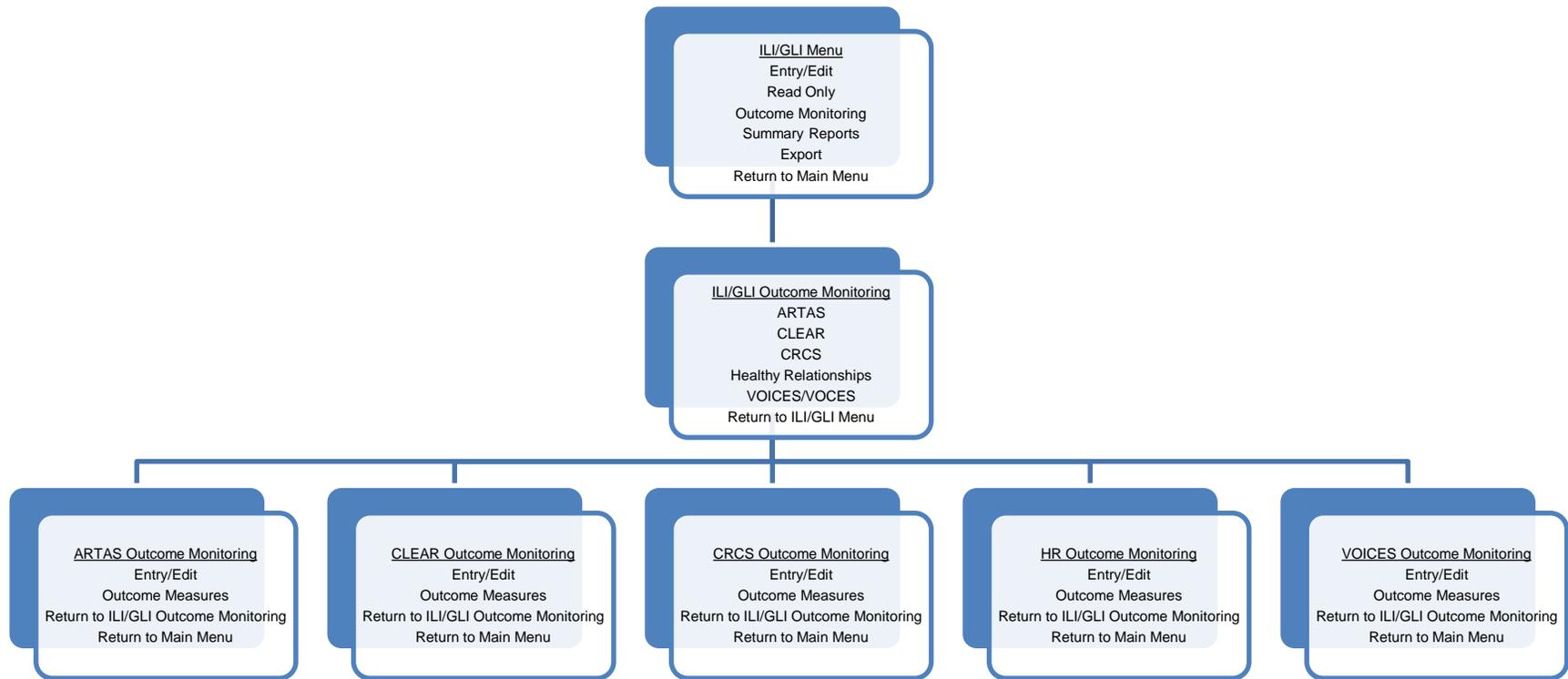
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Database Map: Menus

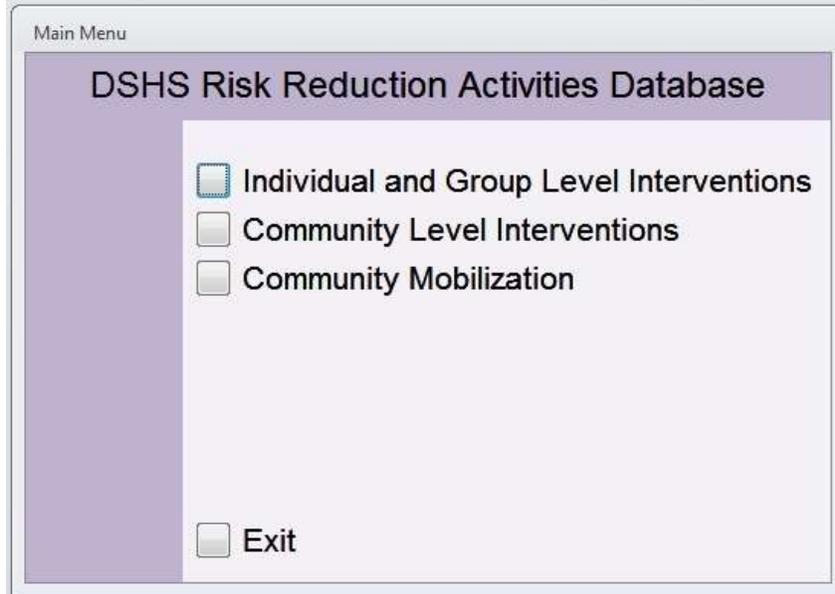


Database Map: ILI/GLI Menu



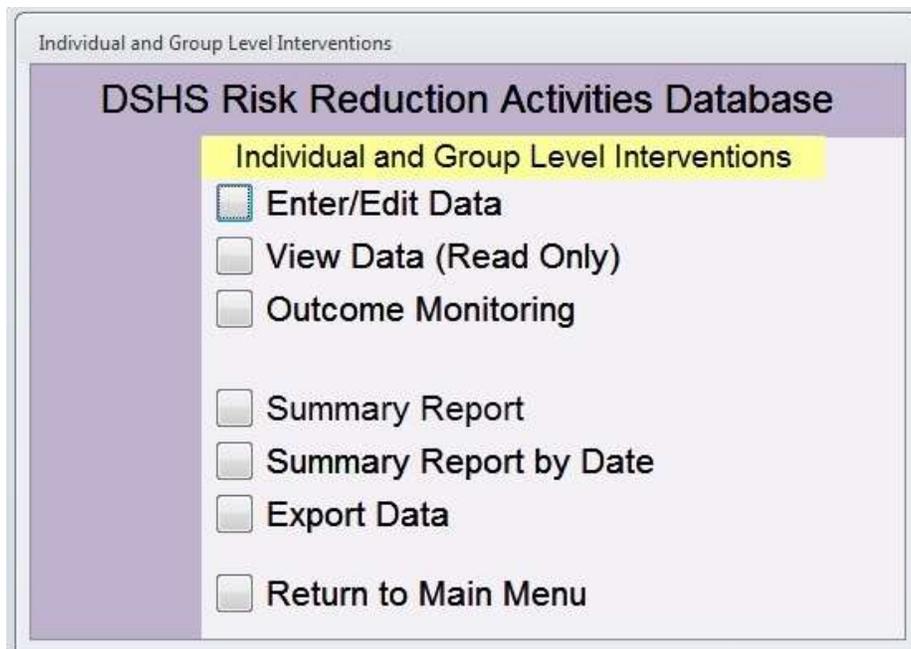
Main Menu

After opening the database, the Main Menu will appear. From here you can access the ILI/GLI menu, the CLI menu, or the Community Mobilization menu. Choose the item by clicking in the box next to it.



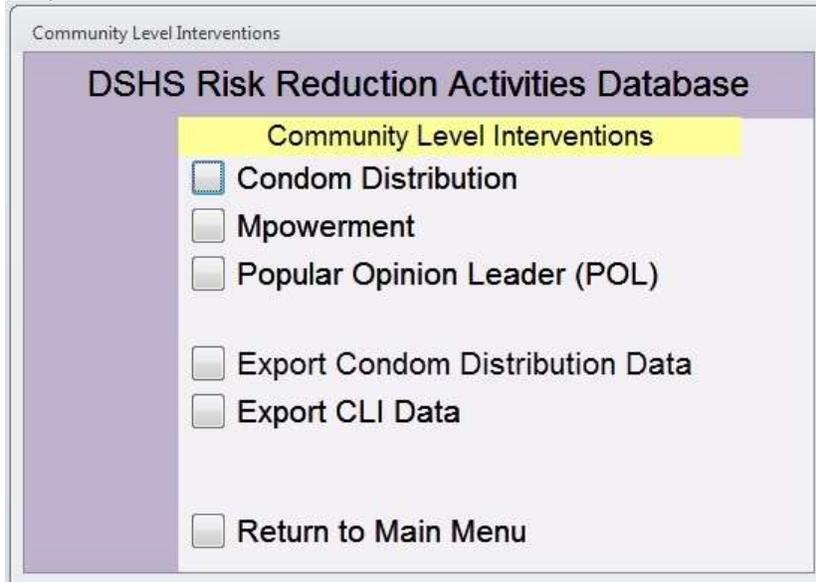
Individual and Group level Interventions (ILI/GLI) Menu

On the ILI/GLI menu, you can choose from the following options: Enter/Edit Data, View Data (Read Only), Outcome Monitoring, Summary Report, Summary Report by Date, Export Data, and Return to Main Menu.



Community Level Interventions (CLI) Menu

On the CLI menu, you can choose from one of three CLI: Condom Distribution, Mpowerment, or Popular Opinion Leader (POL).

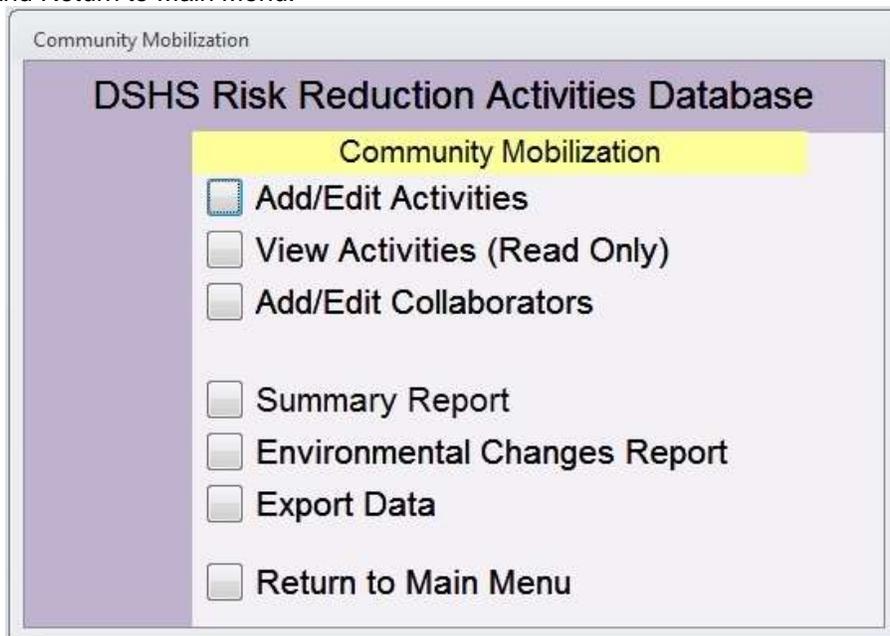


The Condom Distribution menu contains the following options: Enter/Edit Data, View Data (Read Only), Add/Edit Collaborators, Add/Edit Sites, Summary Report: HIV Status, Summary Report: Priority Populations, and Return to CLI Menu.

The Mpowerment and POL menus contain the following options: Enter/Edit Data, View Data (Read Only), Summary Report, Summary Report by Date, Return to CLI Menu, and Return to Main Menu.

Community Mobilization Menu

On the Community Mobilization menu, you can choose from the following options Add/Edit Activities, View Activities (Read Only), Add/Edit Collaborators, Summary Report, Environmental Changes Report, Export Data, and Return to Main Menu.



This information must be filled out for all participants in the cycle. You will not be able to close the form or begin a new cycle record unless the current participant record is completed.

Note: This includes those that do not complete the cycle. For those participants where one or more of these selected characteristics is unknown, please choose the "unknown" option from the pull-down.

Sex: Select the sex of the participant. (Note: FtM is used for a female-to-male transgender person, while MtF is used for a male-to-female transgender person).

DOB: Enter the date of birth of the participant.

Race: Select the race of the participant.

Ethnicity: Select the ethnicity (Hispanic or non-Hispanic) of the participant.

Sessions: Enter the number of sessions this participant *attended*.

Completed: This will automatically be filled in with a "yes" or "no" using the 'number of sessions' from the intervention level data and the 'sessions' from the participant level data.

HIV Status: Select the HIV status of the participant.

withMale: Select whether the participant has had sex with a male in the past six months.

withFemale: Select whether the participant has had sex with a female in the past six months.

withTransgender: Select whether the participant has had sex with a transgender individual in the past six months.

withMSM: Select whether the participant has had sex with a male who has sex with men in the past six months.

withMalewithoutCondom: Select whether the participant has had condomless sex with a male in the past six months.

withFemalewithoutCondom: Select whether the participant has had condomless sex with a female in the past six months.

withTransgenderwithoutCondom: Select whether the participant has had condomless sex with a transgender individual in the past six months.

withMaleIDU: Select whether the participant has had sex with a male IDU in the past six months.

withFemaleIDU: Select whether the participant has had sex with a female IDU in the past six months.

withTransgenderIDU: Select whether the participant has had sex with a transgender IDU in the past six months.

withMaleHIVPositive: Select whether the participant has had sex with an HIV-positive male in the past six months.

withFemaleHIVPositive: Select whether the participant has had sex with an HIV-positive female in the past six months.

withTransgenderHIVPositive: Select whether the participant has had sex with an HIV-positive transgender individual in the past six months.

IDU: Select whether the participant has injected drugs in the past six months.

shareIDequipment: Select whether the participant has shared drug injection equipment in the past six months.

Total Participants: This will automatically fill-in with the total number of participants. This number will include both participants that completed and did not complete the intervention.

Please note: For individual-level interventions (e.g., ARTAS, CLEAR, CRCS), **do not** enter clients more than once in the same contract year. If you see the client for additional sessions after you enter them into the database, please search for that client and **update** their record.

Description of Fields: Condom Distribution

The following information details each section of the data entry form for condom distribution. The screen below is for data entry and editing. The “Read Only” feature that is used for reviewing and searching will be described later in the instructions.

Condom Distribution

Condom Distribution

Enter/Edit Data

(New)

Organization

Staff

Activity Type

Site

Distribution Date

Collaborator

Collaborator 2

Collaborator 3

Collaborator 4

Collaborator 5

Number of Condoms Delivered

To People who are HIV Positive: %

To People who are HIV Negative or of Unknown Status: %

Specific Risk Groups (optional)

Black MSM 0%

Hispanic MSM 0%

White MSM 0%

Black Hetero Males 0%

Black Females 0%

Hispanic Hetero Males 0%

Hispanic Females 0%

Youth (13-24 years) 0%

IDUs 0%

Transgender 0%

Sex Workers 0%

Clear Form **Return to Menu** **Add New Record** **Search Records**

Organization Name: Your organization name will already be selected in the field.

Staff: Type the name(s) of the staff member(s) (first and last name). If there are two or more facilitators, separate the names by a semicolon (;). For example, enter “Jane Doe; John Doe; James Doe.”

Activity Type: Select whether this was a distribution or a promotion activity.

Collaborators: Select up to five (5) collaborators (if any) for this activity from the drop-down menus.

Site: If this was a distribution, select the site of distribution.

Note: Both the Collaborator and Site drop-down menus are populated by separate forms which can be accessed from the main Condom Distribution menu.

If the activity was a distribution:

Distribution Date: Enter the date of the distribution in the following format: MM/DD/YYYY.

Number of Condoms Delivered: Enter the total number of condoms delivered to the site for this distribution.

To People who are HIV Positive: Enter the estimated percentage of persons accessing the distributed condoms who are HIV-positive.

To People who are HIV Negative or of Unknown Status: Enter the estimated percentage of persons accessing the distributed condoms who are HIV-negative or have unknown HIV status.

Note: These two percentages must add up to 100.

Percentage of Condoms Distributed to: Enter the estimated percentage of persons accessing the distributed condoms who are of the various listed high-risk groups.

Note: These percentages do not need to add up to 100.

To add or edit a collaborator or a distribution site, click the “Add/Edit Collaborators” or the “Add/Edit Sites” button, respectively, on the Condom Distribution menu. You may either enter a new collaborator/site or search for the existing collaborator/site to edit their record (by clicking on the button with the binoculars).

Add/Edit Collaborators

(New)

Collaborator Name

Return to Main Menu Add Collaborator 

Add/Edit Condom Distribution Sites

(New)

Site Name

Return to Main Menu Add Site 

To add or edit a collaborator, click the “Add/Edit Collaborators” button on the Community Mobilization menu. You may either enter a new collaborator or search for the existing collaborator to edit their record (by clicking on the button with the binoculars).

The screenshot shows a web form titled "Add/Edit Collaborators". At the top right of the form area is a small button labeled "(New)". Below this is a text input field with the label "Collaborator Name". At the bottom of the form, there are three buttons arranged horizontally: "Return to Main Menu", "Add Collaborator", and a button with a binoculars icon.

NOTE: Access saves a record automatically, when in doubt, check your entries in Read Only OR use the Search Records feature to verify.

Tips for Data Entry

- Moving from one box to another: Use the tab key to move quickly from one box to another.
- Boxes with pull downs: You can enter the first letter and it will automatically fill. For example, press the “m” key for sex and male automatically fills the box. You can do this with the age groups too.
- Use magnifying glass to make larger. This will be used for summaries only.
- Expand by using arrows.
- Copy and paste: If several of the participants in a cycle have similar or the same participant level data the user can enter information for one participant and copy and paste it into the line below.

Other features on data entry form

Four buttons at the bottom of the data entry form:

Clear form: This button clears the top part of the form when entering intervention-level data. Once you begin entering participant-level data, this button no longer works.



Return to Main Menu: Returns you to the main menu.



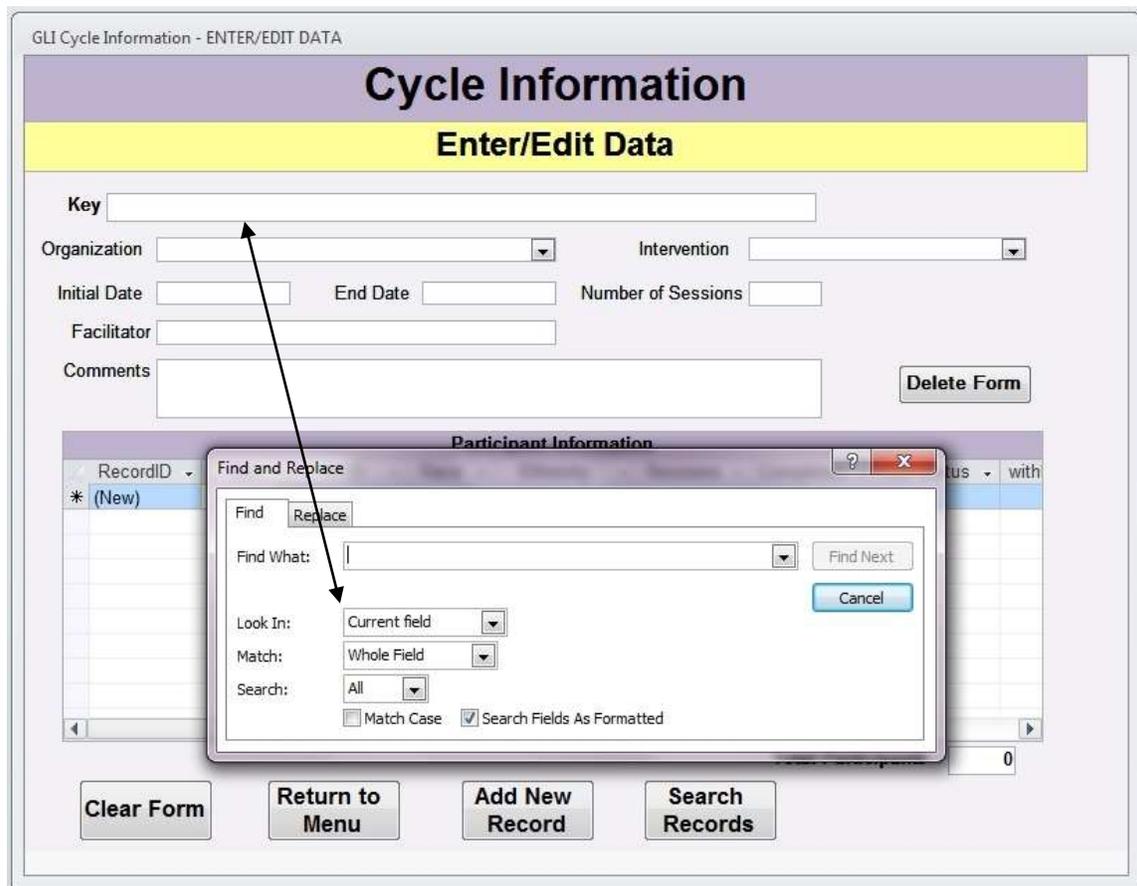
Add New Record: Allows you to add a new record.



Search Records: Allows you to search for a specific record in the database find records. See below section for detailed instructions on finding records.



The search function can be used to search for a specific variable within the database (i.e., all interventions started on a specific day, all interventions with 3 sessions, etc). It can be used in both the entry/edit form and the read only screen.



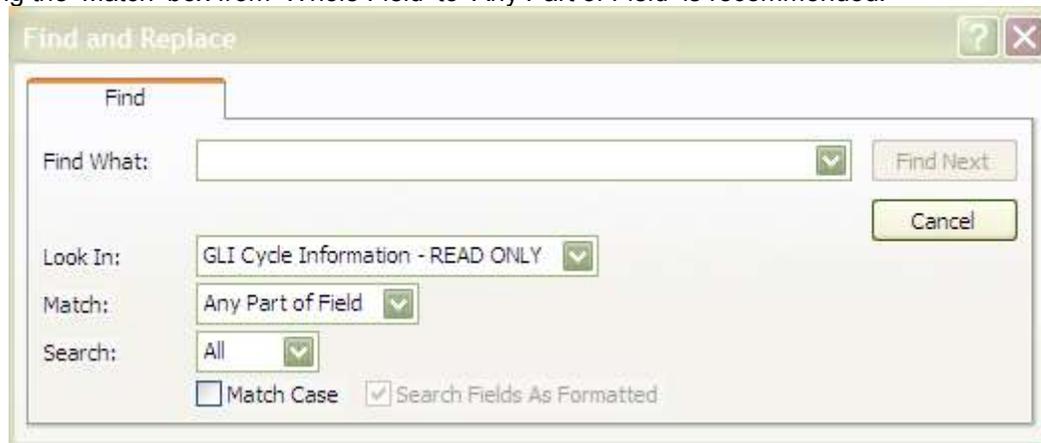
To search for a record:

Click in the box for the field that you want to search. In this example, we are searching by key. This will automatically enter 'Key' in the 'Look In' box.

-or-

Change the 'Look In' box to search the entire database for something specific.

Changing the 'Match' box from 'Whole Field' to 'Any Part of Field' is recommended.



Enter the item that you are searching for.

The image shows a 'Find and Replace' dialog box with the 'Find' tab selected. The 'Find What' field contains the text 'BEAT AIDS_SISTA_0032'. The 'Look In' dropdown menu is set to 'Key'. The 'Match' dropdown menu is set to 'Any Part of Field'. The 'Search' dropdown menu is set to 'All'. There are two checkboxes at the bottom: 'Match Case' is unchecked, and 'Search Fields As Formatted' is checked. On the right side, there are two buttons: 'Find Next' and 'Cancel'.

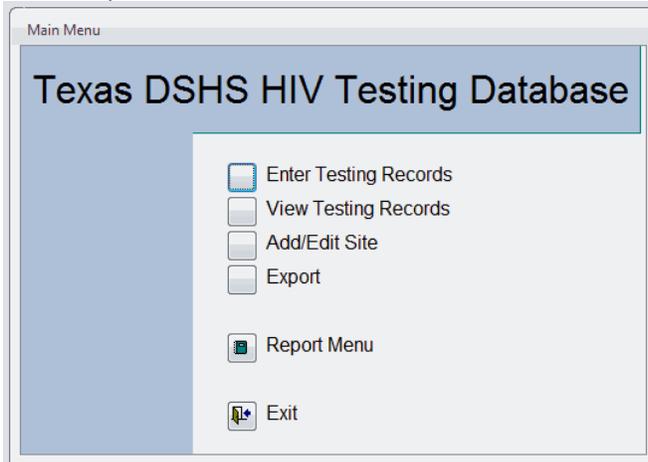
Note: Selecting “Any Part of Field” pull down in the Match area will increase your chances of finding the record without all the information. Selecting “Whole Field” to find a record you will need all the information exactly how it was originally put in the system.

Data Export and Submission

Data are exported from your Access database as xml files and submitted via the TXPHIN. If this is the first time you are exporting data, you will need to create a destination folder and note its location. Before the exported xml file can be uploaded, you will need to zip it and store it in the destination folder you created. If you do not know how to compress files or need assistance have a file compression application, or if you need help using it, please contact your IT support.

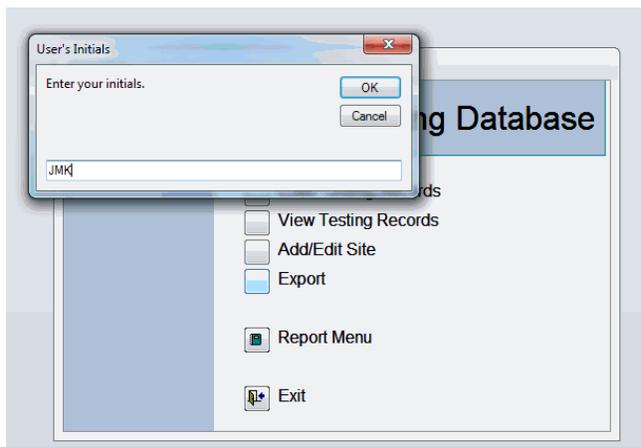
Exporting Data from the Database

Click “Export” on the main menu.

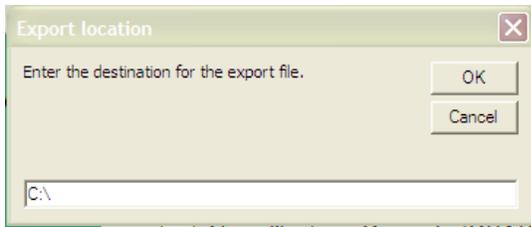


The following prompts are displayed:

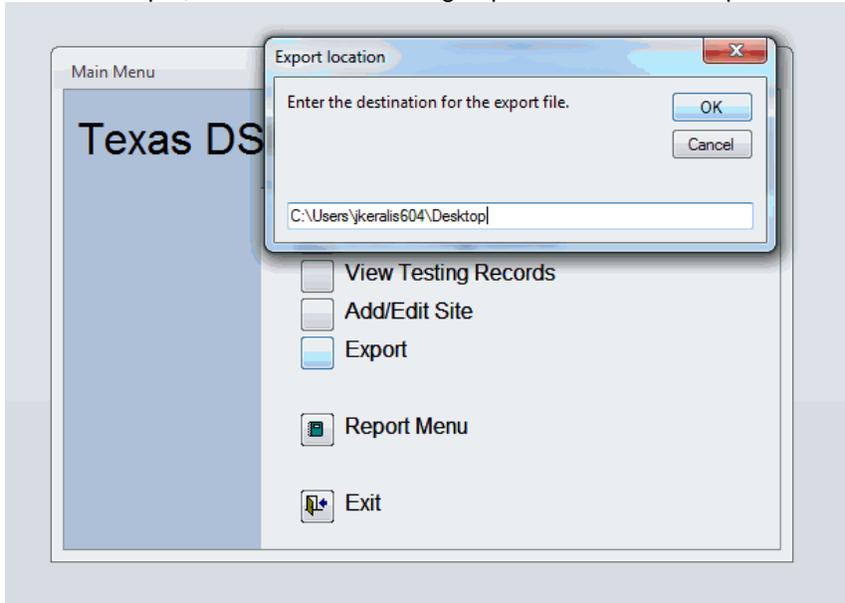
Enter your initials. In this example, the initials are JMK.



Enter the destination folder for export file. The C drive is the default location for exported files on in your computer, so the destination needs to be changed to the folder you have designated for the file.



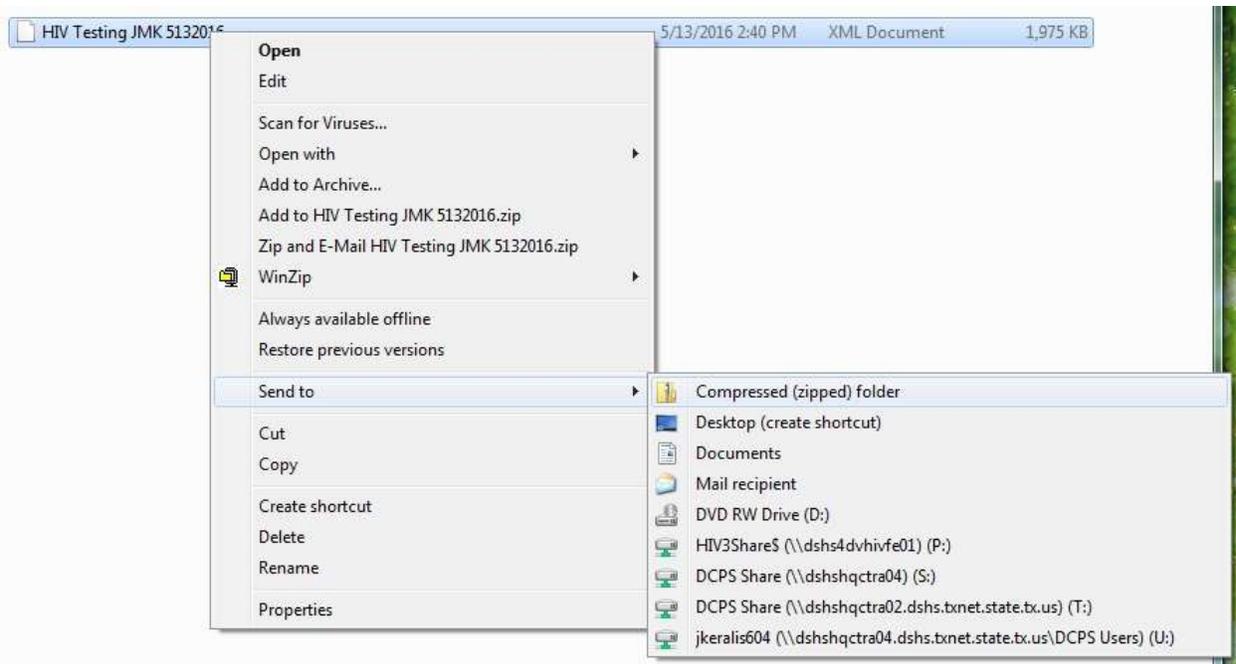
In this example, the xml files are being exported to the desktop.



When the export is complete, an “Export Complete” message appears. If this message does not appear, your export was not successful.



Before you can upload your XML export to the TXPHIN, you must first compress, or “zip” it. This is because XML files are too large to be uploaded as-is. In order to “zip” your XML export, right-click on the XML file you want to submit. A menu will open up. Move your mouse pointer to “Send to” and select “Compressed (zipped) folder.”



A new zipped folder with the same name as your XML file will be created in the same folder. This is the file you will upload to the TXPHIN.

Name	Date modified	Type	Size
HIV Testing JMK 5132016	5/13/2016 2:40 PM	XML Document	1,975 KB
HIV Testing JMK 5132016	5/13/2016 2:43 PM	WinZip File	56 KB

Submitting Data via TXPHIN

To submit your data, log in to the TXPHIN at <http://www.txphin.org>.



TEXAS
Department of State Health Services

The Texas Public Health Information Network (PHIN) is an online portal containing a collection of applications which provide users with a range of functions to carry out public health preparedness goals and duties. [Click here](#) for a tutorial on registering and navigating the PHIN, and [here](#) for Health Alert Network (HAN) training.

To learn more about TXPHIN, please visit [About TXPHIN](#)

Sign In to Your Account

Email

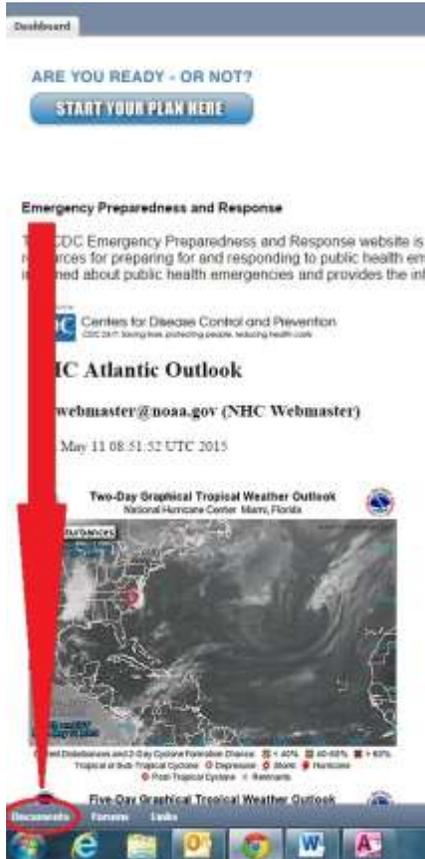
Password

[Forgot password?](#)

Remember me

[Need an account? Sign up](#)

Once you have logged in, you will see the dashboard. Click on the “Documents” tab in the bottom right-hand corner.



Dashboard

ARE YOU READY - OR NOT?
[START YOUR PLAN HERE](#)

Emergency Preparedness and Response

The CDC Emergency Preparedness and Response website is a resource for preparing for and responding to public health emergencies and provides the information about public health emergencies and provides the information.

Centers for Disease Control and Prevention
CDC 2017 Saving lives, protecting people, reducing health care costs

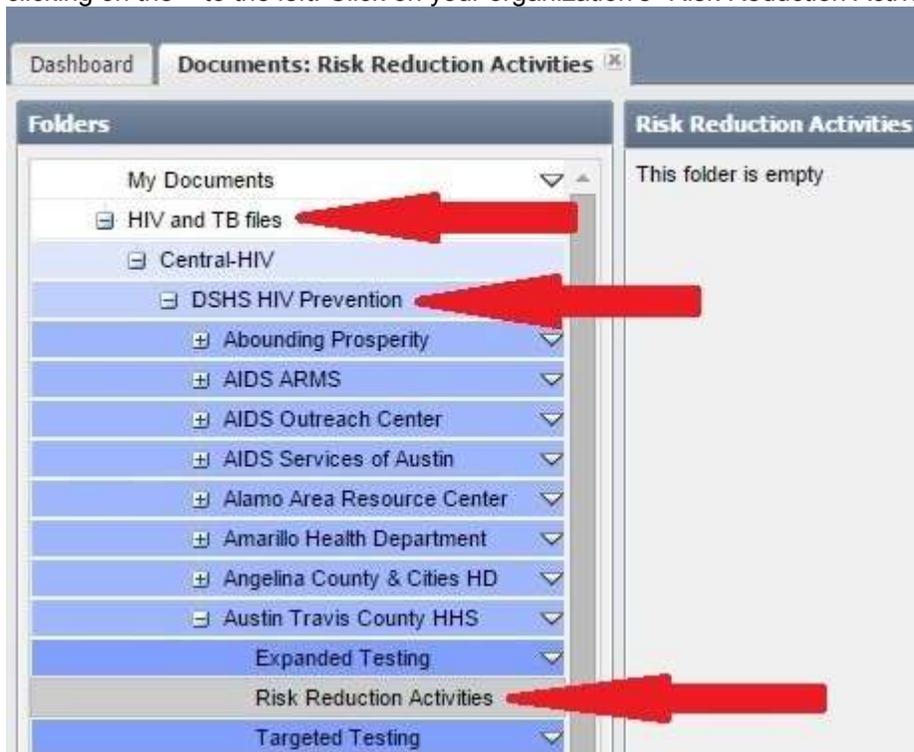
Atlantic Outlook
webmaster@noaa.gov (NHC Webmaster)
May 11 08:51:52 UTC 2015

Two-Day Graphical Tropical Weather Outlook
National Hurricane Center Miami, Florida

Five-Day Graphical Tropical Weather Outlook

Documents

Within “Documents,” expand the “HIV and TB Files,” “DSHS HIV Prevention,” and your organization’s folders by clicking on the + to the left. Click on your organization’s “Risk Reduction Activities” folder to open it.



Click on the “Upload New File” link on the right. Select “Choose File” and then select the file you exported and compressed from your RRA database.



If the upload is successful, the uploaded file will appear in your PHIN folder. If no new file appears, the upload was not successful. This can occur if the XML file was not zipped. Zip the XML file and try again.

The monthly deadline for data export and upload to the TXPHIN is the 20th of each month.

Questions and Troubleshooting

For questions about the database, e-mail HIVTesting_DataRQ@dshs.texas.gov.
For programmatic questions, contact your DSHS consultant.

Outcome Monitoring

The following information details the data entry for outcome monitoring for individual and group level interventions. Clicking the “Outcome Monitoring” button on the ILI/GLI menu will open the Outcome Monitoring menu pictured below.

The screenshot shows a web application window titled "ILI/GLI Outcome Monitoring". The main heading is "DSHS Risk Reduction Activities Database". Below this, there is a yellow highlighted section titled "Outcome Monitoring". Underneath, there is a list of interventions with checkboxes: ARTAS (checked), CLEAR, CRCS, Healthy Relationships, and VOICES/VOCES. At the bottom, there is a checkbox for "Return to ILI/GLI Menu".

This will open up another menu where you can choose the intervention for which you want to enter outcomes.

The screenshot shows a web application window titled "ARTAS Outcome Monitoring". The main heading is "DSHS Risk Reduction Activities Database". Below this, there is a yellow highlighted section titled "Outcome Monitoring". Underneath, there is a list of options with checkboxes: "Enter/Edit Data" (checked), "Outcome Measures", "Return to ILI/GLI Outcome Monitoring", and "Return to Main Menu".

Click on “Enter/Edit Data” to enter your outcome monitoring data.

Note: You may only enter outcome monitoring data after entering cycle data and participant information. You can search for the desired participant record by DOB, record ID, etc.

Description of Fields: Individual and Group Level Outcome Monitoring Forms

ARTAS

ARTAS Outcome Monitoring

ARTAS Outcome Monitoring

Sex: Female | Race: White | DOB: 11/22/1985 | Ethnicity: Hispanic | HIV Status: Positive

ARTAS Outcomes

Visits	Medical Linkage
1st Visit Date	Diagnosis Date
2nd Visit Date	Date of Connection
3rd Visit Date	Date of First Medical Appointment
4th Visit Date	Attended First Medical Appointment
5th Visit Date	Medical Case Manager at Intake
Last Visit Date	Medical Case Manager at Reporting
Total Number of Visits:	

Mental Health/Substance Abuse

MHSA Screening

MHSA Referral

Referral Success

Previous Record | Next Record | Find Record | Close Form

1st – 5th Visit Dates: Enter appointment dates in the following format: MM/DD/YYYY.

Last Visit Date: Enter the date of the most recent visit in the following format: MM/DD/YYYY.

Total Visits: Enter the total number of appointments the participant has attended to date.

Diagnosis Date: If the participant has never been in care, enter the date of first diagnosis in the following format: MM/DD/YYYY.

Date of Connection: If the participant has dropped out of care, enter the date on which your organization connected with, or re-engaged, the participant in the following format: MM/DD/YYYY.

Note: This can be in the form of a PHFU notification or simply the date on which your organization connected with the participant and attempted to link or re-link them to medical care.

Date of First Medical Appointment: Enter the date set for the participant's first medical appointment in the following format: MM/DD/YYYY.

Attended First Medical Appointment: Check the box by clicking on it if the participant attends his/her first medical appointment.

Medical Case Manager at Intake: Check the box by clicking on it if the participant had a medical case manager at the time of your first appointment with the participant.

Medical Case Manager at Reporting: Check the box by clicking on it if the participant had a medical case manager at the time you enter this data.

MHSA Screening: Check the box by clicking on it if the participant was screened for mental health/substance abuse problems.

MHSA Referral: Check the box by clicking on it if you referred the participant to mental health/substance abuse services.

Referral Success: Select one of the following.

- “No” if the participant did not complete the activities associated with the referral.

- “In progress” if the participant is still engaged in the activities associated with the referral.
- “Yes” if the participant completed all activities associated with the referral.

CLEAR

1st – 5th Visit Dates: Enter appointment dates in the following format: MM/DD/YYYY.

Last Visit Date: Enter the date of the most recent visit in the following format: MM/DD/YYYY.

Total Visits: Enter the total number of appointments the participant has attended to date.

Diagnosis Date: If the participant has never been in care, enter the date of first diagnosis in the following format: MM/DD/YYYY.

Date of Connection: If the participant has dropped out of care, enter the date on which your organization connected with, or re-engaged, the participant in the following format: MM/DD/YYYY.

Note: This can be in the form of a PHFU notification or simply the date on which your organization connected with the participant and attempted to link or re-link them to medical care.

Date of First Medical Appointment: Enter the date set for the participant’s first medical appointment in the following format: MM/DD/YYYY.

Attended First Medical Appointment: Check the box by clicking on it if the participant attends his/her first medical appointment.

Medical Case Manager at Intake: Check the box by clicking on it if the participant had a medical case manager at the time of your first appointment with the participant.

Medical Case Manager at Reporting: Check the box by clicking on it if the participant had a medical case manager at the time you enter this data.

Taking ART at Intake: Check this box if the participant was taking anti-retroviral medications at the time of his/her first appointment.

Taking ART at Reporting: Check this box if the participant was taking anti-retroviral medications at the time of data entry.

Adherence at Intake: Select the number of days per week the participant reported taking all of his/her her antiretroviral medications at his/her first appointment.

Adherence at Reporting: Select the number of days per week the participant reported taking all of his/her her antiretroviral medications at his/her most recent appointment.

Reason Not on ART: If the participant is HIV positive and is not taking anti-retroviral medication, give the participant's reason for not taking it.

MHSA Screening: Check the box by clicking on it if the participant was screened for mental health/substance abuse problems.

MHSA Referral: Check the box by clicking on it if you referred the participant to mental health/substance abuse services.

MHSA Referral Success: Select whether or not the MHSA referral was successful.

Housing Referral: Check the box by clicking on it if you referred the participant to housing support services.

Housing Referral Success: Select whether or not the housing referral was successful.

Other Referral(s): List any other referrals made for this participant.

Notes: Record any additional information for the participant in this field.

The screenshot shows the 'CLEAR Outcome Monitoring' interface. The main section is titled 'Core Concepts'. It is divided into two columns: 'Set' and 'Reached'. Under 'Set', there are checkboxes for 'Life Goal' and 'Prevention Goal'. Under 'Reached', there is a checked checkbox for 'Prevention Goal'. Below these are five rows for 'Week 1' through 'Week 5', each with an input field for the goal and a checkbox for whether it was reached. The 'Reached' checkbox for 'Week 1' is checked. Below this is a section for 'Core Concepts' with two columns: 'Status at Intake' and 'Status at Reporting'. There are seven rows of concepts: 'Aware Feel, Think, Do', 'Ideal Self', 'SMART Problem Solving', 'Assertive Communication', 'Assertive Behavior', 'Perception of Risk', and 'Self Talk'. Each row has a dropdown menu for 'Status at Intake' and a dropdown menu for 'Status at Reporting'. The 'Aware Feel, Think, Do' row has 'Little or no understanding' selected for intake and 'Applies concepts in daily life' selected for reporting.

Life Goal: Check the box to indicate that the participant's life goal was set.

Prevention Goal Set: Check the box to indicate that the participant's prevention goal was set.

Prevention Goal Reached: Check the box if the participant's prevention goal was reached.

Weeks 1-5 Goals: Describe the goals set with the participant at each appointment.

Weeks 1-5 Goals Reached: Check the box if the corresponding week's goal was reached.

Aware Feel, Think, Do: Select the participant's ability to assess his/her feelings and regulate his/her emotions at intake and reporting.

Ideal Self: Select the participant's ability to set goals and solve problems based on his/her ideal self at intake and reporting.

SMART Problem Solving: Select the participant's ability to describe and use problem-solving at intake and reporting.

Assertive Communication: Select the participant's ability to describe and use assertive communication at intake and reporting.

Assertive Behavior: Select the participant's ability to describe and use assertive behavior at intake and reporting.

Perception of Risk: Select the participant's perception of his/her risk behaviors at intake and reporting.

Self-Talk: Select the participant's ability to describe and use self-talk at intake and reporting.

Focus Area	Goal Setting	Reached?	Stage of Change	
			Intake	Reporting
Adherence				
Long Term Goal	<input type="text"/>		Precontemplation	Precontemplation
Short Term Goal 1	<input type="text"/>	Yes		
Short Term Goal 2	<input type="text"/>	Yes		
Disclosure				
Long Term Goal	<input type="text"/>			
Short Term Goal 1	<input type="text"/>			
Short Term Goal 2	<input type="text"/>			
Health Care and Self-Care				
Long Term Goal	<input type="text"/>			
Short Term Goal 1	<input type="text"/>			
Short Term Goal 2	<input type="text"/>			
Sexual Risk				
Long Term Goal	<input type="text"/>			
Short Term Goal 1	<input type="text"/>			
Short Term Goal 2	<input type="text"/>			
Stigma				
Long Term Goal	<input type="text"/>			
Short Term Goal 1	<input type="text"/>			
Short Term Goal 2	<input type="text"/>			
Substance Abuse				
Long Term Goal	<input type="text"/>			
Short Term Goal 1	<input type="text"/>			
Short Term Goal 2	<input type="text"/>			

Previous Record Next Record Find Record Close Form

Note: For each set of menu sessions you will find the following fields. Use the elements that relate to each specific participant you have.

Long Term Goal: If the participant has developed a long term goal, describe that goal here.

Stage of Change at Intake: Select the stage of change for the participant's long term goal at the time the goal was set.

Stage of Change at Reporting: Select the stage of change for the participant's long term goal at the most recent appointment.

Short Term Goals 1 and 2: If the participant developed one or more short term goals to support the Long Term Goal, describe them here.

Short Term Goals 1 and 2 Reached: Select whether or not the participant has reached the corresponding short term goal.

CRCS

CRCS Outcome Monitoring

CRCS Outcome Monitoring

9

Sex: Race:

DOB: Ethnicity:

HIV Status:

CRCS Outcomes

<p>Visits</p> <p>1st Visit Date: <input type="text"/></p> <p>2nd Visit Date: <input type="text"/></p> <p>3rd Visit Date: <input type="text"/></p> <p>4th Visit Date: <input type="text"/></p> <p>5th Visit Date: <input type="text"/></p> <p>Last Visit Date: <input type="text"/></p> <p>Total Number of Visits: <input type="text"/></p>	<p>Medical Linkage</p> <p>Diagnosis Date: <input type="text"/></p> <p>Date of Connection: <input type="text"/></p> <p>Date of First Medical Appointment: <input type="text"/></p> <p>Attended First Medical Appointment: <input type="checkbox"/></p> <p>Medical Case Manager: Intake <input type="checkbox"/> Reporting <input type="checkbox"/></p>
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ART

Taking ART: Intake Reporting If not on ART, why not?

Adherence: Intake Reporting

Referrals

MHSA Screening MHSA Referral Referral Success

Housing Referral Referral Success

Other Referrals:

Progress

Risk Behavior:

Long Term Goal:

Stage of Change at: Intake Reporting

Short Term Goal 1: Reached?

Short Term Goal 2: Reached?

1st – 5th Visit Dates: Enter appointment dates in the following format: MM/DD/YYYY.

Last Visit Date: Enter the date of the most recent visit in the following format: MM/DD/YYYY.

Total Visits: Enter the total number of appointments the participant has attended to date.

Diagnosis Date: If the participant has never been in care, enter the date of first diagnosis in the following format: MM/DD/YYYY.

Date of Connection: If the participant has dropped out of care, enter the date on which your organization connected with, or re-engaged, the participant in the following format: MM/DD/YYYY.

Note: This can be in the form of a PHFU notification or simply the date on which your organization connected with the participant and attempted to link or re-link them to medical care.

Date of First Medical Appointment: Enter the date set for the participant’s first medical appointment in the following format: MM/DD/YYYY.

Attended First Medical Appointment: Check the box by clicking on it if the participant attends his/her first medical appointment.

Medical Case Manager at Intake: Check the box by clicking on it if the participant had a medical case manager at the time of your first appointment with the participant.

Medical Case Manager at Reporting: Check the box by clicking on it if the participant had a medical case manager at the time you enter this data.

Taking ART at Intake: Check this box if the participant was taking anti-retroviral medications at the time of his/her first appointment.

Taking ART at Reporting: Check this box if the participant was taking anti-retroviral medications at the time of data entry.

Adherence at Intake: Select the number of days per week the participant reported taking all of his/her antiretroviral medications at his/her first appointment.

Adherence at Reporting: Select the number of days per week the participant reported taking all of his/her antiretroviral medications at his/her most recent appointment.

Reason Not on ART: If the participant is HIV positive and is not taking anti-retroviral medication, give the participant's reason for not taking it.

MHSA Screening: Check the box by clicking on it if the participant was screened for mental health/substance abuse problems.

MHSA Referral: Check the box by clicking on it if you referred the participant to mental health/substance abuse services.

MHSA Referral Success: Select whether or not the MHSA referral was successful.

Housing Referral: Check the box by clicking on it if you referred the participant to housing support services.

Housing Referral Success: Select whether or not the housing referral was successful.

Other Referral(s): List any other referrals made for this participant.

Risk Behavior: Describe the risk behavior that your participant has chosen to focus on with you.

Long Term Goal: If the participant has developed a long term goal, describe that goal here.

Stage of Change at Intake: Select the stage of change for the participant's long term goal at the time the goal was set.

Stage of Change at Reporting: Select the stage of change for the participant's long term goal at the most recent appointment.

Short Term Goals 1 and 2: If the participant developed one or more short term goals to support the Long Term Goal, describe them here.

Short Term Goals 1 and 2 Reached: Select whether or not the participant has reached the corresponding short term goal.

Healthy Relationships

Healthy Relationships Outcome Monitoring

Healthy Relationships Outcome Monitoring

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Sex: Female Race: White
 DOB: 11/22/1985 Ethnicity: Hispanic
 HIV Status: Positive

Healthy Relationships Outcomes

Date:

	Pre-Assessment	Post-Assessment
Adherence	<input type="text"/>	<input type="text"/>
Could decide to disclose HIV status to family/friends	<input type="text"/>	<input type="text"/>
Comfortable disclosing HIV status to family/friends	<input type="text"/>	<input type="text"/>
Could decide to disclose HIV status to partner	<input type="text"/>	<input type="text"/>
Could know if safe to disclose HIV status to partner	<input type="text"/>	<input type="text"/>
Could decide to disclose to partner of unknown status	<input type="text"/>	<input type="text"/>
Could decide to disclose HIV status to person dating	<input type="text"/>	<input type="text"/>
Could disclose HIV status to new partner	<input type="text"/>	<input type="text"/>
Could disclose HIV status when drinking/drugs	<input type="text"/>	<input type="text"/>
Could discuss safe sex with partner	<input type="text"/>	<input type="text"/>
Could refuse unsafe sex if pressured	<input type="text"/>	<input type="text"/>
Can use a condom correctly	<input type="text"/>	<input type="text"/>
How much risk of transmitting HIV through sex	<input type="text"/>	<input type="text"/>
In the last 6 months:		
Number of sex partners	<input type="text"/>	<input type="text"/>
Instances of anal insertive sex with no condom	<input type="text"/>	<input type="text"/>
Instances of anal receptive sex with no condom	<input type="text"/>	<input type="text"/>
Frequency of anal sex with condom	<input type="text"/>	<input type="text"/>
Instances of vaginal insertive sex with no condom	<input type="text"/>	<input type="text"/>
Instances of vaginal receptive sex with no condom	<input type="text"/>	<input type="text"/>
Frequency of vaginal sex with condom	<input type="text"/>	<input type="text"/>

Previous Record Next Record Find Record Close Form

Date: Enter the date on which the **post assessment** was given in the following format: MM/DD/YYYY.

Adherence: Select the level of adherence as reported during the pre-assessment and post-assessment in the corresponding fields.

Questionnaire: Select the participant's response for each of the 12 items on the questionnaire for both the pre-assessment and the post-assessment.

Number of sex partners: Enter the participant's reported number of sex partners for the last six months on both the pre-assessment and the post-assessment.

Instances of anal insertive sex with no condom: Enter the number of times the participant reported having anal insertive sex with no condom for the last six months on both the pre-assessment and the post-assessment.

Instances of anal receptive sex with no condom: Enter the number of times the participant reported having anal receptive sex with no condom for the last six months on both the pre-assessment and the post-assessment.

Frequency of anal sex with condom: Enter the participant's reported frequency of anal sex with a condom for the last six months on both the pre-assessment and the post-assessment.

Instances of vaginal insertive sex with no condom: Enter the number of times the participant reported having vaginal insertive sex with no condom for the last six months on both the pre-assessment and the post-assessment.

Instances of vaginal receptive sex with no condom: Enter the number of times the participant reported having vaginal receptive sex with no condom for the last six months on both the pre-assessment and the post-assessment.

Frequency of vaginal sex with condom: Enter the participant's reported frequency of vaginal sex with a condom for the last six months on both the pre-assessment and the post-assessment.

VOICES/VOCES

VOICES/VOCES Outcome Monitoring

VOICES Outcome Monitoring

Sex: Female Race: White
 DOB: 11/22/1985 Ethnicity: Hispanic
 HIV Status: Positive

Class Date: Took Class Before?

Pre Intervention **Post Intervention**

Pre Knowledge 1-8
 Pre Knowledge 1-8

Post Knowledge 1-8
 Post Knowledge 1-8
 Post Knowledge 1-8
 Post Knowledge 1-8
 Post Knowledge 1-8
 Post Knowledge 1-8
 Post Knowledge 1-8
 Post Knowledge 1-8

Risk Behaviors

STI Been in jail
 Paid for Sex Traded sex
 IDU Homeless
 Anal sex:

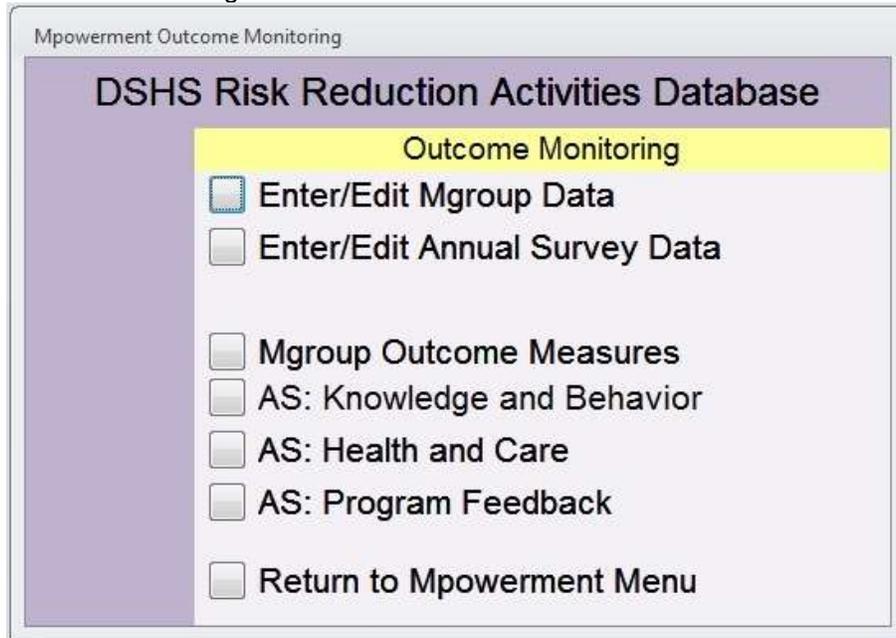
Previous Record Next Record Find Record Close Form

Class Date: Enter the date of the class in the following format: MM/DD/YYYY.
Took Class Before?: Select whether or not the participant has previously taken the class.

Enter participant responses to the pre- and post-intervention questionnaires.
Pre Knowledge 1-8: Enter 1 if the participant's response is correct and 0 if it is not.
Pre Intention 1-2: Select the number that matches the participant's response.
Post Knowledge 1-8: Enter 1 if the participant's response is correct and 0 if it is not.
Post Intention 1-2: Select the number that matches the participant's response.

Risk Behaviors: Check the corresponding boxes if the participant reports any of these behaviors.
Anal sex: Select the correct risk profile as reported by the participant.

The following information details the data entry for outcome monitoring for community level interventions. Clicking the “Outcome Monitoring” button on either the Mpowerment or the POL menu will open that intervention’s Outcome Monitoring menu.



Mpowerment Outcome Monitoring

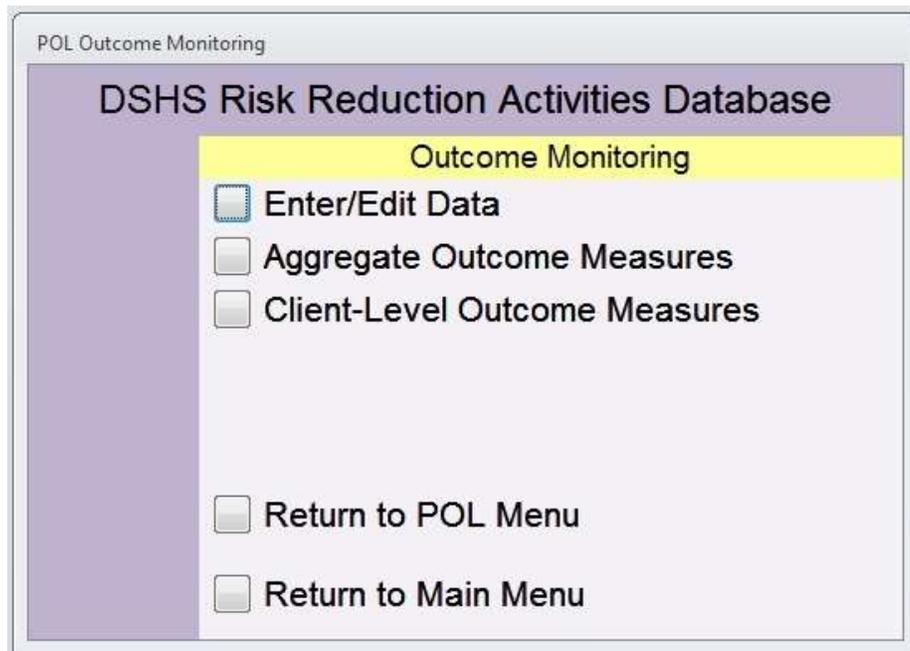
DSHS Risk Reduction Activities Database

Outcome Monitoring

- Enter/Edit Mgroup Data
- Enter/Edit Annual Survey Data

- Mgroup Outcome Measures
- AS: Knowledge and Behavior
- AS: Health and Care
- AS: Program Feedback

- Return to Mpowerment Menu



POL Outcome Monitoring

DSHS Risk Reduction Activities Database

Outcome Monitoring

- Enter/Edit Data
- Aggregate Outcome Measures
- Client-Level Outcome Measures

- Return to POL Menu

- Return to Main Menu

Click on “Enter/Edit Data” to enter your outcome monitoring data.

Note: You may only enter outcome monitoring data after entering cycle data and participant information. You can search for the desired participant record by DOB, record ID, etc.

Description of Fields: Mpowerment Outcome Monitoring Forms

MGroup

MGroup Outcome Monitoring

MGroup Outcome Monitoring

Sex Race 1
DOB Ethnicity
HIV Status

MGroup Outcomes

MGroup Date

Learned about:

HIV
3 things:
Relationship building
3 things:
Social support
1 thing:
Likelihood of safe sex

Needs:

Emotional
Employment
Financial
Fitness
Medical Care
Mental
Sexual
Spiritual

Community Integration:

Be Yourself
Return to another activity
Facilitators
Room
Participants
Activities

Learn About HIV: Check the box if the participant indicated that he learned about HIV.

3 things learned about HIV: Enter up to three things the participant reported learning about HIV.

Relationship building: Check the box if the participant indicated that he learned about relationship building.

3 things learned about relationship building: Enter up to three things the participant reported learning about relationship building.

Social support: Check the box if the participant indicated that he learned about social support.

1 thing helped with social support: Enter one thing the participant reported helped him with social support.

Likelihood of safe sex: Select the participant's reported likelihood of engaging in safe sex.

Be yourself: Check the box if the participant indicated that he could be himself.

Return to another activity: Check the box if the participant indicated that he would return for another activity.

Facilitators: Select the participant's reported effect on his comfort level from the drop-down menu.

Room: Select the participant's reported effect on his comfort level from the drop-down menu.

Participants: Select the participant's reported effect on his comfort level from the drop-down menu.

Activities: Select the participant's reported effect on his comfort level from the drop-down menu.

Needs: Check the corresponding box for the type of need as reported by the participant.

Annual Survey

Note: These surveys do not need to be linked to individual participant records, so they may be entered in any order.

Sense of Community: Select the value chosen on the survey corresponding to the participant's level of agreement with these statements.

HIV Knowledge: Select the participant's response to each question gauging his knowledge about HIV from the drop-down menu.

Protecting from HIV: Select the value chosen on the survey corresponding to the participant's level of agreement with these statements.

General Health: Select the value chosen on the survey corresponding to the participant's level of agreement with these statements.

Sexual Behavior: Select the participant's response to each question about his sexual behavior from the drop-down menu.

Engagement in Social Institutions: Check the corresponding box if the participant reported any of the following items in the last 12 months.

Managing HIV Infection: Select the value chosen on the survey corresponding to the participant's level of agreement with these statements.

Continuum of Care Services Used: Check the corresponding box if the participant reported using any of the following services.

Program Offerings: Check the corresponding box if the participant reported participating in any of the following programs.

Description of Fields: POL Outcome Monitoring Form

POL Outcome Monitoring

POL Outcome Monitoring

Sex: Female Race: White

DOB: 11/2/1955 Ethnicity: Hispanic

HIV Status: Positive

POL Outcomes

Training Date:

Follow-up Date:

		Pre-Assessment	Post-Assessment
Knowledge	1.	<input type="text"/>	<input type="text"/>
	2.	<input type="text"/>	<input type="text"/>
	3.	<input type="text"/>	<input type="text"/>
	4.	<input type="text"/>	<input type="text"/>
	5.	<input type="text"/>	<input type="text"/>
	6.	<input type="text"/>	<input type="text"/>
	7.	<input type="text"/>	<input type="text"/>
	8.	<input type="text"/>	<input type="text"/>
	9.	<input type="text"/>	<input type="text"/>
	10.	<input type="text"/>	<input type="text"/>
	11.	<input type="text"/>	<input type="text"/>
Discussion	1.	<input type="text"/>	<input type="text"/>
	2.	<input type="text"/>	<input type="text"/>
Urgency	1.	<input type="text"/>	<input type="text"/>
	2.	<input type="text"/>	<input type="text"/>
Efficacy	1.	<input type="text"/>	<input type="text"/>
	2.	<input type="text"/>	<input type="text"/>

From the questionnaire used before the initial training:

Pre Knowledge 1-11: Enter 1 if the participant's response is correct and 0 if it is not.

Pre Discuss 1-2: Select the number that matches the participant's response.

Pre Urgency 1-2: Select the number that matches the participant's response.

Pre Efficacy 1-2: Select the number that matches the participant's response.

From the follow-up evaluation:

Post Knowledge 1-11: Enter 1 if the participant's response is correct and 0 if it is not.

Post Discuss 1-2: Select the number that matches the participant's response.

Post Urgency 1-2: Select the number that matches the participant's response.

Post Efficacy 1-2: Select the number that matches the participant's response.