

DSHS HIV Prevention Data

2023-2024

MS Forms: New Testing Site Request and Aggregate Data Submittal User Guide

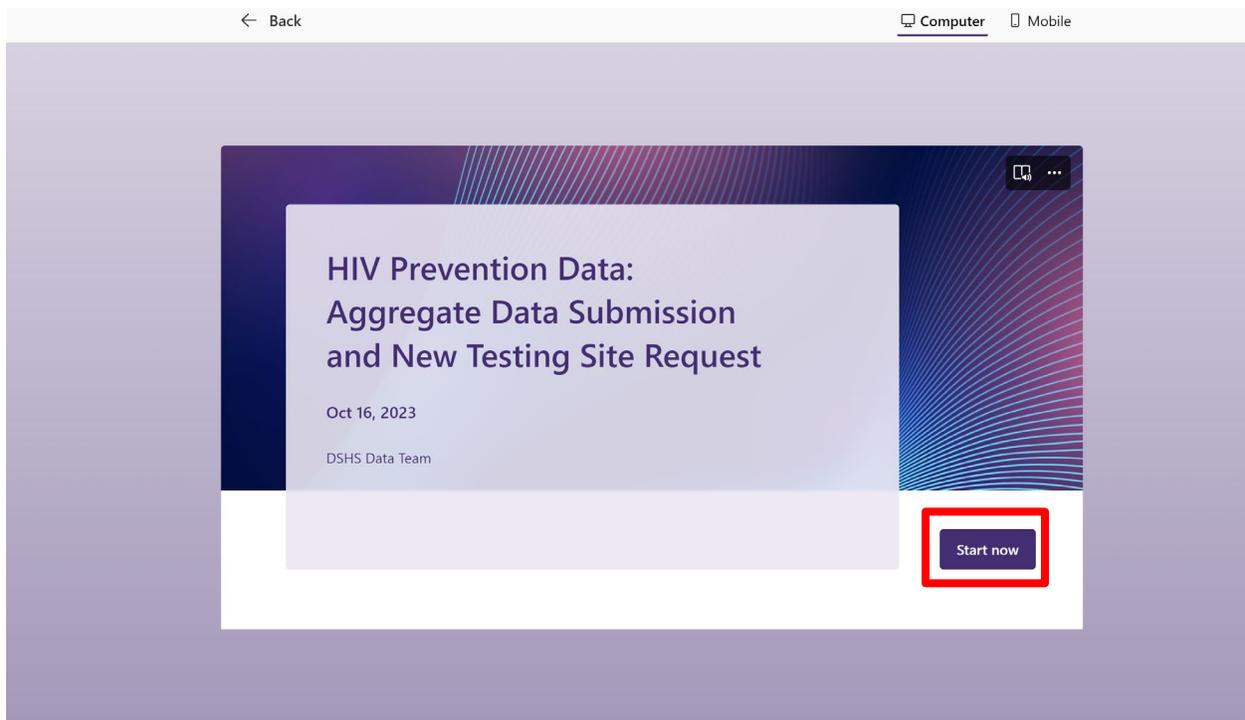
Contact HIV Prevention Data Team with questions.

Preventiondata@dshs.texas.gov

New Testing Site Request

Step 1: Open the "HIV Prevention Data: Aggregate Data Submission and New Testing Site Request - Microsoft Forms"

Click **Start Now**



Step 2: Enter contact info: **Full Name** and **Email Address**

HIV Prevention Data: Aggregate Data Submission and New Testing Site Request

* Required

Contact Info



1. **Full Name** *

Enter your answer

2. **Email Address** *

Enter your answer

Step 3: Use the drop-down menu and select your **Agency**.

3. **Agency** *

Select your answer



4.

- Abounding Prosperity
- AIDS Health Foundation-Austin
- AIDS Health Foundation-Dallas
- AIDS Health Foundation-Houston
- AIDS Health Foundation-San Antonio
- AIDS Outreach Center
- AIDS Services of Austin/Vivent Health
- Alamo Area Resource Center-AARC

You

mit

Submit

Step 4: Click **New Testing Site Request**.
Then click **NEXT**.

3. **Agency** * 

Abounding Prosperity 

4. **What is your data need?** * 

New Testing Site Request

Aggregate Data Submittal

Next

Step 5: Enter **Testing Site Name**, **Testing Site Program**, **Testing Site County**, and **Testing Site Zip** info.

New Testing Site Request



5. (TSR 1) **Testing Site Name** *

Instructions: Please use the full actual name of the location. Do not use abbreviations or nicknames, unless there is no other name available.

Enter your answer

6. (TSR 1) **Testing Site Program** *

Instructions: Please select program associated with testing site:

18-1802 (Core Prevention)

20-2010 (EHE)

Both 18-1802 and 20-2010

7. (TSR 1) **Testing Site Zip**

*

Instructions: Exact zip code of the testing site. Use google maps to give best estimate of zip if no official address is available.

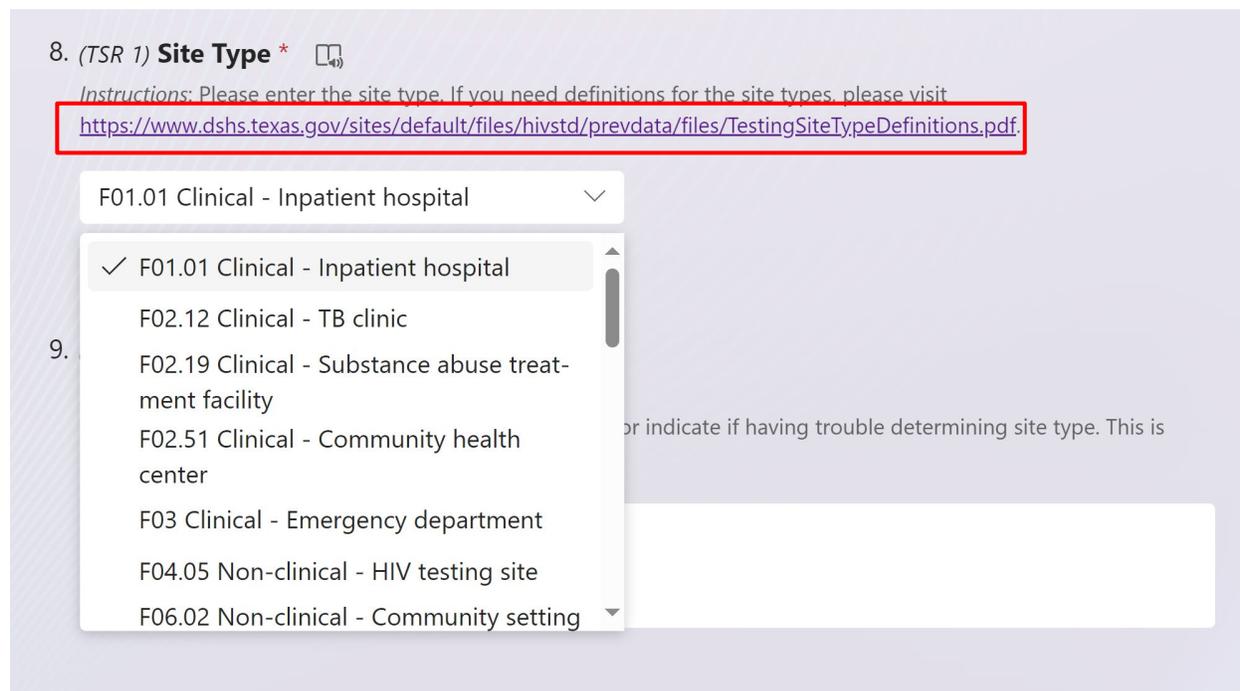
The value must be a number

8. (TSR 1) **Testing Site County**

*

Instructions: Exact county of the testing site. Use google maps to give best estimate of county if no official address is available.

Step 6: Use the **Testing Site Type Definitions** hyperlink to help choose the correct site type. Then go to drop-down menu to choose **Site Type**.



Step 7: Use the **Site Notes** section to enter additional notes. *This is optional.*

Next, choose **I'm done and ready to submit** to complete this request.

Then, click **Submit**.

Or, if you need to add additional site requests, please choose **I need to add another testing site** to continue. **Repeat** steps 5-7.

Note: The max amount of testing site you can request are **6** in one session. If you need to request more, please fill out another HIV Prevention Data: Aggregate Data Submission and New Testing Site Request Form.

9. (TSR 1) **Site Notes**



Instructions: Short notes to further describe the location or indicate if having trouble determining site type. This is optional.

Enter your answer

10. What would you like to do next? * 

- I'm done and ready to submit
- I need to add another testing site

You can print a copy of your answer after you submit

Back

Submit

It will then prompt you to the confirmation page. This is the confirmation page after you SUBMIT.

HIV Prevention Data: Aggregate Data Submission and New Testing Site Request

 Thanks!

Thank you for your response. Your response was submitted.

The form allows you to edit your response. Please save the response so you can make changes later.

[Save my response to edit](#)

[Print or get PDF of answers](#)

[Submit another response](#)

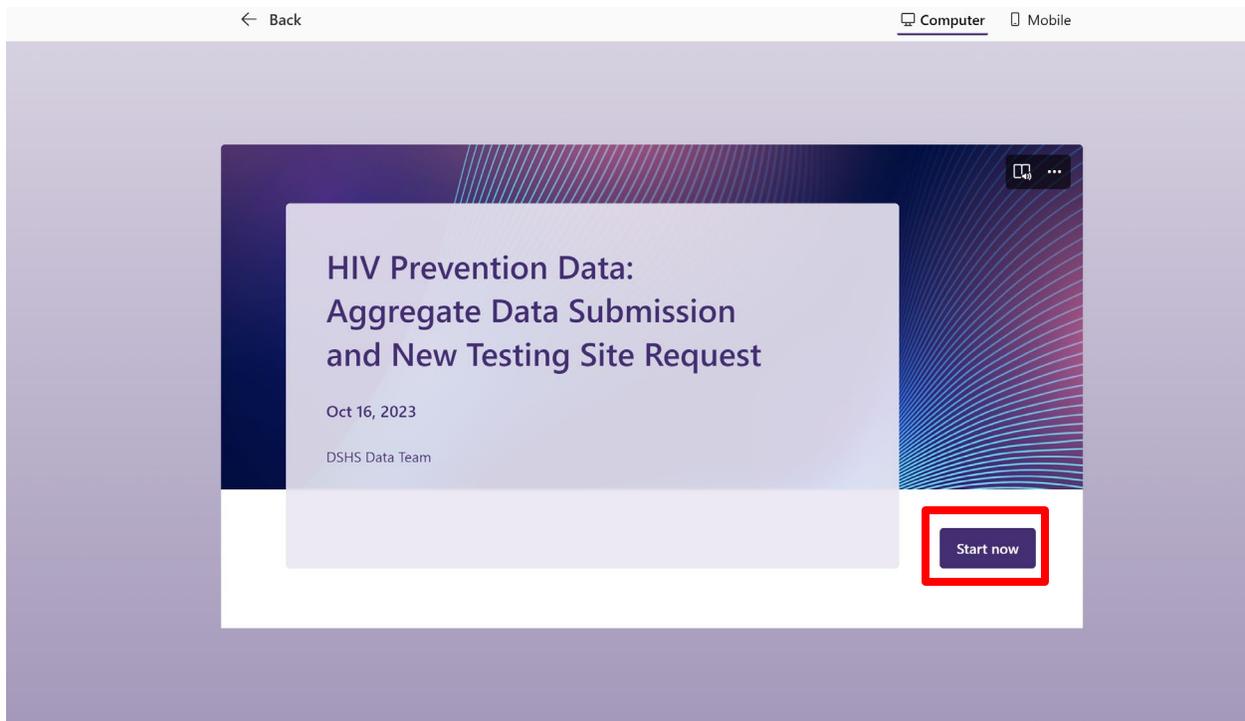
Note: You will have an option to print or save a copy of your answers after you submit.

DONE.

Aggregate Data Submission

Step 1: Open the "HIV Prevention Data: Aggregate Data Submission and New Testing Site Request - Microsoft Forms"

Click **Start Now**



Step 2: Enter contact info: **Full Name** and **Email Address**

HIV Prevention Data: Aggregate Data Submission and New Testing Site Request

* Required

Contact Info



1. **Full Name** *

Enter your answer

2. **Email Address** *

Enter your answer

Step 3: Use the drop-down menu and select your **Agency**.

3. **Agency** *

Select your answer



- Abounding Prosperity
- AIDS Health Foundation-Austin
- AIDS Health Foundation-Dallas
- AIDS Health Foundation-Houston
- AIDS Health Foundation-San Antonio
- AIDS Outreach Center
- AIDS Services of Austin/Vivent Health
- Alamo Area Resource Center-AARC

4.

You

mit

Submit

Step 4: Click on **Aggregate Data Submittal**.
Click **NEXT**.

The screenshot shows a web form with a light blue background and a dark blue border. At the top, it says "3. Agency * [copy icon]". Below this is a white dropdown menu with "Abounding Prosperity" and a downward arrow. Below the dropdown is a red rectangular box containing the text "4. What is your data need? * [copy icon]". Inside this box are two radio button options: "New Testing Site Request" (unselected) and "Aggregate Data Submittal" (selected). Below the red box is another red rectangular box containing a dark blue button with the text "Next".

Step 5: Use the drop-down menu to choose the month you are reporting.

* Required

Aggregate Data

5. What month are you reporting? * 

January 

- ✓ January
- February
- March
- April
- May
- June
- July
- August

6.

7.

How many self-test kits did your agency distribute this month? Only respond to this question if your agency is

Step 6: Enter **Condom Distribution** and **Self-Test Kit Distribution** info.

6. **Condom Distribution** * 
How many condoms did your agency distribute this month?

7. **Self-Test Kit Distribution** 
How many self-test kits did your agency distribute this month? Only respond to this question if your agency is approved and funded for this activity.

8. What would you like to do next? * 

- I'm done and ready to submit
- I need to enter client-level intervention data
- I need to enter structural-level intervention data

Step 7: If you are only submitting condom distribution data, then please **choose I'm done and ready to submit** option.

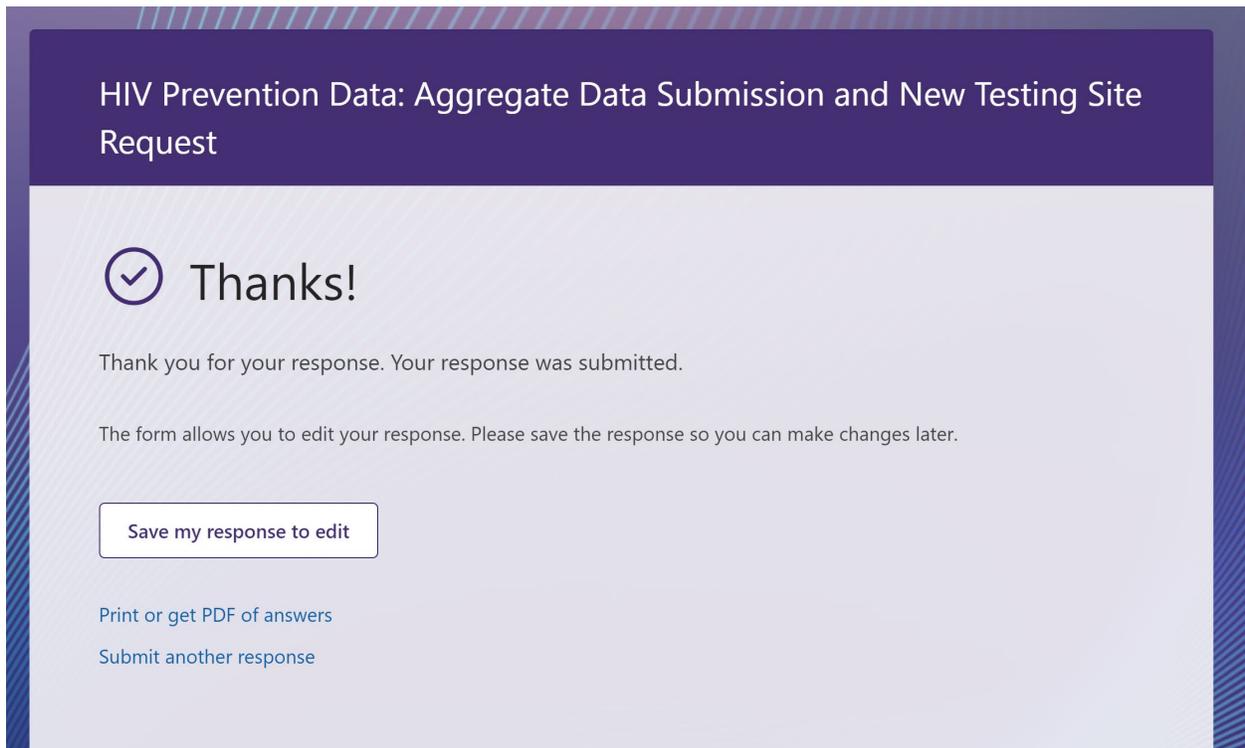
8. What would you like to do next? * 

- I'm done and ready to submit
- I need to enter client-level intervention data
- I need to enter structural-level intervention data

You can print a copy of your answer after you submit

Next: click **SUBMIT**.

It will then prompt you to the confirmation page.



Note: You will have an option to print or save a copy of your answers after you submit.

DONE

Step 8: If you have client-level intervention info to submit, then choose **I need to enter client-level-intervention data**.

Click **NEXT**.

8. What would you like to do next? * 

I'm done and ready to submit

I need to enter client-level intervention data

I need to enter structural-level intervention data

Step 9: Use the drop-down menu and choose the **Name of Intervention** for your agency.

Then, fill in **Objective A** and **Objective B**.

Client-Level Intervention

9. (CLI-1) **Name of intervention** * 

Select your answer 

10. (CLI-1) **Objective A** * 

Number of participants that completed this intervention

The value must be a number

11. (CLI-1) **Objective B** * 

Number of completed sessions

The value must be a number

Step 10: Use the drop-down menu to choose the **Priority Population #1** and **the number of participants**. If your agency has more than 1 PP please fill in the additional PP fields.

12. (CLI-1) **Priority Population #1** * 

Select your answer 

13. (CLI-1) Number of participants from priority population #1 that completed this intervention * 

The value must be a number

14. (CLI-1) **Priority Population #2** 

Select your answer 

15. (CLI-1) Number of participants from priority population #2 that completed this intervention 

The value must be a number

Step 11: If needed, use the **Notes** section. This is optional.

The image shows a screenshot of a survey form. Question 20 is titled '(CLI-1) Notes' and has a text input field with the placeholder 'Enter your answer'. Question 21 is 'What would you like to do next?' and has three radio button options: 'I'm done and ready to submit', 'I need to enter more client-level intervention data', and 'I need to enter structural-level intervention data'. Below the questions is a note: 'You can print a copy of your answer after you submit'. At the bottom are two buttons: 'Back' and 'Submit'. Red boxes highlight the text input field for question 20, the first radio button option for question 21, and the 'Submit' button.

If done, please choose **I'm done and ready to submit** and **SUBMIT**.

Done.

If you need to submit additional client-level intervention data, please choose **I need to enter more client-level intervention data option** and **repeat** steps 9-10.

If you need to submit structural level intervention data, please choose the **I need to enter structural-level intervention data** option and **NEXT**.

Step 12: Use the drop-down menu to choose the **Name of Intervention** for Structural intervention.

Structural Intervention 📄

22. (SLI-1) **Name of Intervention** * 📄

Select your answer ▼

23. (SLI-1) **Objective A** * 📄
Number of partners (i.e. organizations, agencies, individuals, etc.) involved with community intervention.

The value must be a number

24. (SLI-1) **Objective B** * 📄
Number of activities to engage the community (i.e. events, coalition meetings, facilitated community conversations, etc.)

The value must be a number

Complete **Objective A**, **Objective B**, and **Objective C** for your intervention.

10. (SLI-1) **Objective A** * 📄
Number of partners (i.e. organizations, agencies, individuals, etc.) involved with community intervention.

2

11. (SLI-1) **Objective B** * 📄
Number of activities to engage the community (i.e. events, coalition meetings, facilitated community conversations, etc.)

2

12. (SLI-1) **Objective C** * 📄
Number of individuals engaged/reached through community intervention

2

Step 13: If needed, use the **Notes** section. This is optional.

The screenshot shows a survey interface with two questions. Question 26, labeled '(SLI-1) Notes', has a text input field with the placeholder 'Enter your answer'. This section is enclosed in a red rectangular box. Question 27 asks 'What would you like to do next?' and has three radio button options: 'I'm done and ready to submit', 'I need to enter client-level intervention data', and 'I need to enter more structural-level intervention data'. Below the options, there is a note: 'You can print a copy of your answer after you submit'. At the bottom, there are two buttons: 'Back' and 'Submit'.

If there are additional structural intervention data that needs to be submitted. Please choose I need to enter more **structural-level intervention data** and then Click **NEXT**. Repeat steps 12-13.

If you are ready to submit data, please choose **I'm done and ready to submit**. Click **SUBMIT**.

Note: You will have an option to print or save a copy of your answers after you submit.

DONE.
