

Prevention Data Collection Systems & Submissions

Purpose: To provide an easy reference guide for contractors to identify what data collection systems to use and data submission deadlines.

Definitions:

Data Format: What format(s) the data should be submitted **in**.

Data Repository: Where the **data format(s)** should be submitted **to**.

This includes:

- **Testing and linkage to medical care data;**
 - Data **directly entered or directly uploaded** from an **electronic health record system (EHR)** into Evaluation Web.
 - Data submitted to DSHS via GlobalScape from an **EHR** to be uploaded into Evaluation web **by DSHS**.
- **PrEP navigation and services data**
- **Condom Distribution, Client-Level and Structural Interventions** data to be submitted to DSHS.

When uploading spreadsheets, please include your agency name in the file name.

Testing Data

Data Format:

For manually entered records: EvaluationWeb

For EHR self-upload records: Luther/EvaluationWeb Excel template

For EHR DSHS-upload records: DSHS Excel template

Data Repository:

For manually entered and self-uploaded records: EvaluationWeb

For DSHS-uploaded records: GlobalScape

All testing data are due on the 20th of the month after the testing month. For example, September testing data are due by close of business on October 20th.

If the 20th lands on a weekend or a holiday, the data are due the following business day.

All data manually entered into EvaluationWeb will be completely entered by the close of business on the due date.

All data self-uploaded into EvaluationWeb from an Electronic Health Record (EHR) system will be completely uploaded by the close of business on the due date. EvaluationWeb only allows one person per jurisdiction to upload data at a time. If you try to upload your data on the due date and someone else is in the upload process, contact your consultant and your data team representative to let them know that you might be late. **It is highly encouraged to do your upload as early as possible to avoid this situation.** Be sure to avoid uploading Protected Health Information (PHI) to EvaluationWeb. Uploading PHI is not allowed. **Double check your file before uploading to make sure you are uploading the correct file.**

Transmitting this information to EvaluationWeb would be a privacy incident and will be reported. Please reference HIV-STD Security Policies and Procedures found at dshs.texas.gov/hivstd/policy/security.shtm

EHR data submitted to be processed by DSHS for EvaluationWeb upload will be submitted to GlobalScape by the close of business on the due date.

Please inform your consultant and data team representative that you have uploaded a file on GlobalScape. DSHS will have no more than two business days after the due date to upload the data to EvaluationWeb.

Change from quarterly to monthly submissions

Since the contract terms for DSHS partners will coincide with the state fiscal year while the CDC grant will continue to be aligned with the calendar year, the due dates for DSHS contract reports (i.e. IPR/APR) will no longer line up with reports that DSHS must provide the CDC. Due to this disconnect, DSHS will need data on a monthly basis rather than a quarterly basis. With this change, the data can be aggregated whenever a DSHS contractor report or a CDC grant-related report is needed.

People Living With HIV (PLWH) Data

Data Format:

DSHS-Provided PLWH Spreadsheet

Data Repository:

DSHS uploads list of needed information to GlobalScape

Contractors upload completed information to GlobalScape

DSHS is required by the CDC to match the PLWH in our program with data in HIV surveillance. This is to confirm previous/new diagnoses, linkage/re-engagement in care, and what partner services were conducted for PLWH that were diagnosed with our program. Since EvaluationWeb does not allow us to collect PHI for people we test, PHI must be collected separately via the PLWH spreadsheet to link our clients with people in the HIV surveillance system.

Until the end of 2021, we have given a blank PLWH spreadsheet for our partners to fill out from scratch. This can result in typos that can lead us to not be able to link surveillance data to EvaluationWeb data. This in turn leads to several exchanges with our partners to verify data and fix mistakes.

To make the process more stream-lined and efficient, three days after the testing data are due to be entered/uploaded in EvaluationWeb, DSHS will generate a spreadsheet of PLWH that have no names or dates of birth already collected and upload it to GlobalScape. This spreadsheet will be pre-filled with the Form ID, Local Client ID, sex at birth, session date and testing agency. Contractors will fill out the first name, last name, middle initial, and full date of birth then return the completed spreadsheet back to DSHS on GlobalScape.

The PLWH Spreadsheet is to be submitted to GlobalScape. These data files contain protected health information (PHI) and should never be transmitted via email. Transmitting this information by e-mail would be a **privacy incident and will be reported**. Please reference **HIV-STD Security Policies and Procedures found at** dshs.texas.gov/hivstd/policy/security.shtm

Due Dates for PLWH Spreadsheet

Month of PLWH Diagnosis	DSHS Uploads List	Contractors Upload Completed List
October, 2021	11/24/2021	11/30/2021
November, 2021	12/23/2021	12/30/2021
December, 2021	1/24/2022	1/31/2022
January, 2022	2/24/2022	2/28/2022
February, 2022	3/24/2022	3/31/2022
March, 2022	4/25/2022	4/29/2022
April, 2022	5/25/2022	5/31/2022
May, 2022	6/23/2022	6/30/2022
June, 2022	7/25/2022	7/29/2022
July, 2022	8/25/2022	8/31/2022
August, 2022	9/23/2022	9/30/2022

PrEP Navigation and Services Data

Data Format:

For manually entered records: EvaluationWeb

For EHR self-upload records: Luther/EvaluationWeb Excel template

For DSHS-uploaded records: Excel Template

Data Repository:

For manually entered and self-uploaded records: EvaluationWeb

For DSHS-uploaded records: GlobalScape

This applies to contractors funded for PrEP services and navigation. All PrEP services and navigation data are due by the close of business on the 20th of the month after the date of first PrEP prescription. For example, September PrEP navigation and services data are due by close of business on October 20th.

If the 20th lands on a weekend or a holiday, the data are due the following business day.

All data manually entered into EvaluationWeb will be completely entered by the close of business on the due date.

EHR data submitted to DSHS to be processed and uploaded to EvaluationWeb or if you upload your data, the data will be uploaded to GlobalScape by the close of business on the due date. **Please inform your consultant and data team representative that you have uploaded a**

file on GlobalScape. DSHS will have no more than two business days after the due date to upload the data to EvaluationWeb.

Condom Distribution

Data Format:
2022 Condom Distribution Spreadsheet

Data Repository:
GlobalScape

This applies to contractors that are funded for condom distribution. All condom distribution data are due to be uploaded to GlobalScape by the close of business on 20th after the date of the distribution. For example, data for condom distribution in September will be uploaded to GlobalScape in the 2022 Condom Distribution Spreadsheet by close of business on October 20th. **Please inform your consultant and data team representative that you have uploaded a file on GlobalScape.**

If the 20th lands on a weekend or a holiday, the data are due the following business day.

Group-level and Client-Level Interventions

Data Format:
2022 GLI and ILI Spreadsheet

Data Repository:
GlobalScape

This applies to contractors that are funded for individual-level interventions group-level interventions. All individual-level interventions group-level interventions data are due to be uploaded to GlobalScape by the close of business on the 20th of the month after the date of the intervention. For example, data for GLI and/or ILI in September will be uploaded to GlobalScape in the 2022 GLI and ILI Spreadsheet by close of business on October 20th. **Please inform your consultant and data team representative that you have uploaded a file on GlobalScape.**

If the 20th lands on a weekend or a holiday, the data are due the following business day.

Community-level and Structural Interventions

Data Format:

2022 Structural and Community Level Intervention Spreadsheet

Data Repository:

GlobalScape

This applies to contractors that are funded for community-level and structural-level interventions. All structural-level and community-level interventions data are due to be uploaded to GlobalScape by close of business on the 20th of the month after the date of the intervention. For example, data for Structural and/or CLI in September will be uploaded to GlobalScape in the 2022 Structural and Community Level Intervention Spreadsheet by close of business on October 20th. **Please inform your consultant and data team representative that you have uploaded a file on GlobalScape.**

If the 20th lands on a weekend or a holiday, the data are due the following business day.

Due Dates for Testing, PrEP, Condom Distribution, Structural, CLI, GLI, ILI Data

Testing/Event Month	Due Date	DSHS Testing Data Upload Due Date*
Sep, 2021	11/22/2021	N/A
Oct, 2021	11/22/2021	11/23/2021
Nov, 2021	12/20/2021	12/22/2021
Dec, 2021	1/20/2022	1/24/2022
Jan, 2022	2/22/2022	2/23/2022
Feb, 2022	3/21/2022	3/23/2022
Mar, 2022	4/20/2022	4/22/2022
Apr, 2022	5/20/2022	5/24/2022
May, 2022	6/20/2022	6/22/2022
Jun, 2022	7/20/2022	7/22/2022
Jul, 2022	8/22/2022	8/24/2022
Aug, 2022	9/20/2022	9/22/2022

*This only applies the small number of agencies that submit EHR testing data to DSHS to be processed. If there is a question about whether this applies to your agency, please contact your agency management, DSHS consultant, and/or your DSHS data team representative. This option is being phased out and is not open to agencies not already participating.

**Calendar of HIV
Prevention Data
Submission Due Dates**

November 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 <ul style="list-style-type: none"> ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI* 	23 <ul style="list-style-type: none"> ◆ DSHS Uploads EHR Data to EW[^] 	24 <ul style="list-style-type: none"> ◆ DSHS uploads PLWH data to contractors in GS 	25 <p style="text-align: center; color: red;">Thanksgiving</p>	26	27
28	29	30 <ul style="list-style-type: none"> ◆ Contractors return PLWH data to DSHS in GS 				

* These data are turned in to GlobalScape (GS) on spreadsheets

[^] This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.

December 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI*	21	22 ◆ DSHS Uploads EHR Data to EW^	23 ◆ DSHS uploads PLWH data to contractors in GS	24 Christmas Eve	25 Christmas
26	27	28	29	30 ◆ Contractors return PLWH data to DSHS in GS	31 New Year's Eve	New Year's Day
<p>* These data are turned in to GlobalScape (GS) on spreadsheets ^ This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.</p>						

January 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 MLK Day	18	19 State Holiday (Skeleton Crew for DSHS)	20 ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI*	21	22
23	24 ◆ DSHS Uploads EHR Data to EW^	25 ◆ DSHS uploads PLWH data to contractors in GS	26	27	28	29
30	31 ◆ Contractors return PLWH data to DSHS in GS					

* These data are turned in to GlobalScape (GS) on spreadsheets

^ This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.

February 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 President's Day	22 ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI*	23 ◆ DSHS Uploads EHR Data to EW^	24 ◆ DSHS uploads PLWH data to contractors in GS	25	26
27	28 ◆ Contractors return PLWH data to DSHS in GS					
<p>* These data are turned in to GlobalScape (GS) on spreadsheets ^ This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.</p>						

March 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 State Holiday (Skeleton Crew for DSHS)	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI*	22	23 ◆ DSHS Uploads EHR Data to EW^	24 ◆ DSHS uploads PLWH data to contractors in GS	25	26
27	28	29	30	31 ◆ Contractors return PLWH data to DSHS in GS		
<p>* These data are turned in to GlobalScape (GS) on spreadsheets ^ This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.</p>						

April 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 <ul style="list-style-type: none"> ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI* 	21 State Holiday (Skeleton Crew for DSHS)	22 ◆ DSHS Uploads EHR Data to EW^	23
24	25 ◆ DSHS uploads PLWH data to contractors in GS	26	27	28	29 ◆ Contractors return PLWH data to DSHS in GS	30
* These data are turned in to GlobalScape (GS) on spreadsheets ^ This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.						

May 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
					<ul style="list-style-type: none"> ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI* 	
22	23	24	25	26	27	28
		<ul style="list-style-type: none"> ◆ DSHS Uploads EHR Data to EW^ 	<ul style="list-style-type: none"> ◆ DSHS uploads PLWH data to contractors in GS 			
29	30	31				
	Memorial Day	<ul style="list-style-type: none"> ◆ Contractors return PLWH data to DSHS in GS 				
<p>* These data are turned in to GlobalScape (GS) on spreadsheets ^ This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.</p>						

June 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 <ul style="list-style-type: none"> ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI* 	21	22 <ul style="list-style-type: none"> ◆ DSHS Uploads EHR Data to EW^ 	23 <ul style="list-style-type: none"> ◆ DSHS uploads PLWH data to contractors in GS 	24	25
26	27	28	29	30 <ul style="list-style-type: none"> ◆ Contractors return PLWH data to DSHS in GS 		
<p>* These data are turned in to GlobalScape (GS) on spreadsheets ^ This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.</p>						

July 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Independence Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI*	21	22 ◆ DSHS Uploads EHR Data to EW^	23
24	25 ◆ DSHS uploads PLWH data to contractors in GS	26	27	28	29 ◆ Contractors return PLWH data to DSHS in GS	30
31						

* These data are turned in to GlobalScape (GS) on spreadsheets

^ This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.

August 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 <ul style="list-style-type: none"> ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI* 	23	24 <ul style="list-style-type: none"> ◆ DSHS Uploads EHR Data to EW[^] 	25 <ul style="list-style-type: none"> ◆ DSHS uploads PLWH data to contractors in GS 	26	27
28	29	30	31 <ul style="list-style-type: none"> ◆ Contractors return PLWH data to DSHS in GS 			
<p>* These data are turned in to GlobalScape (GS) on spreadsheets [^] This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.</p>						

September 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 <ul style="list-style-type: none"> ◆ Testing ◆ PrEP ◆ Condom Dist.* ◆ CLI/Structural* ◆ ILI/GLI* 	21	22 <ul style="list-style-type: none"> ◆ DSHS Uploads EHR Data to EW^ 	23 <ul style="list-style-type: none"> ◆ DSHS uploads PLWH data to contractors in GS 	24
25	26	27	28	29	30 <ul style="list-style-type: none"> ◆ Contractors return PLWH data to DSHS in GS 	
<p>* These data are turned in to GlobalScape (GS) on spreadsheets ^ This only applies the small number of agencies that submit EHR testing data to DSHS to be processed.</p>						