



# **AIRS Reports Guide 2022**

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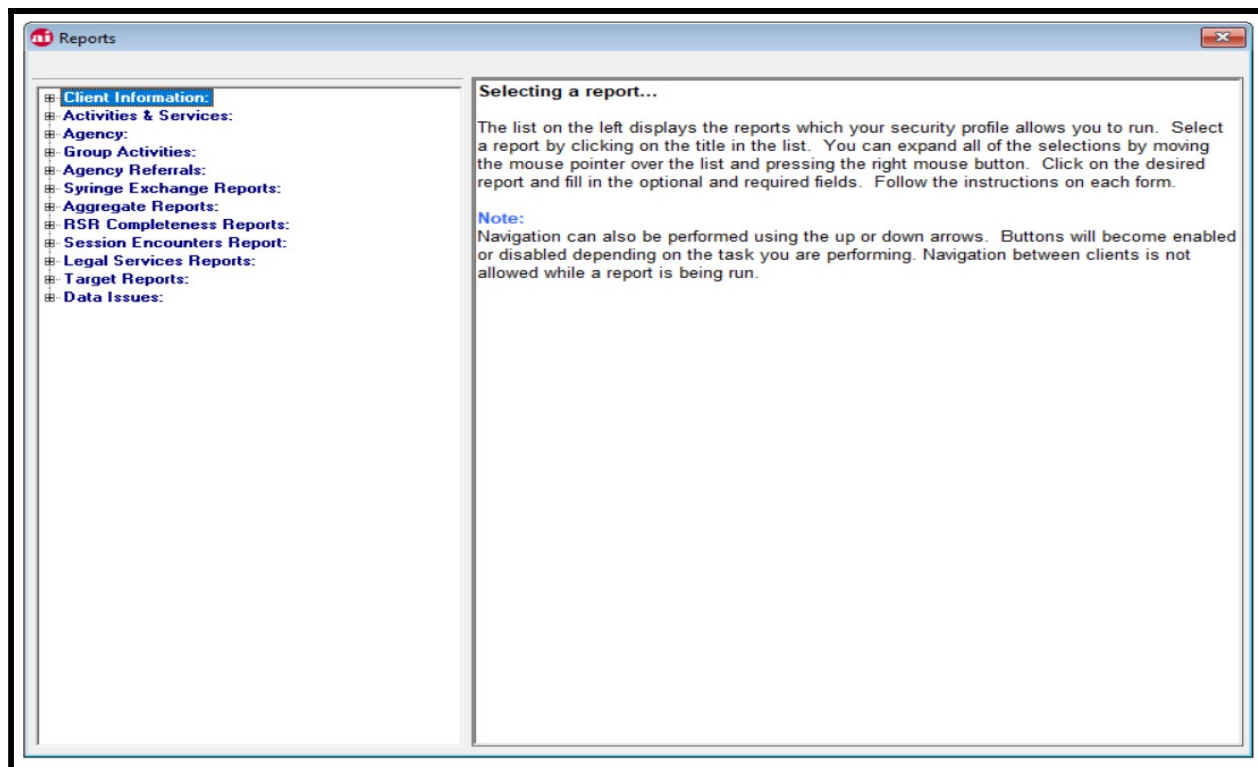
## General Report Information

Reports are generated from the **REPORTING** Module.



## Selecting Reports

- The list on the left displays the Report Categories and the available Reports.
- Click on the [+] next to the Report Category to expand the selection or right-click the mouse to expand all the selections.



Once the Report is chosen, use the Selection Tab to set criteria. To print or preview, click on the Output tab and proceed.

Many of the reports allow the user to selectively filter the reporting population by narrowing the search/query criteria. The user may also be able to select how the results of the query will be ordered. See the next page.

## Selection Tab

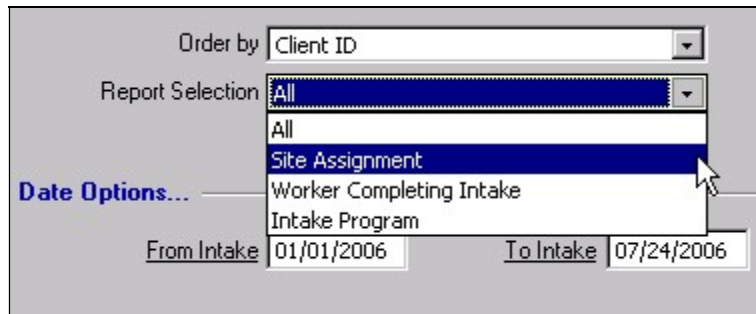
The **Client Listing by Intake Date Range Report**, shown below, is an example of a typical AIRS screen illustrating report search criteria.

The screenshot shows a software window with two tabs: "Selection" (highlighted with a red box) and "Output". The "Selection Options..." section contains a list with three items: "Site Assignment - All", "Worker Completing Intake - All", and "Intake Program - All". Below this list are two dropdown menus: "Order by" set to "Last Name" and "Report Selection" set to "All". At the bottom, the "Date Options..." section includes "From Intake" with the date "01/01/1901" and "To Intake" with the date "07/24/2006".

- The user can narrow the search criteria of the report by right-clicking the highlighted choice under **Selection Options** and select an item from the list. For example, instead of printing the requested information from All Sites, the user could select one specific site.

This screenshot shows the "Selection Options..." list with a right-click context menu open over the "Site Assignment - All" item. The menu options are: "Select from list" (highlighted by the mouse), "Clear selected item", "Clear All", and "Cancel".

- **Order By** is a choice the user may find available to change how the report will be sorted/ordered. Click on the down-arrow to make a selection.
- **Report Selection** is a broader/global choice in grouping (and sometimes filtering) the requested data. Click on the down-arrow to make a selection.



The screenshot shows a dialog box with the following elements:

- Order by:** A dropdown menu currently set to "Client ID".
- Report Selection:** A dropdown menu currently set to "All". A mouse cursor is hovering over the dropdown arrow, and a list of options is displayed: "All", "Site Assignment", "Worker Completing Intake", and "Intake Program".
- Date Options...** A link to expand date selection options.
- From Intake:** A date field set to "01/01/2006".
- To Intake:** A date field set to "07/24/2006".

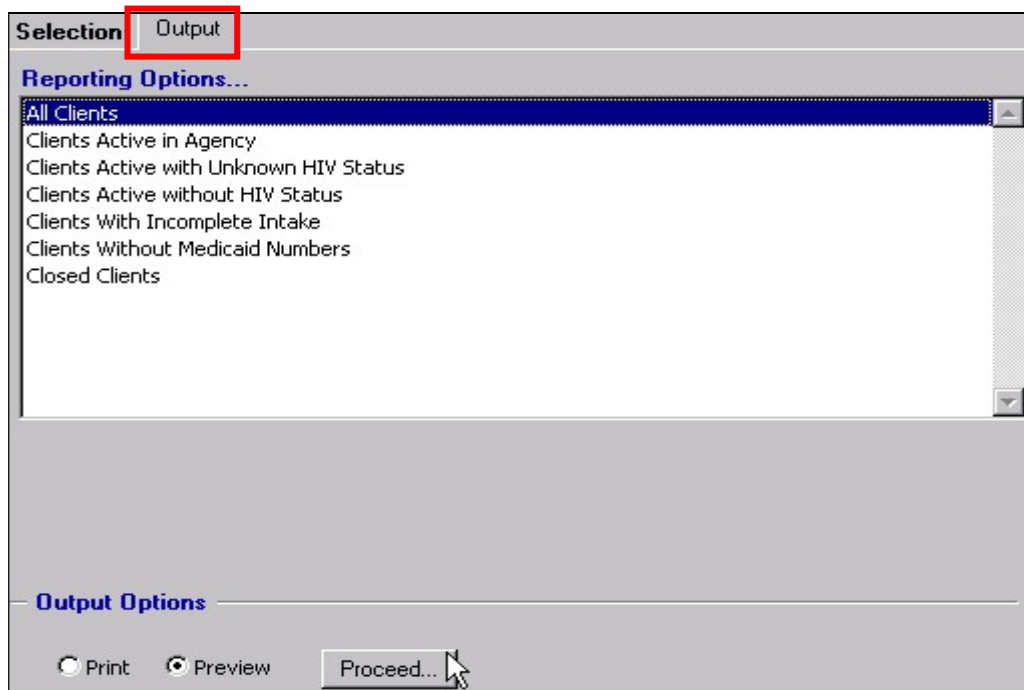
- **Date Range** – The user can identify the **From (Start) Date** and **To (End) Date** in many reports.

## Output Tab

The Output Reporting Options are found here

Some reports, such as the Client Listing by Intake Date Range report seen below, have sub-reports to choose from.

Select the desired reporting option and choose an Output Option (Print or Preview). Then click on Proceed.



The screenshot shows the "Selection" dialog box with the "Output" tab selected. The "Reporting Options..." section contains a list of reporting options:

- All Clients
- Clients Active in Agency
- Clients Active with Unknown HIV Status
- Clients Active without HIV Status
- Clients With Incomplete Intake
- Clients Without Medicaid Numbers
- Closed Clients

The "Output Options" section at the bottom has two radio buttons: "Print" and "Preview". The "Preview" option is selected. A "Proceed..." button is located to the right of the radio buttons.

## Previewing a Report

The Preview mode of a report offers various options for viewing or paging through a report. Preview options are found on the left side panel of the report. See example below.

Preview - rpt\_cli\_int.frx

Date: 06/10/2021  
Time: 14:45:34  
Version: 9.0.21  
Version Date: 05/13/2021

AIRS Training System  
AIRS - AIDS Institute Reporting System  
**CLIENT LISTING BY INTAKE DATE RANGE**

Selection Criteria: All Clients  
Date Range: 01/01/1901 To 06/10/2021

Name	Client ID	DOB	Intake Date	Address/Phone	Can Contact	Last Date Services Provided	Program(s) Enrolled Start - End Date
<b>ADAMS, ANGELA</b>	02999	09/18/1976	02/01/2010	New York, NY 10022		09/18/2015	6 Prevention-Clients Program 02/01/2010-04/30/2021
Open ( ) - ( ) -							
<b>Anonymous, Anonymous</b>	01COBRA	/ /	07/01/2010	New York, NY 10022		/ /	Case Management Prog 07/01/2010
Open							
<b>Anonymous, Anonymous</b>	03COBRA	/ /	03/01/2010	New York, NY 10025		/ /	Case Management Prog 03/01/2010
Open							
<b>Anonymous, Anonymous</b>	04COBRA	/ /	04/01/2010	Ithaca, NY 14850		/ /	Case Management Prog 04/01/2010
Open							

- Use red arrows, or , to move to beginning, previous, next or last page of the report.
- Select the Go To button, , to enter and preview a specific page number or the report.

Report Preview

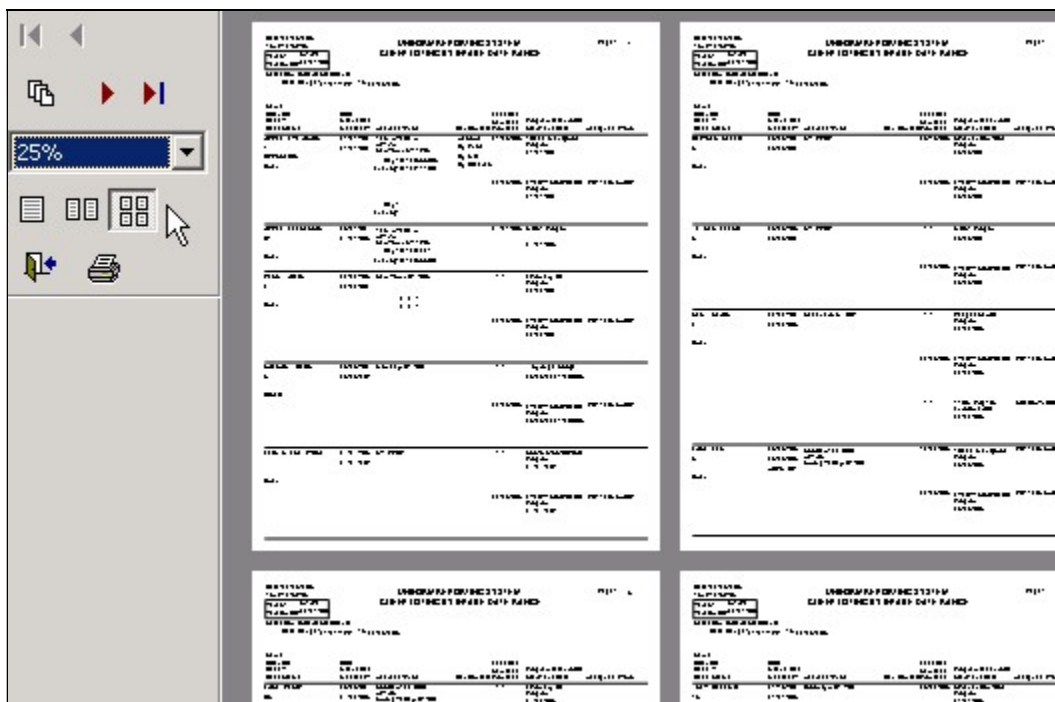
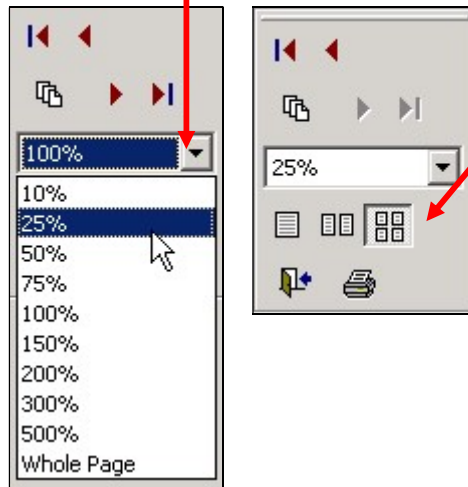
Go to page number: (1-6)



3

OK

Cancel

Select Page Magnification by clicking on the pull-down. View one page or multiple pages at a time.



- Click  to close Preview mode and return to the Reporting Options.
- Click  to print the report.

**Print Options**

AIRS can also convert the report into a .PDF, .HTML, .XML, or Text (.TXT) file. This is a helpful tool for handling a report as an electronic file.

**Users should note *Print Options* can be disabled at the discretion of your agency's management and/or AIRS System Administrator.**

While in Preview mode, select PRINT OPTIONS from the menu bar at the top of the screen.

Select the desired format and save. You may select any location or file name for the report.



## Reporting Module

File Edit Extracts System Support Links



Agency



Clients & Services



Session-Based Encounters



Reporting

### Client Information

Select Client Information to see the available reports that provide information about client centered data reports. Click on the [+] to expand the report selections.

**Client Information:**

- Client Profile
- Client Listing by Intake Date Range
- Client Listing by Program
- Client Listing by Group
- Clients Closed in Agency
- Client Listing by Primary Insurance Type
- Client Listing by Primary Insurance Provider
- Clients Served by Program
- Patient Flow Sheet
- Duplicate Clients
- Client List of Update Tickler Statuses
- Update Tickler

**Activities & Services:**

- Agency:**
  - Group Activities:**
  - Agency Referrals:**
  - Syringe Exchange Reports:**
  - Aggregate Reports:**
  - RSR Completeness Reports:**
  - Session Encounters Report:**
  - Legal Services Reports:**
  - Target Reports:**
  - Data Issues:**

## Client Profile

Select a client to obtain a report that includes the client's general demographic information with the most recent HIV Status and TB History records.

Additional reporting options that can be selectively included are: Insurance History, Family (Collateral) Information, Medications History, Diagnoses History, Laboratory Test History, Pregnancy History, Problems History, Referral History, Program Enrollment History, Group Enrollment History, and Encounters and Services History (with optional Date Range).

By checking the box next to "Print All Reporting Options", the user can print all the options stated above.

Note: Substance Use History, Financial Information, and Syringe Exchanges are not included (with encounters and services).

Date: 06/10/2021 Time: 14:47:13		AIRS Training System AIRS - AIDS Institute Reporting System		Page: 1	
Version: 9.0.21 Version Date: 05/13/2021		<b>CLIENT PROFILE</b>			
Client: ADAMS, ANGELA		Case #:	Client ID #: 02999		
<b>General Information</b>					
DOB: 09/18/1976		SSN #:	Can Contact:	Address:	
Sex: Woman/Girl		Medicaid #:			
		Intake Date: 02/01/2010			
		Case Status: Open	Day Phone:		
Last Date Services Provided: 01/15/2020			Eve Phone:		
		HIV Status: 04/02/2019	HIV-Positive, Not AIDS		
		CDC Defined AIDS: No			
		TB Status: / /	No TB Status For This Client		
Ryan White Risk Category: MSM					
CDC Risk Category: MSM					
Hispanic Ethnicity: Non-Hispanic		Race: White, Black or African-American			
Ethnic Detail:					
Insurance Info: Unknown/Unreported					
<b>Insurance History</b>					
Insurance	Insurance Type	Insurer Name	Policy Number	Effect Date	Exp Date
Primary	Private - Individual	Private - Individual		01/01/2018	/ /
<b>Family Information</b>					
No Family Information					
<b>Medication History</b>					
No Medication History					
<b>Diagnosis History</b>					
No Diagnosis History					



**Client Listing by Intake Date Range**

This report provides client names and basic demographic information based on Intake Dates.

- If desired, narrow reporting search by selecting a specific Site, Worker, and/or Program from the Selections List. The user may also change the Order By and Report Selection.

Each report contains the client's Name, ID, Address, Phone, DOB, Intake Date, Medicaid Number, Case Status, Contact Information, Program Enrollment Start Date and End Date, Site assignment, and Last Date of Services Provided. Click on the Proceed button to have the choice of printing the following reports.

**All Clients**

Includes all Active and Closed clients.

**Clients Active in Agency**

Only clients who are Active (which includes Reopened clients) in the agency are included.

**Clients Active with Unknown HIV Status**

Active clients whose current HIV Status is Unknown. These client records need to be updated with a current HIV Status.

**Clients Active without HIV Status**

Active clients without a valid HIV Status record.

**Clients With Incomplete Intake**

This client list indicates at least one required field in the client's intake record has not been entered. These people are all marked as Incomplete Intakes.

**Clients Without Medicaid Numbers**

This report lists all clients that have an Agency Intake in a date range but have no Medicaid number on the insurance history screen.

**Closed Clients**

This report lists all clients in the Intake date range who have been closed out of the agency.

### Client Listing by Program

This report allows the user to get an accurate count of the clients enrolled into a program (or by Intake Program if enrollment is not required) as of a user-defined date.

- This report can be used to retrieve a complete caseload for a program or a caseload of clients assigned to a particular staff member by selecting the optional filter of **Worker**.
- At the decision of the user, the results can either be ordered a) alphabetically by client last name or b) ascending by agency assigned client ID number.

Date: 06/10/2021 Time: 14:48:07		AIRS Training System		Page: 1	
Version: 9.0.21 Version Date: 05/13/2021		AIRS - AIDS Institute Reporting System			
Selection Criteria: All		<b>CLIENT LISTING BY PROGRAM</b>			
As of Date: 06/10/2021					
Name Client ID Case #	DOB Intake Date Medicaid#	Address/Phone	Can Contact	Last Date Services Provided	Program Start Date Assigned Worker
<b>Program: 11 Case Management Program</b>			<b>***Note: Enrollment is Not Required</b>		
<b>Brown, Braun</b> Q324 234	03/28/1990 03/28/2017	New York, NY 10022 ( ) - ( ) -		07/14/2017	03/28/2017 MICHAEL, RYAN
<b>JULY, JERRY</b> 2321342134 42134	05/28/1993 07/19/2017	Ithaca, NY 14850 ( ) - ( ) -		09/04/2018	07/19/2017
<b>KENT, CLARK</b> 7	07/07/1980 07/07/2003	Secaucus, NJ 07094 ( ) - ( ) -		09/04/2018	07/27/2005 PENNY, HENNY
<b>McDuff, Digger</b> 324523	02/12/1966 06/03/2014	New York, NY 10021 ( ) - ( ) -		//	06/03/2014
<b>Piccolo, Gina</b> 32E3 44	02/01/1980 05/26/2007	New York, NY 10009 ( ) - ( ) -		09/03/2014	09/02/2013 CHARITY, SWEET
<b>Power, Flower</b> 964352DDD	03/01/1994 06/01/2021	New York, NY 10022 ( ) - ( ) -		//	06/01/2021 FLAKE, SNOW
<b>TOTAL CLIENTS: 6</b>					

### Client Listing by Group

The Client Listing by Group report allows the user to get an accurate count of the clients enrolled into a group as of a user-defined date.

### Clients Closed in Agency

With available filters of Site Assignment, Worker Completing Intake, and Intake Program, the Clients Closed in Agency Report provides a list of all clients closed out of the agency in a given date range.

Date: 06/10/2021  
Time: 14:48:35

Version: 9.0.21  
Version Date: 05/13/2021

Selection Criteria: All  
Date Range: 01/01/1901 To 06/10/2021

AIRS Training System  
AIRS - AIDS Institute Reporting System

Page: 1

CLIENTS CLOSED IN AGENCY

Name Client ID	DOB Intake Date Medicaid#	Address/Phone	Last Date Services Provided	Closed Date Closed Reason
CAESAR, JULIUS 3	03/03/1960 03/03/2001	Monsey, NY 10952 ( ) - ( ) -	01/10/2006	02/26/2006 Death Date of Death: 02/25/2006
Column, Colin 100	10/12/1955 01/16/2007	Syosset, NY 11791	01/16/2007	08/21/2018 Death
Ellis, Cindy 79798	01/01/1954 08/01/2007	New York, NY 10009	08/01/2007	01/01/2019 Transfer To Other Provider
Notest, Nannette 700	08/14/1970 02/01/2010	New York, NY 10045	02/01/2010	05/11/2015 Unknown / Lost To Follow-up
PAN, PETER 10	10/10/1995 10/10/2004	NY 99999	01/10/2006	05/11/2015 Client Refused Treatment/Placement
Total Closed Clients for this report:		5		

### Clients Listing by Primary Insurance Type

This report allows the user to list all clients who have primary coverage by different insurance providers as of a specified date. Filter options allow for the viewing of all Insurance providers or for the selection of an individual provider.

### Clients Listing by Primary Insurance Provider

This report generates a list of active clients sorted by *Primary Insurance Provider (Payer)*. The report includes in the selection option to report clients who are *Medicaid Pending*.

### Clients Served by Program

The user has a choice of two reports based on the Programs that render encounters/services to the clients.

The user can select the Program (if desired) and the Start and End Dates. Click on the Proceed button to have the choice of printing the following reports.

### Clients Served In Each Program

The report identifies the total number of clients served by each program.

Date: 06/10/2021 Time: 14:49:07 Version: 9.0.21 Version Date: 05/13/2021	AIRS Training System AIRS - AIDS Institute Reporting System <b>CLIENTS SERVED BY PROGRAM REPORT</b>	Page: 1
Reporting Period: 01/01/1901 To 06/10/2021 Selection Criteria: All		
Program	Number of Clients Served	
PrEP Services	12	
Case Management Prog	5	
2 Primary Care Program	12	
6 Prevention-Clients Program	21	
7 Prevention-Sessions Program	30	
8 C&T Program	65	
9 Legal Services Program	2	
EVERYTHING-CLIENT Program	27	
11 Case Management Program	31	
Hepatitis Services Program	16	
CTR110	1	
Linkage to Care Program	20	
Prep Services	24	
BCBS MSA HIV 4Planning	2	

### Detailed Client List By Program

A list of client names and the number of times each client was served by each program is charted in this summary.

### Patient Flow Sheet

Select a client to obtain a report geared towards Medical/Primary Care that includes the client's general demographic information with the most recent HIV Status and TB History records.

### Duplicate Clients

This report provides a list of clients who may have been entered in the system more than one time based on their Name (first and last), DOB, Client ID, and/or system-generated unique record number (URN).

### Client List of Update Tickler Statuses

This client-based report displays the verification status for all or selected historical information. Output can be printed or exported to a CSV file.

### Update Tickler Report

This report allows the user to generate a report of verification status by client. The report includes a selection option to generate the report for a single client and by Date Range.

## Activities & Services

Select Activities & Services for encounter/service-related reports. Click on the [+] to expand the report selections.



The screenshot shows a dropdown menu titled 'Client Information:'. The 'Activities & Services:' section is expanded and highlighted with a red rectangular box. Below this section, several other categories are listed with expandable icons (plus signs in squares): Agency:, Group Activities:, Agency Referrals:, Syringe Exchange Reports:, Aggregate Reports:, RSR Completeness Reports:, Session Encounters Report:, Legal Services Reports:, Target Reports:, and Data Issues:.

- Client Information:
  - Activities & Services:
    - Activities & Services Report
    - Activities & Services Report (By Service)
    - Collaterals Associated with Services
    - Scheduled Activities Report
    - Progress Notes Report
    - Services Summary Report by Program
    - Problems Identified Report by Program
    - Weekly Billable Units Reports
    - Billable Units by Date Range Report
    - Outcome Indicators Report
    - Active Clients Without Encounters
    - AIRS Encounters And Services Listing
    - Planning Data Report
  - Agency:
  - Group Activities:
  - Agency Referrals:
  - Syringe Exchange Reports:
  - Aggregate Reports:
  - RSR Completeness Reports:
  - Session Encounters Report:
  - Legal Services Reports:
  - Target Reports:
  - Data Issues:

## Activities & Services Report

This report lists details of the clients' encounters and services including Encounter and Service Dates, Encounter Types, Services Provided, Workers Involved, Start Times, End Times, Total Times, and Number of Items.

If desired, narrow reporting searches by selecting the Worker At Encounter, Service Category, Encounter Type, Program, and/or Site from the Selections List. The user may also change the Order By from Last Name to Worker At Encounter or Encounter Type and Report Selection choice from Active Clients Only to All Clients. Change the Date Range if desired.

Click on the Proceed button to have the choice of printing the following 3 reports.

### Activities and Services

The report provides details about client and their encounters and services.

Date: 06/10/2021  
Time: 14:50:25

Version: 9.0.21  
Version Date: 05/13/2021

AIRS Training System  
AIRS - AIDS Institute Reporting System  
**ACTIVITIES AND SERVICES**  
01/01/2020 - 06/10/2021

Page: 2

Sort Order: Last Name  
Clients: All Clients  
Selection Criteria: All

**Program: 8 C&T Program**

Name	Client ID	Sex	DOB	Medicaid#	Intake Date	Case Status	Worker
<b>APPLE, CANDY</b>	1	Woman/Girl	01/01/1960		01/01/2000	Open	NACHO, VELVET
<b>Service Category: Counseling and Testing</b>							
Date	Encounter Type		Worker		Case Category	Time	
03/01/2020	HIV Testing		PENNY, HENNY				
Services Provided	Service Date	Worker	Start Time	End Time	Total Time	# Items/ People *	
Risk Reduction Services	03/01/2020	PENNY, HENNY				0	
HIV Testing Rapid	03/01/2020	PENNY, HENNY				0	
HIV Testing Standard	03/01/2020	PENNY, HENNY				0	
Date	Encounter Type		Worker		Case Category	Time	
03/11/2020	HIV Counseling (Positive)		PENNY, HENNY				
Services Provided	Service Date	Worker	Start Time	End Time	Total Time	# Items/ People *	
Risk Reduction Services	03/11/2020	PENNY, HENNY				0	
Navigation Services for Linkage to HIV Medical Care scr	03/11/2020	PENNY, HENNY				0	
Navigation Services for Linkage to HIV Medical Care	03/11/2020	PENNY, HENNY				0	
Linkage Services to HIV Medical Care Services screening	03/11/2020	PENNY, HENNY				0	
Medication Adherence Support screening	03/11/2020	PENNY, HENNY				0	
Medication Adherence Support	03/11/2020	PENNY, HENNY				0	
Completed and Submitted Provider Report Form (PRF)	03/11/2020	PENNY, HENNY				0	

**Totals for Program: 8 C&T Program**

<b>Total Clients:</b>	<b>1</b>
<b>Total Encounters:</b>	<b>2</b>
<b>Total Services:</b>	<b>10</b>
<b>Total Topics:</b>	<b>0</b>
<b>Total Items:</b>	<b>0</b>

### Activities and Services - By Site

This is the same report as the Activities and Services (above) except that the information is grouped by Site.

### Activities and Services - Summary Totals

This spreadsheet-like report contains totals for each Program broken down by Service Category for total Clients, Encounters, Services, Topics (Activities), Number of Items/People, and Total Value. Also included is the Program and Report Totals. For example:



Date: 06/10/2021 Time: 14:50:52 Version: 9.0.21 Version Date: 05/13/2021	AIRS Training System AIRS - AIDS Institute Reporting System <b>ACTIVITIES AND SERVICES</b> <b>SUMMARY TOTALS</b> 01/01/2020 - 06/10/2021	Page: 1					
Clients: All Clients Selection Criteria: All							
<b>Program</b>	<b>Service Category</b>	<b>Clients</b>	<b>Encounters</b>	<b>Services</b>	<b>Topics</b>	<b># Of Items/ People *</b>	<b>Total Value</b>
<b>11 Case Management Program</b>	Case Management	7	7	14	0	0	0.00
<b>Program Totals:</b>		7	7	14	0	0	0.00
<b>8 C&amp;T Program</b>	Counseling and Testing	1	2	10	0	0	0.00
<b>Program Totals:</b>		1	2	10	0	0	0.00
<b>9 Legal Services Program</b>	Legal Services	1	1	1	0	0	0.00
<b>Program Totals:</b>		1	1	1	0	0	0.00
<b>Case Management Prog</b>	Case Management	1	1	2	0	0	0.00
<b>Program Totals:</b>		1	1	2	0	0	0.00
<b>Report Totals:</b>		8	11	27	0	0	0.00

Note: Clients may be enrolled in multiple programs with multiple service categories. Program and report totals represent unduplicated clients.

### Activities & Services Report (By Service)

The three reports list the clients' encounter and services. All encounters and services with a service date between the from and to dates will be reported.

### Collaterals Associated with Services

It is possible to identify and enter specific collaterals of a client as being involved in or receiving an encounter and service. Therefore, this report identifies the collaterals associated with individual encounters by program for clients.

### Scheduled Activities

This report is a "tickler" list of clients and their encounter type information that are scheduled to return to the agency within the selected Start and End Dates. This report queries the "Scheduled Date" and "Next Scheduled Appointment" entry fields in the Encounter Screens.

If desired, narrow reporting by selecting the Worker At Encounter, Service Category, and/or Encounter Type from the Selections List. The user may also change the Order By from Last Name to Worker At Encounter, Encounter Type, or Program. There are currently no choices for Report Selection.

## Progress Notes Report

Prints the client encounters with the associated Progress Notes.

If desired, narrow reporting by selecting the Service Category, Encounter Type, Program, Staff At Encounter, and/or Client from the Selections List. The user may also change the Order By from Staff At Encounter to Last Name, Activity Date, and/or Encounter Type.

User can change the Date Range, if desired.

Date: 10/18/2022  
Time: 14:26:38

Version: 9.0.44  
Version Date 09/12/2022

AIRS Training System

AIRS - AIDS Institute Reporting System

PROGRESS NOTES

01/01/2022 - 10/18/2022

Page: 3

Selection Criteria: All

Name	Client ID	Intake Date		
APPLE, CANDY	1	01/01/2000		
Date	Encounter Type	Service Category	Worker	Start Time/ End Time
01/03/2022	Medicaid	Legal Services	MARY, LADY	: :
Date	Encounter Type	Service Category	Worker	Start Time/ End Time
02/02/2022	Initial Visit (General)	Primary Care	LEAH, PRINCESS	: :
Date	Encounter Type	Service Category	Worker	Start Time/ End Time
06/01/2022	Face To Face	Case Management	MARY, LADY	: :
Date	Encounter Type	Service Category	Worker	Start Time/ End Time
07/26/2022	HIV/STD Risk Reduction Counseling and Referral	Interventions Delivered to Groups (IDG)	MARY, LADY	: :
Progress Note: 07/26/2022 12:21:12 PM				
Date	Encounter Type	Service Category	Worker	Start Time/ End Time
09/20/2022	Face To Face	Case Management	MARY, LADY	10:00 AM 11:00 AM
Progress Note: This is a Progress Note.				



## Services Summary Report by Program

This report provides totals of the encounter/services that have been rendered to clients in each Program. See next page.

If desired, narrow reporting by selecting the Program from the Selections List. The user may also change the Order By from Service Category to Encounter Type or Service. There are currently no choices for Report Selection. Change the Date Range if desired.

Note: Encounters without services will not be included in this report.

Date: 06/10/2021  
Time: 14:51:32

Version: 9.0.21  
Version Date: 06/13/2021

AIRS Training System  
AIRS - AIDS Institute Reporting System  
**Services Summary Report by Program**  
01/01/2020 – 06/10/2021

Page: 2

Legend:

<b>FWAAB</b> -Case Management Prog	<b>FWAAI</b> -8 C&T Program	<b>FWAAJ</b> -9 Legal Services Program
<b>FWAAN</b> -11 Case Management Program		

Selection Criteria: All

Encounter Type	Service	FWAAB	FWAAI	FWAAJ	FWAAN	Total No.Of Services
<b>Service Category: Counseling and Testing</b>						
HIV Counseling (Positive)	Completed and Submitted Provider Report Form (PRF)	0	1	0	0	1
	Risk Reduction Services	0	1	0	0	1
	Linkage Services to HIV Medical Care Services screening	0	1	0	0	1
	Medication Adherence Support	0	1	0	0	1
	Medication Adherence Support screening	0	1	0	0	1
	Navigation Services for Linkage to HIV Medical Care	0	1	0	0	1
	Navigation Services for Linkage to HIV Medical Care screening	0	1	0	0	1
HIV Testing	Risk Reduction Services	0	1	0	0	1
	HIV Testing Rapid	0	1	0	0	1
	HIV Testing Standard	0	1	0	0	1

### Problems Identified Report by Program

Problems Identified are entered in the Encounter screens. This report counts the total number of entered Problems Identified by Encounter Type and Program.

If desired, narrow reporting by selecting the Program from the Selections List. The user may also change the Order By from Service Category to Encounter Type or Service. There are currently no choices for Report Selection.

User can change the Date Range, if desired.

Date: 10/18/2022

Time: 14:19:39

Version: 9.0.44

Version Date: 09/12/2022

AIRS Training System

AIRS - AIDS Institute Reporting System

Problems Identified Summary Report by Program

01/01/2022 — 10/18/2022

Page: 1

Legend:

FWAAH -7 Prevention-Sessions Program

FWAAN -11 Case Management Program

Selection Criteria: All

Encounter Type	Problem Identified	FWAAH	FWAAN	Total No. Of Problems
Service Category: Case Management				
Face To Face	Anxiety	0	3	3
	Depression	0	1	1
	Suicidal thoughts (past or current)	0	1	1
	Education	0	1	1
	Alcohol Use	0	2	2
	Financial/Entitlements	0	2	2
	Mental Health/Psychosocial	0	1	1
	Domestic Violence	0	1	1
	Eating Disorder	0	1	1
	Advocacy	0	1	1
	General Supportive Service Needs	0	1	1
	Affected by HIV	0	2	2
	Family Issues	0	1	1

## Outcome Indicators Report

This spreadsheet-like report provides a sum total of all the Outcome Descriptions by Service and Unduplicated Clients. See below.

If desired, narrow reporting by selecting the Program and/or Site from the Selections List. There are currently no choices for Order By or Report Selection.

User can change the Date Range, as needed.

Date: 09/10/2009 Time: 12:49:01 Version: 8.3.317 Version Date: 07/31/2009		AIRS Test System from URS Conv AIRS - AIDS Institute Reporting System <b>OUTCOME INDICATORS REPORT</b>		Page 1
Reporting Period: 08/01/2009 To 08/31/2009 Selection Criteria: All Site: SITE 1 Program: 8 C&T Program				
Outcome Description	Services	Unduplicated Clients		
Active Substance Use	0	0		
Application Compl't/No Benefits	0	0		
Application Sent	0	0		
Benefits in Place	0	0		
Check Mailed to 3rd Party	0	0		
Check Mailed to Client	0	0		
Check/Payment to 3rd Party	0	0		
Check/Payment to Client	0	0		
Check/Payment to Volunteer	0	0		
Chk/Paymnt To Fmly/Care Partnr	1	1		
Client Reported as Deceased	0	0		
Confirmed Appointment	0	0		
Contact Has Not Seen Client	0	0		
Counseling Completed	0	0		
Follow-up Completed	1	1		
Follow-up Required	0	0		
In Substance Use Recovery	0	0		
Incentive Given	0	0		
Information Given	0	0		
Issue Resolved, No Follow-up	0	0		

## Active Clients Without Encounters

This report will list the active clients who have not had any encounters entered into the system.

If desired, narrow reporting by selecting the Program of Encounter, Encounter Site, and/or Service Category from the Selections List. The user may not change the default Order By from Name at this time. The only current choice for Report Selection is All.

User can change the Date Range, as needed.

## AIRS Encounters and Services Listing

All the Encounter Types and their associated Services which are in AIRS are listed in this report by Service Category.

- The codes, whether Active, "mapped" CADR categories, and MAI Category are also included. See example below.

If desired, narrow reporting by selecting the Service Category and/or Encounter Type from the Selections List.

Date: 06/10/2021  
Time: 14:53:14

AIRS Training System  
AIRS - AIDS Institute Reporting System

Page: 1

Version: 9.0.21  
Version Date: 05/13/2021

AIRS ENCOUNTERS AND SERVICES LISTING

Selection Criteria: Active Only

Service Category: 00001 Case Management

Encounter:	Active	RDR Category	RDR2 Category	MAI Category
21 CM Conference	Yes			
Service:				
35 Assessment	Yes	33M		03
72 Case Closure/Discharge	Yes	33M		03
73 Case Conference	Yes	33M		03
76 Case Recording/Administrative Activities	Yes	33M		03
78 Case Specific Supervision	Yes	33M		03
137 Crisis Intervention	Yes	33M		03
436 Intake	Yes	33M		03
536 Non-Billable Case Recording	Yes	33M		03
537 Non-Billable Community Follow Up Worker	Yes	33M		03
538 Non-Billable Supervisory Review	Yes	33M		03
582 Other Billable	Yes	33M		03
586 Other Non-billable	Yes	33M		03
702 Reassessment	Yes	33M		03
772 Service Plan Development/Update	Yes	33M		03
773 Service Plan Implementation/Monitoring/Follow-Up	Yes	33M		03
807 Supervisory Review	Yes	33M		03
Encounter:	Active	RDR Category	RDR2 Category	MAI Category
24 Case Management	Yes			
Service:				
35 Assessment	Yes	33M		
72 Case Closure/Discharge	Yes	33M		
73 Case Conference	Yes	33M		
137 Crisis Intervention	Yes	33M		
366 Home Visit	Yes	33M		
436 Intake	Yes	33M		
702 Reassessment	Yes	33M		
772 Service Plan Development/Update	Yes	33M		
773 Service Plan Implementation/Monitoring/Follow-Up	Yes	33M		
Encounter:	Active	RDR Category	RDR2 Category	MAI Category
31 Client Escort	Yes			

## Planning Data Report

After the "PEMS to AIRS Import" is run from the System menu, data entry is limited to the contract mappings contained in the XML file imported for Programs associated with the AIDS Institute. This report identifies all of these Programs and their associated Service Categories, Contract(s), Model(s), Intervention(s), Encounter(s), Service(s), Start and End Dates. The mappings reflect what your agency is being paid to provide and report. Only the information found in this report can be entered for the applicable Programs.

- Program – Service Category combos can be associated with 1 or more Contracts
- Contracts can be associated with 1 or more Models
- Models can be associated with 1 or more Interventions
- Interventions can be associated with 1 or more Encounters
- Encounters can be associated with 1 or more Services

Date: 09/10/2009

Time: 12:57:44

Version: 8.3.317

Version Date: 07/31/2009

AIRS Test System from URS Conv

AIRS - AIDS Institute Reporting System

PLANNING DATA REPORT

Page: 1

Selection Criteria: All

Program: KZAAB BCBS MSA HIV+ (4Planning)

Service Category: 00001 - Case Management

Contract: C016164G

Start Date: 07/01/2007

End Date: 06/30/2008

Model: 35126 - Unspecified Other

Intervention: 3579 - Case Management

Encounter: 21 - CM Conference

Service(s)

Description

Start Date

End Date

Active

72 Case Closure/Discharge

73 Case Conference

78 Case Specific Supervision

137 Crisis Intervention

772 Service Plan Development/Update

773 Service Plan Implementation/Monitoring/Follow-Up

807 Supervisory Review

Encounter: 31 - Client Escort

Service(s)

Description

Start Date

End Date

Active

72 Case Closure/Discharge

73 Case Conference

78 Case Specific Supervision

137 Crisis Intervention

772 Service Plan Development/Update

773 Service Plan Implementation/Monitoring/Follow-Up

807 Supervisory Review

Encounter: 69 - Face-To-Face

Service(s)

Description

Start Date

End Date

Active

35 Assessment

72 Case Closure/Discharge

73 Case Conference

76 Case Recording/Administrative Activities

137 Crisis Intervention

436 Intake

772 Service Plan Development/Update

773 Service Plan Implementation/Monitoring/Follow-Up

807 Supervisory Review

Encounter: 142 - Phone

Service(s)

Description

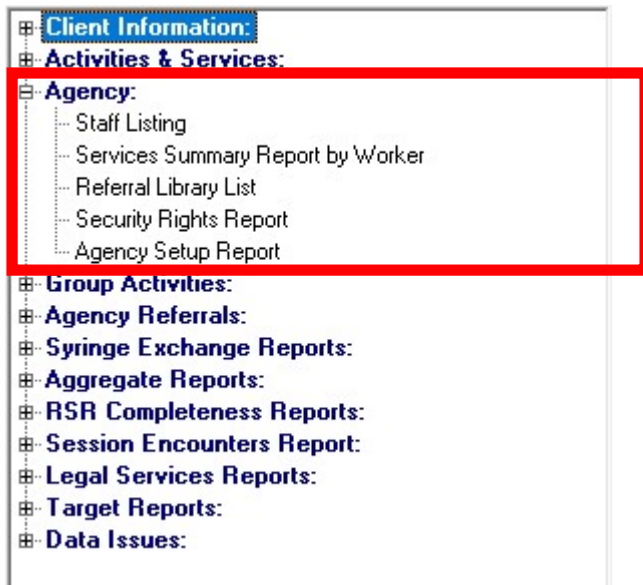
Start Date

End Date

Active

## Agency

Select Agency to see the available reports that provide agency-related information. Click on the [+] to expand the report selections.



## Staff Listing

The report lists the Staff members by Name and Worker ID. Other information includes Title, Assigned Site, Supervisor, and the default Program (if identified).

If desired, narrow reporting by selecting the Site from the Selections List. The user may change the default Order By from Last Name to Site or Program. The current choices for Report Selection are All Staff, Case Worker Only, or Paid Staff Only.

## Services Summary Report by Worker

This report sums the total number of Encounters/Services provided by Program for staff members who render services to clients.

Note, a service must have been provided to be a part of this report.

If desired, narrow reporting by selecting the Service Category, Encounter Type, and/or Program from the Selections List. There are currently no choices for Order By or Report Selection.

User can change the Date Range, if desired.



## Referral Library List

Organization Name, Address, Phone, Contact, and Service Type information are listed in this report. Also identified is whether the referral organization is active, makes referrals into the AIRS agency, receives referrals from the AIRS agency, or is a placement agency.

If desired, narrow reporting by selecting the Organization or Service Type from the Selections List. The user cannot change the default Order By from Name at this time. The current choices for Report Selection are All, Active Only, or Inactive Only.

Date: 06/10/2021  
Time: 14:55:07

Version: 9.0.21  
Version Date: 05/13/2021

AIRS Training System  
AIRS - AIDS Institute Reporting System

Page 1

Referral Library List

Selection Criteria: All

Organization	Address E-Mail Web Site	Service Type	Phone	Active	Place- ment	Ref In	Ref Out
Agency for Better Tomorrows	1313 Mockingbird Lane, Ithaca, NY 14850 <b>CONTACT</b> Banana, Second	Supportive Services		Yes	Yes	Yes	Yes
Harborside Health	100 Atlantic Avenue, Flushing, NY 11355 <b>CONTACT</b> Ref, Man	Family/Child Care Services		Yes	Yes	Yes	Yes
Letty Ford Clinic	123 Liquor Street, New York, NY 10009 ursinfo@defran.com www.defran.com <b>CONTACT</b> Bunny, Bugs E	Alcohol/Substance Use Services	(212) 548-7410	Yes	No	No	Yes
		(212) 457-1057					
South St. Homeless Services	100 South St., New York, NY 10034	Legal/Correctional Services		No	Yes	Yes	No
St. Nicholas Medical Center	5 East 16th Street 6th Floor, New York, NY 10003-9999 ursinfo@defran.com www.defran.com <b>CONTACT</b> Honcho, Head E	Medical/Health	(212) 727-8342	Yes	Yes	Yes	Yes
	<b>CONTACT</b> Banana, Top	(212) 727-8342					

## Security Rights Report

For each Security Scheme, the rights to Access, Add, Edit, and Delete are identified for each screen in the AIRS.

If desired, narrow reporting by selecting the Security Scheme from the Selections List. There are currently no choices for Order By or Report Selection.

Date: 09/10/2009  
Time: 14:41:01

Version: 8.3.317  
Version Date 07/31/2009

AIRS Test System from URS Conv

AIRS - AIDS Institute Reporting System

SECURITY RIGHTS REPORT

Page: 1

DIRECT SERVICE STAFF	Has Access	Add Available	Edit Available	Delete Available
AGENCY				
Agency Information	Yes	Not Applicable	No	Not Applicable
Program	Yes	No	No	No
Site	Yes	No	No	Not Applicable
Staff	Yes	No	No	No
Referral Library	Yes	No	No	No
Groups	Yes	No	No	No
Add C&T Form IDs	Yes	No	No	No
PDR Information	Yes	Yes	Yes	No
PDR Service Info	Yes	Yes	Yes	Not Applicable
Contract Staff Time Definition	Yes	No	No	No
MAI Information	No	No	No	No
Contracts Services Allocation	Yes	No	No	No
Contract/Grant Information	Yes	Yes	Yes	No
Service Targets	No	Not Applicable	No	Not Applicable
Contract Type & Service Type Link	Yes	No	No	No
Define Services to Contract/Service Types	Yes	Not Applicable	No	No
Contract/Program Services Definition	Yes	No	No	No

## Agency Setup Report

This report prints out the basic agency demographic information, System ID, Version, Version Data, and detailed information on the Site(s) and Program(s).

Date: 06/10/2021 Time: 14:55:32		AIRS Training System AIRS - AIDS Institute Reporting System		Page: 1
Version: 9.0.21 Version Date: 05/13/2021		<b>Agency Setup Report</b>		
<b>Agency: AIRS Training System</b>				
Address: 15 East 16th Street 6th Floor New York, NY 10003				
Agency ID: 1234567890	RSR Reg. Code:	Phone: (212) 727-8342		
Federal ID: 987654321	DUNS ID: 122334455	Fax: (212) 727-9639		
Contact: Snow Flake	Phone: (212) 727-8342	Fax: (212) 727-8639		
Title: AIRS System Administrator		Email: ursinfo@defran.com		
<b>System: AIRS - AIDS Institute Reporting System</b>				
System ID: FW		Version: 9.0.21		Version Date: 05/13/2021
<b>Site Information</b>				
Site ID	Site Name	— C&T Locator Code —		
		Site ID	Facility ID	
FWAAB	First Avenue Health Center	24	7777	
FWAAC	Valley Stream Health Center			
FWAAD	Park Avenue Center for Care	86	3210	
FWAAE	Southern Crossing Hlth Center			
FWAAK	Walnut Street Health Center			
<b>Program: 10 MAI Title I Program</b>				
Program ID: FWAAM	Eligibility Type: Ryan White	Funding Type: MAI Part A	Enrollment Required: Yes	
Service Category		Active: No		
00001	Case Management			
00002	Primary Care			
<b>Program: 11 Case Management Program</b>				
Program ID: FWAAN	Eligibility Type: Ryan White	Funding Type: Part B	Enrollment Required: No	
Service Category		Active: Yes		
00001	Case Management			
<b>Program: 2 Primary Care Program</b>				
Program ID: FWAAC	Eligibility Type: Ryan White	Funding Type: Part C	Enrollment Required: Yes	
Service Category		Active: Yes		
00002	Primary Care			
<b>Program: 3 ETO Program</b>				
Program ID: FWAAD	Eligibility Type: HIV Prevention	Funding Type: CDC Funded	Enrollment Required: No	
Service Category		Active: No		
00006	Education, Training & Outreach			
<b>Program: 4 Syringe Exchange</b>				
		Enrollment Required: Yes		



## Group Activities

### Group Activities Report

This report includes information about each session including a list of the clients that attended. The sum total of the number of sessions and attendees for the selected reporting period are also included. Fields in the *PEMS Related Information* Incentive Provided, Cycle Number, and Session Number will also appear in the report.

If desired, narrow reporting by selecting the Site, Worker, and/or Group from the Selections List. The user cannot currently change the default Order By from Group at this time. There are currently no choices for Report Selection. User can change the Date Range, as needed.

Date: 06/10/2021  
Time: 14:59:22  
Version: 9.0.21  
Version Date: 05/13/2021

AIRS Training System  
AIRS - AIDS Institute Reporting System  
**GROUP ACTIVITIES REPORT**  
01/01/2021 - 06/10/2021

Page 1

Selection Criteria: All

**Group: Getting & Staying Healthy**

---

**Session Information**

Date: 06/02/2021    Time Start:    Time End:   

Service Category: Interventions Delivered to Groups (IDG)    Site: Valley Stream Health Center  
 Encounter Type: Curriculum Based Prevention Education    Location:  
 Staff: MARY, LADY    On Site: No  
 CDC Setting: Clinic/Health Care Facility    Off-Site Zip Code:

PEMS Related Information:  
 Incentive Provided: No    Cycle Number: 0    Session Number: 0  
 Unit of Delivery:

Service Provided: Information on HIV/AIDS Transmission  
 Information on IDU Risk Reduction  
 Information on Other STDs

Materials Provided:  
 Topics:  
 Remarks:

ATTENDANCE:	Client	From	To	Collaterals Involved
	APPLE, CANDY	:	:	
	BOND, JAMES	:	:	
	FLINTSTONE, WILMA	:	:	
	HOWSER, DOOGIE	:	:	
	JETSON, GEORGE	:	:	
	RACCOON, ROCKY	:	:	
	SIMPSON, LISA	:	:	
	TROY, HELEN OF	:	:	
	WHITE, SNOW	:	:	
	BUNNY, BUGS	:	:	
	APPLE, GOLDENRED	:	:	
	PEACOCK, BEATRICE A	:	:	
	ADAMS, ANGELA	:	:	
	Bug, Lady	:	:	
	PALACE, PRISCILLA	:	:	
	FOLLY, FLORENCE	:	:	

## Agency Referrals

### Client/Agency Referral Report

Select desired date range to obtain a list of clients that were referred out of the agency. The report identifies the Agency Referred To, Client, Referral Date, Date Verified, Referring Worker, Referral Category, and Referral Status.

If desired, narrow reporting by selecting the Program, Worker, and/or Referred To Agency from the Selection List. The user cannot currently change the default Order By from Worker Name at this time. Users can change the Date Range, as needed.

Date: 06/10/2021

Time: 14:54:40

Version: 9.0.21

Version Date05/13/2021

AIRS Training System

AIRS - AIDS Institute Reporting System

CLIENT / AGENCY REFERRAL REPORT

Page: 1

Selection Criteria: All

Date Range: 01/01/1901

To 06/10/2021

REFERRED TO AGENCY	CLIENT REFERRED	DATE OF REFERRAL	DATE VERIFIED/ APPOINT. DATE	REFERRING WORKER	REFERRAL CATEGORY	STATUS
Agency for Better Tomorrows	ADAMS, ANGELA	04/02/2019	//	NACHO, VELVET	Education/Employment	
	ADAMS, ANGELA	09/18/2015	//	LEAH, PRINCESS	Specialty Medical Consults	Client Refused Service
	ADAMS, ANGELA	09/13/2015	//	CHARITY, SWEET	Case Management	
	APPLE, CANDY	05/04/2021	//	MARY, LADY	Medical/Health	Client Received Service
	APPLE, CANDY	05/04/2021	05/18/2021	MARY, LADY	Medical Case Management	Client Received Service
	APPLE, CANDY	03/11/2019	//	MARY, LADY	Counseling, Testing, & Referrals	
	APPLE, CANDY	03/11/2019	//	MARY, LADY	Counseling, Testing, & Referrals	
	APPLE, CANDY	03/04/2019	//	FLAKE, SNOW	Counseling, Testing, & Referrals	
	APPLE, CANDY	09/06/2018	//	MARY, LADY	Supportive Services	
	APPLE, CANDY	10/06/2015	//	PENNY, HENNY T	Mental Health/Psychosocial	Client Received Service
	APPLE, CANDY	10/05/2015	//	FLAKE, SNOW	Harm Reduction/Syringe Exchange	Client Received Service
	APPLE, CANDY	10/05/2015	//	FLAKE, SNOW	Counseling, Testing, & Referrals	Client Received Service
Harborside Health	APPLE, CANDY	07/21/2015	09/21/2015	NACHO, VELVET	Medical/Health	Client Received Service
Harborside Health	APPLE, CANDY	12/01/2010	//	POTTER, HARRY	Counseling, Testing, & Referrals	Client Received Service
Harborside Health	APPLE, CANDY	07/24/2007	//	PENNY, HENNY T	Alcohol/Substance Use Services	Lost to Follow-up

## Syringe Exchange Reports

Select this for a variety of Syringe Exchange reports. Click on the [+] to expand the report selections.



### Syringe Exchange By Participant Report

For the selected date range, each transaction is listed by the Client's ID Number and includes the client's Age, Gender, Ethnicity, Date of the Transaction, # In, # Out, and the Staff member who made the exchange. Also included are the sum total of Syringes In and Out for each Program, Site, and Agency.

If desired, narrow reporting by selecting the Client, Site, Worker, and/or Program from the Selections List. Currently, the user may not change the Order By from ID Number. There are currently no choices for Report Selection.

User can change the Date Range, as needed.

### Syringe Exchange ID Number Report

This report lists all the clients by their agency-assigned Client ID that have had a syringe exchange. The "Total Number of ID Numbers Used By Agency" is also identified.

If desired, narrow reporting by selecting the Program from the Selections List. Currently, the user may not change the Order By or the Report Selection.  
Note: This report is not filtered by date.

## Syringe Exchange Cross Tab Reports

These 4 spreadsheet-like reports contain clients summarized by Ethnicity, Gender, and Age. Totals and Percentages are also included.

If desired, narrow reporting by selecting the Program from the Selections List. Currently, the user may not change the Order By or the Report Selection.

Change the Date Range, as needed.

- Click on the Proceed button to have the choice of printing the following reports.

### Syringe Clients by Age, Ethnicity, Gender – All

This reports demographics by Age, Ethnicity, and Gender categories of all clients who exchanged syringes within the date range.

### Syringe Clients by Age, Ethnicity, Gender - New

New intake clients who exchanged syringes within the date range are reported by Age, Ethnicity, and Gender categories.

### Syringe Encounters by Age, Ethnicity, Gender - All

Clients who made exchanges (transactions) within the date range are reported by their number of exchanges in Age, Ethnicity, and Gender categories.

### Syringes Exchanged by Age, Ethnicity, & Gender

The number of exchanged syringes (In and Out) are considered for each client's Age, Ethnicity, and Gender categories within the selected date range. Also included is the Syringe Return Rate (Total # In / Total # Out).

Summary Information for Ethnicity								
Ethnicity	Age 0-19		Age 20-29		Age 30-39		Age 40-49	
	#	%	#	%	#	%	#	%
<b>Hispanic</b>								
Female	0	0.00	0	0.00	0	0.00	0	0.00
Male	2	10.00	0	0.00	0	0.00	1	5.00
Transgender	2	10.00	0	0.00	0	0.00	0	0.00
<b>Totals</b>	<b>4</b>	<b>20.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>3</b>	<b>15.00</b>
<b>Non-Hispanic</b>								
Female	0	0.00	1	5.00	2	10.00	2	10.00
Male	0	0.00	1	5.00	1	5.00	0	0.00
Transgender	0	0.00	0	0.00	1	5.00	2	10.00
<b>Totals</b>	<b>0</b>	<b>0.00</b>	<b>2</b>	<b>10.00</b>	<b>4</b>	<b>20.00</b>	<b>4</b>	<b>20.00</b>

### Syringe Exchange By Client ID Report

This report lists the syringe exchange transaction details from clients that have had a transaction during the selected date range. The clients' ID, Transaction Date, # In, and # Out are listed.

If desired, narrow reporting by selecting the Client and/or Site from the Selections List. Currently, the user may not change the Order By or the Report Selection.

User can change the Date Range, as needed.

### Referrals Made From Exchanges- SEP Unit Referral Report

Previously, the Syringe Exchange Referrals Report, this report breaks down the number of referrals made through the Syringe Exchange Module by category and service.

Substance Use Treatment		Medical	
Detox	1	Dental	0
Methadone Maintenance Treatment Program	0	Family Planning	0
Methadone-to-Abstinence Program	0	HIV Testing	0
Out-Patient	0	Other Medical	0
Residential	0	Prenatal	0
Substance Use Counseling	0		
<b>Subtotal Substance Use Treatment</b>	<b>1</b>	<b>Subtotal Medical</b>	<b>0</b>
Primary Health Care		Miscellaneous	
General	3	Entitlement	0
HIV	0	Food	0
STD	0	Housing	0
TB	0	Legal	0
		Misc. Other	0
<b>Subtotal Primary Health Care</b>	<b>3</b>	<b>Subtotal Miscellaneous</b>	<b>0</b>
<b>Total Referrals (all categories)</b>			<b>4</b>

## Aggregate Reports

Select Aggregate Reports to see the available reports. Click on the [+] to expand the report selections.

☐ Group Activities:  
☐ Agency Referrals:  
☐ Syringe Exchange Reports:  
☒ **Aggregate Reports:**  
     AIDS Institute Aggregate Reports  
     Service Category Aggregate Reports  
☐ RSH Completeness Reports:

## AIDS Institute Aggregate Reports

- These are the reports used by the New York State Department of Health – AIDS Institute to monitor funded contracts at agencies.
- Selection options include Site, Contract, and/or Program. The user can change the All Programs choice for Report Selection to RW Eligible, HIV Counseling/Prevention Eligible, or RW/ HIV Counseling/Prevention Eligible.

## Encounters by Service Type – Total + Anonymous

This summary report totals the Encounters and Services rendered by Program for the selected reporting period. Split between Total and Anonymous clients (a subset of the Total), the Encounters, Services, Items, and Unduplicated Clients are totaled in each Service Category and Program for Enrolled and Not Enrolled Clients.

AIDS Institute Aggregate Reports Summary of Services by Service Category and Encounter Type		Agency: <u>AIRS Training System</u>	
Selection Criteria: All		Report Period: <u>07/01/2021</u> To <u>07/31/2022</u>	
Report Selection: All Programs		Version: <u>9.0.40</u> Version Date: <u>06/15/2022</u>	
<b>Program: 11 Case Management Program</b> ***Note: Enrollment is Not Required			
<b>Service Category: Case Management</b>			
1. Encounter Type: Case Management			
Service	Services	Activities	Total # Items Value Clients
Assessment	1	0	0 0.00 1
<b>Totals for Encounter Type: Case Management</b>			
Total Clients Enrolled in Program	0	Total Services	1 Total Value 0.00
Total Clients Not Enrolled in Program	1	Total Activities	0 Total Encounters 1
Total Clients	1	Total Items	0
2. Encounter Type: Face To Face			
Service	Services	Activities	Total # Items Value Clients
Advocacy	2	0	0 0.00 2
Assessment	24	0	0 0.00 15
Case Conference	8	0	0 0.00 8



**List Clients in Main Aggregate (DO NOT SEND)**

This report lists the Client Names, IDs, etc. for the categories that comprise the Agency and Program Summary Totals in the Main AIDS Institute Aggregate Report. Therefore, the identified clients are listed for New Intake, New Enrollments, Reopened, Closed, Total Actives, etc. related to the Agency and Program Summary pages.

- This is for agency internal use mainly for quality control and data checking of the Main AIDS Institute Aggregate Report counts.

**Main Aggregate Report – Active Clients**

This report counts in the reportable population of clients who were active in the agency as of the beginning of the reporting period. Included in this report are Agency Level Summary Information and Program Summary of the Active, New, Reopened, Closed, and Total clients for the selected date range.

**AIDS Institute Aggregate Reports**  
**Main Aggregate Report -**  
**Active Clients Demographics**

Selection  
Criteria: All  
Report  
Selection: All Programs

Agency: AIRS Training System

Report  
Period: 07/01/2021 To 07/31/2022

Version: 9.0.40 Version Date: 06/15/2022

Agency Level Summary Information	
Total Active Clients at Period Start	108
Total New Clients In Agency This Period	5
Total Newly Enrolled Active Clients This Period	0
Total Reopened Cases This Period	1
Total Cases Closed This Period	2
Cases Closed of those Active at Period Start	0
Cases Closed of those New this Period	2
Cases Closed of those Reopened this Period	0
Total Active Clients at Period End	112

New Clients w/Dependent Children This Period	0
New Clients Head of Household This Period	0

**Main Aggregate Report – New Clients**

Similar in layout and content to the above report, this summary report totals the new (Intake and Program-enrolled) clients and their demographics in each Program for the selected reporting period.

## Summary of Referrals

This summary report totals the # Referrals and Unduplicated Clients in each referral Service Need Category, Referral Service Category, and Status for each Program.

<b>AIDS Institute Aggregate Reports</b> <b>Summary of Referrals</b>			Agency: <u>AIRS Test System from URS Conv</u> Report Period: <u>08/01/2009</u> To <u>08/31/2009</u> Version: <u>8.3.317</u> Version Date: <u>07/31/2009</u>	
Selection Criteria: All				
<b>Program: 4 Syringe Exchange</b>				
Service Need Category	Service	Status	# of Referrals	Unduplicated Clients
Alcohol/Substance Use Services	Detox - Inpatient	~Status Not Reported	1	1
<b>Category Totals</b>			<b>1</b>	<b>1</b>
Medical/Health	Primary Care - Private MD	~Status Not Reported	1	1
<b>Category Totals</b>			<b>1</b>	<b>1</b>
<b>Program Totals</b>			<b>2</b>	<b>1</b>

## Service Category Aggregate Reports

These reports total the clients and client demographics in each AIRS Service Category for the selected reporting period.

If desired, narrow reporting by selecting the Service Category from the Selections List. The user can change the All-Programs choice for Report Selection to Ryan White Eligible, HIV Counseling/Prevention Eligible, or Ryan White or HIV Counseling/Prevention Eligible. Users can change the Date Range, as needed.

## Client Demographics

This report contains client demographic data for every service category.

Only clients with encounters and services within the selected date range are included in this report.

The first page displays Agency Level Summary Information for all reported Service Categories.



### Service Category Aggregate Reports Demographics for Clients with Encounters/Services this Period

Selection  
Criteria: All  
Report  
Selection: All Programs

Agency: AIRS Training System

Report  
Period: 08/01/2020 To 08/01/2022

Version: 9.0.40 Version Date: 06/15/2022

#### Agency Level Summary Information for All Service Categories

Total Active Clients at Period Start	33
Total New Clients In Agency This Period	4
Total Newly Enrolled Active Clients This Period	0
Total Reopened Cases This Period	1
Total Cases Closed This Period	1
Cases Closed of those Active at Period Start	0
Cases Closed of those New this Period	1
Cases Closed of those Reopened this Period	0
Total Active Clients at Period End	37

### Client Demographics (Condensed)

This is the same report as above except the fields with a 0 total will not be displayed.

### Encounters by Service Category

This report totals the Encounters and Services by Service Category for the reporting period. Split between Total and Anonymous clients (a subset of the Total), the Encounters, Services, Items, and Unduplicated Clients are totaled in each Encounter Type and Service Category.

### Service Category Aggregate Reports Summary of Services by Service Category and Encounter Type

Selection  
Criteria: All  
Report  
Selection: All Programs

Agency: AIRS Training System

Report  
Period: 08/01/2020 To 08/01/2022

Version: 9.0.40 Version Date: 06/15/2022

#### Service Category: Interventions Delivered to Groups (IDG)

##### 1. Encounter Type: Curriculum Based Prevention Education

Service	Total #					Anonymous				
	Srvcs	Activit	Items	Value	Clients	Srvcs	Activit	Items	Value	Clients
Information on HIV/AIDS Transmission	49	0	0	0	22	0	0	0	0	0
Information on IDU Risk Reduction	45	0	0	0	22	0	0	0	0	0
Information on Other STDs	20	0	0	0	16	0	0	0	0	0

#### Totals for Encounter Type: Curriculum Based Prevention Education

Total Clients	22	Anonymous Clients	0
Total Services	114	Services For Anonymous Clients	0
Total Activities	0	Activities For Anonymous Clients	0
Total Items	0	Items For Anonymous Clients	0
Total Value	0	Value For Anonymous Clients	0
Total Encounters	49	Encounters For Anonymous Clients	0

**Encounters by Service Category (Condensed)**

This report totals the Encounters provided by Service Category for the selected reporting period. Split between Total and Anonymous clients (a subset of the Total), the Encounters are totaled in each Encounter Type and Service Category.

<b>Service Category Aggregate Reports Summary of Encounters and Clients by Service Category and Encounter Type (Condensed)</b> Selection Criteria: All Report Selection: All Programs		Agency: <u>AIRS Training System</u>			
		Report Period: <u>08/01/2020</u> To <u>08/01/2022</u>			
		Version: <u>9.0.40</u>		Version Date: <u>06/15/2022</u>	
<b>Service Category: Case Management</b>					
Encounter Type	Total		Anonymous		
	Encounters	Clients	Encounters	Clients	
Case Management	1	1	0	0	
Face To Face	35	17	0	0	
<b>Totals for: Case Management</b>	<b>36</b>	<b>17</b>	<b>0</b>	<b>0</b>	

## RSR Completeness Reports

### RSR Completeness Reports:

- ... RSR Client List
- ... RSR Client Detail
- ... RSR Provider Report
- ... RSR Missing Data Report by Client
- ... RSR Aggregate Completeness Report

## RSR Client List

RSR Client List- This report will return the clients to be included in the RSR as well as **Clients who received reportable services but are not eligible for RSR Reporting.**

Date: 06/10/2021  
Time: 04:15

Version: 9.0.21  
Version Date: 05/13/2021

Selection Criteria: All RSR Service Categories

AIRS Training System  
AIRS - AIDS Institute Reporting System

RSR CLIENT LIST

01/01/2021 to 12/31/2021

Page: 1

Included (Yes/No)	Client Name	TC_ID	Client ID	Gender	HIV Status	Medical? Y/N	Reason NOT Included (See Last Page for Details)
<b><u>Clients NOT Included in the RSR: Received Service but do not meet Eligibility criteria. Please review</u></b>							
No	ADAMS, ANGELA	FW00000101	02999	Wom...	HIV-Positive, Not AIDS	N	* Financial Information
No	BOY, TOM	FW00000048	709	Man/...	HIV-Positive, CDC-Defined AIDS	N	* Financial Information
No	BUNNY, BUGS	FW00000019	19	Wom...	HIV-Positive, AIDS Status Unknown	N	* Financial Information
No	Cruise, Bruce	FW00000085	5234542	Man/...	HIV-Positive, AIDS Status Unknown	N	* Financial Information
<b><u>Eligible Clients Being Included in the RSR</u></b>							
Yes	APPLE, CANDY	FW00000001	1	Wom...	HIV-Positive, CDC-Defined AIDS	N	
Yes	BOND, JAMES	FW00000002	2	Man/...	HIV-Positive, Not AIDS	N	
Yes	FOLLY, FLORENCE	FW00000114	347890	Wom...	HIV-Positive, Not AIDS	N	

### Reasons why the client is Ineligible in the 'RSR Reporting Year' include:

#### A. FINANCIAL INFORMATION (Total Household Size & Annual Income):

- Most recent information (up through 12/31 of the reporting year) is >500% of the FPL (Federal Poverty Level).
- Financial Information is missing in the reporting year.
  - Due to no information entered OR no current reporting year information.

#### B. HIV STATUS:

- A Pediatric Client who was 'HIV-Indeterminate' when they were < 2 years old is now 2 or older and there is no updated age-appropriate HIV Status entry.
- Client's HIV Status is missing.

### Reportable Clients...

Number of Clients: 3

Note: An underlined "Client Name" indicates that there is a problem with that client's date of birth.

#### The following Programs contain Clients & Services Reported in the RSR

FWAAN - 11 Case Management Program  
FWAAB - Case Management Prog

## RSR Client Detail Report

This report will return all the clients included in the RSR along with their CLD (Client Level Data) Users have three different output options: Questions 1-15 (Client Demographics, Questions 46-66 (Client Clinical Information) or Questions 1-66 (Client Details) which included all RSR questions.

**Selection** | **Output**

**Reporting Options...**

- 1. Questions 1-15 (Client Demographics)
- 2. Questions 46-66 (Client Clinical Information)
- 3. Questions 1-66 (Client Details)

It is recommended that this report be utilized in preparation for the annual RSR when performing a client by client review.

Date: 08/19/2022 Time: 09:16 AM Version: 9.0.40 Version Date: 06/15/2022	AIRS Training System AIRS - AIDS Institute Reporting System <b>RSR Client Demographics (Questions 2-15)</b>	Page: 1
Selection Criteria: Client: <b>APPLE, CANDY</b>		
Reporting Period: <b>01/01/2022 to 12/31/2022</b>		
<b>Client Demographics</b>		
2. Client's vital enrollment status at the end of reporting period: Alive		
- Client new to the provider this reporting year (q76): No		
- If client is not new, received RSR service in prior year (q77): No		
<hr/>		
4. Client's year of birth: 1960		
<hr/>		
5. Client's ethnicity: Hispanic/Latino		
- Client's Hispanic Sub-group (q68): Another Hispanic, Latino/a or Spanish origin		
<hr/>		
6. Client's race...		
<input checked="" type="checkbox"/> White		
<input checked="" type="checkbox"/> Black / African American		
Asian:		
American Indian or Alaska Native		
<input checked="" type="checkbox"/> Native Hawaiian / Pacific Islander: No Information Found		
<hr/>		
7. Client's current gender: Female		
- Biological sex at birth (q71): Female		



**RSR Provider Report**

This report allows you to view and print the Provider Information for the RSR without running the RSR Extract. Running this for the RSR Reporting Period will identify any required missing information.

**RSR Missing Data Report by Client**

This report will return a client-by-client listing (by TC\_ID) a listing of those RSR questions that are either unanswered or are reporting an answer of unknown.

Date: 08/19/2022 Time: 09:18:51		AIRS Training System AIRS - AIDS Institute Reporting System <b>RSR Missing Data Report by Client</b> 01/01/2022 to 12/31/2022												Page: 1
Version: 9.0.40 Version Date: 06/15/2022		Selection Criteria: All Funding Types & All Programs & All Questions												
TC_ID	Anonymous	Q.2	Q.4	Q.5	Q.68	Q.6	Q.69	Q.70	Q.7	Q.71	Q.9	Q.10	Q.11	Q.12
FW000000001	N							NoInfo				NoInfo	NoInfo	
CANDY		Q.72	Q.73	Q.74	Q.14	Q.15	Q.47	Q.48	Q.49	Q.50	Q.52	Q.55	Q.64	
APPLE						NoInfo			NoInfo	NoInfo	NoInfo	NoInfo		
TC_ID	Anonymous	Q.2	Q.4	Q.5	Q.68	Q.6	Q.69	Q.70	Q.7	Q.71	Q.9	Q.10	Q.11	Q.12
FW000000002	N											NoInfo	NoInfo	
JAMES		Q.72	Q.73	Q.74	Q.14	Q.15	Q.47	Q.48	Q.49	Q.50	Q.52	Q.55	Q.64	
BOND						NoInfo			NoInfo	NoInfo	NoInfo	NoInfo		
TC_ID	Anonymous	Q.2	Q.4	Q.5	Q.68	Q.6	Q.69	Q.70	Q.7	Q.71	Q.9	Q.10	Q.11	Q.12
FW000000048	N									NoInfo		NoInfo	NoInfo	
TOM		Q.72	Q.73	Q.74	Q.14	Q.15	Q.47	Q.48	Q.49	Q.50	Q.52	Q.55	Q.64	
BOY														
TC_ID	Anonymous	Q.2	Q.4	Q.5	Q.68	Q.6	Q.69	Q.70	Q.7	Q.71	Q.9	Q.10	Q.11	Q.12
FW000000085	N											NoInfo	NoInfo	
BRUCE		Q.72	Q.73	Q.74	Q.14	Q.15	Q.47	Q.48	Q.49	Q.50	Q.52	Q.55	Q.64	
CRUISE						NoInfo								
TC_ID	Anonymous	Q.2	Q.4	Q.5	Q.68	Q.6	Q.69	Q.70	Q.7	Q.71	Q.9	Q.10	Q.11	Q.12
FW000000140	N						NoInfo					NoInfo	NoInfo	
RED		Q.72	Q.73	Q.74	Q.14	Q.15	Q.47	Q.48	Q.49	Q.50	Q.52	Q.55	Q.64	
FLOWER						NoInfo			NoInfo	NoInfo	NoInfo	NoInfo		

**RSR Aggregate Completeness Report**

A grid-like aggregate count report providing the overall picture of completeness for each question.

Date: 06/16/2021

Time: 11:10 AM

Version: 9.0.21

Version Date: 05/13/2021

AIRS Training System

AIRS - AIDS Institute Reporting System

RSR Aggregate Completeness Report - 01/01/2021 to 12/31/2021

	Total Clients Reported	Required Clients for this Data Element (*1)	Clients with Known Value Reported		Clients with No Value Reported	
			#	% (*2)	#	%
DEMOGRAPHICS						
Vital Enrollment Status (Item 2)	3	3	3	100	0	
New Clients in this Report Year (Item 76)	3	3	3	100	0	
Clients Reported in the Last Report Year (Item 77)	3	3	3	100	0	
Birth Year (Item 4)	3	3	3	100	0	
Ethnicity (Item 5)	3	3	3	100	0	
Hispanic Subgroup (Item 68)	3	2	2	100	0	
Race (Item 6)	3	3	3	100	0	
Asian Subgroup (Item 69)	3	1	1	100	0	
Native Hawaiian/Pacific Islander Subgroup (Item 70)	3	2	0	0	2	33
Sex At Birth (Item 71)	3	3	3	100	0	
Gender (Item 7)	3	3	3	100	0	
Income - Percent of Federal Poverty Level (Item 9)	3	3	3	100	0	
Housing Status (Item 10)	3	3	1	33	2	
Housing Status Collection Date (Item 11)	3	3	1	33	2	
HIV/AIDS Status (Item 12)	3	3	3	100	0	
HIV Diagnosis Year (Item 72)	3	3	3	100	0	

## Session Encounters Report

Select Session Encounters Report. Click on the [+] to expand the report selections.



### Session Encounters Detail Report

For the date range selected, the information from each Service Category session/event is sum totaled for this report. Included are the summary totals for Demographics of the Participants, Materials Provided, etc.

- If desired, narrow reporting by selecting the Program, Service Category, and/or Worker from the Selections List.
- Users can change the Date Range, as needed.

### Session Encounters Summary Report

For the date range selected, the information from all the session/events are sum totaled by Service Category for this report. Included are the summary totals for Demographics of the Participants, Materials Provided, etc.

- If desired, narrow reporting by selecting the Service Category, Program, State, and/or County from the Selections List.
- Users can change the Date Range, as needed.

### Session Encounters Data Report

Much of the information entered on the Session Encounters form is reported on the Session Encounter Summary Report. Some of the information, such as a breakdown of session type, services provided, and demographics are reported in one of four Session Encounters Data Reports.

If desired, narrow reporting by selecting the Program or Service Category from the Selections List.  
Users can change the Date Range, as needed.

### **Demographics by Program and Service Category**

This report breaks down the age, gender and ethnicity of the participants by the Service Category of the session (ETO, Outreach, Training, etc.).

- Note: If more than one Program operates the same Service Category, the report will separate the information by Program.

### **Methods of Delivery by Program and Service Category**

This report will separate the sessions by both the Program operating them and by the optional Method of Delivery selection, such as Workshop, Health Fair or Media Campaign.

### **Session Type by Presenter by Program**

This report breaks out the sessions by the Services Provided and the type of Presenter (Staff, Peers, Volunteers and/or Guest Lecturers).

### **Session and Participant Counts by Program**

This report identifies the number of participants by session based upon Demographics Known or Demographics Unknown categories.



## Legal Services Reports

Select Legal Services Reports. Click on the [+] to expand the report selection to access the 5 reports.

- [-] Client Information:
- [-] Activities & Services:
- [-] Agency:
- [-] Group Activities:
- [-] Agency Referrals:
- [-] Syringe Exchange Reports:
- [-] Aggregate Reports:
- [-] RSR Completeness Reports:
- [-] Case Summary Report:
- [+] Legal Services Reports:**
  - Client Summary Report
  - Client Demographics Report
  - Client's County Residence Report
  - Case Summary Report
  - Case Outcome Report
- [-] Target Reports:
- [-] Data Issues:

## Client Summary Report

This report provides aggregate information on the number of open cases and/or cases with activity during a specific reporting period, as well as basic HIV Statuses and collateral information of new clients. This report does not provide any identifying info (name, client ID, etc).

Date: 09/14/2009 Time: 11:37:46		AIRS Test System from URS Conv		Page: 1	
Version: 8.3.317 Version Date: 07/31/2009		AIRS - AIDS Institute Reporting System			
LEGAL SERVICES: CLIENT SUMMARY REPORT					
01/01/1901 - 09/14/2009					
<b>All</b>					
<b>IV. CLIENT INFORMATION</b>					
<b>Key:</b> Active Client = Client with One or More Open Cases					
Client Served = Active Client Whose Open Case(s) Showed Case Activity During Reporting Period					
<b>A. CLIENTS</b>					
Total number of active clients at the beginning of this reporting period				0	
Total number of new clients enrolled during this reporting period				+ 19	
Total number of active clients during this reporting period				= 19	
Total number of clients with all cases closed during this reporting period				- 9	
Total number of active clients entering next reporting period				= 10	
<b>B. SERVICES</b>					
Total number of clients provided services during current reporting period				19	
<b>C. PROFILE OF NEW CLIENTS</b>					
7		HIV + (Not AIDS)			
2		Diagnosed AIDS			
3		New Clients with Child Collaterals Involved*			
3		New Clients with Child Collaterals Under 13 years of age*			
1		New Clients with Child Collaterals 13-21 years of age*			
1		New Clients with Adult Collaterals Involved*			

## Client Demographics Report

This spreadsheet-like report contains summarized client demographics by Age, Gender, and Ethnicity/Race categories.

- Report only includes new legal services clients within the selected date range.
- Totals for the categories are also included.

## Client's County of Residence Report

This report displays the sum total of the County of Residence for all new Legal Services clients during the reporting period.

Date: 09/14/2009 Time: 11:40:02 Version: 8.3.317 Version Date: 07/31/2009	AIRS Test System from URS Conv AIRS - AIDS Institute Reporting System <b>LEGAL SERVICES: CLIENT'S COUNTY OF RESIDENCE REPORT</b> 01/01/1901 - 09/14/2009	Page: 1																				
<b>All</b> <b>CLIENT'S COUNTY OF RESIDENCE - NEW CLIENTS ONLY</b>																						
<table border="1"> <thead> <tr> <th>County of Residence</th> <th>Number of Clients</th> </tr> </thead> <tbody> <tr><td>Hudson</td><td>1</td></tr> <tr><td>Kings</td><td>1</td></tr> <tr><td>New York</td><td>4</td></tr> <tr><td>Orange</td><td>1</td></tr> <tr><td>Passaic</td><td>1</td></tr> <tr><td>Queens</td><td>1</td></tr> <tr><td>Rockland</td><td>2</td></tr> <tr><td>Unknown/Out of Region</td><td>8</td></tr> <tr><td><b>Report Total</b></td><td><b>19</b></td></tr> </tbody> </table>	County of Residence	Number of Clients	Hudson	1	Kings	1	New York	4	Orange	1	Passaic	1	Queens	1	Rockland	2	Unknown/Out of Region	8	<b>Report Total</b>	<b>19</b>		
County of Residence	Number of Clients																					
Hudson	1																					
Kings	1																					
New York	4																					
Orange	1																					
Passaic	1																					
Queens	1																					
Rockland	2																					
Unknown/Out of Region	8																					
<b>Report Total</b>	<b>19</b>																					

## Case Summary Report

This report provides referral source information for new Legal Services clients, summarizes existing cases (number opened and closed), and profiles new cases/legal matters opened during the reporting period.

Date: 09/14/2009 Time: 11:41:08 Version: 8.3.317 Version Date: 07/31/2009	AIRS Test System from URS Conv AIRS - AIDS Institute Reporting System <b>LEGAL SERVICES: CASE SUMMARY REPORT</b> 01/01/1901 - 09/14/2009	Page: 1										
<b>All</b> <b>REFERRAL SOURCES - NEW CLIENTS ONLY (4 most common referral sources)</b>												
<table border="1"> <thead> <tr> <th>Name of Referral Source</th> <th>Number of Clients Referred</th> </tr> </thead> <tbody> <tr><td>Physician</td><td>1</td></tr> <tr><td>Community Health Center</td><td>1</td></tr> <tr><td>Designated AIDS Center Hospital</td><td>1</td></tr> <tr><td>STD Clinic</td><td>1</td></tr> </tbody> </table>	Name of Referral Source	Number of Clients Referred	Physician	1	Community Health Center	1	Designated AIDS Center Hospital	1	STD Clinic	1		
Name of Referral Source	Number of Clients Referred											
Physician	1											
Community Health Center	1											
Designated AIDS Center Hospital	1											
STD Clinic	1											
<b>VI. CASE INFORMATION</b> <b>A. CASES/LEGAL MATTERS - SUMMARY:</b>												
Total number of active cases at the beginning of this reporting period		0										
Total number of new cases opened during this reporting period		+ 21										
Total number of active cases during this reporting period		= 21										
Total number of cases closed during this reporting period		- 11										
Total number of active cases entering next reporting period		= 10										
<b>B. PROFILE OF NEW CASES/LEGAL MATTERS OPENED THIS REPORTING PERIOD:</b>												
<b>Consumer/Finance</b> 1 Bankruptcy/Debtor Relief 0 Collection (include repossession/deficiency/garnishment) 0 Public Utilities 1 Other	<b>Family</b> 0 Adoption 0 Custody/Visitation 0 Child Abuse/Neglect 1 Divorce/Separation/Annulment 1 Domestic Violence 0 Foster Care 0 Guardianship/Conservatorship 0 Standby Guardianship 0 Parental Rights Termination 1 Support 0 Other	<b>Income Maintenance</b> 0 AFDC/Other Welfare 1 Food Stamps 1 SSI/SSDI 0 Unemployment Insurance 0 Other										
<b>Education</b> 0 Suspension/Expulsion 1 Special Education Program 0 Special Services 1 Other	<b>Health</b> 1 Medicaid 0 Medicare 1 Other	<b>Individual Rights</b> 0 Immigration 0 Incarcerated Individuals 1 Confidentiality 1 Other										
<b>Employment</b> 0 Job Discrimination 1 Wrongful Discharge 1 Employee Benefits 0 Other	<b>Housing</b>	<b>Juvenile</b> 1 Child Protective Order 1 Emancipation 0 Other										
<b>Miscellaneous Benefits</b>												

## Case Outcome Report

This report provides the outcomes of all Cases closed during the reporting period.

Date: 09/14/2009  
Time: 11:42:15  
Version: 8.3.317  
Version Date: 07/31/2009

AIRS Test System from URS Conv  
AIRS - AIDS Institute Reporting System  
**LEGAL SERVICES: CASE OUTCOME REPORT**  
01/01/1901 - 09/14/2009

Page: 1

**All**

**OUTCOME OF CASES CLOSED DURING REPORTING PERIOD**

<p><b>Consumer/Finance</b></p> <p>1 Obtained Bankruptcy Protection</p> <p>0 Stopped Debt Collection Harassment</p> <p>0 Prevented or Overcame Utility Termination</p> <p>0 Overcame Illegal Sales Contract/Warranties</p> <p>0 Overcame Discrimination in Obtaining Credit</p> <p>0 Prevented Recovery of Illegal Deficiency Judgements</p> <p>0 Obtained Assistance in Pursuing Small Claims Action</p> <p>0 Obtained Advice, Brief Service, or Referral</p> <p>0 Client Lost to Follow-Up</p> <p>1 Case Closed After Service</p> <p><b>Education</b></p> <p>0 Overcame Suspension or Expulsion</p> <p>0 Obtained Right to Special Education or Service</p> <p>1 Obtained Advice, Brief Service, or Referral</p> <p>0 Client Lost to Follow-Up</p> <p>0 Case Closed After Service</p> <p><b>Employment</b></p> <p>0 Overcame Job Discrimination</p> <p>0 Prevented Wrongful Discharge</p> <p>0 Obtained Wages Due</p> <p>0 Prevented Loss of Employee Benefits</p> <p>0 Obtained Advice, Brief Service, or Referral</p> <p>1 Client Lost to Follow-Up</p> <p>0 Case Closed After Service</p> <p><b>Family</b></p> <p>0 Adoption Completed</p> <p>0 Obtained or Maintained Child Custody</p> <p>0 Obtained or Preserved Visitation Rights</p> <p>0 Gained Protective Order for Domestic Violence</p> <p>0 Obtained Divorce, Legal Separation or Annulment</p> <p>0 Foster Care Placement</p> <p>0 Guardianship</p> <p>0 Standby Guardianship</p> <p>0 Designated</p> <p>0 Judicially Approved</p>	<p><b>Health</b></p> <p>0 Gained Access to Provider and Necessary Services</p> <p>0 Obtained, Preserved, or Modified Benefits</p> <p>0 Prevented Premature Hospital Discharge</p> <p>0 Obtained Disability Treatment</p> <p>0 Stopped Harmful Treatment and/or Abuse</p> <p>1 Obtained Advice, Brief Service, or Referral</p> <p>0 Client Lost to Follow-Up</p> <p>0 Case Closed After Service</p> <p><b>Housing</b></p> <p>0 Prevented Eviction, Foreclosure or Other Loss of Home</p> <p>1 Obtained Access to Housing</p> <p>0 Overcame Charges by Landlord</p> <p>0 Enforced Tenants' Rights</p> <p>0 Obtained Repairs to Dwelling</p> <p>0 Obtained Advice, Brief Service, or Referral</p> <p>0 Client Lost to Follow-Up</p> <p>0 Case Closed After Service</p> <p><b>Income Maintenance</b></p> <p>0 Obtained, Preserved or Modified Benefits</p> <p>0 Obtained Advice, Brief Service, or Referral</p> <p>1 Client Lost to Follow-Up</p> <p>0 Case Closed After Service</p> <p><b>Individual Rights</b></p> <p>0 Prevented Deportation</p> <p>0 Obtained Legal Status for Undocumented Immigrant</p> <p>0 Preserved Individual's Rights</p> <p>0 Obtained, Preserved or Modified Incarcerated Ind.'s Rights</p> <p>0 Obtained Advice, Brief Service, or Referral</p> <p>0 Client Lost to Follow-Up</p> <p>1 Case Closed After Service</p> <p><b>Juvenile</b></p> <p>0 Obtained Child Protective Order</p> <p>1 Obtained Benefits of Emancipation</p> <p>0 Obtained Advice, Brief Service, or Referral</p> <p>0 Client Lost to Follow-Up</p>
---	--

## Target Reports

**Legal Services Reports:**

**Target Reports:**

- Contract/Program Target
- Client Prevention Attendance
- Aggregate Prevention Intervention Attendance

**Data Issues:**

## Contract/Program Target

This report will display target data based on the *Contract*, *Contract Date Range*, and *Program* selected. Target Data is provided as a part of the *Planning Data File* from the AIDS Institute.

Date: 12/30/2010  
Time: 11:25:08  
Version: 8.6.365  
Version Date: 12/16/2010

Defran Systems, Inc.  
AIRS - AIDS Institute Reporting System  
**CONTRACT/PROGRAM TARGETS**  
As of 12/30/2010

Page: 1

Selection Criteria: Program - WSU PRSW Prevention Services

**Contract: AIC022377**      **Contract Date Range: 07/01/2009 - 05/31/2010**

**Initiative Name: Women's Services/General**

**Clients Target: 400**      **Clients Served: 2324**

**Program: WSU PRSW Prevention Services**

**Clients Target: 250**      **Clients Served: 2324**

Service Category Name	Targeted Number of Clients for Contract Year	Number of Clients Served (Unduplicated)	Targeted Number of Encounters for Contract Year	Number of Encounters Delivered
Counseling and Testing	200	2299	200	2774
Interventions Delivered to Individuals (IDI)	45	255	120	395
Interventions Delivered to Groups (IDG)	60	39	180	39

## Client Prevention Attendance Report

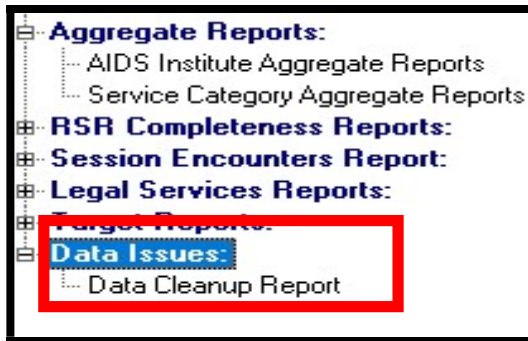
This report will display attendance data based on the Client, Contract, Contract Date Range, and Program Selected. Model and Intervention are optional. It is important to note this report relies on *Number of Planned Cycles* and *Number of Planned Sessions* in the Group Setups for accuracy.

Date: 12/30/2010 Time: 11:40:01		Defran Systems, Inc.		Page: 1
Version: 8.6.365 Version Date: 12/16/2010		AIRS - AIDS Institute Reporting System CLIENT PREVENTION ATTENDANCE REPORT As of 12/30/2010		
Selection Criteria: All				
<b>Client: St</b> <b>Contract: AIC022349</b> <b>Program: FAYS Family</b>				
<b>Contract Date Range: 07/01/2010 - 06/30/2011</b>				
<b>Program Enrollments</b>	<b>Start Date</b>	<b>End Date</b>		
FAYS Family	07/20/2007	//		
<b>Group Enrollments</b>	<b>Start Date</b>	<b>End Date</b>		
HIV + Mothers' Support Group	11/14/2007	//		
<b>Client Attendance</b>				
<b>Group Name: HIV + Mothers' Support Group</b>		<b># of Planned Cycles: 0</b>	<b># of Planned Sessions per Cycle: 0</b>	
<b>Model Name: Family Centered Care</b>				
<b>Intervention Name: Family Centered Care</b>				
<b>Cycle #: 0</b>	Total # of Sessions Attended for Cycle: 1		Percent Completed: ****	
Dates of Attendance: 12/15/2010				
Number of Individual Services: 1				

## Aggregate Prevention Intervention Attendance Report

This report is generated by the *Contract*, *Contract Date Range*, and *Program* selected. *Model* and *Intervention* are optional. It is important to note this report relies on *Number of Planned Cycles* and *Number of Planned Sessions* in the Group Setups for accuracy.

Date: 12/30/2010 Time: 11:52:26		Defran Systems, Inc.		Page: 1
Version: 8.6.365 Version Date: 12/16/2010		AIRS - AIDS Institute Reporting System AGGREGATE PREVENTION INTERVENTION ATTENDANCE REPORT As of 12/30/2010		
Selection Criteria: All				
<b>Contract: AIC022349</b> <b>Program: FAYS Family</b>				
<b>Contract Date Range: 07/01/2010 - 06/30/2011</b>				
<b>Group Name: HIV + Mothers' Support Group</b>		<b># of Planned Cycles: 1</b>	<b># of Planned Sessions per Cycle: 20</b>	
<b>Model Name: Family Centered Care</b>				
<b>Intervention Name: Family Centered Care</b>				
<b>Cycle #: 1</b>	<b>Session</b>	<b># Clients Attending</b>	<b># Expected Attendance</b>	<b>Percent Attending</b>
	1	7	15	47
Total number of Clients completing ALL SESSIONS: 0				
Total number of Clients Enrolled in this cycle of the Group: 15				
Proportion completing intended sessions: 0				
Total number of unduplicated Clients served during this time period: 7				
Total number of Clients enrolled in group who also received ILI services: 0				

**Data Issues**

This report identifies data problems and inconsistencies that can be fixed. The goal is to make reporting more accurate.

Date: 06/16/2021 Time: 11:35:38	AIRS Training System AIRS - AIDS Institute Reporting System <b>Data Cleanup Report</b> Date Range: 06/16/2020 to 06/16/2021	Page: 1
Version: 9.0.21 Version Date 05/13/2021		
Client Name & [tc_id]		
APPLE, GOLDENRED [FW00000022]		
- Client is missing 'Sexual Orientation'.		
- Client is missing 'Sex At Birth'.		
BOY, TOM [FW00000048]		
- Client with Syringe Exchange(s) since 01/01/14 does not identify 'IDU' on any 'HIV/AIDS Risk History' record		
Bug, Lady [FW00000112]		
- Client is missing 'Sexual Orientation'.		
- Client is missing 'Sex At Birth'.		
BUNNY, BUGS [FW00000019]		
- Client is missing 'Sex At Birth'.		

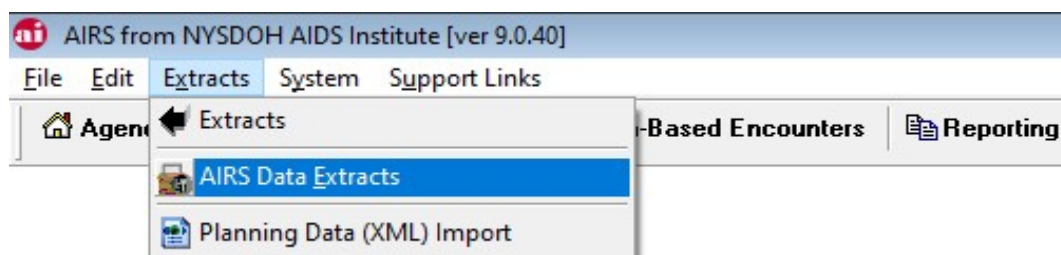


## Appendix I AIRS Data Extracts

### Overview

From the *Extracts* menu in AIRS, monthly AIDS Institute extracts are created. These extracts, (AI, EPI, and HCV) are sent to AIDS Institute via the Health Commerce System (HCS). The Ryan White Services Report/ Extract is also generated from this location.

Another extract that is designed for an agency's use is the AIRS Data Extracts. This is the second option in the *Extracts* pull-down menu.



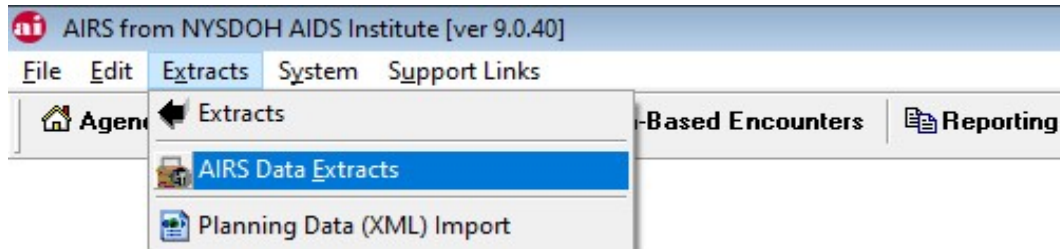
Every agency has its own data available through this extract. The extract consists of a set of condensed tables that can be examined separately for specific data questions or linked within database software to provide more complex answers to questions about the agency's work.

By using the AIRS Data Extracts, each agency can create custom report queries to gain knowledge outside of what the AIRS reporting module's "canned reports". These reports may help in presentations to governing boards, in applying for grants, explaining agency work to the public, evaluating programs, and in setting goals or service targets. While some agencies use the data extracts against complex formulas in MS Access other agencies will find that by completing a simple file import into MS Excel will help them quickly answer questions regarding their clients, encounters, services, and referrals provided.

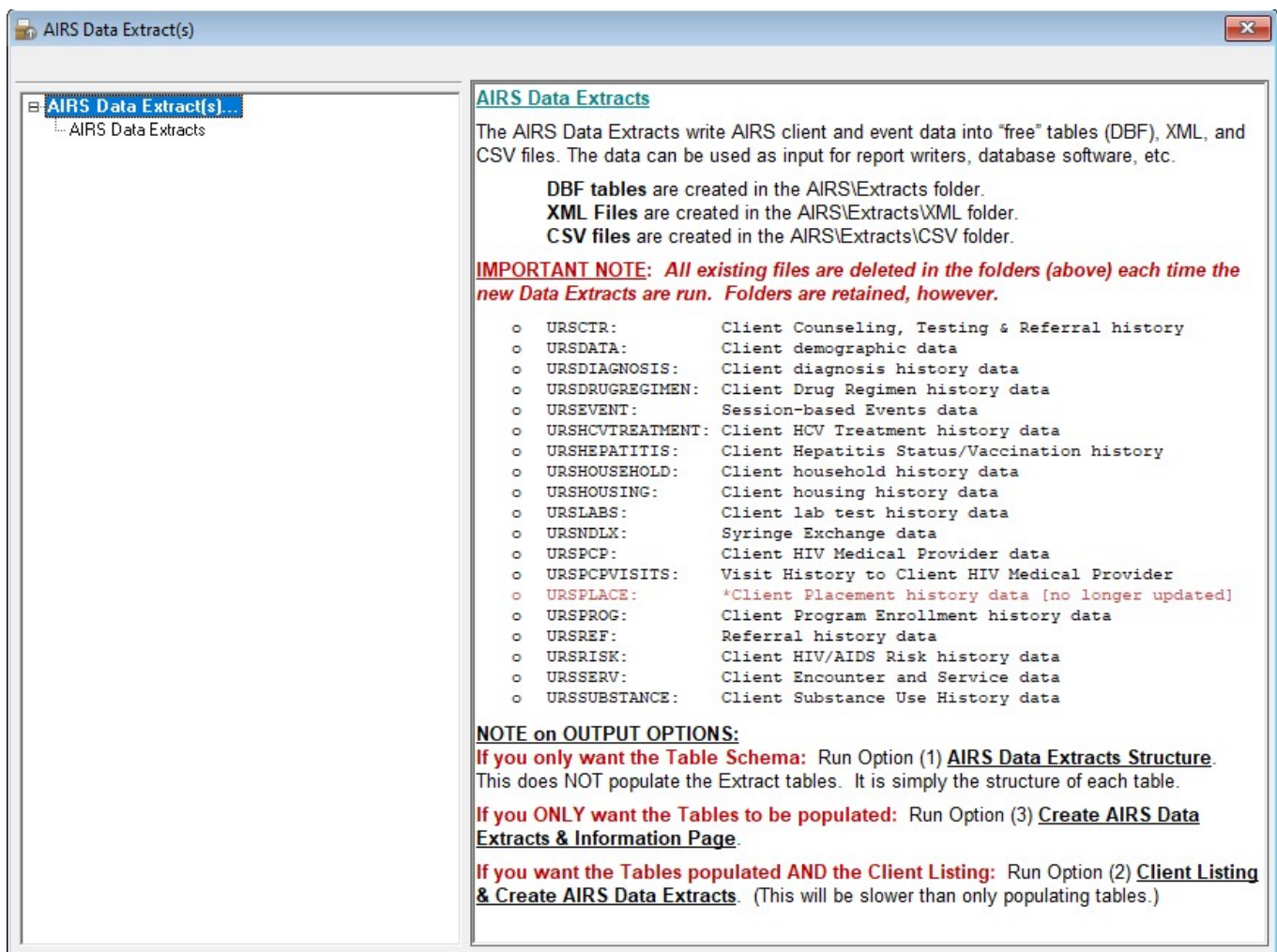
The AIRS data extract tables, although containing information from your AIRS, are really just copies of your live data. Keep in mind that changes to the information in a data extract table will not affect your live AIRS data. Also, as with all the reports in AIRS, the data in the AIRS Data Extracts is only as good as the data being entered into system. It is our hopes that these files will provide agencies with new insights and new ways of examining their organization that will lead to greater levels of client care.

## Creating the AIRS Data Extract Files

1. From the *Extracts* menu select AIRS Data Extracts.



2. The AIRS Data Extract Menu outlines the type of Data included in each table or file created. It is these tables and files that can be imported into both MS Access, MS Excel, and a variety of other applications that accept DBF, CSV, or XML files. Some users find one format imports easier over the other depending on the software being used.





## The AIRS Data Extract Files:

- URSCTR: Client CT&R history
- URSDATA: Client demographic data
- URSDIAGNOSIS: Client diagnosis history data
- URSDRUGREGIMEN: Client Drug Regimen history data
- URSEVENT: Session-based Events data
- URSHCVTREATMENT: Client HCV Treatment History data
- URSHEPATITIS: Client Hepatitis Status/Vaccination History
- URSHOUSEHOLD: Client household history data
- URSHOUSING: Client housing history data
- URSLABS: Client lab test history data
- URSNDLX: Syringe Exchange
- URSPCP: Client HIV Medical Provider data
- URSPCPVISITS: Visit History to Client HIV Medical Provider
- URSPLACE: Client placement history data (No Longer Updated)
- URSPROG: Client program enrollment data
- URSREF: Referral History data
- URSRISK: Client risk history data
- URSSERV: Client encounter and service data
- URSSUBSTANCE: Client Substance Use History data

AIRS Data Extract(s)

AIRS Data Extract[s]...

AIRS Data Extracts v8.9

Selection Output

Selection Options...

Client Status Type - All

Report Selection None

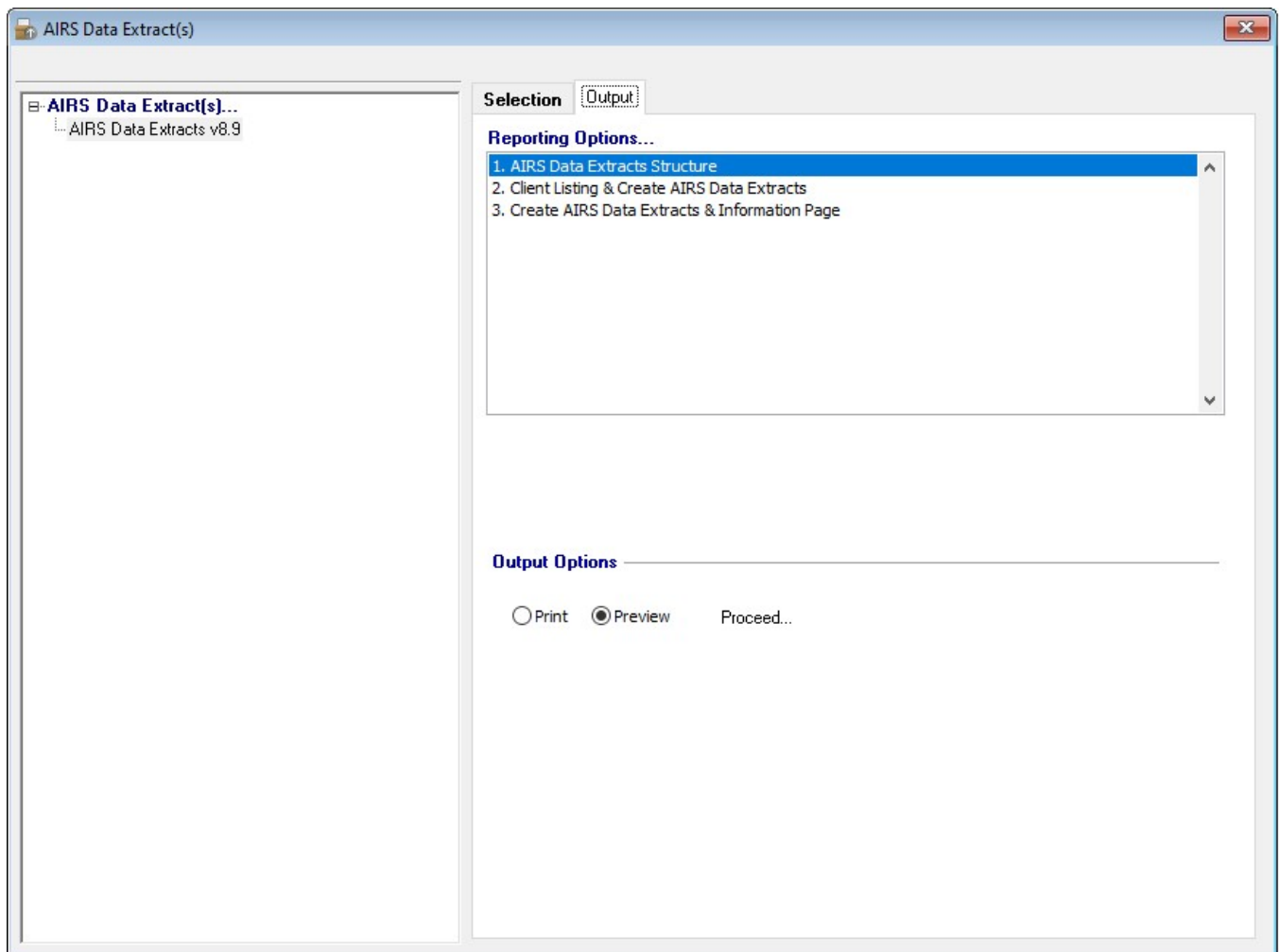
Date Options

As of Date 08/16/2022

Once *AIRS Data Extracts* has been selected the user can create the extracts based on site, program or client status type.

The *Date Options* allows the extracts to be created for a particular “As Of” date which may be helpful when running comparison extracts.

The Output tab gives the user three different output options.



AIRS Data Extracts Structure- **Running this option does NOT create the data extract files.** This will give the user a detailed listing of all the fields included in the 12 data extract files. The Field name, Type, Length, and the field description are all listed. Prior to running the two other AIRS Data extracts options, users may find it helpful to run and print this as a reference.

14:56:48

Version: 9.0.40  
Version Date 06/15/2022

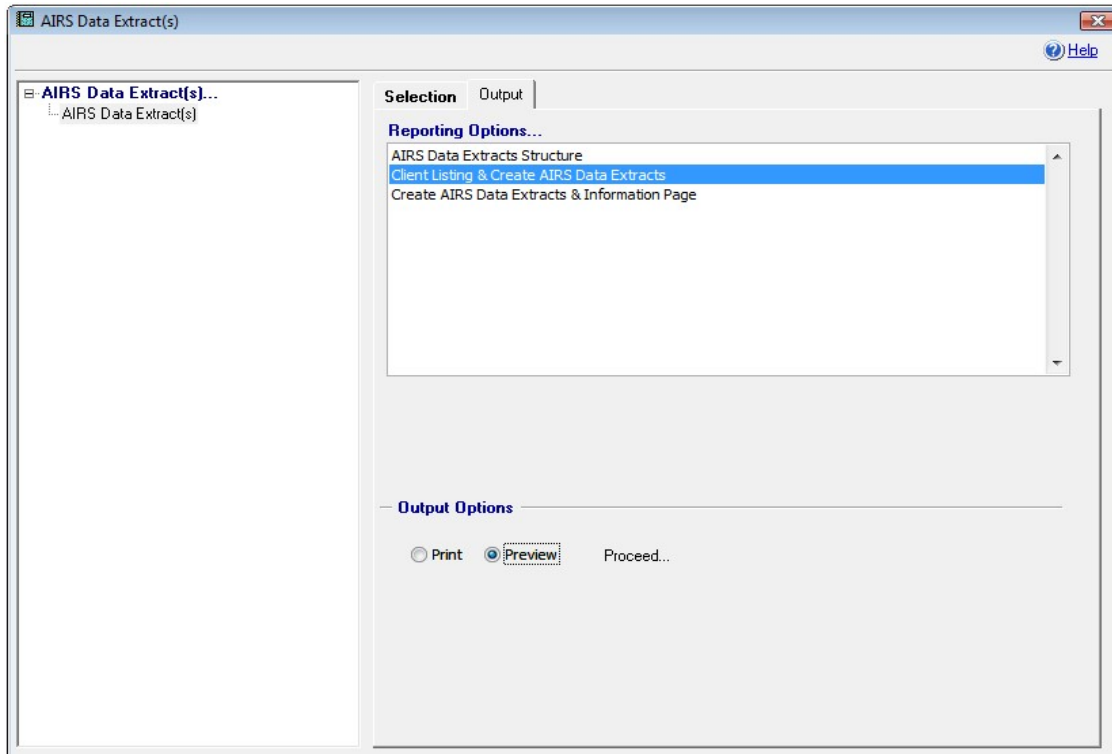
AIRS - AIDS Institute Reporting System  
AIRS Data Extract Structure

Extract File: URSDATA

Order	Field Name	Type	Length	Dec	Description
1	TC_ID	C	10	0	Internal AIRS ID for Individuals
2	ANONYMOUS	L	1	0	Anonymous client
3	ID_NO	C	20	0	Agency-assigned Client ID number
4	URN_NO	C	9	0	URN No
5	CLIENT_ID	C	10	0	Internal AIRS ID for Individuals
6	LAST_NAME	C	20	0	Client's LastName
7	FIRST_NAME	C	20	0	Client's FirstName
8	MI	C	15	0	Client's Middle name
9	GNDPRN	C	25	0	Gender Pronoun
10	GNDPRN_OT	C	25	0	Gender Pronoun Write-In
11	CASE_NO	C	8	0	Case Number
12	HISPANIC	N	1	0	Ethnicity Code (Hispanic/Non-Hispanic)
13	HISP_DS	C	12	0	Ethnicity Description (Hispanic/Non-Hispanic)
14	WHITE	N	1	0	Race: White
15	BLAFRICAN	N	1	0	Race: Black or African American
16	ASIAN	N	1	0	Race: Asian
17	HAWAISLAND	N	1	0	Race: Native Hawaiian or Pacific Islander
18	INDIALASKA	N	1	0	Race: American Indian or Alaskan Native
19	SOMEOTHER	N	1	0	Race: Some Other Race
20	PRIM_LANG	C	2	0	Primary Language Code
21	PR_LANG_DS	C	30	0	Primary Language Description
22	SEC_LANG	C	2	0	Second Language Code
23	SEC_L_DS	C	30	0	Second Language Description
24	READ_LANG1	C	2	0	Primary Reading Language Code
25	READ_L1_DS	C	30	0	Primary Reading Language Description
26	READ_LANG2	C	2	0	Secondary Reading Language Code
27	READ_L2_DS	C	30	0	Secondary Reading Language Description
28	RELIG	C	2	0	Religion Code
29	RELIG_DS	C	30	0	Religion Description
30	SSN	C	9	0	Social Security Number
31	CINN	C	11	0	Medicaid Number
32	SEX	C	1	0	Client's Sex (F/M/T/U)
33	SEXBIRTH_CD	C	2	0	Sex At Birth Code
34	SEXBIRTH_DS	C	30	0	Sex At Birth Description
35	GENDER	C	2	0	Current Gender Identity Code
36	GENDER_DS	C	50	0	Current Gender Identity Description
37	GENDER_OT	C	25	0	Current Gender Identity Write-in
38	SEX_ORIENT	C	25	0	Sexual Orientation Description
39	SEX_ORNTOT	C	25	0	Sexual Orientation Write-in
40	DOB	C	8	0	Date of Birth

## Client Listing & AIRS Extract Extracts-

This output reporting option will generate a listing of clients, client ID, DOB, Case Status, Program, and the current worker. This output option also creates the Data Extract files in the Extracts folder of the AIRS directory.



Here is a example of the AIRS Data Extract Client Listing

Date:08/17/2022  
Time:10:14:19

Version: 9.0.40  
Version Date06/15/2022

AIRS Training System

AIRS - AIDS Institute Reporting System

AIRS Data Extract Client Listing

Page 1

Selection Criteria: All

Report Selection: Report

Name	ID #	DOB	Case Status	Program	Current Worker
ADAMS, ANGELA	02999	09/18/1976	Active	6 Prevention-Clients Program	
ANONYMOUS, ANONYMOUS	01COBRA	/ /		Case Management Prog	
	03COBRA			Case Management Prog	
	04COBRA			Case Management Prog	
	05COBRA	06/18/2014		Case Management Prog	
	06COBRA	/ /		Case Management Prog	
	07COBRA			Case Management Prog	
	08COBRA			Case Management Prog	
	1	01/01/1960		Case Management Prog	CHARITY, SWEET
APPLE, CANDY				EVERYTHING-CLIENT Program	NACHO, VELVET
				BCBS MSA HIV 4Planning	NACHO, VELVET
				6 Prevention-Clients Program	PAN, PETER
				4 Syringe Exchange	POTTER, HARRY
				2 Primary Care Program	MARY, LADY
				8 C&T Program	NACHO, VELVET
				CJI HIV Treatment-IN-FACILITY1	LEAH, PRINCESS
				8 C&T Program	
APPLE, GOLDENRED	C1	05/01/2004		2 Primary Care Program	
BOND, JAMES	2	02/02/1955		EVERYTHING-CLIENT Program	POTTER, HARRY
				Case Management Prog	LEAH, PRINCESS

## Create AIRS Data Extracts & Information Page-

If a client listing is not necessary, this third output option can be utilized.

The selection screen will be displayed for both extract output options. Individual tables can be selected for generation; *Start Date* for encounters and services, Destination, and Output Format. The option to *Save "Table" & "Output Format"* is available as well.

**AIRS Data Extract**

✓ Table	Description	Status	Duration	Last extracted
<input checked="" type="checkbox"/> URSCTR	Client CT&R History	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSDATA	Client Demographic Data	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSDIAGNOSIS	Client Diagnosis History	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSDRUGREGIMEN	Client Drug Regimen History	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSEVENT	Session-based Events Data	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSHCVTREATMENT	Client HCV Treatment History	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSHEPATITIS	Client Hepatitis Status/Vaccination History	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSHOUSEHOLD	Client Household History	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSHOUSING	Client Housing History	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSLABS	Client Lab Test History	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSNDLX	Syringe Exchange	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSPCP & URSPCPVISITS	Client HIV Medical Provider & Provider Visits	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSPLACE	Client Placement History	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSPROG	Client Program Enrollment History	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSREF	Referral History Data	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSRISK	Client Risk History Data	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSSERV	Client Encounter and Service Data	In Queue		/ / : : AM
<input checked="" type="checkbox"/> URSSUBSTANCE	Client Substance Use History	In Queue		/ / : : AM

**Options**  
Change the "Start Date" to adjust selection of encounters and services (default 1yr).

**Start Date** 08/17/2021 **End Date** 08/17/2022

**Destination** C:\AIRS\Extracts\AIRSDataExtracts\

**Output Format:** ☒ DBF ☒ XML ☒ CSV

☐ Save "Table" & "Output Format" selection made during this session for future use?

**Begin** Cancel

Upon completion of the tables creation the preview screen will display:



Date: 08/17/2022  
Time: 10:21:35

Version: 9.0.40  
Version Date: 06/15/2022

AIRS Training System  
AIRS - AIDS Institute Reporting System  
**AIRS Data Extract - Completion Report**

Page 1

## Selection Criteria:

Duration: 00:00:02

Selections Save for future use? No

Folder Location for DBF Files: C:\AIRS\EXTRACTS\AIRSDATA\EXTRACTS\DBF\

Folder Location for XML Files: C:\AIRS\EXTRACTS\AIRSDATA\EXTRACTS\XML\

Folder Location for CSV Files: C:\AIRS\EXTRACTS\AIRSDATA\EXTRACTS\CSV\

DBF Files	XML Files	CSV Files
URSCTR.DBF	URSCTR.XML	URSCTR.CSV
URSDATA.DBF	URSDATA.XML	URSDATA.CSV
URSDIAGNOSIS.DBF	URSDIAGNOSIS.XML	URSDIAGNOSIS.CSV
URSDRUGREGIMEN.DBF	URSDRUGREGIMEN.XML	URSDRUGREGIMEN.CSV
URSEVENT.DBF	URSEVENT.XML	URSEVENT.CSV
URSHCVTREATMENT.DBF	URSHCVTREATMENT.XML	URSHCVTREATMENT.CSV
URSHEPATITIS.DBF	URSHEPATITIS.XML	URSHEPATITIS.CSV
URSHOUSEHOLD.DBF	URSHOUSEHOLD.XML	URSHOUSEHOLD.CSV
URSHOUSING.DBF	URSHOUSING.XML	URSHOUSING.CSV
URSLABS.DBF	URSLABS.XML	URSLABS.CSV
URSNDLX.DBF	URSNDLX.XML	URSNDLX.CSV
URSPCP & URSPCPVISITS.DBF	URSPCP & URSPCPVISITS.XML	URSPCP & URSPCPVISITS.CSV
URSPLACE.DBF	URSPLACE.XML	URSPLACE.CSV
URSPROG.DBF	URSPROG.XML	URSPROG.CSV
URSREF.DBF	URSREF.XML	URSREF.CSV
URSRISK.DBF	URSRISK.XML	URSRISK.CSV
URSSERV.DBF	URSSERV.XML	URSSERV.CSV
URSSUBSTANCE.DBF	URSSUBSTANCE.XML	URSSUBSTANCE.CSV

By default, the extracts tables and files are created in the extracts folder located within the AIRS Directory

rsr_extracts	7/18/2022 1:30 PM	File folder
reports	8/5/2022 11:26 AM	File folder
redistribution	7/18/2022 1:32 PM	File folder
PEMS2URS	7/18/2022 1:30 PM	File folder
metadata	7/18/2022 1:32 PM	File folder
logs	7/18/2022 1:30 PM	File folder
FONTS	7/18/2022 1:30 PM	File folder
<b>extracts</b>	8/11/2022 9:46 AM	File folder
editable_files	7/18/2022 1:32 PM	File folder
data	8/5/2022 2:20 PM	File folder
conversion	7/18/2022 1:29 PM	File folder
ClosedClients	7/18/2022 1:32 PM	File folder
billEmed	7/18/2022 1:29 PM	File folder
backups	7/18/2022 1:32 PM	File folder
AIRS_CRReports	7/18/2022 1:29 PM	File folder

## Select 'AIRS Data Extracts'

C &gt; Windows (C:) &gt; AIRS &gt; extracts

Name	Date modified	Type	Size
AIDSInstituteExtracts	8/5/2022 2:20 PM	File folder	
AIRSDataExtracts	8/17/2022 10:14 AM	File folder	

The contents of the 'AIRS Data Extracts' folder showing the three output folder locations CSV, DBF, and XML. CSV is highlighted.

Name	Date modified	Type
CSV	8/17/2022 10:21 AM	File folder
DBF	8/17/2022 10:21 AM	File folder
XML	8/17/2022 10:21 AM	File folder

The content of the CSV folder.

Name	Date modified	Type	Size
ursctr	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	64 KB
ursdata	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	103 KB
ursdiagnosis	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	3 KB
ursdrugregimen	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	6 KB
urserve	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	16 KB
urshcvtreatment	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	3 KB
urshpatitis	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	2 KB
urshousehold	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	11 KB
urshousing	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	11 KB
urslabs	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	12 KB
ursndlx	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	6 KB
urspcp	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	4 KB
urspcpvisits	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	1 KB
ursplace	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	1 KB
ursprog	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	23 KB
ursref	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	33 KB
ursrisk	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	93 KB
ursserv	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	115 KB
urssubstance	8/17/2022 10:21 AM	Microsoft Excel Comma Separat...	13 KB

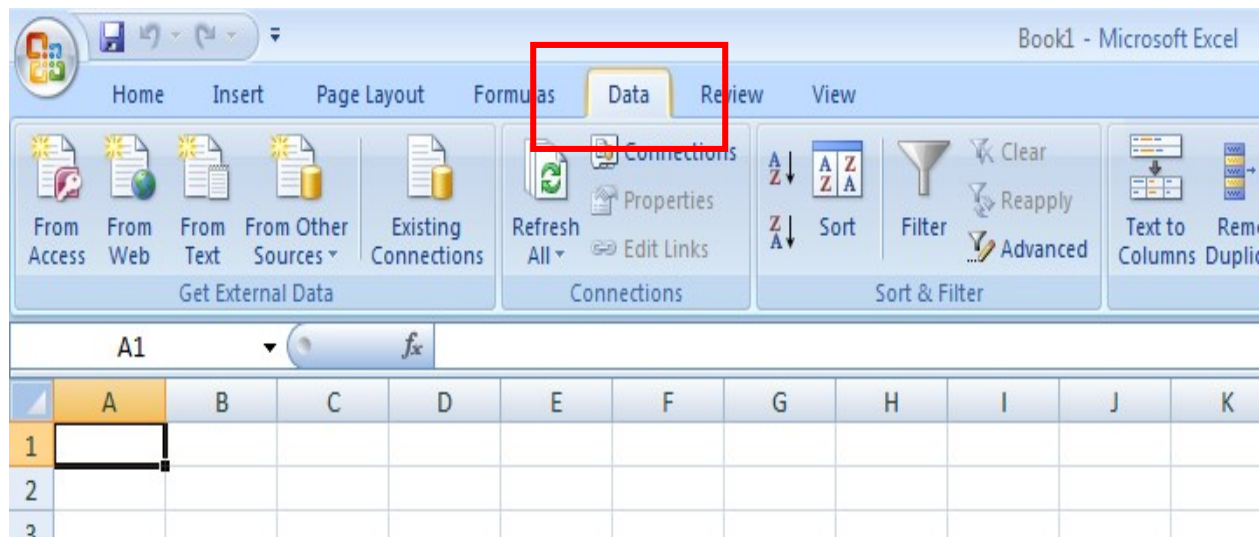


**Using the AIRS Data Extract Files**

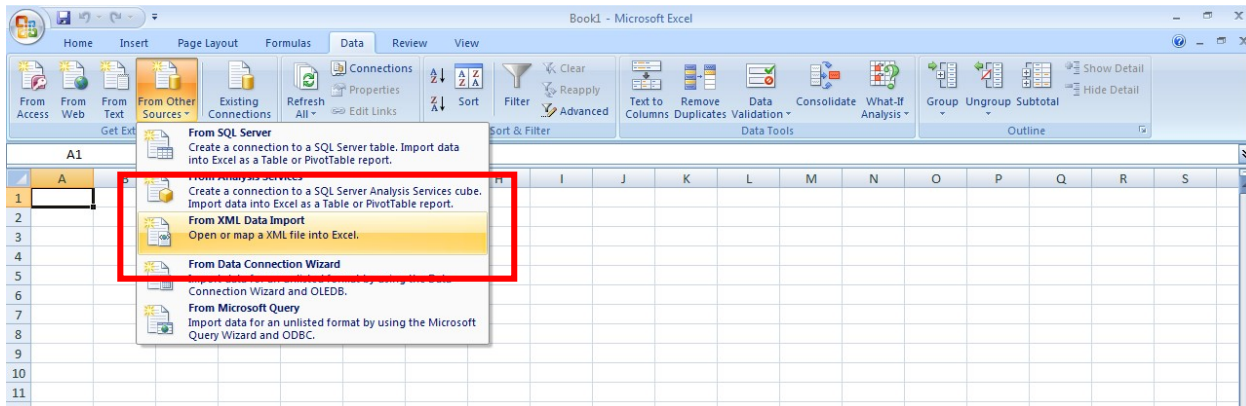
Once the .dbf tables and XML files are created users can then import them into various software programs for analysis. This document will outline a few examples of utilizing Microsoft Excel and Access. Please be advised that the comments regarding functionality of these applications and representations of screenshots are MS Excel 2007 and Microsoft Access 2007. Individuals with other versions of these applications should consult their manuals on how to perform this functions.

Import into Microsoft Excel:

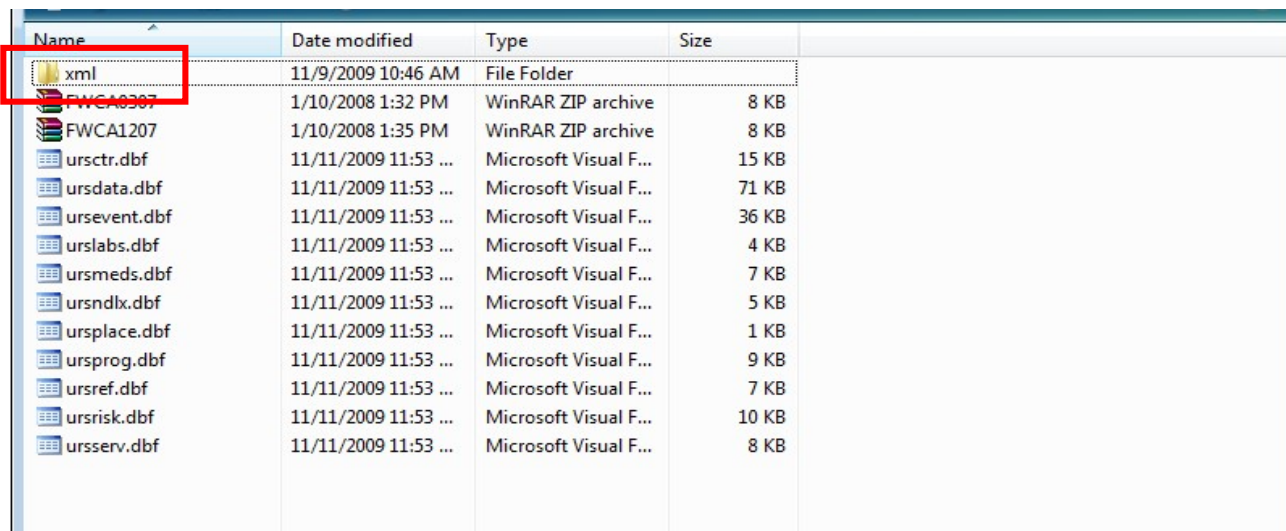
Click on the Data Tab:



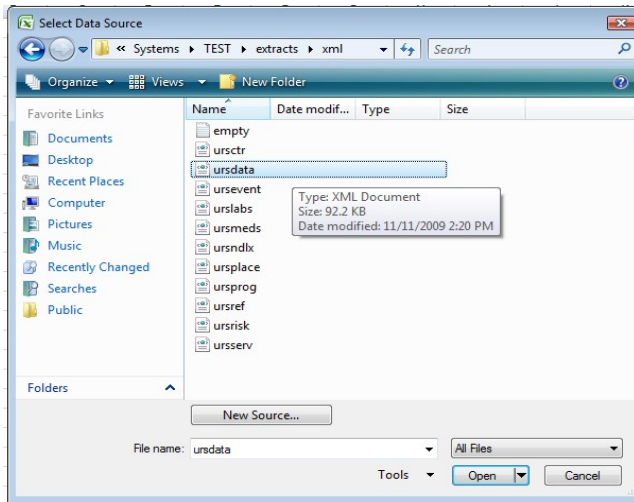
At the top of the screen you will see the option for importing the data “From Other Sources”. Select the option of “From XML Data Import”



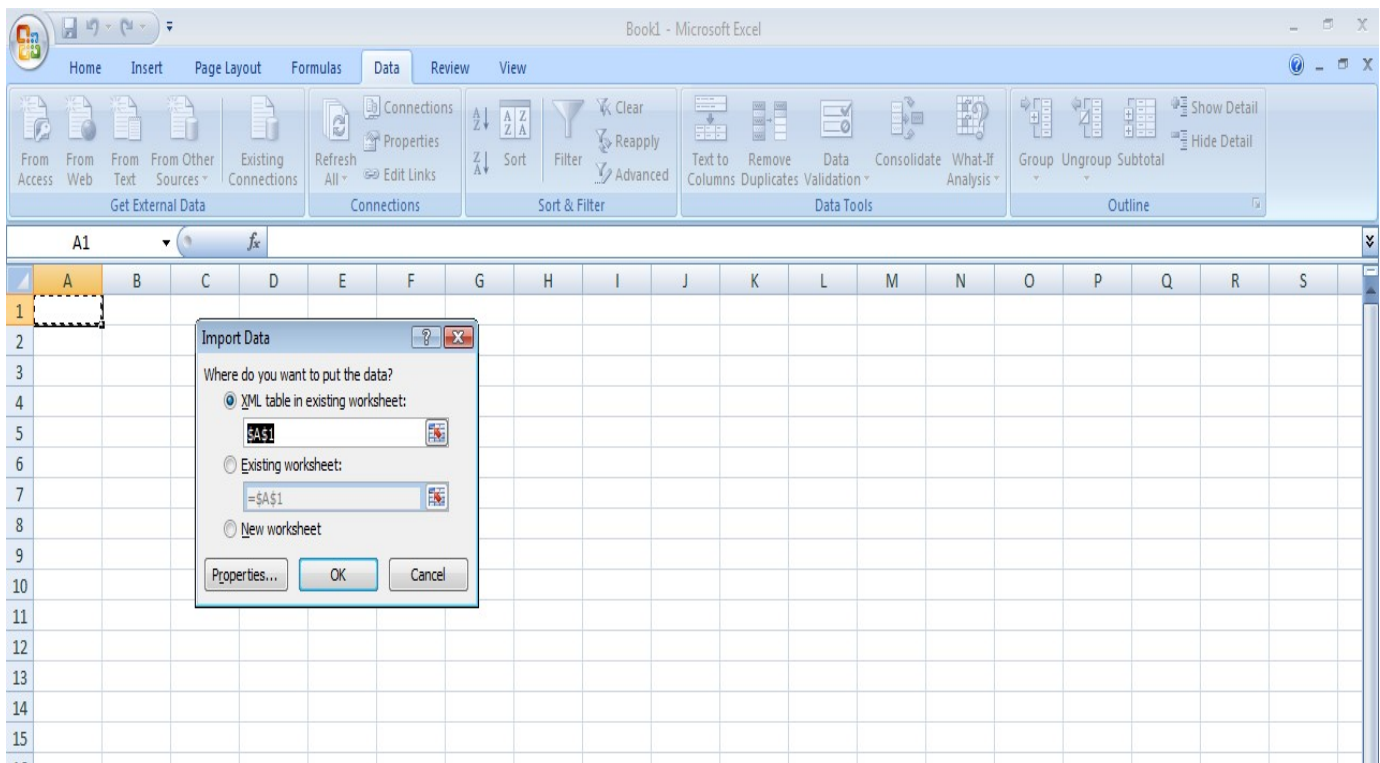
You will then need to navigate to your AIRS directory to the extracts folder to obtain the data extracts. At some agencies this may not be possible due to network security. You can always have your IT personnel or System Administrator make copies of these files for you in those instances once they are created. In this example we shall import an XML file. Select the XML folder.



Here is the xml sub-folder of the extracts folder. In this example we will use the file **ursdata**. Highlight and click open.



You may be prompted to select the location of your spreadsheet that you wish to import the XML file into. If you are working in a blank excel worksheet simply click OK.



The XML file *URSDATA* has been imported into MS Excel.

tc_id	anonymous	id no	urn no	client id	last name	first name	mi	case no	hispanic	hisp ds	white	african	asian	hawaiian	indian/alaska
FW00000001	FALSE	1	UUUQ2Z04R	FW00000001	APPLE	EVE	ADAMS	C9988776	1	Non-Hispanic	1	0	0	0	0
FW00000002	FALSE	2	lBjDoEvBw	FW00000002	BOND	JAMES			1	Non-Hispanic	0	1	0	0	0
FW00000003	FALSE	3	kXfPpfJLg	FW00000003	CAESAR	JULIUS			1	Non-Hispanic	0	0	1	0	0
FW00000004	FALSE	4	Jwtxpjfg8	FW00000004	FLINTSTONE	WILMA			1	Non-Hispanic	0	0	0	0	0
FW00000005	FALSE	5	HrfdU8q3n	FW00000005	HOWSER	DOOGIE			1	Non-Hispanic	0	0	0	0	1
FW00000006	FALSE	6	v2TklG+ee	FW00000006	JETSON	GEORGE			1	Non-Hispanic	0	0	0	0	0
FW00000007	FALSE	7	qxRUxcUbc	FW00000007	KENT	CLARK			1	Non-Hispanic	0	1	1	0	0
FW00000008	FALSE	8	i0utSYkdt	FW00000008	LANE	LOIS			1	Non-Hispanic	1	0	0	0	0
FW00000009	FALSE	9	4U8vozLnO	FW00000009	MOUSE	MICKEY			2	Hispanic	1	0	0	0	0
FW00000010	FALSE	10	FcAl6jqec	FW00000010	PAN	PETER			2	Hispanic	0	1	0	0	0
FW00000011	FALSE	11	FzxyzV9bj	FW00000011	RACCOON	ROCKY			2	Hispanic	0	0	1	0	0
FW00000012	FALSE	12	QKl+ArVuQ	FW00000012	SIMPSON	LISA			2	Hispanic	0	0	0	0	0
FW00000013	FALSE	13	etT5Dlme1	FW00000013	TROY	HELEN	OF		2	Hispanic	0	0	0	0	1
FW00000014	FALSE	14	h4yO8zyY4	FW00000014	WHITE	SNOW			2	Hispanic	0	0	0	0	0
FW00000015	FALSE	15	FilfMRs+V	FW00000015	XXX	TRIPLE			2	Hispanic	0	0	0	0	1
FW00000022	FALSE	C1	oO3V7Y7QJ	FW00000017	APPLE	GOLDENRED			1	Non-Hispanic	1	0	0	0	0
FW00000016	FALSE	A16		FW00000018	YANONYMOUS				0		0	0	0	0	0
FW00000017	FALSE	A17		FW00000019	YANONYMOUS				0		0	0	0	0	0
FW00000019	FALSE	19	6og6pBfUJ	FW00000021	ZBUNNY	BUGS			1	Non-Hispanic	0	0	1	0	0
FW00000020	FALSE	20	DBTUJEqWX	FW00000022	ZCLOWN	BINKY			1	Non-Hispanic	0	0	0	0	0
FW00000023	FALSE	C8	YI9SdBfia	FW00000026	LANE	PENNY			2	Hispanic	1	1	0	0	0
FW00000024	FALSE	C12	spmoJOn8e	FW00000027	VAN HOUTEN	MILHOUSE			1	Non-Hispanic	1	0	0	0	0
FW00000021	FALSE	21	YDeilvaXY	FW00000029	ZZBROWN	CHARLIE	BLUE	21	1	Non-Hispanic	1	1	1	1	1
FW00000026	FALSE	23	0vfnX0aX2	FW00000032	ZZSOLO	HANS			1	Non-Hispanic	1	0	0	0	0
FW00000027	FALSE	22	JOHHWzHuh	FW00000033	ZZSKYWALKER	LUKE			1	Non-Hispanic	1	0	0	0	0

Sample questions that can be quickly answered by URSDATA:

1. "I am applying for a grant that requires the ethnicity information of my clients. While the Aggregate reports give me that breakdown I would like a list of clients that had 'Some Other Race' checked off on the Client Intake to follow-up and see if that is the best answer."

The column *someother* captures the "Some other Race" question on the client intake. Those clients that have the box checked will have a "1" in that column. Unchecked the box will contain "0".

someother	ur knowrep	prim lang	pr lang ds	sec lang	sec l ds	read lang1	read l1 ds	read lang2
0		01	English	02	Spanish	01	English	02
0		02	Spanish					
0		03	French					
0		04	Haitian Creole					
0		05	Cape Verdean Creole					
1		06	Italian					
0		07	Russian					
1		08	German					
0		09	Chinese					
0		10	Japanese					
0		11	Other East Asian Language					
0		12	Hindi					
0		13	Other Indian/Pakistani Lang.					

By doing a simple sort of this column it will provide you with a list of those clients that had "some other race" checked off on their intake. Click Sort



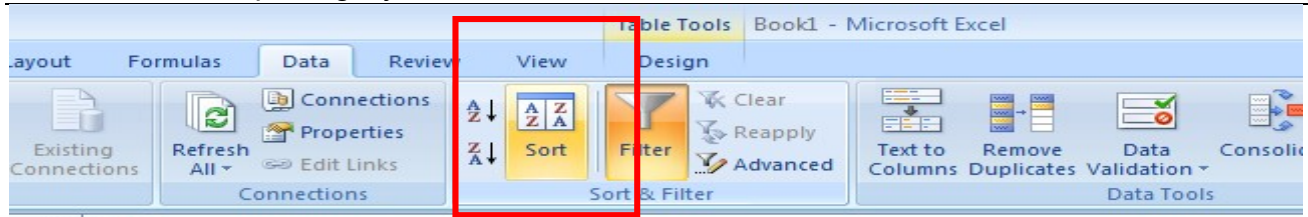


Table Tools Book1 - Microsoft Excel

Layout Formulas Data Review View Design

Existing Connections Refresh All Properties Edit Links Connections

Sort Filter Sort & Filter

Clear Reapply Advanced

Text to Columns Remove Duplicates Data Validation Consolidate

fx tc\_id

	O	P	Q	R	S	T
	hawaiisland	indialaska	someother	unknownrep	prim lang	pr lang ds
0	0	0	0	0	0 01	English
0	0	0	0	0	0 02	Spanish
1	0	0	0	0	0 03	French
0	0	1	0	0	0 04	Haitian Creole
0	1	0	0	0	0 05	Cape Verdean Creole
0	0	0	0	1	0 06	Italian
1	0	0	0	0	0 07	Russian
0	0	0	0	1	0 08	German
0	0	0	0	0	0 09	Chinese
0	0	0	0	0	0 10	Japanese

By selecting the someother column in the Sort by pull-down it will group those rows of the spreadsheet together where “1” is present in the field.

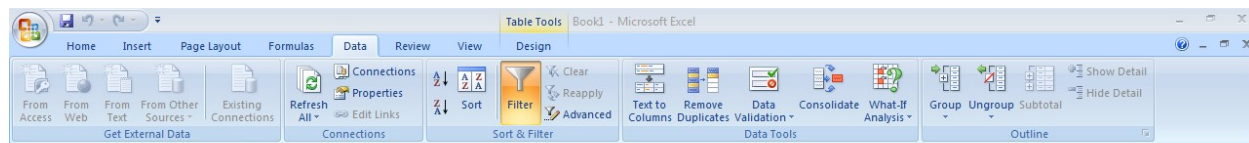


Table Tools Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Design

From Access From Web From Text From Other Sources Existing Connections Refresh All Edit Links Connections

Sort Filter Sort & Filter

Clear Reapply Advanced

Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis

Group Ungroup Subtotal Hide Detail Outline

Sort

Column Sort by someother Sort On Values Order Smallest to Largest

OK Cancel

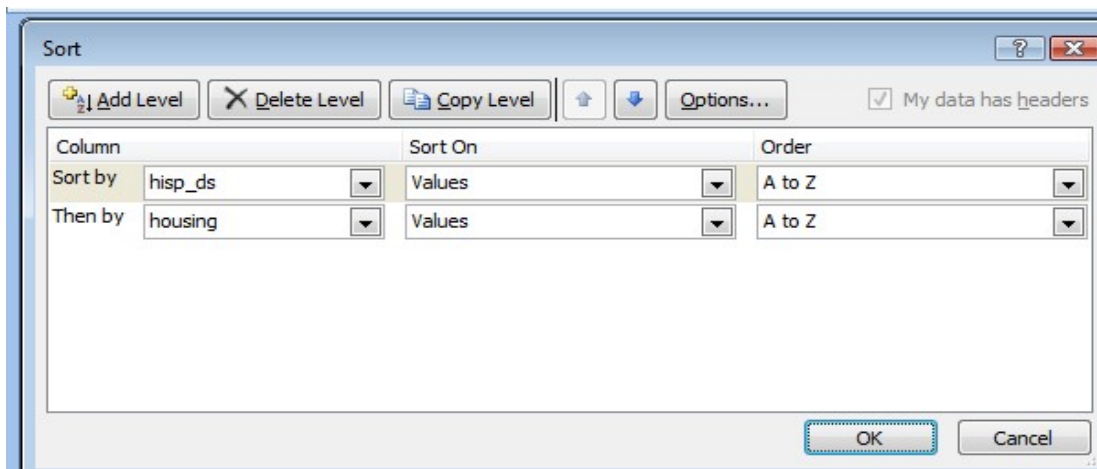
	H	I	J	K	L	M	N	O	P
	ml	case_no	hispanic	hisp_ds	white	blafican	asian	hawaiisland	indialaska
ADAMS	C9988776	1 Non-Hispanic	1	0	0	0	0	0	0
		1 Non-Hispanic	0	1	0	0	0	0	0
		1 Non-Hispanic	0	0	1	0	0	0	0
		1 Non-Hispanic	0	0	0	0	1	0	0
		1 Non-Hispanic	0	0	0	0	0	1	0
		1 Non-Hispanic	0	0	0	0	0	0	0
		1 Non-Hispanic	0	1	1	1	0	0	0
		1 Non-Hispanic	1	0	0	0	0	0	0
		2 Hispanic	1	0	0	0	0	0	0
		2 Hispanic	0	1	0	0	0	0	0
		2 Hispanic	0	0	1	0	0	0	0
		2 Hispanic	0	0	0	0	0	0	0
		2 Hispanic	0	0	0	0	0	0	1
		2 Hispanic	0	0	0	0	0	0	0
		2 Hispanic	0	0	0	0	0	0	1
		1 Non-Hispanic	1	0	0	0	0	0	0
		0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0
		1 Non-Hispanic	0	0	1	0	0	1	0
FW00000013	FALSE	13	etTSDime1	FW00000013	TROY	HELEN	OF		
FW00000014	FALSE	14	h4yO8zyY4	FW00000014	WHITE	SNOW			
FW00000015	FALSE	15	FilfMRs+v	FW00000015	XXX	TRIPLE			
FW00000022	FALSE	C1	oO3V77QJ	FW00000017	APPLE	GOLDENRED			
FW00000016	FALSE	A16		FW00000018	YANONYMOUS				
FW00000017	FALSE	A17		FW00000019	YANONYMOUS				
FW00000019	FALSE	19	6og6pBFUJ	FW00000021	ZBUNNY	BUGS			

Using the client's name or tc\_id, user can then review the client's information and make updates where warranted to the client's information.

	A	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	tc_id	client_id	last_name	first_name	mi	case_no	hispanic	hisp_ds	white	blafican	asian	hawaiisland	indialaska	someother	unknowrep
2	FW00000001	FW00000001	APPLE	EVE	ADAMS	C9988776	1	Non-Hispanic	1	0	0	0	0	0	0
3	FW00000002	FW00000002	BOND	JAMES			1	Non-Hispanic	0	1	0	0	0	0	0
4	FW00000003	FW00000003	CAESAR	JULIUS			1	Non-Hispanic	0	0	1	0	0	0	0
5	FW00000004	FW00000004	FLINTSTONE	WILMA			1	Non-Hispanic	0	0	0	0	1	0	0
6	FW00000005	FW00000005	HOWSER	DOOGIE			1	Non-Hispanic	0	0	0	1	0	0	0
7	FW00000007	FW00000007	KENT	CLARK			1	Non-Hispanic	0	1	1	0	0	0	0
8	FW00000009	FW00000009	MOUSE	MICKEY			2	Hispanic	1	0	0	0	0	0	0
9	FW00000010	FW00000010	PAN	PETER			2	Hispanic	0	1	0	0	0	0	0
10	FW00000011	FW00000011	RACCOON	ROCKY			2	Hispanic	0	0	1	0	0	0	0
11	FW00000012	FW00000012	SIMPSON	LISA			2	Hispanic	0	0	0	0	1	0	0
12	FW00000013	FW00000013	TROY	HELEN	OF		2	Hispanic	0	0	0	1	0	0	0
13	FW00000015	FW00000015	XXX	TRIPLE			2	Hispanic	0	0	0	1	1	0	0
14	FW00000022	FW00000017	APPLE	GOLDENRED			1	Non-Hispanic	1	0	0	0	0	0	0
15	FW00000016	FW00000018	YANONYMOUS				0		0	0	0	0	0	0	1
16	FW00000017	FW00000019	YANONYMOUS				0		0	0	0	0	0	0	1
17	FW00000019	FW00000021	ZBUNNY	BUGS			1	Non-Hispanic	0	0	1	0	0	0	0
18	FW00000020	FW00000022	ZCLOWN	BINKY			1	Non-Hispanic	0	0	0	0	1	0	0
19	FW00000023	FW00000026	LANE	PENNY			2	Hispanic	1	1	0	0	0	0	0
20	FW00000024	FW00000027	VAN HOUTEN	MILHOUSE			1	Non-Hispanic	1	0	0	0	0	0	0
21	FW00000026	FW00000032	ZZSOLO	HANS			1	Non-Hispanic	1	0	0	0	0	0	0
22	FW00000027	FW00000033	ZZSKYWALKER	LUKE			1	Non-Hispanic	1	0	0	0	0	0	0
23	FW00000039	FW00000039	dlc	omar			1	Non-Hispanic	1	1	0	0	0	0	0
24	FW00000006	FW00000006	JETSON	GEORGE			1	Non-Hispanic	0	0	0	0	0	1	0
25	FW00000008	FW00000008	LANE	LOIS			1	Non-Hispanic	1	0	0	0	0	1	0
26	FW00000014	FW00000014	WHITE	SNOW			2	Hispanic	0	0	0	0	0	1	0
27	FW00000021	FW00000029	ZZBROWN	CHARLIE	BLUE	21	1	Non-Hispanic	1	1	1	1	1	1	0

By familiarizing oneself with the different fields included in the AIRS Data Extracts a variety of questions can be answered in this manner.

Using the “Sort by” and “Then by” sort feature would allow us to break down the data further.



Example: How many Hispanic clients are also homeowners?

	A	E	F	G	H	I	J	K	AD	AE	AF	AG	AH	AI	AJ	
1	tc_id	client_id	last_name	first_name	mi	case_id	hispanic	hisp_ds	cinn	sex	gender	gender_ds	dob	age	marital	marital_ds
2	FW00000014	FW00000014	WHITE	SNOW			2	Hispanic		F	10	Female	1945-02-14	64		
3	FW00000015	FW00000015	XXX	TRIPLE			2	Hispanic		M	11	Male	1940-03-15	69		
4	FW00000023	FW00000026	LANE	PENNY			2	Hispanic		F	10	Female	2004-08-28	5		
5	FW00000009	FW00000009	MOUSE	MICKEY			2	Hispanic		M	11	Male	1990-09-09	19		
6	FW00000010	FW00000010	PAN	PETER			2	Hispanic		M	12	Trnsgndr-Id as Female	1995-10-10	14		
7	FW00000011	FW00000011	RACON	ROCKY			2	Hispanic		M	11	Male	2000-11-11	9		
8	FW00000012	FW00000012	SIMPSON	LISA			2	Hispanic		F	13	Trnsgndr-Id as Male	2005-12-12	3		
9	FW00000013	FW00000013	TROY	HELEN	OF		2	Hispanic		F	10	Female	1950-01-13	59		
10	FW00000001	FW00000001	APPLE	EVE	ADAMS	C9988	1	Non-Hispanic		F	10	Female	1960-01-01	49	01	Single
11	FW00000002	FW00000002	BOND	JAMES			1	Non-Hispanic	B1234567890	M	11	Male	1955-02-02	54		
12	FW00000003	FW00000003	CAESAR	JULIUS			1	Non-Hispanic		M	12	Trnsgndr-Id as Female	1960-03-03	49		
13	FW00000004	FW00000004	FLINTSTONE	WILMA			1	Non-Hispanic	F234G67H90	F	13	Trnsgndr-Id as Male	1965-04-04	44		
14	FW00000019	FW00000021	ZBUNNY	BUGS			1	Non-Hispanic		F	10	Female	1970-05-19	39		
15	FW00000005	FW00000005	HOWSER	DOOGIE			1	Non-Hispanic		M	11	Male	1970-05-05	39		
16	FW00000020	FW00000022	ZCLOWN	BINKY			1	Non-Hispanic		F	10	Female	1975-06-20	34		
17	FW00000006	FW00000006	JETSON	GEORGE			1	Non-Hispanic		M	12	Trnsgndr-Id as Female	1975-06-06	34		
18	FW00000007	FW00000007	KENT	CLARK			1	Non-Hispanic		M	11	Male	1980-07-07	29		
19	FW00000039	FW00000039	dlc	omar			1	Non-Hispanic		M	11	Male	1970-01-01	39		
20	FW00000008	FW00000008	LANE	LOIS			1	Non-Hispanic	AQ93478P	F	10	Female	1985-08-08	24		
21	FW00000026	FW00000032	ZZSOLO	HANS			1	Non-Hispanic		M	11	Male	1972-02-22	37		
22	FW00000027	FW00000033	ZZSKYWALKER	LUKE			1	Non-Hispanic		M	11	Male	1975-05-05	34		
23	FW00000024	FW00000027	VAN HOUTEN	MILHOUSE			1	Non-Hispanic		M	11	Male	1988-11-11	21		
24	FW00000021	FW00000029	ZZBROWN	CHARLIE	BLUE	21	1	Non-Hispanic	VM39450Y	M	11	Male	1980-07-21	29	01	Single
25	FW00000022	FW00000017	APPLE	GOLDENRED			1	Non-Hispanic		M	11	Male	2004-05-01	5		
26	FW00000016	FW00000018	YANONYMOUS				0			M	11	Male		0		
27	FW00000017	FW00000019	YANONYMOUS				0			F	10	Female		0		

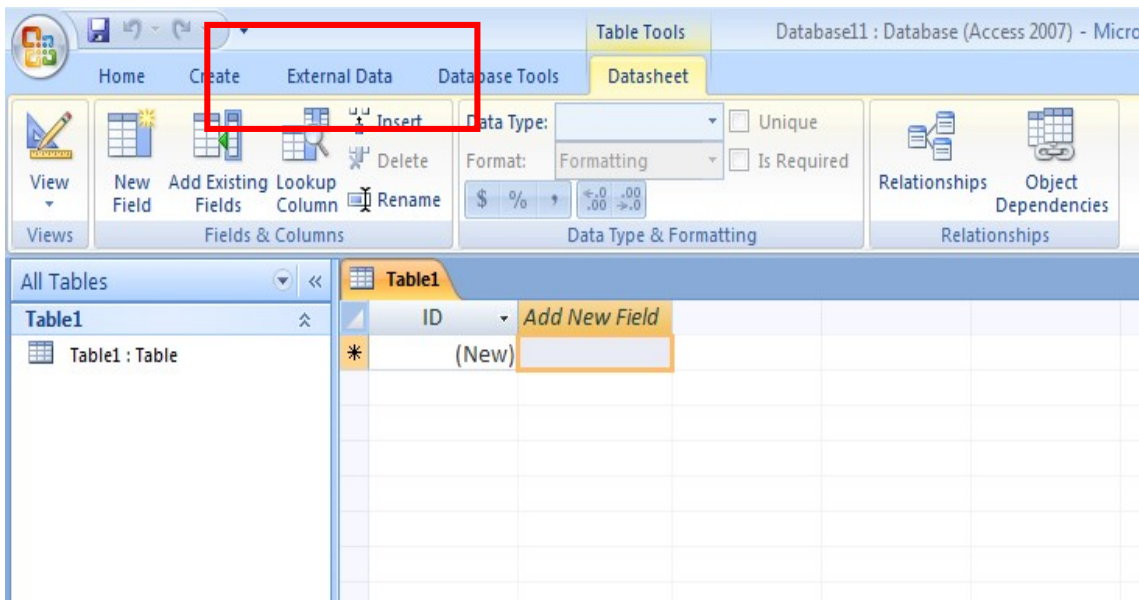
The initial sort by *hisp\_ds* groups the clients by the column.

The second sort takes those groupings and sorts again by *housing*.

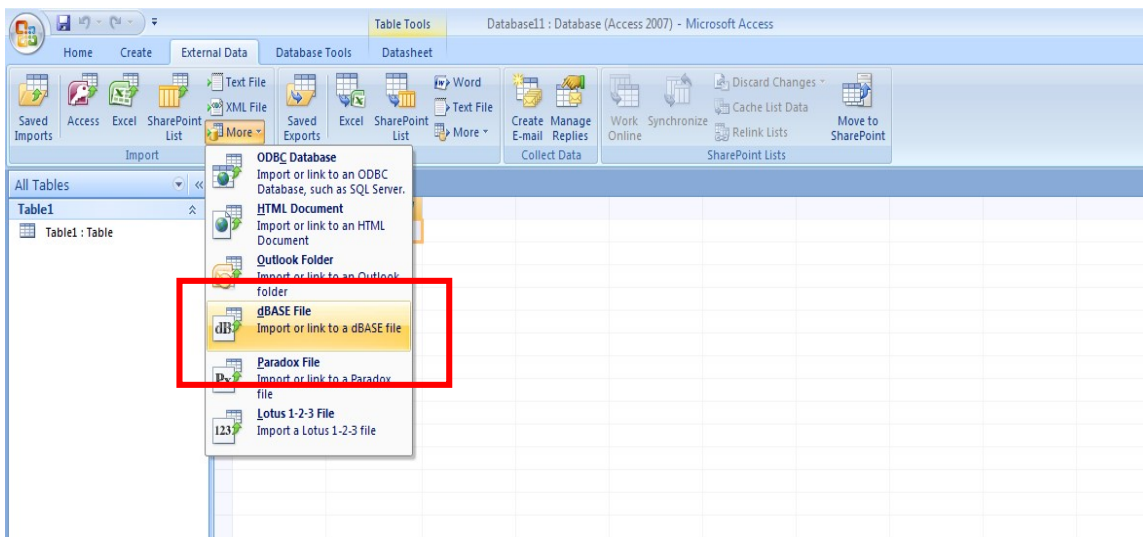
	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT
1	hshld_incm	dchild	nrefnote	getworks	dispworks	subshist	startag	inaddhouse	housing	housing_ds	ref_src2	ref_s2_ds
2	0		2						01	Homeless On Street	801	Community Mental Health Progr
3	0		1						02	Homeless In shelter	702	Detox Program
4	0		1						03	Transitional housing	659	Hemophilia Association
5	0		1						09	Correctional facility (Jail/Prison)	703	Substance Use Program
6	5000		2						10	Permanent Housing - Rental	802	Psychiatric Services Provider
7	15000		1						11	Permanent Housing - Owns Home	901	Legal Services Provider
8	25000		2						12	With Relations / Friends	999	Other
9	35000		1						13	Domestic Violence Situation	905	Department Of Corrections
10	0 No		1	Joe's Garage	Street	Yes	13	N/A	01	Homeless On Street	101	Physician
11	1000		2						02	Homeless In shelter	102	Community Health Center
12	10000		1						03	Transitional housing	103	Designated AIDS Center Hospital
13	20000		2						04	Residential - psychiatric Facility	114	HIV Counseling & Testing
14	16000		1						04	Residential - psychiatric Facility	106	STD Clinic
15	30000		1						05	Residential - group Home	502	Community Based Organization (
16	8000		2						05	Residential - group Home	509	Women's Service Organization
17	40000		2						06	Residential Drug Treatment	506	Local Department Of Social Servi
18	50000		1						07	Skilled Nursing Facility Or Hospice	657	Street Outreach/Education
19	0		2						08	Hospital	106	STD Clinic
20	0		2						08	Hospital	658	Self
21	0		2						11	Permanent Housing - Owns Home	108	Home Health Agency
22	0		2						11	Permanent Housing - Owns Home	104	Other Hospital
23	0		1						11	Permanent Housing - Owns Home	111	ICF (Intermediate Care Facility)
24	36000 No		2					No	12	With Relations / Friends	502	Community Based Organization (
25	0		1						12	With Relations / Friends	654	Friend Or Family
26	0		2								652	HIV - Partner
27	0		1								520	Migrant Education Program



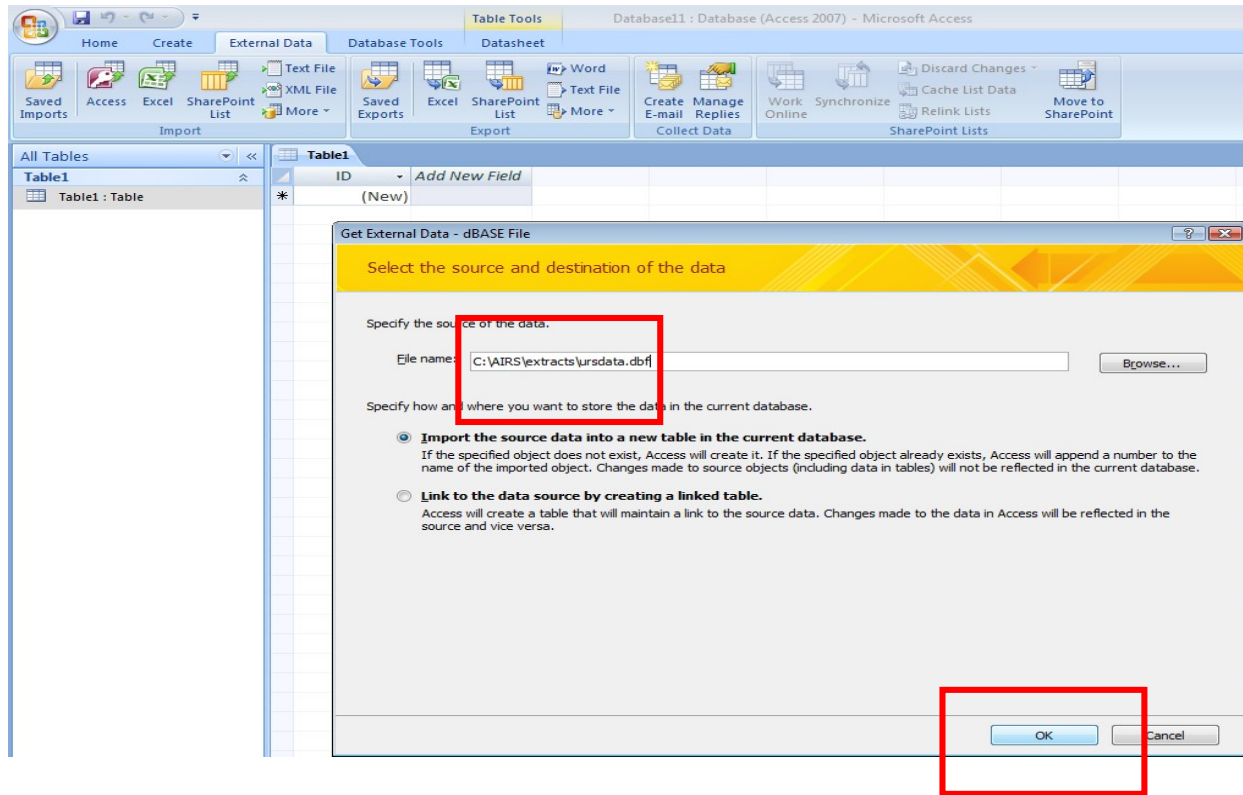
Once a new MS Access Database is created the tables needs to be imported in the application. By clicking on External Data at the top the different data import options will be revealed.



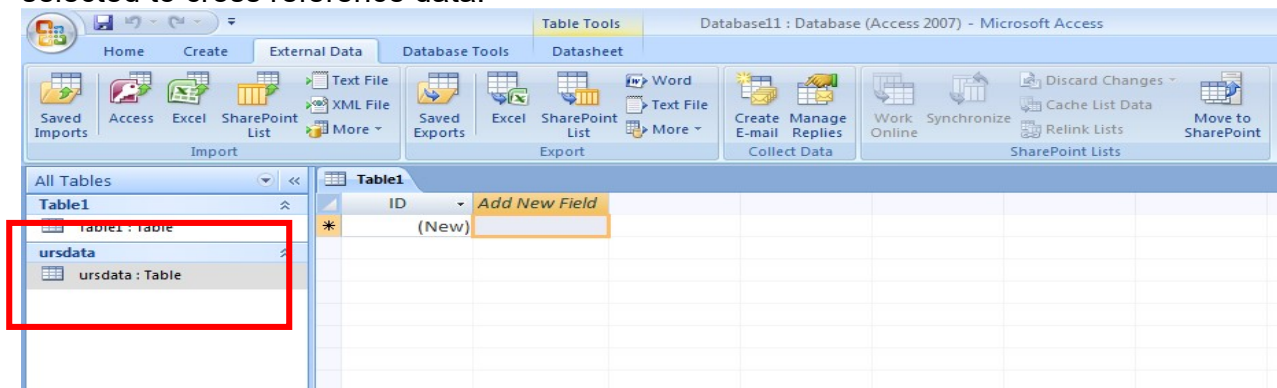
In this example, Dbase files /DBF files will be imported.

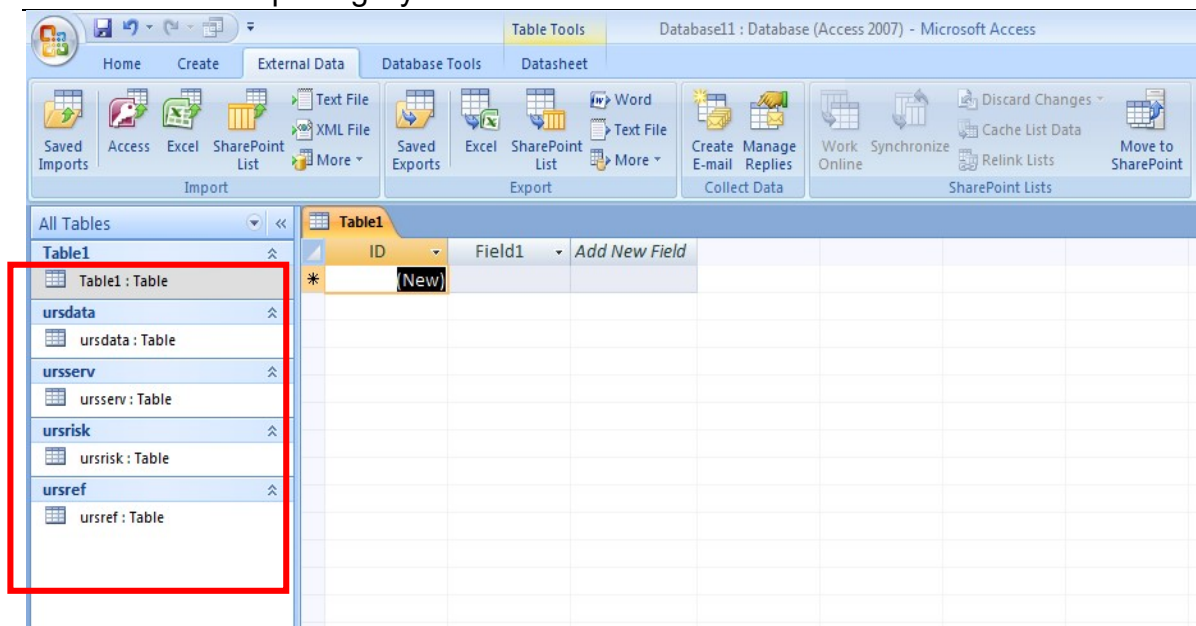


Similar to the import into MS excel, one will need to navigate to the extracts folder of the AIRS directory and select the file is looking to be imported into MS ACCESS.



Once the file is selected you will see it listed on the left hand side menu. Multiples can be selected to cross reference data.





Displayed above, there are four tables imported. *ursdata*, *ursserv*, *ursrisk*, and *ursref*.

Once imported into MS Access we can connect data across tables to answer questions regarding the data. To connect the tables, a common field is necessary. The TC\_ID is the back-end identifier for client data which is part of each record in each table/file. This can be used as the common field or primary key.

