



**How To:
Create the 'HIV/AIDS Epidemiology
Extract'**

March 2017

INTRODUCTION

To identify and assist patients who are not virally suppressed or have been lost to care, the AIDS Institute is collecting client names, client demographics (including date of birth), HIV test information, and other protected health and personally identifiable information of HIV infected patients.

The data is gathered by running the **HIV/AIDS Epidemiology Extract (EPI Extract)** in AIRS. Once forwarded, the information will be used to match clients in the New York State HIV Surveillance System and is expected to provide valuable information on linkage to care, retention in care, and viral load suppression for clients served by AIDS Institute programs.

The “**HIV/AIDS Epidemiology Extract**” gathers information on the following client populations entered in AIRS.

A) Newly diagnosed HIV clients:

- These are the clients who have an **Initial/New Confirmed Positive Test for HIV** entered in the Counseling, Testing, & Referral (CTR) section of AIRS with a Test Date starting January 1, 2011 or after.

B) HIV-Positive Clients who do not have a Confirmed HIV-Positive Test entered in AIRS:

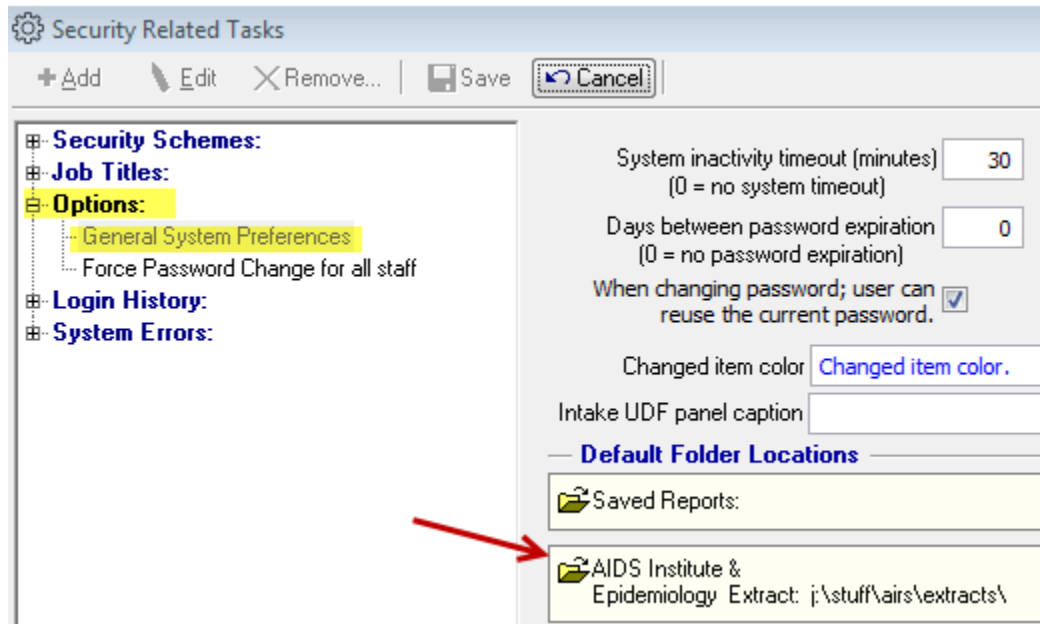
- In AIRS, these clients have a Positive HIV Status but do not have a test entered in the CTR module.
- To be included, each client must have at least 1 Service entered in AIRS since 1/1/07.
- Anonymous clients (or ‘Anonymous’ in their name) are excluded.

NOTE:

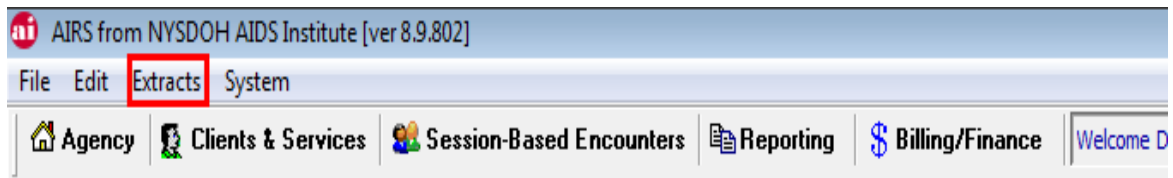
- The 1st Extract will include all the HIV-Positive Clients that meet the criteria (above).
- Subsequent Extracts will include only clients who a) have not yet been reported, b) have information that has changed, and/or c) need to be removed to correct data entry mistakes.
- The “**HIV/AIDS Epidemiology Extract**” is packaged in [a secure password protected zip file](#) in AIRS. The file must then be forwarded to the NYSDOH - AIDS Institute - Bureau of HIV/AIDS Epidemiology using the NYSDOH Secure Health Commerce System (HCS) for inclusion in their HIV Surveillance database.

CREATING THE 'HIV/AIDS EPIDEMIOLOGY EXTRACT' Step-by-Step Instructions

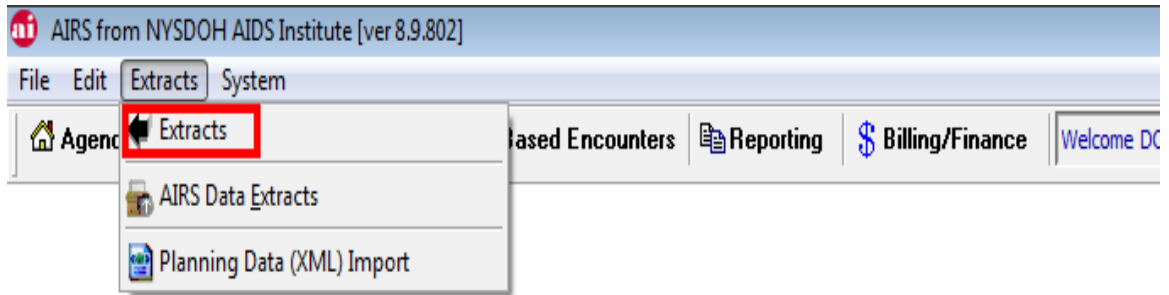
- 1) The default **Output Folder** must be set before running the EPI Extract.
Therefore,
 - a) Go to **System** menu, select **System Options & Security Setup**, open **Options**, and select **General System Preferences**.
 - b) To update or change, click on **Edit** and click directly on **AIDS Institute & Epidemiology Extract**.
 - c) Select the \AIRS\Extracts folder and click on **Save**.



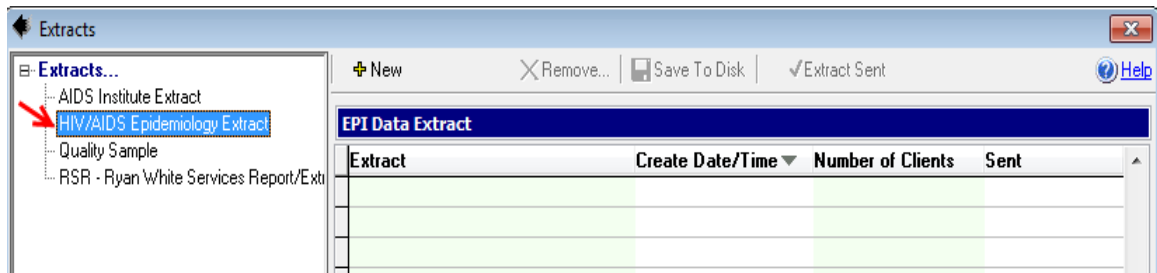
- 2) Click on the **EXTRACTS** Menu.



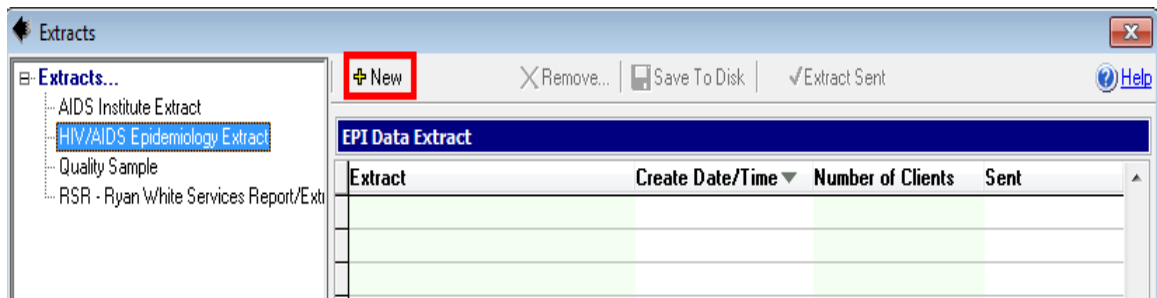
3) Select the **EXTRACTS** option.



4) Click on the "**HIV/AIDS EPIDEMIOLOGY EXTRACT**" option.



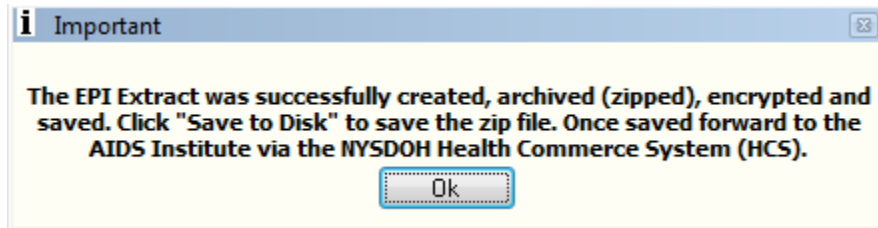
5) Click on **[NEW]**.



6) There are 2 possibilities...

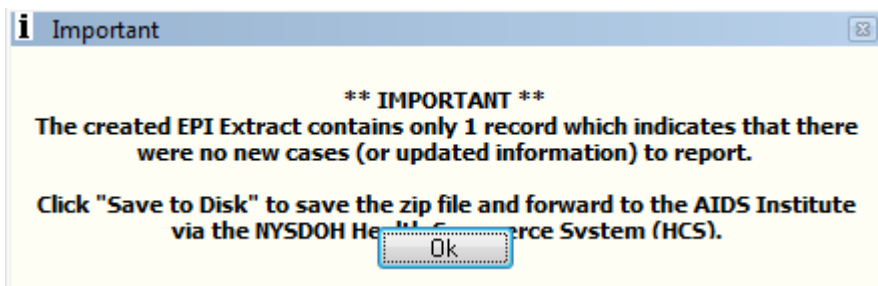
A) There are **HIV-Positive clients found**.

- The 'Number of Clients' included in the Extract will be seen in the grid.



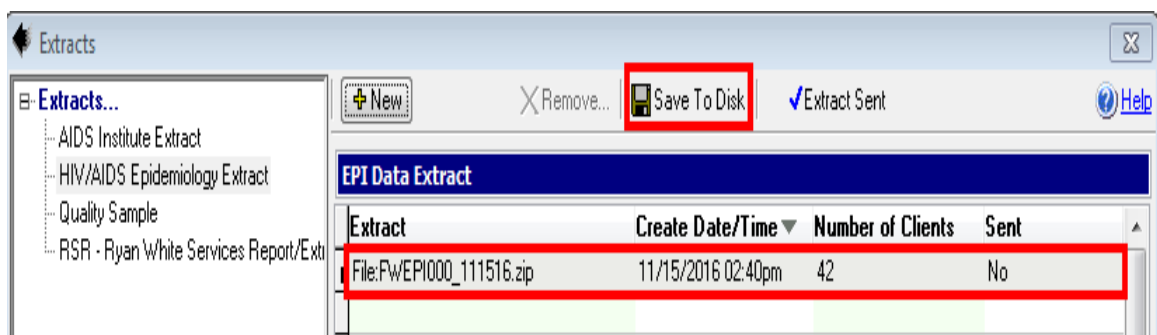
B) There are **No records that qualify**.

- Although there are no clients included, there is 1 record in the EPI Extract which indicates that there is nothing to report.
- The 'Number of Clients' included in the Extract will equal 0 in the grid.

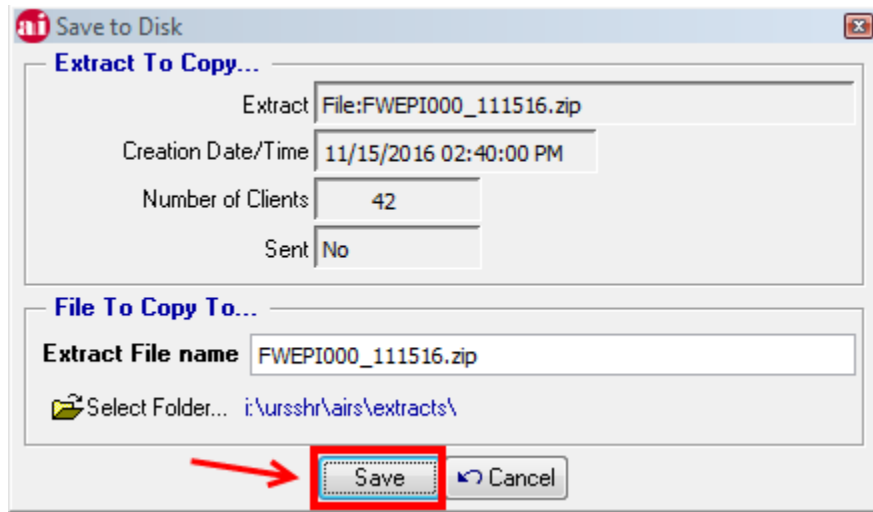


7) Click on [OK].

8) Click on [SAVE TO DISK].



9) Click on [**SAVE**].



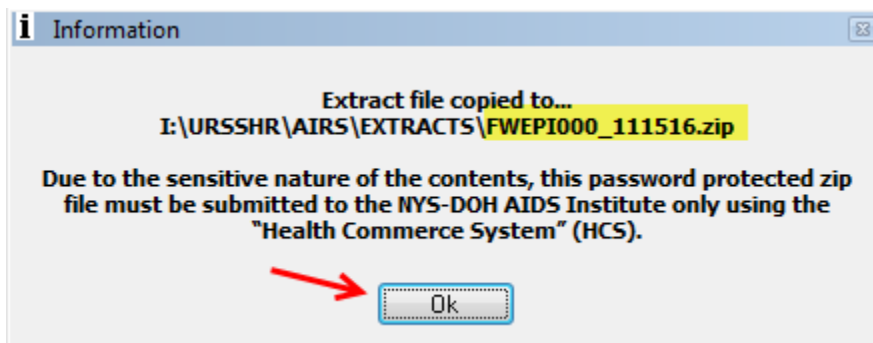
a. Note the Extract File Name.

- In this example, the Extract File Name is the AIRS System ID + “EPI” + Run Number + the date (as 2 digit Month, 2 digit Day, 2 digit Year).

b. Note where to find the Extract File.

- c. The location will likely default to the AIRS\Extracts folder. It is set up in the ‘System – System Options & Security Setup / Options / General System Preferences’ screen.

10) Click on [**OK**].



11) **Locate** the file.

- a. Because it contains client names and other Personal Health Information, the Extract is a password protected zip file.
 - o NOTE: You will not be able to open this zip file because only the AIDS Institute has the password.

12) **Forward** the 'HIV/AIDS Epidemiology Extract' to the AIDS Institute using the **Health Commerce System (HCS)** which is a secure transmission path.

- a) Log in.
- b) Click on your '**My Applications**' list on left side of screen *if you have tagged this as an option that is regularly used*. Skip to Step d.
- c) If you have not done so, please do the following.
 1. Click on the '**My Content**' tab.
 2. Select the '**All Applications**' option.
 3. Click on the letter "**H**".
 4. Select "**HIV/AIDS Surveillance Case Report**".
 5. Click on the orange/yellow '**AIDS Surveillance Survey**' button on the new screen.

Health Commerce System Applications View Help

Browse by **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** View All

Application Name	Acronym	Profile	Restricted	Add/Remove
Health Care Facility Evacuation Center Application	HECAPP		Yes	
Health Facilities Information System	HFIS			
Health Home CMART File Upload				
Healthcare Financial Data Gateway	HF DG			
Healthy Neighborhoods - No Access Form				
Hepatitis C Rapid Testing			Yes	
HERDS for Hospitals (Health Electronic Response Data System)	HERDS			
HIV Test Kits			Yes	
HIV/AIDS Information for Regional Training Centers			Yes	
HIV/AIDS Provider Portal			Yes	
HIV/AIDS Surveillance Case Report				
HIV/HCV Provider Directory				
Home and Community Based Care (HERDS)	HERDS			

- d) Click on Browse to select and attach EPI Extract file.
- e) In Memo section, enter Agency, Contact Name, and Contact Info.
- f) Click 'Upload'.

NOTE: The EPI Extract is sent to a different location than the 'AIDS Institute Extract' within HCS. However, we suggest scheduling these to be run and submitted on the same day.