



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

August 2020

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:

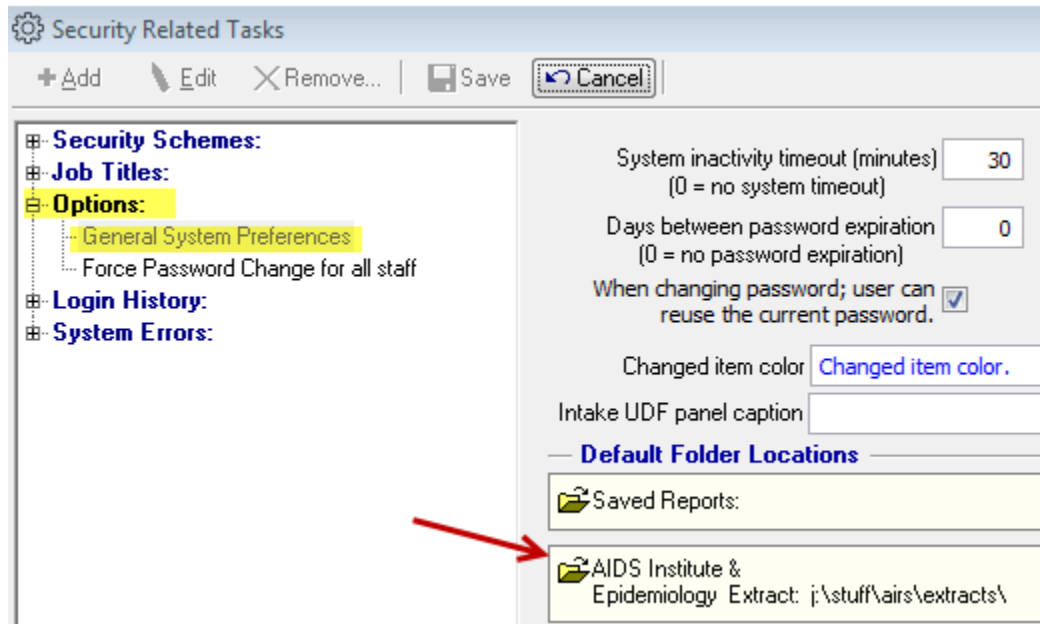
- In AIRS, these clients have a Positive HIV Status but do not have a test entered in the CTR module.
- To be included, each client must have at least 1 Service entered in AIRS since 1/1/07.
- Anonymous clients (or ‘Anonymous’ in their name) are excluded.

NOTE:

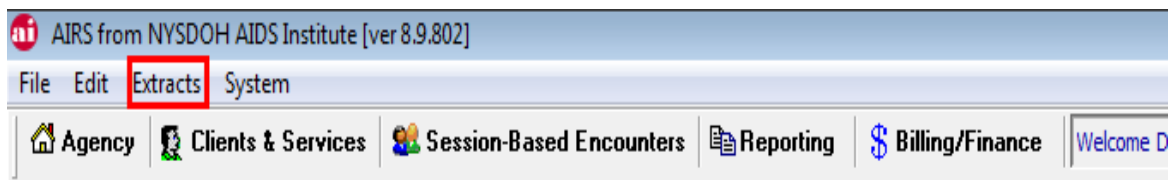
- The 1st Extract will include all the HIV-Positive Clients that meet the criteria (above).
- Subsequent Extracts will include only clients who a) have not yet been reported, b) have information that has changed, and/or c) need to be removed to correct data entry mistakes.
- The “HIV/AIDS Epidemiology 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**) via the **HIV/AIDS Provider Portal** for inclusion in their HIV Surveillance database.

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

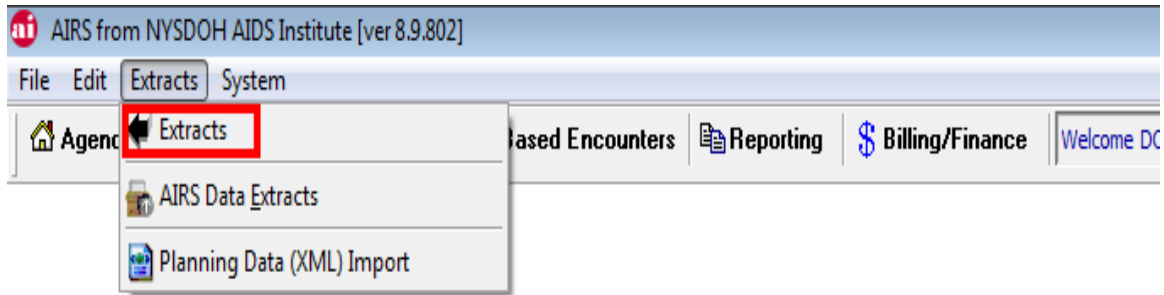
- 1) The default **Output Folder** must be set before running the EPI Extract. Therefore,
 - a) Go to **System** menu, select **System Options & Security Setup**, open **Options**, and select **General System Preferences**.
 - b) To update or change, click on **Edit** and click directly on **AIDS Institute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



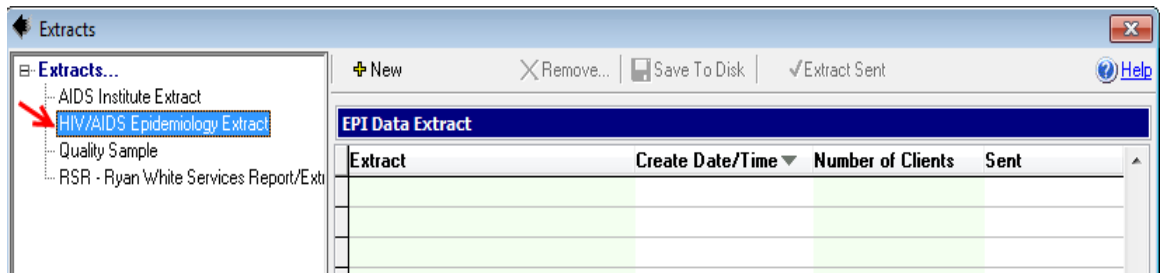
- 2) Click on the **EXTRACTS** Menu.



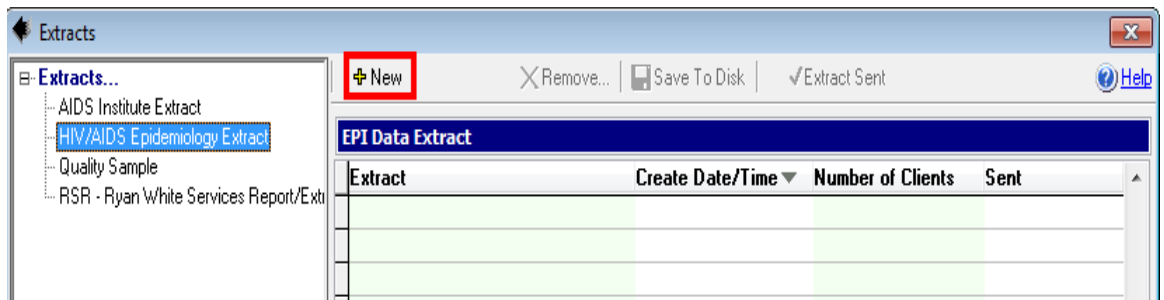
3) Select the **EXTRACTS** option.



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



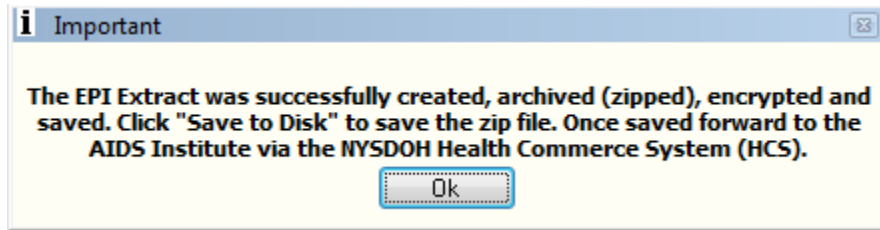
5) Click on **[NEW]**.



6) There are 2 possibilities...

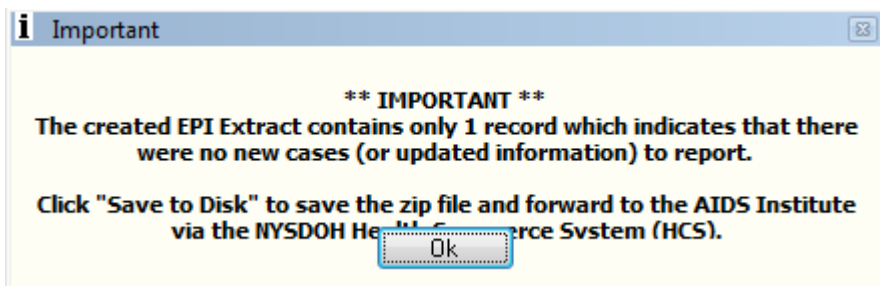
A) There are **HIV-Positive clients found**.

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



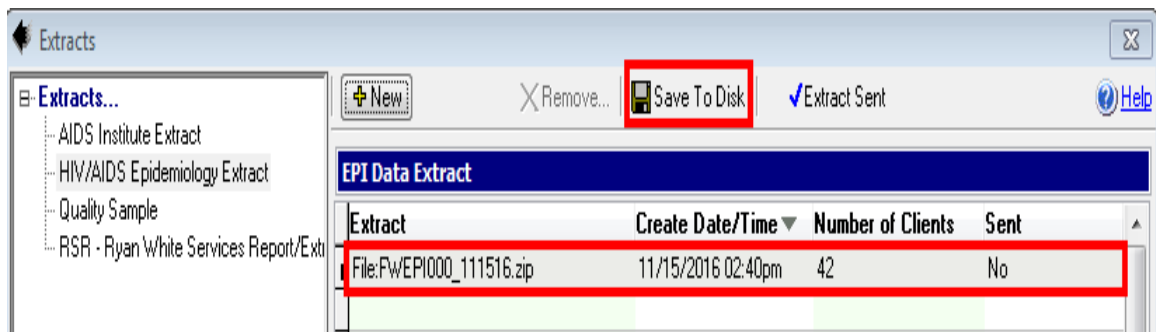
B) There are **No records that qualify**.

- 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.

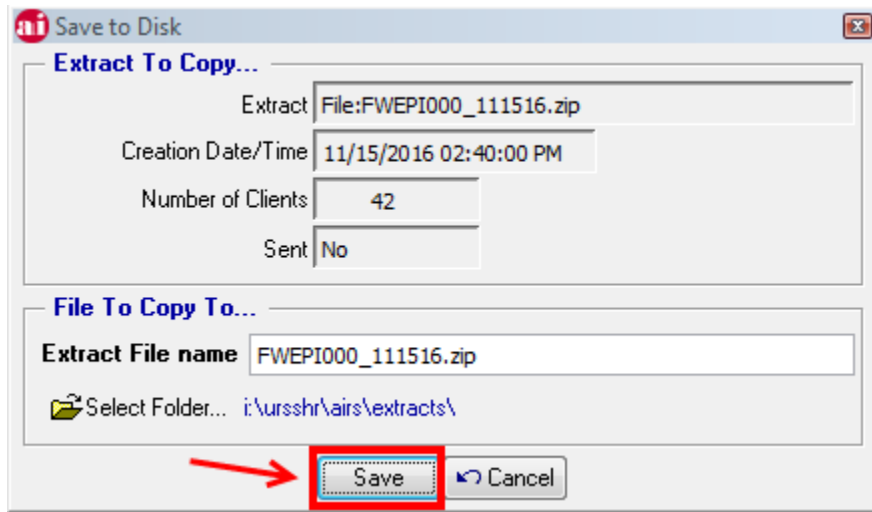


7) Click on [OK].

8) Click on [SAVE TO DISK].



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



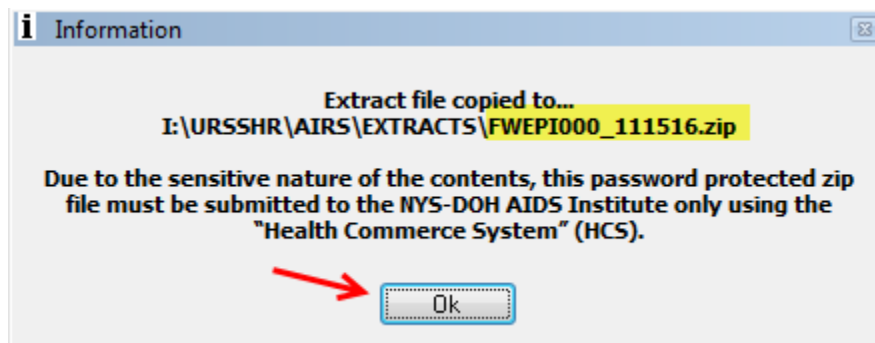
a. Note the Extract File Name.

- 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 **HIV/AIDS Provider Portal** within the **Health Commerce System (HCS)**, which is a secure transmission path.

- The upload is now part of the **HIV/AIDS Provider Portal** application seen on the left side of the HCS screen.
 - a) Log in to **HCS**.
 - b) Follow the upload instructions (**How2-Upload the EPI Extract using HCS**) located under the 'Extracts' option of the 'Instructions/Videos' section on the www.airsny.org website or click on [How2-Upload the EPI Extract using the Health Commerce System \(HCS\)](#) to view or download.

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.