



How To:

**Create a “Full” AIDS Institute
Extract**

November 2014

INTRODUCTION

Starting with AIRS V8.5, the “AIDS Institute Extract” will limit the amount of information that is included in the AIDS Institute Extract so that it is smaller in size. This default is set to include data from the past 1 year. Besides all client data, the Extract will only include recent data entry of, or changes/deletions to, Encounters, Services, Sessions, Syringe Exchanges, and CTR Testing data.

For most users, there will be no need to change the default 1 year setting when running the Extract.

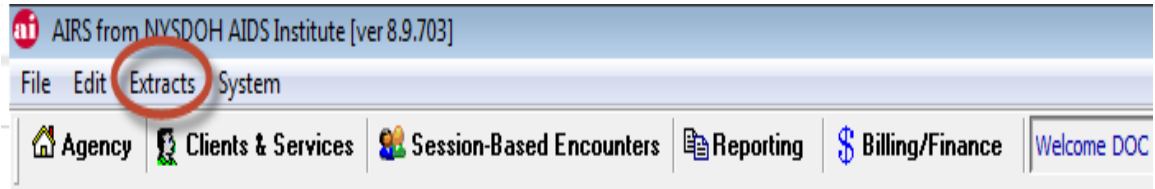
If there is a need to create an AIDS Institute Extract that contains all data from AIRS, the following pages will provide step-by-step instruction to successfully complete a truly complete/full AIDS Institute Extract from AIRS.

NOTES:

1. This document assumes your agency is not submitting “Incremental” Extracts
2. **If you are submitting Incremental Extracts:** Do not follow these instructions until you’ve contacted the AIDS Institute for guidance on how to proceed.
3. **All ‘AIDS Institute Extracts’ are submitted via the HCS (Health Commerce System), which is a secure transmission path.**
 - a. If you have questions regarding the account or how to get an account, email aidadata@health.ny.gov .
 - b. If it’s password or locked account issue, follow the messages at the HCS Login page.

HOW TO CREATE A FULL 'AIDS INSTITUTE EXTRACT'

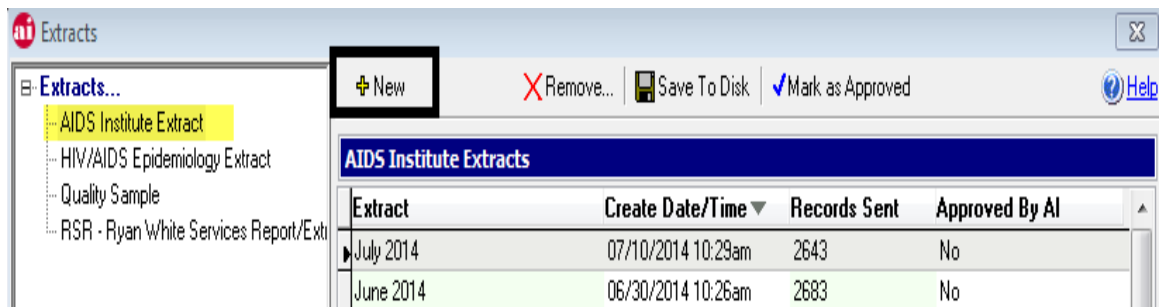
- 1) Go to the **EXTRACTS** Menu.



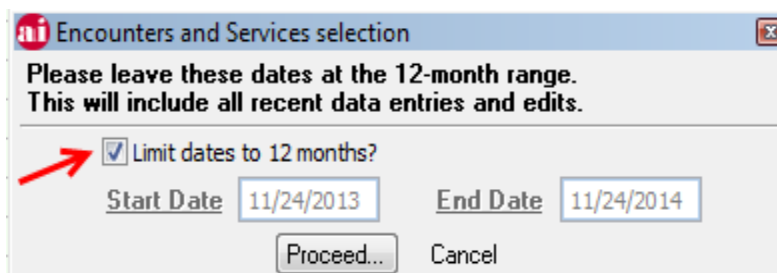
- 2) Select **"Extracts"**

- 3) Open **"Extracts"** option and Select **AIDS Institute Extract**

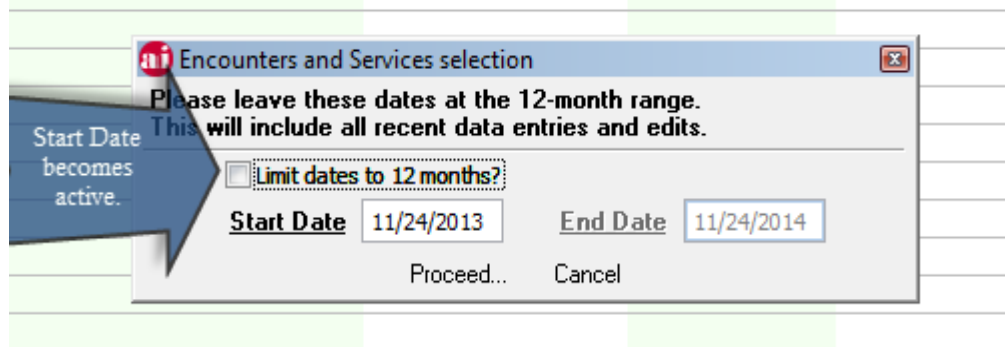
- 4) Click on [**New**]. (Note: You will have to [Remove] the current month's Extract if it already exists.)



- 5) You will see that the Encounters and Services default to **"Limit dates to 12 months"** and the *Start Date* and *End Date* fields are inactive.



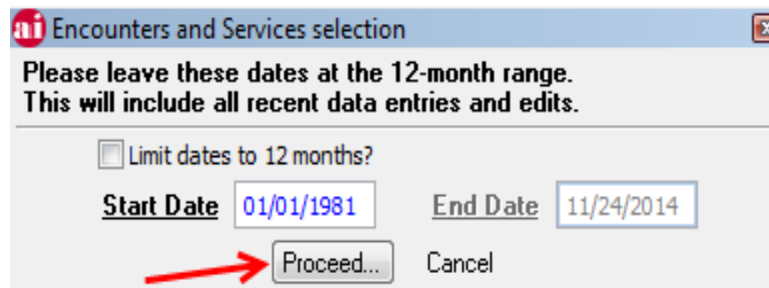
- 6) **Uncheck** the box next to “Limit dates to 12 months”. This allows you to change the *Start Date*.



- 7) Change the *Start Date* to **01/01/1981**. (Do not change the *End Date*.)



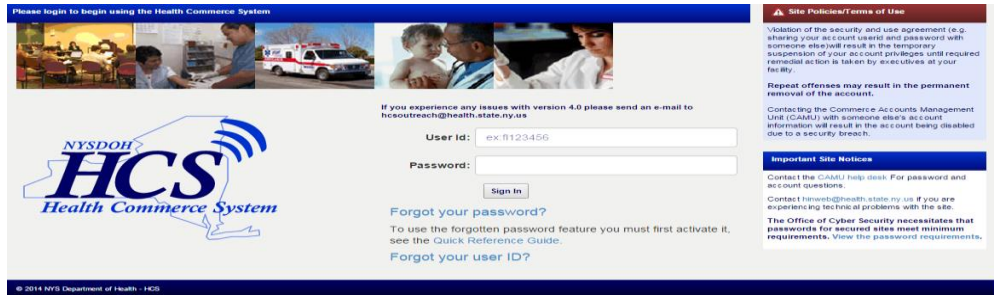
- 8) Click on [**Proceed**].



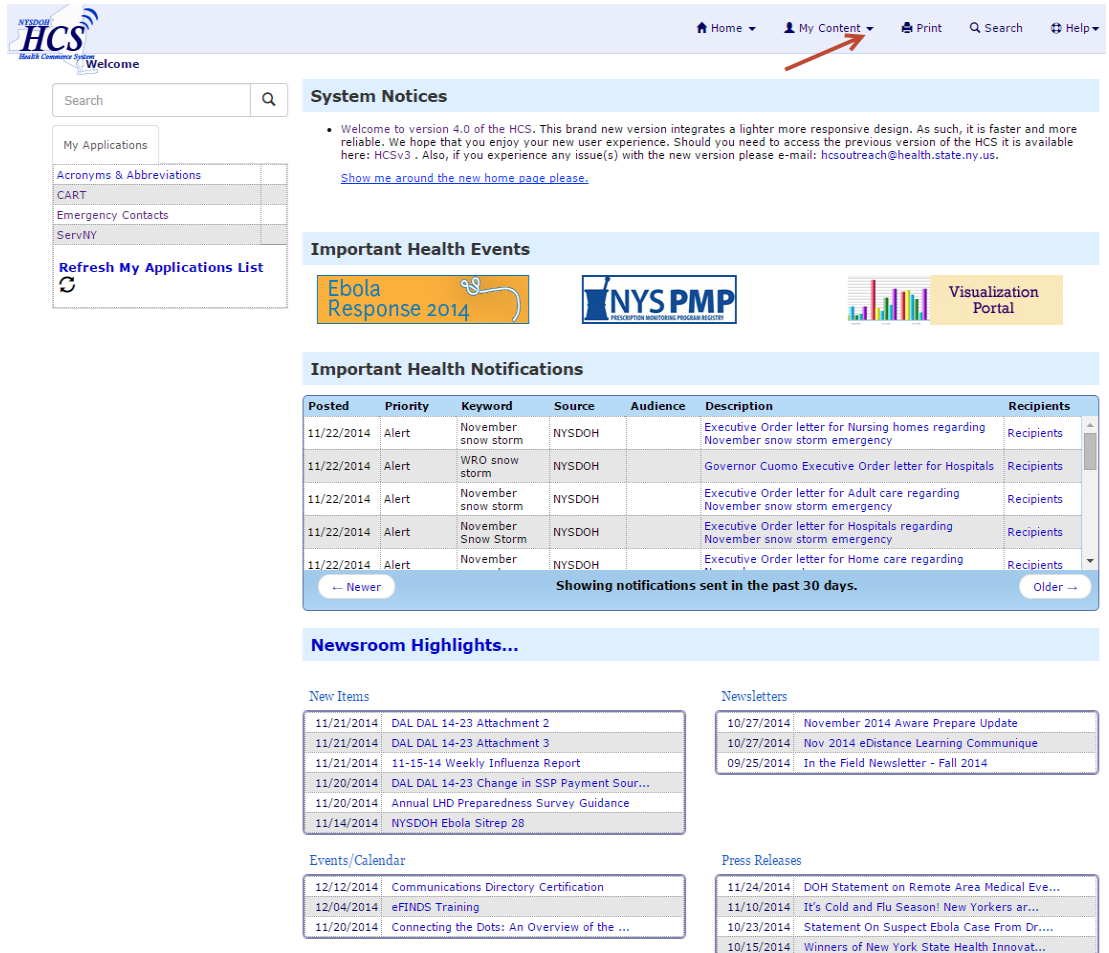
- 9) When complete, click on [**Save to disk**].

- 10) **Forward the AI Extract to the AIDS Institute using the Health Commerce System (HCS)** which is a secure transmission path. Note that the Extract is named xxAlmmyy.zip where xx = System ID, mm= Month run, and yy = Year run)

➔ Go to <https://commerce.health.state.ny.us> and Log In.



- a. If “AIDS Contract/Program Performance Upload” is not part of your “My Applications” (on left), click on the “My Content” dropdown and select “All Applications”.



- b. Select the “AIDS Contract/Program Performance Upload”.

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
Access and Update your own account information				
Adult Cystic Fibrosis Assistance Program	ACFAP		Yes	
Advantage Dual Eligible Managed Care			Yes	
AIDS Contract/Program Performance Upload				
Asbestos Training Verification				

- c. Keep the “Mail to” “AIDA/URS Submissions” option (currently the first choice).

AIDS Institute Monthly Report Extract Upload

[Go back](#)

Purpose: This upload utility should be used to submit required monthly data extracts on contract/program performance to the AIDS Institute.

Instructions: To upload a file, click on one of the buttons to the right of the 'Upload file' text and select the file. Repeat for up to 3 files and then click on the Upload button.

Your Email address:

Mail to: AIDA/URS Submissions ▼

Upload file (1): Choose File No file chosen

Upload file (2): Choose File No file chosen

Upload file (3): Choose File No file chosen

Please note: A maximum of three (3) files can be uploaded at one time. The total file size can not exceed 100 MB. If a file is larger than 14 MB, a link to download the file will appear in the email notification.

Comments:
(included with email)

Upload

Message: The Symantec Scan Engine has been updated and the virus scan should run faster now. **Warning:** The Virus Scan software on the Health Commerce System will not be able to open an encrypted file to check for viruses. If you are about to send an encrypted file, please MAKE SURE that the file was scanned for viruses or malignant codes before uploading.

[View the Upload Log](#)

- d. Choose the AI Extract file (from the AIRS\extracts folder) and **Upload**.