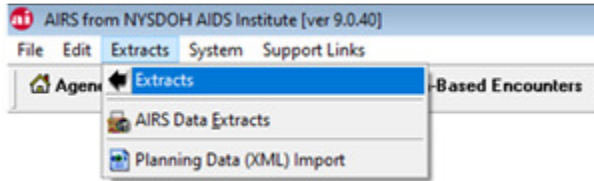


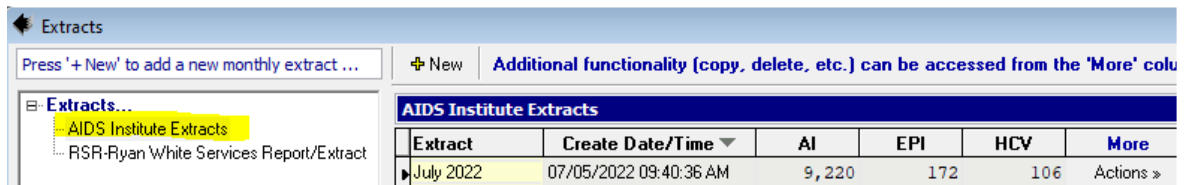
AIDS INSTITUTE COMBINED EXTRACT INSTRUCTIONS

INSTRUCTIONS FOR CREATING THE THREE AIDS INSTITUTE EXTRACTS

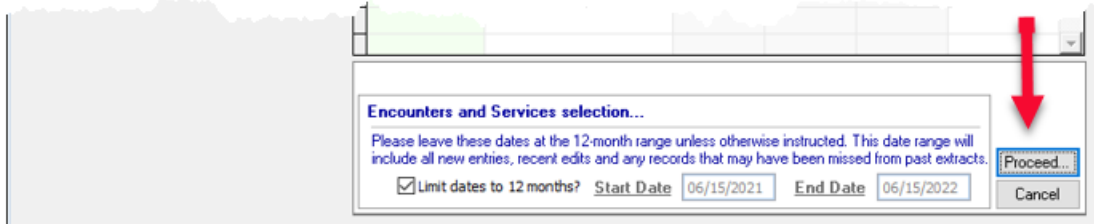
1. In the AIRS main menu, select **Extracts** menu and then **Extracts**



2. Click on **AIDS Institute Extracts**

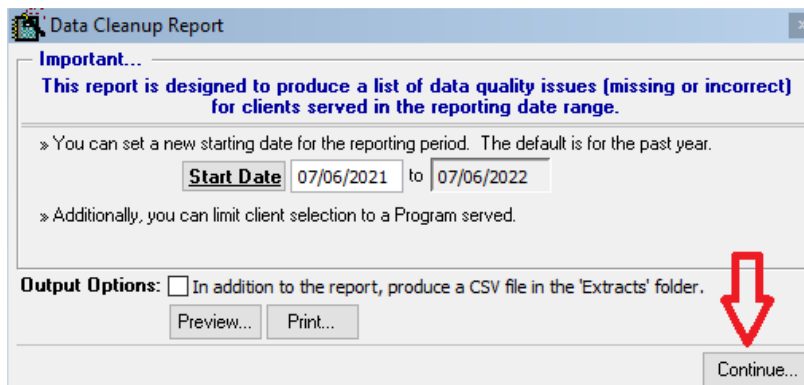


3. Click on [New], then click on **Proceed** button in lower right-hand corner (Leave default settings unless instructed otherwise)



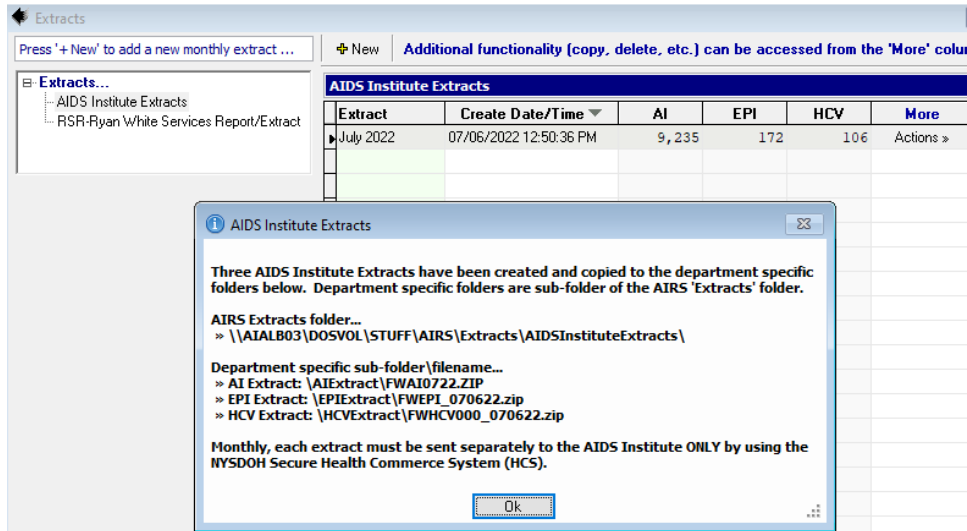
Data Cleanup Report will become available; this should be checked periodically

4. Click on **Continue**

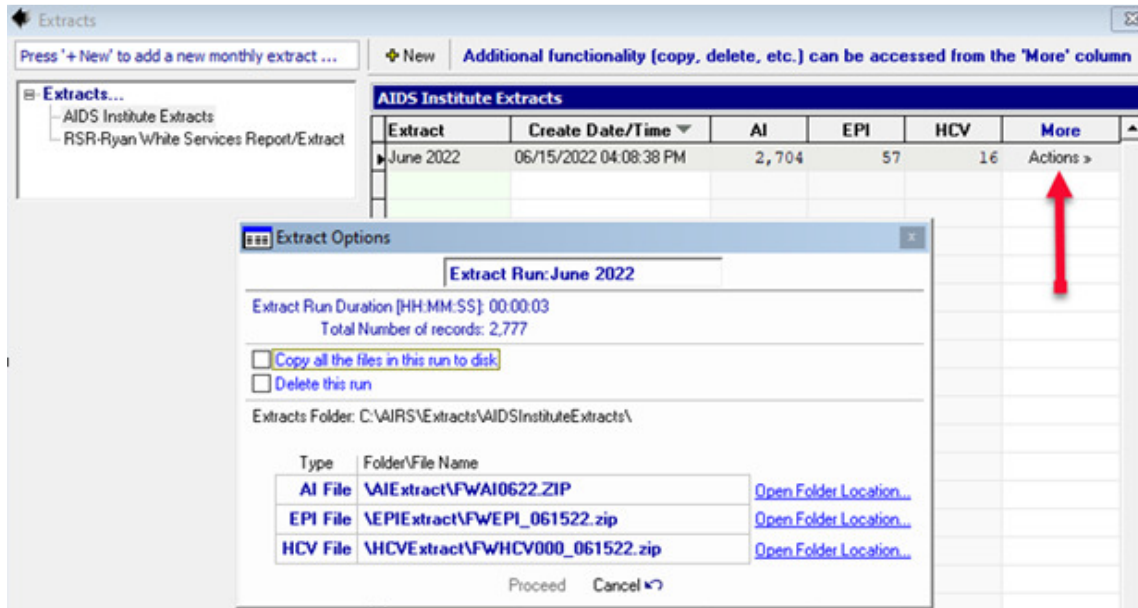


5. Once extracts are created a confirmation message will be displayed.
The following three extracts are created and saved:

1. AI: \AIDSInstituteExtracts\AIExtract\xxAlmmyy.zip
2. EPI: \AIDSInstituteExtracts\EPIExtract\xxEPI000_mmddyyyy.zip
3. HCV: \AIDSInstituteExtracts\HCVExtract\xxHCV000_mmddyyyy.zip



6. Clicking on the “Actions” button will enable a display of the extracts with direct links to their respective folder locations.



- Clicking on the folder links will take you directly to the folder where your extract is placed. (Optionally, AI Monthly and HCV extracts can be dragged to the HCS upload wizard from here.)

The screenshot shows the AIRS software interface. The main window displays a table of extracts with columns for Extract, Create Date/Time, AI, EPI, HCV, and More. A red arrow points from the 'More' column of the 'June 2022' row to the 'AI Extract File...' dialog box. This dialog shows the file path 'AIExtract\FWAI0622.ZIP' and provides links to 'Open Folder Location...'. Another dialog, 'Extract Options', is also visible, showing details for the 'June 2022' extract run, including duration and file names for AI, EPI, and HCV files.

- Please note that all three extracts must be submitted each month to their corresponding mailbox in HCS.

INSTRUCTIONS FOR SUBMITTING EXTRACTS IN HCS (HEALTH COMMERCE SYSTEM)



User ID

Password

[Forgot Your User ID or Password](#)
 Remember User ID

[Don't Have An Account? Sign Up Here](#)

SUBMITTING THE AIDS INSTITUTE HCV MONTHLY EXTRACT

1. Log into HCS (Health Commerce System)
2. Click on **My Content** and select **All Applications** from the drop-down menu
3. Click on alphabet letter 'A' and select **AIDS Institute Monthly Report Extract Upload**
4. Select **HCV Monthly Data Extract**

AIDS Institute Monthly Report Extract Upload

Purpose

This upload utility should be used to submit required monthly data extracts on contract/program performance to

Instructions

1. Click the button to select the group to upload the file(s)

AIDS Institute Monthly Report Extract

HCV Monthly Data Extract

5. Enter agency information on subject line, enter contact info in message body

New Package

Send

Preview

Check Recipients

Cancel

To

HCV Monthly Data Extract

[Show Cc/Bcc](#) [Manage Contacts...](#)

Subject:

Agency name and ID

Note:



Contact name, email, phone, extract name

6. Enter agency information on subject line, enter contact info in message body
7. Click on "Upload Files" to browse to file location or Click and Drag to drop files in. When attached the file information appears below.

Files:
(Optional)



Drop files to upload or use [Upload Files](#) dialog.



FWHCV000_070522.zip



8.9 KB

8. Click send at bottom

Send

Preview

Check Recipients

Cancel

SUBMITTING THE AIDS INSTITUTE MONTHLY EXTRACT

1. Follow steps 1-3 above
2. Select **AIDS Institute Monthly Report Extract**

Instructions

1. Click the button to select the group to upload the file(s)

AIDS Institute Monthly Report Extract

HCV Monthly Data Extract


3. Enter agency information on subject line, enter contact info in message body

New Package

Send Preview Check Recipients Cancel


To AIDS Institute Monthly Report Extract
[Show Cc/Bcc](#) [Manage Contacts...](#)




Subject: agency name and ID

Note:  contact name, phone, email

4. Enter agency information on subject line, enter contact info in message body
5. Click on "Upload Files" to browse to file location or Click and Drag to drop files in. When attached the file information appears below.

Files:
(Optional)

 Drop files to upload or use [Upload Files](#) dialog.

 FWAI0722.ZIP   199.3 KB

6. Click send at bottom


Send Preview Check Recipients Cancel

1. In HCS under **All Applications**, Click on alphabet letter 'H'
2. Select '**HIV/AIDS Provider Portal**'
3. Click on **Agree**

Welcome to NYSDOH Bureau of HIV/AIDS Epidemiology Provider Portal Ronald J Massaroni

You must agree to the page disclaimer to continue use of the Provider Portal


Clicking 'Agree' is an acknowledgment that the user, by accessing this system, is accepting responsibility for protecting privileged, confidential and/or protected health information (PHI) according to HIPAA, NYS Public Health Law and other federal and state privacy laws. The user shall not at this time or at any time in the future disclose information obtained from this system to any other person unless that person is legally authorized and has official reasons to obtain the information.



4. Click on **AIRS HIV/AIDS Epidemiological Extract**
5. Click on **Select file to Upload**, *Browse* to location, *Select* the file (e.g., xxEPI000_061522.zip)
(The "Click and Drag" option is not available for the EPI extract.)

AIRS HIV/AIDS Epidemiology Extract Page

AIRS HIV/AIDS Epidemiology Extract Upload

 **Select File to Upload.**
*** The filename must not contain any patient identifying information.

- a. Click on **Submit**